

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

**Innovation Center Conference Room
Monday, October 27, 2025
6:00 PM**

Michael Westrick, President
Karen Cedar, Vice-President
Ronald Miller, Treasurer
Jessica Becker, Secretary

Jamie Haslem, Trustee
Lindsay Chopp, Trustee
Shawn Treadaway, 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 Fall Grants, *Mike Domagalski, Chair***
4. **Academic Spotlight - Palms Elementary, *Mike Domagalski, Principal*
Extras and Partnerships at Palms Elementary, *Kelly Morrison, PTO President***
5. **Consent Agenda**
 - a. Approval of Minutes
 - i. Regular Board of Education Meeting September 22, 2025
 - ii. Special Board of Education Meeting October 13, 2025
 - b. Approval of Payment of Bills, Financial Statement and Schedule of Investments
6. **Department Reports**
7. **Information/Discussion Items**
 - a. 2024-25 Audit, *Curtis McBride, McBride-Manley & CO P.C.*
 - b. Bond 2020 Update, *Lisa Bondy, AUCH General Contractors*
 - c. 2025-26 Elementary Student Handbook, *Dawn Demick*
 - d. 2025-26 Secondary Student Handbook, *Dawn Demick*
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.
9. **Closed Session**

Recommended Action: Pursuant to Section 8(1)(a) of the Open Meetings Act (Act 267 of 1976) and upon the request of the employee, to consider the discipline of or to hear complaints brought against an employee.

10. **Action Items**

- a. 2024-25 Audit

11. **Adjournment**

Regular Board of Education Meeting

Monday, September 22, 2025 6:00 PM

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

Jessica Becker: Present, Karen Cedar: Present, Lindsay Chopp: Present, Jamie Haslem: Present, Ronald Miller: Present, Shawn Treadaway: Present, Michael Westrick: Present.

1. Call to Order/Moment of Silence/Pledge of Allegiance
The meeting was called to order by President *Michael Westrick* at 5:59 p.m.
2. Items of Interest, Recognition and Inquiry
 - 2.a. Board of Education Members
Board members, *Trustee Treadaway*, *Trustee Chopp*, and *Secretary Becker* extended welcome back and thank-you messages to the staff, St. Clair Campus and St. Clair River Elementary were commended for getting information out prior to the start of school, and a special shout-out to the MC and SC Marching Bands' combined anthem at the game.
 - 2.b. Administration
Superintendent Cybulla expressed gratitude to Administration, Operations, Technology, and all staff for their hard work in preparing for the new school year.
3. Strategic Planning, *Penny Kentish*, MASB
Penny Kentish McWilliams from MASB congratulated the district for completing the Strategic Planning process. She shared a presentation with a 5-year plan. The Board will be voting on this at the October 27, 2025, meeting.
4. Academic Spotlight Belle River Elementary, *Robyn Smith-Herr*, Principal Belle River 5th Graders Make a Splash, *Jennifer Ptaszek* and *Kristi Schmitz*
Mrs. Smith-Herr, principal at Belle River Elementary, introduced their Make a Splash presentation; teachers Mrs. Ptaszek, Mrs. Schmitz, and 5th-grade students were on hand to assist in the presentation. They shared a slideshow and discussed how the Sturgeon Science program works. They have added the Watershed Pen Pal program in coordination with The Friends of the St. Clair River and St. Clair County RESA.
5. Consent Agenda
To approve items under the consent agenda as presented: This motion, made by Lindsay Chopp and seconded by Jessica Becker, Carried.
Yea: 7, Nay: 0
 - 5.a. Approval of Minutes
 - 5.a.i. Regular Board of Education Meeting August 25, 2025
 - 5.b. Approval of Payment of Bills, Financial Statement and Schedule of Investments
6. Department Reports
The following departments gave a report: Curriculum, Business Office, Special Education, Operations, Technology, and Safety and Security.
7. Information/Discussion Items
 - 7.a. Bond 2020 Update, *AUCH General Contractors*

Lisa Bondy was unable to attend. *Superintendent Cybulla* thanked her, AUCH, and TMP for getting the buildings under construction up and running.

7.b. Bus Replacement, *Angie Gleason*

Mrs. Gleason, Finance Director, discussed the need for transportation to replace a school bus. Replacement purchase will not exceed the amount received by the insurance company. Approval is needed to move forward.

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. Annual Thrun Policy Update June 11, 2025

Per administration recommendation, the Board of Education approves the Annual Thrun Policy Update June 11, 2025, as presented at the August 25, 2025, regular meeting. This motion, made by Shawn Treadaway and seconded by Ronald Miller, Carried.

Yea: 7, Nay: 0

9.b. Thrun Policy Update July 25, 2025

Per administration recommendation, the Board of Education approves the Thrun Policy Update July 25, 2025, as presented at the August 25, 2025, regular meeting. This motion, made by Lindsay Chopp and seconded by Ronald Miller, Carried.

Yea: 7, Nay: 0

9.c. Bus Replacement

Administration is requesting Board approval to purchase a replacement school bus to replace the unit that was recently declared a total loss. The replacement purchase will not exceed the amount received from the insurance settlement, which totaled \$72,100. Approval will allow the Administration to move forward with securing a suitable replacement bus without creating an additional financial burden to the district. This motion, made by Jamie Haslem and seconded by Karen Cedar, Carried.

Yea: 7, Nay: 0

10. Adjournment

There being no further business before the Board, President *Michael Westrick* declared the meeting adjourned at 6:44 p.m.

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

Special Board Meeting

Monday, October 13, 2025 6:00 PM

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

Jessica Becker: Present, Karen Cedar: Present, Lindsay Chopp: Present, Jamie Haslem: Present, Ronald Miller: Present, Shawn Treadaway: Present, Michael Westrick: Present.

1. Call to Order/Moment of Silence/Pledge of Allegiance
The meeting was called to order by President *Michael Westrick* at 5:59 p.m.
2. Information/Discussion Items
 - 2.a. MCHS Baseball Fields, *Lisa Bondy*
Superintendent Cybulla shared *Kirk Grzelka's* recommendation for the MCHS baseball fields. *Lisa Bondy* from AUCH Construction gave a timeline. *Paul Muscat* from Cortis Brothers Trucking and Excavating, Inc. answered the board's questions. Lisa shared the blueprint plans of the proposed fields.
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. MCHS Baseball Fields
Per administration recommendation, the Board of Education approves the Marine City 6-12 Campus Baseball field renovations and construction to Cortis Bros. Trucking & Excavating in the amount of \$499,500.00. This motion, made by Karen Cedar and seconded by Jessica Becker, Carried.
Yea: 7, Nay: 0
5. Adjournment
There being no further business before the Board, President Michael Westrick declared the meeting adjourned at 6:42 p.m.

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

Board Secretary

**EAST CHINA SCHOOL DISTRICT
REGULAR BOARD OF EDUCATION MEETING
October 27, 2025**

FOR ACTION: Manifest and Payment of Bills

A manifest of the bills for September 2025 is enclosed.

RECOMMENDATION:

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

- General Fund - \$3,754,257.09
- Cafeteria Fund - \$288,417.18
- Latchkey Fund - \$1,974.75
- Internal Service Fund - \$15,250.15
- Sinking Fund – \$22,769.37
- Capital Projects - \$1,838,387.86
- Student Activity - \$42,877.97

**Bills to be Approved
East China Sch District
09/30/2025**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
00081427	09/09/2025	ACCELERATE EDUCATION INC	3220	PROF DEVELOPMENT FEES	675.00
				Vendor Total:	675.00
00005690	09/23/2025	AFLAC	9440	A/P AMERICAN FAMILY CANCER	287.75
				Vendor Total:	287.75
00081589	09/26/2025	AKERS, DENISE	2821	AP MPSERS 147g	637.26
				Vendor Total:	637.26
00081429	09/09/2025	ALGONAC HIGH CROSS COUNTRY	7905	TOURNAMENT	170.00
				Vendor Total:	170.00
00005688	09/08/2025	AMAZON CAPITAL SR INC	5110	TEACH SUPPLIES/MATERIALS	-17.99
00005688	09/08/2025		5190	SUPPLIES	7,495.42
00005688	09/08/2025		5910	SUPPLIES-OFFICE	369.69
00005688	09/08/2025		5950	SUPPLIES-CUSTODIAL	616.40
00005688	09/08/2025		5955	SUPPLIES-MAINTENANCE	425.05
00005689	09/11/2025		5104	SUPPLIES- MATH	48.03
00005689	09/11/2025		5107	SUPPLIES- SCIENCE	99.90
00005689	09/11/2025		5110	TEACH SUPPLIES/MATERIALS	699.07
00005689	09/11/2025		5190	SUPPLIES	5,547.60
00005689	09/11/2025		5910	SUPPLIES-OFFICE	461.74
00005689	09/11/2025		5950	SUPPLIES-CUSTODIAL	586.97
00005689	09/11/2025		5955	SUPPLIES-MAINTENANCE	1,464.58
00005689	09/11/2025		5960	SUPPLIES-ATHLETICS	1,017.14
00005699	09/23/2025		5101	SUPPLIES- ART	57.78
00005699	09/23/2025		5110	TEACH SUPPLIES/MATERIALS	318.52
00005699	09/23/2025		5190	SUPPLIES	7,267.55
00005699	09/23/2025		5910	SUPPLIES-OFFICE	341.66
00005699	09/23/2025		5942	SUPPLIES-MEDICAL	15.53
00005699	09/23/2025		5950	SUPPLIES-CUSTODIAL	244.55
00005699	09/23/2025		5955	SUPPLIES-MAINTENANCE	110.32
00005699	09/23/2025		5960	SUPPLIES-ATHLETICS	205.17
				Vendor Total:	27,374.68
00081430	09/09/2025	ANCHOR BAY HIGH SCHOOL	7905	TOURNAMENT	80.00
				Vendor Total:	80.00
00081431	09/09/2025	APAC PAPER & PACKAGING CORP	5950	SUPPLIES-CUSTODIAL	2,001.30
00081519	09/22/2025		5950	SUPPLIES-CUSTODIAL	1,474.63
				Vendor Total:	3,475.93
00081432	09/09/2025	ARCH ENVIRONMENTAL GROUP	3193	SERVICES - INSPECTIONS	617.19
00081432	09/09/2025		4110	REPAIRS-MISC.	1,120.75
				Vendor Total:	1,737.94
00081433	09/09/2025	ASCENSION MICHIGAN	3190	OTHER PROFESSIONAL SERVICES	92.00
00081433	09/09/2025		3197	SERVICES-EMPLOYEE HEALTH	75.00
00081521	09/22/2025		3190	OTHER PROFESSIONAL SERVICES	184.00
				Vendor Total:	351.00
00005701	09/30/2025	AT & T MOBILITY	3410	TELEPHONE/DATA COMMUNICATION	744.39
				Vendor Total:	744.39
00081435	09/09/2025	AUTO VALUE PORT HURON	4160	REPAIRS-VEHICLES	511.09
00081435	09/09/2025		5720	SUPPLIES-FLEET: Tires-Battery	475.71
00081435	09/09/2025		5730	SUPPLIES-FLEET REPAIR PARTS	1,236.44

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00081524	09/22/2025		5730	SUPPLIES-FLEET REPAIR PARTS	570.62
				Vendor Total:	2,793.86
00081525	09/22/2025	AUTO ZONE LLC	4160	REPAIRS-VEHICLES	52.56
				Vendor Total:	52.56
00081436	09/09/2025	B & H PHOTO-VIDEO	6410	EQ & FUR > \$5,000	10,693.00
00081526	09/22/2025		6410	EQ & FUR > \$5,000	11,766.50
				Vendor Total:	22,459.50
00081590	09/26/2025	BARKER, MICHELLE N	2821	AP MPSERS 147g	254.90
				Vendor Total:	254.90
00081529	09/22/2025	BLUE WATER FUEL	5710	SUPPLIES-Gas	823.12
				Vendor Total:	823.12
00005700	09/23/2025	BMO	3190	OTHER PROFESSIONAL SERVICES	105.00
00005700	09/23/2025		3220	PROF DEVELOPMENT FEES	618.00
00005700	09/23/2025		3221	PROF DEVELOPMENT TRAVEL	1,354.10
00005700	09/23/2025		3410	TELEPHONE/DATA COMMUNICATION	400.22
00005700	09/23/2025		3430	POSTAGE	130.16
00005700	09/23/2025		3450	SOFTWARE LICENSES	3,077.43
00005700	09/23/2025		3510	ADVERTISING	44.98
00005700	09/23/2025		4120	REPAIRS-EQUIPMENT	209.94
00005700	09/23/2025		5116	SUPPLIES- VOCAL MUSIC	65.00
00005700	09/23/2025		5190	SUPPLIES	1,822.35
00005700	09/23/2025		5710	SUPPLIES-Gas	119.49
00005700	09/23/2025		5910	SUPPLIES-OFFICE	1,137.48
00005700	09/23/2025		5950	SUPPLIES-CUSTODIAL	55.84
00005700	09/23/2025		5955	SUPPLIES-MAINTENANCE	4,265.69
00005700	09/23/2025		7411	MEMBERSHIP DUES	1,920.00
00005700	09/23/2025		7412	FEES	45.00
				Vendor Total:	15,370.68
00005702	09/30/2025	BP ENERGY RETAIL CO LLC	5510	NATURAL GAS	1,693.53
				Vendor Total:	1,693.53
00081438	09/09/2025	BRAVE FIRE PROTECTION LLC	3193	SERVICES - INSPECTIONS	845.00
00081530	09/22/2025		3193	SERVICES - INSPECTIONS	446.00
00081530	09/22/2025		4110	REPAIRS-MISC.	175.00
00081530	09/22/2025		5955	SUPPLIES-MAINTENANCE	620.00
				Vendor Total:	2,086.00
00081440	09/09/2025	CAMFIL USA INC	5957	SUPPLIES - FILTERS	8,426.11
				Vendor Total:	8,426.11
00081421	09/08/2025	CAOINETTE, MELISSA A.	9436	A/P GARNISHMENTS	900.00
00081584	09/23/2025		9436	A/P GARNISHMENTS	900.00
				Vendor Total:	1,800.00
00081441	09/09/2025	CARE'S WORKLIFE SOLUTIONS	3140	SERVICES-STAFF GUIDANCE	1,850.00
				Vendor Total:	1,850.00
00081442	09/09/2025	CENTRAL MICHIGAN PAPER	5190	SUPPLIES	2,720.00
				Vendor Total:	2,720.00
00081443	09/09/2025	CINTAS CORPRATION LOC724	5790	SUPPLIES-TRANSPORTATION	285.34
00081443	09/09/2025		5992	SUPPLIES - UNIFORMS	78.28

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00081532	09/22/2025		5790	SUPPLIES-TRANSPORTATION	94.00
				Vendor Total:	457.62
00081422	09/08/2025	CITY OF PORT HURON	9436	A/P GARNISHMENTS	160.62
00081585	09/23/2025		9436	A/P GARNISHMENTS	175.10
				Vendor Total:	335.72
00081445	09/09/2025	COTTRELLVILLE TWP	3112	CONTRACTED SERVICES	3,178.46
				Vendor Total:	3,178.46
00081446	09/09/2025	CROSWELL-LEXINGTON HIGH	7905	TOURNAMENT	200.00
				Vendor Total:	200.00
00081533	09/22/2025	CULLIGAN	3190	OTHER PROFESSIONAL SERVICES	86.00
				Vendor Total:	86.00
00081534	09/22/2025	CUMMINS BRIDGEWAY LLC	5730	SUPPLIES-FLEET REPAIR PARTS	618.55
				Vendor Total:	618.55
00081447	09/09/2025	CUSTOM GUIDE INC	3450	SOFTWARE LICENSES	2,400.00
				Vendor Total:	2,400.00
00081448	09/09/2025	DAKOTA HIGH SCHOOL	7905	TOURNAMENT	100.00
				Vendor Total:	100.00
00005680	09/08/2025	DEPT OF TREASURY FICA	9447	A/P FICA/MED	111,780.83
00005691	09/23/2025		9447	A/P FICA/MED	140,902.34
				Vendor Total:	252,683.17
00005681	09/08/2025	DEPT OF TREASURY FIT	9446	A/P FED INCOME TAX W/H	66,350.18
00005692	09/23/2025		9446	A/P FED INCOME TAX W/H	90,580.50
				Vendor Total:	156,930.68
00005682	09/08/2025	DEPT OF TREASURY MEDICARE	9447	A/P FICA/MED	26,142.29
00005693	09/23/2025		9447	A/P FICA/MED	32,952.96
				Vendor Total:	59,095.25
00005704	09/30/2025	DETROIT EDISON	5520	ELECTRICITY	7,474.67
				Vendor Total:	7,474.67
00005705	09/30/2025	DETROIT EDISON COMPANY	5520	ELECTRICITY	23,913.35
				Vendor Total:	23,913.35
00081591	09/26/2025	DEZIEL, KRISTIE J	2821	AP MPSERS 147g	348.17
				Vendor Total:	348.17
00005706	09/30/2025	DIRECT ENERGY BUSINESS	5520	ELECTRICITY	31,108.76
				Vendor Total:	31,108.76
00081450	09/09/2025	DYCK SECURITY SERVICES INC	3192	SERVICES-CONTRACTED SECURITY	1,670.48
00081450	09/09/2025		5955	SUPPLIES-MAINTENANCE	222.46
				Vendor Total:	1,892.94
00081536	09/22/2025	EAST CHINA CHARTER TOWNSHIP	8830	WATER & SEWAGE	2,354.52
				Vendor Total:	2,354.52
00081451	09/09/2025	EDPUZZLE	3450	SOFTWARE LICENSES	8,059.80
				Vendor Total:	8,059.80
00081452	09/09/2025	EDUTEK SOLUTIONS LLC	3450	SOFTWARE LICENSES	4,995.00

**Bills to be Approved
East China Sch District
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				Vendor Total:	4,995.00
00081537	09/22/2025	ELECTRIC MOTOR SR LLC	4113	REPAIRS - HVAC	426.78
				Vendor Total:	426.78
00081454	09/09/2025	EMPIRICAL RESOLUTIONS INC	3450	SOFTWARE LICENSES	2,000.00
				Vendor Total:	2,000.00
00081538	09/22/2025	EMTERRA ENVIRONMENTAL USA	3840	TRASH REMOVAL	2,917.66
				Vendor Total:	2,917.66
00081455	09/09/2025	EXECUTIVE ENERGY SERVICES	3190	OTHER PROFESSIONAL SERVICES	850.00
				Vendor Total:	850.00
00081457	09/09/2025	FIDELITY SECURITY LIFE INS	9460	A/P VISION UHC/EYEMED	896.63
				Vendor Total:	896.63
00081539	09/22/2025	FOSTER BLUE WATER OIL LLC	5710	SUPPLIES-Gas	13,453.68
00081539	09/22/2025		5711	SUPPLIES: SKY DEF	551.63
				Vendor Total:	14,005.31
00081592	09/26/2025	FRENDT, DAVID	2821	AP MPSERS 147g	637.28
				Vendor Total:	637.28
00081593	09/26/2025	GARDNER, LAURIE A	2821	AP MPSERS 147g	488.59
				Vendor Total:	488.59
00081541	09/22/2025	HAND 2 MIND	5990	MISC SUPPLIES & MATERIALS	2,209.74
				Vendor Total:	2,209.74
00005683	09/08/2025	HEALTH EQUITY	9465	HSA	18,443.51
00005694	09/23/2025		9465	HSA	18,928.51
				Vendor Total:	37,372.02
00081458	09/09/2025	HILLS SERVICE CENTER INC	4160	REPAIRS-VEHICLES	768.00
				Vendor Total:	768.00
00081460	09/09/2025	HOLLAND BUS COMPANY	5730	SUPPLIES-FLEET REPAIR PARTS	321.25
				Vendor Total:	321.25
00081543	09/22/2025	ISOLVED BENEFIT SERVICES	7412	FEES	86.94
				Vendor Total:	86.94
00081462	09/09/2025	JOSTENS	7910	MISC EXPENSES	232.62
				Vendor Total:	232.62
00081544	09/22/2025	KAPLAN COMPANIES INC	5190	SUPPLIES	888.20
				Vendor Total:	888.20
00081463	09/09/2025	KERR ALBERT OFFICE SUPPLY CO	5190	SUPPLIES	465.97
00081463	09/09/2025		5910	SUPPLIES-OFFICE	18.68
00081545	09/22/2025		5190	SUPPLIES	324.23
00081545	09/22/2025		5910	SUPPLIES-OFFICE	6.24
				Vendor Total:	815.12
00081465	09/09/2025	KIMBALL MIDWEST	5790	SUPPLIES-TRANSPORTATION	599.28
				Vendor Total:	599.28
00081466	09/09/2025	KIRK & HUTH PC	3170	SERVICES-LEGAL	5,374.69
				Vendor Total:	5,374.69

**Bills to be Approved
East China Sch District
09/30/2025**

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
00081467	09/09/2025	KSS	5950	SUPPLIES-CUSTODIAL	5,794.44
00081467	09/09/2025		5955	SUPPLIES-MAINTENANCE	381.91
00081548	09/22/2025		5950	SUPPLIES-CUSTODIAL	1,551.07
				Vendor Total:	7,727.42
00081549	09/22/2025	LAFORCE INC	5955	SUPPLIES-MAINTENANCE	874.60
				Vendor Total:	874.60
00081468	09/09/2025	LAKESHORE LEARNING	5190	SUPPLIES	14,844.82
00081550	09/22/2025		5110	TEACH SUPPLIES/MATERIALS	179.00
00081550	09/22/2025		5190	SUPPLIES	4,255.05
				Vendor Total:	19,278.87
00081469	09/09/2025	LINDE GAS & EQUIPMENT	5790	SUPPLIES-TRANSPORTATION	19.53
				Vendor Total:	19.53
00081470	09/09/2025	LUCA, RACHEL	0173	PAY TO PARTICIPATE	125.00
				Vendor Total:	125.00
00081471	09/09/2025	LUMBERJACK	5950	SUPPLIES-CUSTODIAL	681.99
00081471	09/09/2025		5955	SUPPLIES-MAINTENANCE	1,380.06
00081471	09/09/2025		5980	SUPPLIES-SMALL TOOLS	26.59
				Vendor Total:	2,088.64
00081551	09/22/2025	MACOMB AREA CONFERENCE	7411	MEMBERSHIP DUES	345.00
				Vendor Total:	345.00
00081473	09/09/2025	MARCOUX, SHARON	0173	PAY TO PARTICIPATE	200.00
				Vendor Total:	200.00
00081552	09/22/2025	MARSHALL E CAMPBELL	5958	SUPPLIES - LAMPS & BALLASTS	349.60
				Vendor Total:	349.60
00081474	09/09/2025	MARYSVILLE HIGH SCHOOL	7905	TOURNAMENT	150.00
				Vendor Total:	150.00
00081475	09/09/2025	MARYSVILLE, CITY OF	7905	TOURNAMENT	120.00
				Vendor Total:	120.00
00081594	09/26/2025	MCCONNELL, TABATHA J	2821	AP MPSERS 147g	44.36
				Vendor Total:	44.36
00081476	09/09/2025	MCGRAW HILL EDUCATION INC	5210	TEXTBOOKS	51,682.40
00081553	09/22/2025		5210	TEXTBOOKS	761.79
				Vendor Total:	52,444.19
00081554	09/22/2025	MCLAREN PORT HURON	3190	OTHER PROFESSIONAL SERVICES	112.00
				Vendor Total:	112.00
00081477	09/09/2025	MECHANICAL FABRICATORS INC	4110	REPAIRS-MISC.	100.50
				Vendor Total:	100.50
00081555	09/22/2025	MEMPHIS HIGH SCHOOL	7905	TOURNAMENT	200.00
				Vendor Total:	200.00
00081595	09/26/2025	MEREDITH, HEATHER J	2821	AP MPSERS 147g	637.26
				Vendor Total:	637.26
00005710	09/30/2025	MESSA	9452	A/P MESSA/VSP	379,125.24

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<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
					Vendor Total: 379,125.24
00005711	09/30/2025	METLIFE GROUP BENEFITS	9442	A/P LIFE INSURANCE W/H	2,093.55
00005711	09/30/2025		9449	A/P LONG TERM DISABILITY	2,561.90
					Vendor Total: 4,655.45
00005712	09/30/2025	METS	3150	OTHER CONTRACTED SERVICES	11,205.65
					Vendor Total: 11,205.65
00081478	09/09/2025	MGM DUMPSTERS	3840	TRASH REMOVAL	575.00
					Vendor Total: 575.00
00081479	09/09/2025	MICH ASSOC OF SCHOOL BOARDS	3220	PROF DEVELOPMENT FEES	125.00
					Vendor Total: 125.00
00005684	09/08/2025	MICHIGAN DEPT OF TREASURY	9445	A/P STATE INCOME TAX W/H	32,082.51
00005695	09/23/2025		9445	A/P STATE INCOME TAX W/H	41,502.48
					Vendor Total: 73,584.99
00081423	09/08/2025	MICHIGAN STATE	9435	A/P FRIEND OF CT W/H	1,125.75
00081586	09/23/2025		9435	A/P FRIEND OF CT W/H	2,032.25
					Vendor Total: 3,158.00
00081596	09/26/2025	MOSES, DEANA	2821	AP MPSERS 147g	637.26
					Vendor Total: 637.26
00005685	09/08/2025	MPSERS	9405	A/P RETIREMENT	395,339.94
00005685	09/08/2025		9444	A/P RETIRE TDP W/H	160.00
00005696	09/23/2025		9405	A/P RETIREMENT	432,547.69
00005696	09/23/2025		9444	A/P RETIRE TDP W/H	160.00
					Vendor Total: 828,207.63
00081480	09/09/2025	MSBOA	7411	MEMBERSHIP DUES	550.00
					Vendor Total: 550.00
00081481	09/09/2025	NBS	5190	SUPPLIES	6,941.49
00081557	09/22/2025		6420	EQUIP & FURN >\$1,000/<\$5,000	1,146.04
					Vendor Total: 8,087.53
00081558	09/22/2025	NEIMAN'S FAMILY MARKET	5190	SUPPLIES	66.55
					Vendor Total: 66.55
00081559	09/22/2025	NORFLEET, MICHELLE	3112	CONTRACTED SERVICES	110.00
					Vendor Total: 110.00
00005686	09/08/2025	NORTH STAR BANK	9450	A/P ACH DIRECT DEPOSIT	612,636.61
00005697	09/23/2025		9450	A/P ACH DIRECT DEPOSIT	783,037.95
					Vendor Total: 1,395,674.56
00005687	09/08/2025	OMNI GROUP, THE	9438	A/P Check 403b, 457, Roth	39,393.60
00005687	09/08/2025		9455	A/P ACH 403b, 457, Roth	2,425.00
00005698	09/23/2025		9438	A/P Check 403b, 457, Roth	40,252.10
00005698	09/23/2025		9455	A/P ACH 403b, 457, Roth	2,425.00
					Vendor Total: 84,495.70
00081482	09/09/2025	PEARSON EDUCATION	3450	SOFTWARE LICENSES	119.89
					Vendor Total: 119.89
00081483	09/09/2025	PORT HURON MUSIC CENTER	4120	REPAIRS-EQUIPMENT	1,975.50

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00081561	09/22/2025		5190	SUPPLIES	642.00
				Vendor Total:	2,617.50
00081484	09/09/2025	PRECISION CARE LLC	3153	CONTRACTED SERVICES-GROUNDS	19,400.00
				Vendor Total:	19,400.00
00081486	09/09/2025	PREFERRED GLASS INC	4110	REPAIRS-MISC.	5,125.00
				Vendor Total:	5,125.00
00081487	09/09/2025	QUILL CORPORATION	5190	SUPPLIES	63.14
00081562	09/22/2025		5190	SUPPLIES	62.70
				Vendor Total:	125.84
00081563	09/22/2025	RATTEE SEPTIC SEWER AND	4116	REPAIRS - PLUMBING	1,050.00
				Vendor Total:	1,050.00
00081597	09/26/2025	RENEE BIALKE	2821	AP MPSERS 147g	646.01
				Vendor Total:	646.01
00005707	09/30/2025	RICOH USA INC	4123	REPAIRS-COPIERS/DUPLICATORS	5,033.24
00005707	09/30/2025		4125	REPAIRS-TECHNOLOGY	2,169.62
				Vendor Total:	7,202.86
00081565	09/22/2025	RIDDELL	5960	SUPPLIES-ATHLETICS	627.95
				Vendor Total:	627.95
00081488	09/09/2025	ROCHESTER 100 INC	5190	SUPPLIES	160.00
				Vendor Total:	160.00
00081489	09/09/2025	ROMEO HIGH SCHOOL	7905	TOURNAMENT	200.00
				Vendor Total:	200.00
00081424	09/08/2025	ROOSEN, VARCHETTI &	9436	A/P GARNISHMENTS	18.36
00081587	09/23/2025		9436	A/P GARNISHMENTS	42.16
				Vendor Total:	60.52
00081566	09/22/2025	ROSE PEST SOLUTIONS	4110	REPAIRS-MISC.	1,156.00
				Vendor Total:	1,156.00
00081425	09/08/2025	RUSKIN, DAVID	9436	A/P GARNISHMENTS	243.75
00081588	09/23/2025		9436	A/P GARNISHMENTS	243.75
				Vendor Total:	487.50
00081598	09/26/2025	SACHS, RICKY A	2821	AP MPSERS 147g	78.25
				Vendor Total:	78.25
00081599	09/26/2025	SCHEEL, ANDREW D	2821	AP MPSERS 147g	697.53
				Vendor Total:	697.53
00081491	09/09/2025	SCHOOL MATE	5190	SUPPLIES	400.00
				Vendor Total:	400.00
00081492	09/09/2025	SCHOOL SPECIALTY LLC	5190	SUPPLIES	198.03
00081567	09/22/2025		5190	SUPPLIES	361.86
				Vendor Total:	559.89
00081494	09/09/2025	SCOTTY'S POTTY	3112	CONTRACTED SERVICES	220.00
				Vendor Total:	220.00
00081569	09/22/2025	SCREENVISION DIRECT INC	3510	ADVERTISING	716.33

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				Vendor Total:	716.33
00081496	09/09/2025	SEG WORKER'S COMPENSATION	9448	A/P WORKER'S COMP	20,783.00
				Vendor Total:	20,783.00
00005708	09/30/2025	SEMCO ENERGY INC	5510	NATURAL GAS	4,305.94
				Vendor Total:	4,305.94
00081498	09/09/2025	SHREDCORP	3112	CONTRACTED SERVICES	185.00
00081570	09/22/2025		3112	CONTRACTED SERVICES	207.00
				Vendor Total:	392.00
00081499	09/09/2025	ST CLAIR ACE HARDWARE	5950	SUPPLIES-CUSTODIAL	27.76
00081572	09/22/2025		5950	SUPPLIES-CUSTODIAL	37.97
				Vendor Total:	65.73
00081500	09/09/2025	ST CLAIR CO HEALTH DEPT	3193	SERVICES - INSPECTIONS	150.00
				Vendor Total:	150.00
00081501	09/09/2025	ST CLAIR COUNTY RESA	3112	CONTRACTED SERVICES	4,060.76
00081600	09/26/2025		3112	CONTRACTED SERVICES	26,950.00
				Vendor Total:	31,010.76
00081502	09/09/2025	STATE OF MICHIGAN	3193	SERVICES - INSPECTIONS	293.55
				Vendor Total:	293.55
00081601	09/26/2025	STAUFFER, LESLEY A	2821	AP MPSERS 147g	651.64
				Vendor Total:	651.64
00081574	09/22/2025	TELNET WORLDWIDE	3410	TELEPHONE/DATA COMMUNICATION	928.57
				Vendor Total:	928.57
00081503	09/09/2025	TER HAAR, CALVIN	4120	REPAIRS-EQUIPMENT	120.00
				Vendor Total:	120.00
00081504	09/09/2025	TK ELEVATOR	4110	REPAIRS-MISC.	2,243.34
				Vendor Total:	2,243.34
00081505	09/09/2025	TOWN AND COUNTRY POOLS INC	5955	SUPPLIES-MAINTENANCE	2,411.00
00081576	09/22/2025		5955	SUPPLIES-MAINTENANCE	2,415.00
				Vendor Total:	4,826.00
00081506	09/09/2025	TP LOGOS LLC	5910	SUPPLIES-OFFICE	75.00
				Vendor Total:	75.00
00081507	09/09/2025	TRACTION DETROIT	5720	SUPPLIES-FLEET: Tires-Battery	-109.09
00081507	09/09/2025		5730	SUPPLIES-FLEET REPAIR PARTS	1,574.40
00081577	09/22/2025		5730	SUPPLIES-FLEET REPAIR PARTS	79.99
				Vendor Total:	1,545.30
00081578	09/22/2025	TRACY INC	3450	SOFTWARE LICENSES	82.70
				Vendor Total:	82.70
00081508	09/09/2025	TRAFFIC CONES FOR LESS	5955	SUPPLIES-MAINTENANCE	2,883.81
				Vendor Total:	2,883.81
00081602	09/26/2025	TYLER, NANCY	2821	AP MPSERS 147g	637.26
				Vendor Total:	637.26
00081509	09/09/2025	UNITY SCHOOL BUS PARTS	5730	SUPPLIES-FLEET REPAIR PARTS	770.89

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				Vendor Total:	770.89
00081603	09/26/2025	VANDERMEULEN, KATHLEEN	2821	AP MPSERS 147g	657.27
				Vendor Total:	657.27
00081511	09/09/2025	VIEW NEWSPAPER GROUP	3510	ADVERTISING	3,850.07
				Vendor Total:	3,850.07
00081513	09/09/2025	VOYAGER SOPRIS INC	3450	SOFTWARE LICENSES	4,305.00
00081513	09/09/2025		5190	SUPPLIES	1,812.50
				Vendor Total:	6,117.50
00081515	09/09/2025	WATSON BROS SR CO INC	4113	REPAIRS - HVAC	712.50
00081581	09/22/2025		4113	REPAIRS - HVAC	5,225.00
				Vendor Total:	5,937.50
00005713	09/30/2025	WILL SUB PCMI	3113	Contracted Substitute Teachers	24,714.52
				Vendor Total:	24,714.52
00081517	09/09/2025	YOUNG SUPPLY COMPANY	5955	SUPPLIES-MAINTENANCE	100.80
				Vendor Total:	100.80
280040	09/08/2025	BROHL, JESSICA DAWN	3221	PROF DEVELOPMENT TRAVEL	364.00
				Vendor Total:	364.00
280409	09/23/2025	EVERITT, TONYA L	3210	LOCAL MILEAGE	99.87
				Vendor Total:	99.87
280410	09/23/2025	FREGETTO, JENNIFER N	5190	SUPPLIES	115.38
				Vendor Total:	115.38
280047	09/08/2025	GLEASON, ANGELA J	3221	PROF DEVELOPMENT TRAVEL	136.74
				Vendor Total:	136.74
280027	09/08/2025	HUMBERT, LORRIE JEAN	2130	HEALTH,DENTAL,VISION INSURANCE	57.37
				Vendor Total:	57.37
280376	09/23/2025	JANDRON, NANETTE F	7412	FEES	78.00
				Vendor Total:	78.00
280643	09/23/2025	POHL, KELLY JO	5190	SUPPLIES	185.00
				Vendor Total:	185.00
280060	09/08/2025	WEDGE JR, TERRY R	3221	PROF DEVELOPMENT TRAVEL	364.00
				Vendor Total:	364.00
*****Grand Total					3,754,257.09

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00081426	09/09/2025	ABSOLUTE FIRE PROTECTION	3150	OTHER CONTRACTED SERVICES	3,278.53
				Vendor Total:	3,278.53
00005688	09/08/2025	AMAZON CAPITAL SR INC	5959	SUPPLIES-MISCELLANEOUS	127.92
00005689	09/11/2025		5959	SUPPLIES-MISCELLANEOUS	378.78
				Vendor Total:	506.70
00081529	09/22/2025	BLUE WATER FUEL	5710	SUPPLIES-Gas	84.46
				Vendor Total:	84.46
00005700	09/23/2025	BMO	5959	SUPPLIES-MISCELLANEOUS	323.86
				Vendor Total:	323.86
00081438	09/09/2025	BRAVE FIRE PROTECTION LLC	4110	REPAIRS-MISC.	1,400.00
00081530	09/22/2025		3193	SERVICES - INSPECTIONS	144.00
				Vendor Total:	1,544.00
00005703	09/30/2025	CHARTWELLS	3150	OTHER CONTRACTED SERVICES	22,349.04
00005703	09/30/2025		5610	FOOD	20,079.13
				Vendor Total:	42,428.17
00081449	09/09/2025	DEPENDABLE REFRIGERATION	4120	REPAIRS-EQUIPMENT	250.00
				Vendor Total:	250.00
00081459	09/09/2025	HOBART SERVICE	4110	REPAIRS-MISC.	830.20
				Vendor Total:	830.20
00081557	09/22/2025	NBS	6410	EQ & FUR > \$5,000	194,295.30
				Vendor Total:	194,295.30
00005707	09/30/2025	RICOH USA INC	4123	REPAIRS-COPIERS/DUPLICATORS	30.96
				Vendor Total:	30.96
00081566	09/22/2025	ROSE PEST SOLUTIONS	4110	REPAIRS-MISC.	522.00
				Vendor Total:	522.00
00081573	09/22/2025	STAFFORD SMITH INC	6410	EQ & FUR > \$5,000	44,323.00
				Vendor Total:	44,323.00

Total CAFETERIA FUND 288,417.18

*******Grand Total 288,417.18**

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00005689	09/11/2025	AMAZON CAPITAL SR INC	5190	SUPPLIES	148.05
00005699	09/23/2025		5190	SUPPLIES	81.96
				Vendor Total:	230.01
00005700	09/23/2025	BMO	3450	SOFTWARE LICENSES	178.00
00005700	09/23/2025		5190	SUPPLIES	75.74
				Vendor Total:	253.74
00081444	09/09/2025	CONTINUED.COM	7411	MEMBERSHIP DUES	1,264.00
				Vendor Total:	1,264.00
00081500	09/09/2025	ST CLAIR CO HEALTH DEPT	7412	FEES	200.00
				Vendor Total:	200.00
				Total LATCHKEY FUND	1,947.75
				*****Grand Total	1,947.75

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00005709	09/30/2025	HUMANA DENTAL	2133	Dental Claims	13,143.52
00005709	09/30/2025		2134	Dental Admin Fees	2,106.63
				Vendor Total:	15,250.15
				Total INTERNAL SERVICE FUND	15,250.15
				*****Grand Total	15,250.15

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00081579	09/22/2025	TRANE PARTS	6410	EQ & FUR > \$5,000	9,781.32
				Vendor Total:	9,781.32
00081581	09/22/2025	WATSON BROS SR CO INC	6410	EQ & FUR > \$5,000	12,988.05
				Vendor Total:	12,988.05
				Total 2006 Sinking Fund	<u>22,769.37</u>
				*****Grand Total	22,769.37

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00081432	09/09/2025	ARCH ENVIRONMENTAL GROUP	6220	BLDG CONSTR/STRUCT ALTERATIONS	2,967.68
				Vendor Total:	2,967.68
00081523	09/22/2025	AUCH CONSTRUCTION	6220	BLDG CONSTR/STRUCT ALTERATIONS	1,412,654.57
				Vendor Total:	1,412,654.57
00081542	09/22/2025	INTERIOR OFFICE SOURCE INC	6410	EQ & FUR > \$5,000	134,620.00
				Vendor Total:	134,620.00
00081464	09/09/2025	KI KRUEGER INTERNATIONAL	6410	EQ & FUR > \$5,000	78,358.58
00081546	09/22/2025		6410	EQ & FUR > \$5,000	77,814.80
				Vendor Total:	156,173.38
00081557	09/22/2025	NBS	6410	EQ & FUR > \$5,000	50,545.03
				Vendor Total:	50,545.03
00081575	09/22/2025	TMP ARCHITECTURE	6220	BLDG CONSTR/STRUCT ALTERATIONS	61,329.70
				Vendor Total:	61,329.70
00081582	09/22/2025	WENGER CORPORATION	6410	EQ & FUR > \$5,000	18,880.00
				Vendor Total:	18,880.00
00081583	09/22/2025	WINDOW CREATIONS & DESIGN	6420	EQUIP & FURN >\$1,000/<\$5,000	1,217.50
				Vendor Total:	1,217.50
Total 2020 BOND					1,838,387.86

*****Grand Total 1,838,387.86

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00081428	09/09/2025	ALEXANDER'S LLC	7920	OTHER STD/SCH ACTY XP	2,000.00
				Vendor Total:	2,000.00
00081518	09/22/2025	ALGONAC HIGH CROSS COUNTRY	7920	OTHER STD/SCH ACTY XP	200.00
				Vendor Total:	200.00
00005688	09/08/2025	AMAZON CAPITAL SR INC	7920	OTHER STD/SCH ACTY XP	1,869.18
00005689	09/11/2025		7920	OTHER STD/SCH ACTY XP	1,970.20
00005699	09/23/2025		7920	OTHER STD/SCH ACTY XP	1,516.26
				Vendor Total:	5,355.64
00081520	09/22/2025	ART OF CUSTOM FRAMING	7920	OTHER STD/SCH ACTY XP	450.00
				Vendor Total:	450.00
00081434	09/09/2025	ATTACK SPORTS LLC	7920	OTHER STD/SCH ACTY XP	1,044.50
00081522	09/22/2025		7920	OTHER STD/SCH ACTY XP	248.00
				Vendor Total:	1,292.50
00081527	09/22/2025	BALDINO, FRANCES MARY	7920	OTHER STD/SCH ACTY XP	84.00
				Vendor Total:	84.00
00081528	09/22/2025	BIRDY BOUTIQUE LLC	7920	OTHER STD/SCH ACTY XP	1,357.50
				Vendor Total:	1,357.50
00081437	09/09/2025	BLB ENGRAVING SERVICES	7920	OTHER STD/SCH ACTY XP	840.00
				Vendor Total:	840.00
00005700	09/23/2025	BMO	7920	OTHER STD/SCH ACTY XP	8,194.76
				Vendor Total:	8,194.76
00081439	09/09/2025	BSN/PASSON'S/GSC/CONLIN	7920	OTHER STD/SCH ACTY XP	1,388.60
00081531	09/22/2025		7920	OTHER STD/SCH ACTY XP	1,850.00
				Vendor Total:	3,238.60
00081535	09/22/2025	DETROIT RIVER OUTDOORS LLC	7920	OTHER STD/SCH ACTY XP	1,936.00
				Vendor Total:	1,936.00
00081453	09/09/2025	ELITE BOWS	7920	OTHER STD/SCH ACTY XP	1,000.00
				Vendor Total:	1,000.00
00081540	09/22/2025	FURLIN, AMBERLY	7920	OTHER STD/SCH ACTY XP	110.00
				Vendor Total:	110.00
00081461	09/09/2025	HUDL	7920	OTHER STD/SCH ACTY XP	800.00
				Vendor Total:	800.00
00081547	09/22/2025	KRUSE, MELISSA	7920	OTHER STD/SCH ACTY XP	260.00
				Vendor Total:	260.00
00081470	09/09/2025	LUCA, RACHEL	0199	MISCELLANEOUS REVENUE	20.00
				Vendor Total:	20.00
00081472	09/09/2025	MACPHERSON, MICHAEL	7920	OTHER STD/SCH ACTY XP	630.00
				Vendor Total:	630.00
00081556	09/22/2025	MSBOA	7920	OTHER STD/SCH ACTY XP	375.00
				Vendor Total:	375.00
00081558	09/22/2025	NEIMAN'S FAMILY MARKET	7920	OTHER STD/SCH ACTY XP	474.63

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				Vendor Total:	474.63
00081560	09/22/2025	PEPSI-COLA COMPANY	7920	OTHER STD/SCH ACTY XP	812.00
				Vendor Total:	812.00
00081561	09/22/2025	PORT HURON MUSIC CENTER	7920	OTHER STD/SCH ACTY XP	912.34
				Vendor Total:	912.34
00081485	09/09/2025	PREFERRED CHARTER SERVICES	7920	OTHER STD/SCH ACTY XP	300.00
				Vendor Total:	300.00
00081564	09/22/2025	RESTORATION APPAREL	7920	OTHER STD/SCH ACTY XP	851.00
				Vendor Total:	851.00
00081490	09/09/2025	SAINT LEO UNIVERSITY	7920	OTHER STD/SCH ACTY XP	500.00
				Vendor Total:	500.00
00081567	09/22/2025	SCHOOL SPECIALTY LLC	7920	OTHER STD/SCH ACTY XP	207.51
				Vendor Total:	207.51
00081493	09/09/2025	SCOREBOARD N MORE	7920	OTHER STD/SCH ACTY XP	259.68
				Vendor Total:	259.68
00081494	09/09/2025	SCOTTY'S POTTY	7920	OTHER STD/SCH ACTY XP	110.00
				Vendor Total:	110.00
00081495	09/09/2025	SCREEN & STITCH LLC	7920	OTHER STD/SCH ACTY XP	924.00
00081568	09/22/2025		7920	OTHER STD/SCH ACTY XP	660.00
				Vendor Total:	1,584.00
00081497	09/09/2025	SHERWIN-WILLIAMS CO, THE	7920	OTHER STD/SCH ACTY XP	300.75
				Vendor Total:	300.75
00081571	09/22/2025	SIMPLIFASTER LLC	7920	OTHER STD/SCH ACTY XP	299.00
				Vendor Total:	299.00
00081510	09/09/2025	UNIVERSITY OF MICHIGAN	7920	OTHER STD/SCH ACTY XP	825.00
				Vendor Total:	825.00
00081512	09/09/2025	VINEY, MARY	7920	OTHER STD/SCH ACTY XP	1,632.00
				Vendor Total:	1,632.00
00081514	09/09/2025	WAR WATER LLC	7920	OTHER STD/SCH ACTY XP	700.00
				Vendor Total:	700.00
00081580	09/22/2025	WATER LADY, THE	7920	OTHER STD/SCH ACTY XP	12.75
				Vendor Total:	12.75
00081604	09/26/2025	WEBSTAIRANT STORE	7920	OTHER STD/SCH ACTY XP	4,313.53
				Vendor Total:	4,313.53
00081516	09/09/2025	WESTERN MICHIGAN	7920	OTHER STD/SCH ACTY XP	500.00
				Vendor Total:	500.00
280283	09/08/2025	MCNABB, AMY A	7920	OTHER STD/SCH ACTY XP	139.78
				Vendor Total:	139.78
				Total STUDENT ACTIVITY	42,877.97

Bills to be Approved
East China Sch District
09/30/2025

<u>Check #</u>	<u>Chk Date</u>	<u>Vendor Name</u>	<u>Acct Nr</u>	<u>Description</u>	<u>Amount</u>
				*****Grand Total	42,877.97

East China School District
General Fund Financial Statement
9/30/2025

REVENUES	ORIGINAL BUDGET (OB)	RECEIVED	BALANCE DUE	PERCENT DUE
LOCAL SOURCES	13,200,543	9,086,777	4,113,766	31.2%
STATE SOURCES	32,916,499	556,213	32,360,286	98.3%
FEDERAL SOURCES	2,026,899	-	2,026,899	100.0%
OTHER TRANSACTIONS	1,262,822	-	1,262,822	100.0%
TOTAL REVENUES	49,406,763	9,642,990	39,763,773	80.5%

EXPENDITURES	ORIGINAL BUDGET (OB)	EXPENSED & ENCUMBERED	BALANCE AVAILABLE	PERCENT AVAILABLE
INSTRUCTIONAL SERVICES				
BASIC INSTRUCTION:				
ELEMENTARY	10,330,331	1,046,229	9,284,102	89.9%
MIDDLE SCHOOL	4,990,818	517,980	4,472,838	89.6%
HIGH SCHOOL	7,876,512	607,991	7,268,521	92.3%
SPECIAL ED	5,459,085	426,165	5,032,920	92.2%
COMPENSATORY ED	1,949,522	160,280	1,789,242	91.8%
VOCATIONAL ED	11,105	-	11,105	100.0%
OTHER INSTRUCTION	650,692	252,681	398,011	61.2%
SUPPORTING SERVICES				
PUPIL SERVICES	3,730,652	339,334	3,391,318	90.9%
INST. STAFF SERVICES	1,739,928	266,013	1,473,915	84.7%
GENERAL ADMINISTRATION	559,475	127,906	431,569	77.1%
SCHOOL ADMINISTRATION	2,945,726	475,000	2,470,726	83.9%
FISCAL SERVICES	531,061	166,055	365,006	68.7%
INTERNAL SERVICES	23,218	2,671	20,547	88.5%
OPERATIONS/MAINTENANCE	4,866,237	1,039,559	3,826,678	78.6%
SECURITY SERVICES	308,325	35,867	272,458	88.4%
PUPIL TRANSPORTATION	2,551,215	327,546	2,223,669	87.2%
CENTRAL SERVICES (HR/TECH)	1,243,502	520,926	722,576	58.1%
ATHLETIC ACTIVITIES	1,373,274	101,016	1,272,258	92.6%
COMMUNITY SERVICES	24,346	3,551	20,795	85.4%
OTHER TRANSACTIONS	-	1,146	(1,146)	
TOTAL EXPENDITURES	51,165,024	6,417,916	44,747,108	87.5%

**EAST CHINA SCHOOL DISTRICT
SCHEDULE OF INVESTMENTS
AS OF SEP, 2025**

FUND	ACCOUNT	TYPE	ISSUER	MATURITY DATE	INTEREST RATE	INVESTED AMOUNT
DS	DEBT SERVICE	POOL	NORTHSTAR	9/30/2025	1.71 APY	3,095,534
DS	DEBT SERVICE	INVEST	MILAF	9/30/2025		328,679
GF	OPERATING	POOL	NORTHSTAR	9/30/2025	0.50 APY	3,769,146
GF	OPERATING	INVEST	NORTHSTAR	9/30/2025	2.45 APY	5,590,330
SF	SINKING FUND	POOL	NORTHSTAR	9/30/2025	0.10 APY	5,254
SF	SINKING FUND	INVEST	NORTHSTAR	9/30/2025	2.45 APY	2,251,830
CP	CAPITAL PROJECTS	POOL	NORTHSTAR	9/30/2025	0.50 APY	1,502,247
CP	CAPITAL PROJECTS	INVEST	NORTHSTAR	9/30/2025	2.45 APY	-
CP	CAPITAL PROJECTS	INVEST	MILAF	9/30/2025		17,980,251
APY	ANNUAL % YIELD					

**EAST CHINA SCHOOL DISTRICT
REGULAR BOARD OF EDUCATION MEETING
October 27, 2025**

FOR ACTION: Summary of Donations >\$1,000

A summary of the donations received for the month of September 2025

RECOMMENDATION:

The administration is recommending the Board approve donations accepted greater than \$1,000 as follows:

<u>Date</u>	<u>Donor</u>	<u>School Building/ Group</u>	<u>Amount</u>	<u>Purpose</u>	<u>Who Received/ Requested</u>
9/12/2025	Kelly & David Volkman	MCHS/Baseball	\$4,500	Donation	Coach Felax
9/12/2025	Community Foundation of St. Clair County	SCHS/Tennis	\$2,025	Donation	Coach Eifert

per Board policy 3303 Gifts and Donations



SELECTED FINANCIAL DATA

June 30, 2025

EAST CHINA SCHOOL DISTRICT



EAST CHINA SCHOOL DISTRICT

SELECTED FINANCIAL DATA (\$000 OMITTED)

Year ended 06/30/2025

GENERAL FUND - CONDENSED BALANCE SHEET

ASSETS

Cash and Investments	\$	766
Prepaid Expenses		58
Due From Other Governmental Units		7,441
Miscellaneous Receivables		128
Due From Other Funds		2,923
TOTAL ASSETS	\$	11,316

LIABILITIES

Accounts Payable	\$	315
Accrued Payroll		3,189
Other Liabilities		2,494
Deferred Revenue		432
TOTAL LIABILITIES		6,430

FUND EQUITY

Nonspendable Fund Balance		58
Unassigned Fund Balance		4,828
TOTAL LIABILITIES AND FUND BALANCE	\$	11,316

EAST CHINA SCHOOL DISTRICT
SELECTED FINANCIAL DATA (\$000 OMITTED)
Year Ended 06/30/2025

GENERAL FUND REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

Revenues and Other Financing Sources

Local sources:

Property taxes \$ **12,350**

Other **450**

State sources **34,204**

Federal sources **2,216**

Interdistrict sources **1,118**

Interest and dividends **52**

Interfund transfers **40**

TOTAL REVENUES AND OTHER FINANCING SOURCES **50,430**

Expenditures and Other Financing Uses

Instruction **32,139**

Support services **18,456**

Community services **69**

Athletics **1,357**

Capital outlay **483**

Transfers to other funds **117**

TOTAL EXPENDITURES AND OTHER FINANCING USES **52,621**

CHANGE IN FUND BALANCE **(2,191)**

Total Fund Balance at July 1, 2024 **7,077**

TOTAL FUND BALANCE AT JUNE 30, 2025 \$ **4,886**

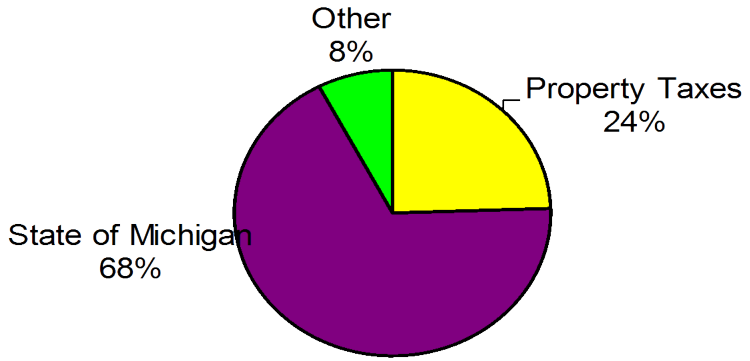
EAST CHINA SCHOOL DISTRICT
SELECTED FINANCIAL DATA (\$000 OMITTED)
 Year ended 06/30/2025

GENERAL FUND REVENUES BY SOURCE

	6/30/2025		6/30/2024	
	AMOUNT	%	AMOUNT	%
Property Taxes	\$ 12,350	24.49%	\$ 12,598	23.63%
Other Local Sources	450	0.89%	366	0.69%
State of Michigan	34,204	67.82%	34,455	64.63%
Federal Programs	2,216	4.39%	4,686	8.79%
Other School Districts	1,118	2.22%	1,110	2.08%
Interfund Transfers & Other	92	0.18%	97	0.18%
TOTAL REVENUES	\$ 50,430	100.00%	\$ 53,312	100.00%

(2024-2025 % DECREASE = 5.4 %)

**EAST CHINA SCHOOL DISTRICT
 REVENUE BY SOURCE**



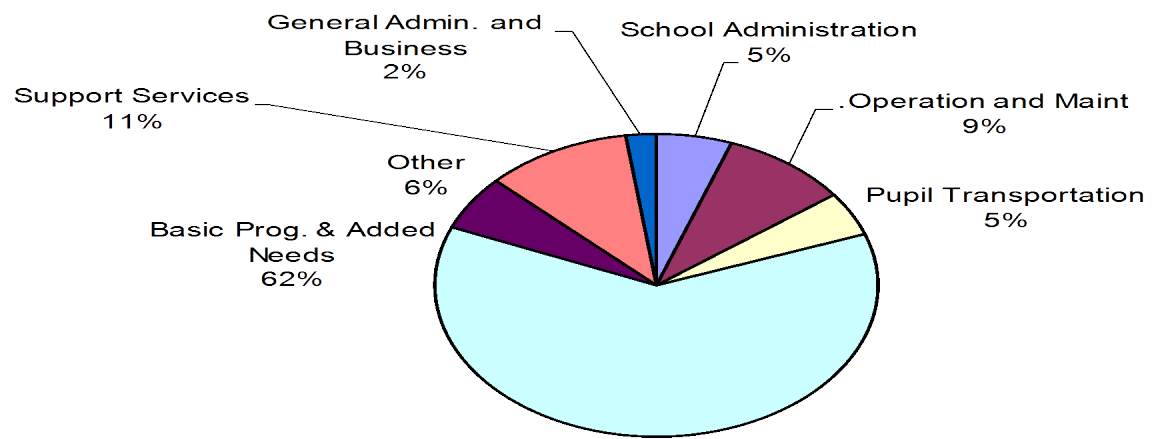
EAST CHINA SCHOOL DISTRICT
SELECTED FINANCIAL DATA (\$000 OMITTED)
 Year ended 06/30/2025

GENERAL FUND EXPENDITURES BY FUNCTION

	6/30/2025		6/30/2024	
	AMOUNT	%	AMOUNT	%
Basic Programs	23,793	45.22%	25,475	48.19%
Added Needs	8,352	15.87%	7,582	14.34%
Pupil Support Services	3,884	7.38%	3,815	7.22%
Instructional Staff Support Services	1,662	3.16%	1,807	3.42%
General Administration	602	1.14%	565	1.07%
School Administration	2,866	5.45%	2,827	5.35%
Internal Services	31	0.06%	27	0.05%
Fiscal Services	554	1.05%	558	1.06%
Operation and Maintenance	4,835	9.19%	4,772	9.03%
Pupil Transportation	2,448	4.65%	2,204	4.17%
Central Services	1,606	3.05%	1,672	3.16%
Community Services	69	0.13%	56	0.11%
Athletics	1,371	2.61%	1,304	2.47%
Building Improvements	431	0.82%	80	0.15%
Interfund transfers	117	0.22%	122	0.23%
TOTAL EXPENDITURES	\$ 52,621	100.00%	\$ 52,866	100.00%

(2024 - 2025 DECREASE = 0.4%)

EAST CHINA SCHOOL DISTRICT EXPENDITURES BY FUNCTION



EAST CHINA SCHOOL DISTRICT

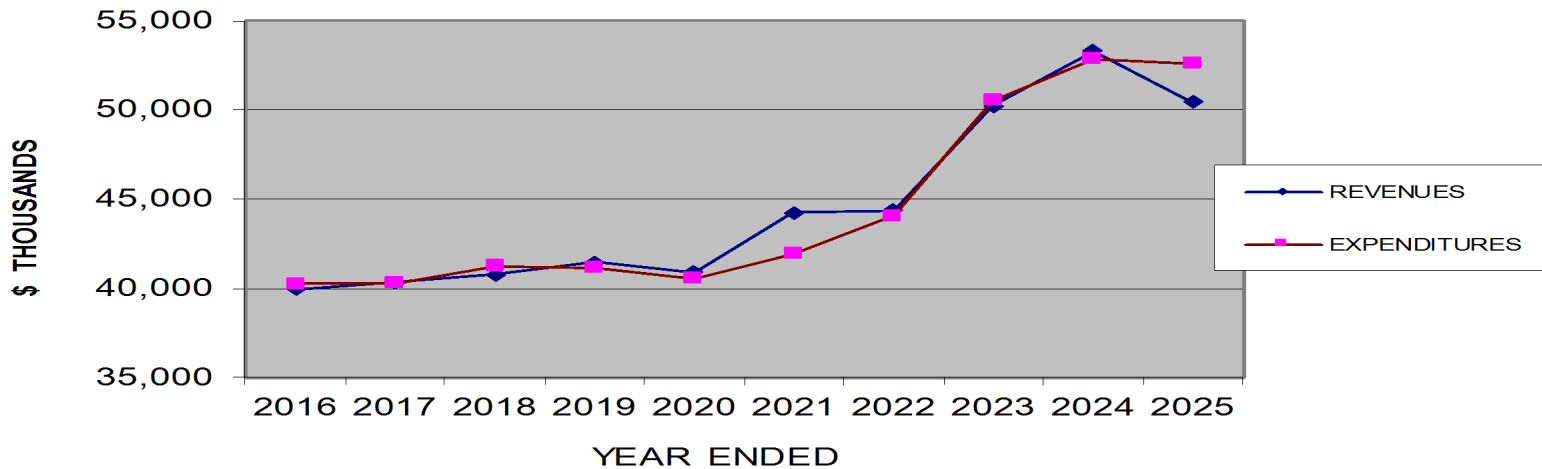
SELECTED FINANCIAL DATA (\$000 OMITTED)

Year ended 06/30/2025

TEN YR HISTORICAL REVENUE AND EXPENDITURE TREND

REVENUES	Y/E	EXPENDITURES	Y/E	
	6/30/2016	39,959	6/30/2016	40,243
	6/30/2017	40,329	6/30/2017	40,304
	6/30/2018	40,788	6/30/2018	41,239
	6/30/2019	41,463	6/30/2019	41,167
	6/30/2020	40,918	6/30/2020	40,539
	6/30/2021	44,243	6/30/2021	41,959
	6/30/2022	44,360	6/30/2022	44,090
	6/30/2023	50,215	6/30/2023	50,526
	6/30/2024	53,312	6/30/2024	52,866
	6/30/2025	50,430	6/30/2025	52,621

EAST CHINA SCHOOL DISTRICT 10 YR TREND ANALYSIS



EAST CHINA SCHOOL DISTRICT

SELECTED FINANCIAL DATA (\$000 OMITTED)

Year ended 06/30/2025

GENERAL FUND FINANCIAL DATA COMPARED TO OTHER MI SCHOOL DISTRICTS

(Data computed using Mich. Dept. of Ed. Bulletin 1011 2023/2024)

	2024/2025 Amount	% of Total Expenditures	% of Total Expenses 2023-24 MI Average	
			All Districts	Districts of Similar Size*
Basic Programs	\$23,793	45.2%	44.0%	44.5%
Added Needs	8,352	15.9%	12.8%	12.8%
Pupil Support Services	3,884	7.4%	6.9%	7.9%
Instructional Staff Support Services	1,662	3.2%	4.8%	4.3%
General Administration	602	1.1%	2.3%	2.1%
School Administration	2,866	5.4%	5.6%	5.2%
Business	585	1.1%	1.5%	1.3%
Operation and Maintenance	4,783	9.1%	9.5%	9.6%
Pupil Transportation	2,448	4.7%	3.7%	3.4%
Central Services	1,606	3.1%	2.8%	2.7%
Community Services	69	0.1%	0.8%	0.9%
Capital Outlay**	483	0.9%	2.7%	1.9%
Athletics	1,371	2.6%	1.5%	1.5%
Transfer to Other Funds	117	0.2%	1.1%	1.9%
TOTAL EXPENDITURES	\$52,621	100.0%	100.0%	100.0%

Unrestricted Fund Balance as a Percentage of Total Expenditures

9.2000%

Total Fund Balance as a Percentage of Total Expenditures

9.3000%

25.5000%

24.0000%

* Michigan school of districts with 3,000 to 3,499 students.

** Capital outlay amounts are separately stated in State analysis.



EAST CHINA SCHOOL DISTRICT

SELECTED FINANCIAL DATA (\$000 OMITTED)

Year ended 06/30/2025

SINKING FUND - CONDENSED BALANCE SHEET

ASSETS

Cash and Investments	\$	2,304
TOTAL ASSETS	\$	2,304

LIABILITIES AND FUND EQUITY

Total Liabilities	\$	56
Fund Balance		2,248
TOTAL LIABILITIES AND FUND EQUITY	\$	2,304



EAST CHINA SCHOOL DISTRICT

SELECTED FINANCIAL DATA (\$000 OMITTED)

Year ended 06/30/2025

SUMMARY OF SINKING FUND ACTIVITY

REVENUES

Investment income	\$	54
Total Revenues		<u>54</u>

Capital outlay		<u>293</u>
Total Expenditures		293
Use of Fund Balance		(239)
Fund Balance at July 1, 2024		<u>2,487</u>
Ending Fund Balance	\$	<u><u>2,248</u></u>



EAST CHINA SCHOOL DISTRICT

2024 CAPITAL PROJECTS FUND CONDENSED BALANCE SHEET

Year ended 06/30/2025


(\$000 OMITTED)

ASSETS

Cash and investments	<u>\$ 27,297</u>
Total Assets	<u><u>\$ 27,297</u></u>

LIABILITIES AND EQUITY

Accounts payable	\$ 3,779
Due to other funds	<u>2,361</u>
Total Liabilities	6,140
Fund Balance	<u>21,157</u>
Total Liabilities and Fund Balance	<u><u>\$ 27,297</u></u>



**EAST CHINA SCHOOL DISTRICT
2024 CAPITAL PROJECTS FUND
REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE**

Year Ended 06/30/2025

(\$000 OMITTED)

Revenues:

Investment income	\$ 1,514
Total Revenues	<u>1,514</u>

Expenditures:

Capital outlay	11,921
Transfers	1,062
Total Expenditures	<u>12,983</u>
Expenditures in Excess of Revenues	(11,469)

Fund Balance at July 1, 2024	32,626
Ending Fund Balance	<u><u>\$ 21,157</u></u>

Total Outstanding Bonds **\$94,595**



2025-26

Elementary School

Student Handbook

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Welcome to the 2025-26 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

Michael Westrick, President
Karen Cedar, Vice-President
Ronald Miller, Treasurer
Jessica Becker, Secretary
Lindsay Chopp, Trustee
Jamie Haslem, Trustee
Shawn Treadaway, 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

IMPORTANT INFORMATION

District Website: 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
Joseph Berry, Supervisor

Belle River Elementary School

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

St. Clair River School

4335 Yankee Road
St. Clair, MI 48079
(810) 676-1800
(810) 676-1876 attendance
Michael 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

Administration

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

EAST CHINA SCHOOL DISTRICT 2025-26 SCHOOL CALENDAR

August 27	Wednesday	Professional Development Day (no students)
August 28	Thursday	Professional Development Day (no students)
September 2	Tuesday	First Day of School - Half Day All Students (Elem/Sec AM)
September 3	Wednesday	Half Day All Students (Elem/Sec PM)
September 17	Wednesday	PLC Early Release (2 hours)
October 15	Wednesday	PLC Early Release (2 hours)
October 16	Thursday	Elem & Sec Parent Teacher Conferences (no students)
October 17	Friday	No School
October 31	Friday	Half Day Elementary Only (AM) - End of 1 st Marking Period
November 19	Wednesday	PLC Early Release (2 hours)
November 26 - 28	Wednesday - Friday	Thanksgiving Recess - No School
December 17	Wednesday	PLC Early Release (2 hours)
December 22 - January 2	Monday - Friday	Christmas Recess - No School
January 5	Monday	Classes Resume
January 14	Wednesday	Half Day HS/MS Students Only (<i>HS/MS Exams Hrs 1 & 2</i>)
January 15	Thursday	Half Day HS/MS Students Only (<i>HS/MS Exams Hrs 3 & 4</i>)
January 16	Friday	Half Day All Students (<i>HS/MS Exams Hrs 5 & 6</i>) (Elem PM) End of 2 nd Marking Period
January 21	Wednesday	PLC Early Release (2 hours)
February 13 -16	Friday - Monday	Mid-Winter Break (Wellness Weekend)
February 17	Tuesday	Professional Development Day (no students)
February 25	Wednesday	PLC Early Release (2 hours)
March 18	Wednesday	PLC Early Release (2 hours)
March 27	Friday	Half Day Elementary Only (AM) - End of 3 rd Marking Period
March 30 - April 6	Monday - Monday	Spring Break - No School
April 7	Tuesday	Classes Resume
April 15	Wednesday	PLC Early Release (2 hours)
May 13	Wednesday	PLC Early Release (2 hours)
May 25	Monday	Memorial Day - No School
June 8	Monday	Half Day All Students (<i>HS/MS Exams Hrs 1 & 2</i>) (Elem PM)
June 9	Tuesday	Half Day All Students (<i>HS/MS Exams Hrs 3 & 4</i>) (Elem AM)
June 10	Wednesday	Half Day All Students (<i>HS/MS Exams Hrs 5 & 6</i>) End of 4 th 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, ~~sexual orientation~~ (including ~~pregnancy~~, gender identity or expression, ~~pregnancy or sexual orientation~~), age, height, weight, ~~familial status~~, marital ~~or family~~ status, military service, veteran status, ~~ancestry~~, genetic information, disability, or any other legally protected basis (~~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.~~ and The District prohibits unlawful discrimination, including ~~unlawful~~ harassment and retaliation, in any education program or activity that it operates, including admission and employment. ~~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.~~

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator

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

Second Title IV Coordinator

Michael Walling, Curriculum Director
1585 Meisner Road
East China, MI 48054
(810) 676-1020
mwalling@ecsd.us

Designated Section 504 Coordinator

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

Designated Civil Rights Coordinator/Employment Compliance Office

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

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures are available at

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator above.

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 ~~Grievance Process formal-complaint-resolution-process~~ described by Policy.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

"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. **Policy 3335 is attached to this handbook as Appendix A.**
- **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. **Policy 3335 is attached to this handbook as Appendix A.**
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3118 ~~and 5202. The District's Title IX Policy is~~ attached to this handbook as Appendix A.

~~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~~

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@ccsd.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@ccsd.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.

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@ccsd.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@ccsd.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@ccsd.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 parent must report that absence to the school's attendance line to explain the reason for 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. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Students are expected to:

- 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 four 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’s website (www.eastchinaschools.org). 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 and Bed Bugs

A student with nits **within ¼ 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 ¼ inch of the 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.

Like head lice, bed bugs affect millions of homes per year. Bed bugs are not associated with uncleanliness or socioeconomic status. Bed bugs tend to bite on skin that is exposed during sleep or rest. The visible marks and itchiness may make the student very uncomfortable. Bed bug bites can become infected so follow up with a physician is recommended.

If a student's clothing or belongings are infested by bed bugs, the student may be excluded from school until the parent/guardian has confirmed that successful treatment has occurred or other remedial steps have been taken to ensure that bed bugs are not brought to school.

If bed bugs are found in a classroom or elsewhere in the school building, the building principal or designee will notify the parents/guardians of all students in the affected school building and will provide information on bed bug prevention and treatment. The school building will not be closed due to bed bug presence. If pest management is necessary, it will be provided to affected areas of the school building consistent with Board Policy.

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

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. Medication must be transported by a parent to and from school.
- Any unclaimed medication will be destroyed at the end of the school year.

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.

Parents Involvement in Education

A copy of the District's Parent Involvement in Education policy, Policy 5401, is attached as Appendix C.

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 (**Policy 5308**) 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. **A copy of the District's annual notice to parents regarding Protection of Pupil Rights is attached as Appendix D.**

Public Display of Affection

Students may not engage in public displays 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 **or stored in a secure place at school until a disciplinary hearing.**

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; **and**
- c. **email addresses**

~~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 one or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form **is attached to this handbook as Appendix E. This 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.

Address Confidentiality Program

The District will not disclose a student's or parent's phone number or address or the parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent notifies the District that the student or the student's parent has obtained a participation card issued by the department of attorney general.

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 **attached as Appendix F** 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.

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risks.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

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 must be 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.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be issued a bus citation from the driver, following disciplinary guidelines as outlined in the transportation handbook. These 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 will only be permitted to ride the bus that they are assigned to for transportation to and from school. Students may only be assigned to one address/bus route at a time per school year.

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.

If you do not want your student to participate in the aforementioned activities, you may submit a request in writing to the building principal.

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 ~~Policy 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 three (3) years (current plus two years). Failure to abide by the volunteer guidelines may result in the inability to volunteer and/or chaperone at future events.

Guidelines for Volunteers/Visitors – 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/Visiting must be scheduled and approved by the teacher or administration.
- Volunteers/Visitors 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/Visitors should not communicate with the parents of other students to inform them of students' statuses or performance at school.
- Volunteers/Visitors must remain in the area for which they are volunteering/visiting. Volunteers/visitors are not permitted to attend recess, lunch, or special classes.
- Volunteers must attend strictly to the duties for which they have volunteered.
- Volunteers/Visitors 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'/Visitors' dress and grooming should be suitable for the public school setting.
- Other children are not permitted to accompany volunteers/visitors on campus.
- Volunteers'/Visitors personal electronic devices must be set to silent or vibrate while on campus. If an electronic personal device needs to be used, volunteers/visitors should step out of the classroom.
- Volunteers/Visitors 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/visitors.
- Volunteers/Visitors should not initiate social activities with students.
- Volunteers/Visitors 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 **Chromebook**, 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)
- Section 504: Jessica Brohl (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)
Illegal Substances or Paraphernalia, including Alcohol: 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"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Tobacco/Nicotine: 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"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
Dangerous Weapon Possession: 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"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral

<p>Other Weapons and Look-Alike Weapons Possession: 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"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Arson: purposefully, intentionally, or maliciously setting a fire on school property.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion up to 180 school days • Police Referral
<p>Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
<p>Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others’ work.</p>	<ul style="list-style-type: none"> • Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion

<p>Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
<p>Criminal Sexual Conduct: 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"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
<p>Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
<p>Misuse of District Technology: violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

**APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION
(INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)**

Series 3000: Operations, Finance, and Property

3100 General Operations

3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

Title IX sexual harassment is covered by Policy 3118.

A contract to which the District is a party will be read to include a covenant by the contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, height, weight, and marital status.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in Policy 3115B.

- A. Definitions: For definitions related to the District's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see Policy 3115A - Definitions.
- B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see Policy 3115B - Designation of Coordinators.
- C. Supportive Measures: For more information about supportive measures, see Policy 3115C - Supportive Measures.
- D. Informal Resolution: For more information about informal resolution, see Policy 3115D - Informal Resolution.
- E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see Policy 3115E - Grievance Procedure and Remedies.
- F. Complaint Dismissal and Appeals: For more information about dismissing a

complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see Policy 3115F - Complaint Dismissal and Appeals.

G. Reserved

H. Training and Notice: For more information about training requirements and notice of the District's non-discrimination policy, see Policy 3115H - Training Requirements and Policy Notice.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

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Date revised: March 17, 2025

APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETIATION (CONTINUED)
(INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)

Series 3000: Operations, Finance, and Property

3100 General Operations

3118 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 its implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020 unless the District previously investigated the allegations under a different policy pursuant to the now-vacated Title IX 2024 regulations. 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 Unlawful Harassment (e.g., race, age, disability) Complaints that include allegations of Title IX sexual harassment may be investigated under this Policy or bifurcated and investigated pursuant to the applicable Grievance Procedure under Policies 3115-3115H. Investigating other forms of discrimination, including harassment and retaliation, pursuant to this Policy will fulfill the District's investigation requirements under Policies 3115-3115H, 4104, and 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 3115-3115H, 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 Informal Resolution Facilitator 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 Informal Resolution Facilitator 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(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

A. Definitions - For purposes of this Policy only, 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" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).
 - i. "Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or fondling, directed against another person without the consent of that person, including when that person is incapable of giving consent.
 - A) Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - B) Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - C) Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - D) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

- E) Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - F) Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.
- 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 decide 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 investigates and determines responsibility for 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 has a conflict of interest or bias.
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 supports 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 any 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

All Coordinators, including the Title IX Coordinator, are identified in Policy 3115B. 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 possible 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 a designated 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 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, but is not limited to, 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

If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during an investigation or the disciplinary process, a citation to that portion of the Code of Conduct. If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in the initial 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 a final resolution; and
- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or that could be disclosed.

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 the 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, during the Grievance Procedure. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Investigator or Title IX Coordinator 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.

2. 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.

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.

B. Dismissal

1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if substantiated, 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 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.

C. 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.

D. 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.

B. False Statements

Any person who knowingly makes a materially false statement in bad faith during 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.

C. 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.

D. 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.

E. 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.

F. 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.

G. 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
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582

Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 800-877-8339
Email: OCR.Denver@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

Date adopted: September 26, 2022

Date revised: April 22, 2024

Date revised: October 28, 2024

Date revised: March 17, 2025

~~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 4092(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@ccsd.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;~~

- ~~e. 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~~

~~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

Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5207 Anti-Bullying Policy

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: PARENT INVOLVEMENT IN EDUCATION

Series 5000: Students, Curriculum, and Academic Matters

5400 Curriculum, Instruction, and Parent Involvement

5401 Parent Involvement in Education

A. Parent Involvement

The District will take the following steps to encourage Parent involvement in their student's education:

1. Parents will be provided the opportunity to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request.
 - a. Requests to review curriculum, textbooks, and instructional materials must be made to the building principal.
 - b. Parents may review textbooks based on availability and may review instructional materials within a time frame determined by the building principal or designee.
2. Parents will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present.

Parents must make an appointment with the building principal to observe instructional activities in a class or course in which the student is enrolled and present. The building principal will permit a Parent observation unless the building principal determines that the observation would disrupt the class or course. Frequent observations are likely disruptive. Absent unusual circumstances, as determined by the building principal, observations that last more than 30 minutes or occur on consecutive days will not be permitted. Parents who want to observe instructional activities also must adhere to Policy 3105.

Parents are not permitted to observe testing.

3. Parents may inspect and review their student's education records, upon written request, consistent with Policy 5309 and state and federal law.
4. At the beginning of the school year, the District will notify Parents of students attending Title I schools of the right to request a copy of this Policy. The District will provide a copy of this Policy to a requesting Parent in a timely manner.
5. Reserved

B. Assessments and Surveys

1. State assessments

Pursuant to state law, the District will not approve Parent requests to opt students out of state assessments.

2. National Assessment of Educational Progress

As a condition of receiving federal funds and as required by state law, the District may be selected to participate in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. Student participation in NAEP is voluntary.

The District will notify Parents of students eligible to take the NAEP before the assessment is administered. Parents wishing to opt their students out of the NAEP assessment must notify the District in writing at least 3 school days before the assessment date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

3. Surveys

Parents will be notified before their student participates in surveys on certain topics in accordance with Policy 5308.

Legal authority: MCL 380.1137, 380.1280b, 380.1295,

380.1507(3) Date adopted: September 26, 2022

Date revised: October 28, 2024

APPENDIX D: PROTECTION OF PUPIL RIGHTS

Series 5000: Students, Curriculum, and Academic Matters

5300 Student Enrollment, Attendance, and Records

5308 Protection of Pupil Rights

A. Surveys, Analyses, and Evaluations

Parents may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's Parent before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's Parent and an opportunity for the Parent to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's Parent;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's Parent; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

B. Invasive Physical Examinations

Parents may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

“Invasive physical examination” means:

1. a medical examination that involves the exposure of private body parts; or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

C. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

“Personal information” means individually identifiable information that includes:

1. student’s and Parents’ first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

1. post-secondary education recruitment;
2. military recruitment;
3. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
4. student recognition programs.

B. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with Policy 5401.

C. Notification of Rights and Procedures

The Superintendent or designee will notify Parents of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;
3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and
5. how to inspect any survey or other material described in this Policy.

This notification will be given to Parents at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

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

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Legal authority: 20 USC 1232h

Date adopted: September 26, 2022

Date revised: October 28, 2024

APPENDIX E: DIRECTORY INFORMATION AND OPT OUT FORM

Series 5000: Students, Curriculum, and Academic Matters

5300 Student Enrollment, Attendance, and Records

5309-F-2 Directory Information and Opt-Out

Student's Name: _____

School: _____ Grade: _____

The Family Educational Rights and Privacy Act (FERPA) requires that East China School District obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by the first week of school.

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

Directory information includes student names, addresses, grade level, and email addresses.

Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.

East China School District *may not* disclose my student's directory information for the following purposes:

- For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- To news media outside the School or District.
- To the School PTO or District Parent organization.
- To other groups and entities outside of the School or District, including community, advocacy, and/or Parent organizations.
- On official school-related websites or social media accounts.
- On school employees' personal classroom websites or social media accounts.

5309-F-2 Directory Information and Opt-Out (page 2 of 2)

Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

Parent/Eligible Student Signature

Date

APPENDIX F: ACCEPTABLE USE AGREEMENT

Series 3000: Operations, Finance, and Property

3100 General Operations

3116-F-2 Agreement for Acceptable Use of Technology Resources (Elementary School)

Building/Program Name

Student Name

I understand that I may be permitted to use the school's computers, electronic devices, and Internet at school and at home under the following school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for schoolwork.
- I will only use the computers, electronic devices, and Internet as directed by my teacher or other school employee.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I should not access.
- If I accidentally access a website that I know I should not look at, I will tell my parent/guardian or teacher right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my parent/guardian or teacher right away.
- I will not use the school's computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my parent/guardian or teacher right away.
- I will not damage the school's computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will give the school's computers and other electronic devices back to the school at the school's request.
- I will not use the school's computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the school's computers, electronic devices, or Internet and pretend that it is my own work.
- I will keep my password secret from everyone except my parent/guardian.
- I understand that the school can see everything that I do on the school's computers, electronic devices, and Internet.
- I understand that the school has filters on its computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the school's computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

Student Signature

Date

I have read this Agreement and agree that as a condition of my child's use of the school's Technology Resources, which include: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I have explained the rules listed above to my child.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the school's Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand that the school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I have read this Agreement and agree to its terms.

Parent/Guardian Signature

Date

cc: Parent/Guardian, Student File

APPENDIX I: 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.

- e. ~~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~~

- e. ~~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
REGULAR BOARD OF EDUCATION MEETING**

October 27, 2025

DISCUSSION: Elementary and Secondary Student Handbooks

The elementary and secondary student handbooks have been updated for the 2025-26 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.

The handbooks are consistent with Board policies for reference and enforcement purposes.



2025-26

High School and Middle School

Student Handbook

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Welcome to the 2025-26 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

Michael Westrick, President
Karen Cedar, Vice-President
Ronald Miller, Treasurer
Jessica Becker, Secretary
Lindsay Chopp, Trustee
Jamie Haslem, Trustee
Shawn Treadaway, 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

IMPORTANT INFORMATION

District Website: 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) 676-1011
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
Orlando Medina, AP/AD

St. Clair Middle School

2200 Clinton Avenue
St. Clair, MI 48079
(810) 676-1500
(810) 676-1526 attendance
Dennis Borse II, Principal
Nicholas Black, AP/AD

Administration

Superintendent: Suzanne Cybulla (scybulla@ecsd.us)

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

Curriculum: Michael Walling (mwalling@ecsd.us)

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

Maintenance: Kirk Grzelka (kgrzelka@ecsd.us)

Technology: Craig Headlee (cheadlee@ecsd.us)

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

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

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

EAST CHINA SCHOOL DISTRICT 2025-26 SCHOOL CALENDAR

August 27	Wednesday	Professional Development Day (no students)
August 28	Thursday	Professional Development Day (no students)
September 2	Tuesday	First Day of School - Half Day All Students (Elem/Sec AM)
September 3	Wednesday	Half Day All Students (Elem/Sec PM)
September 17	Wednesday	PLC Early Release (2 hours)
October 15	Wednesday	PLC Early Release (2 hours)
October 16	Thursday	Elem & Sec Parent Teacher Conferences (no students)
October 17	Friday	No School
October 31	Friday	Half Day Elementary Only (AM) - End of 1 st Marking Period
November 19	Wednesday	PLC Early Release (2 hours)
November 26 - 28	Wednesday - Friday	Thanksgiving Recess - No School
December 17	Wednesday	PLC Early Release (2 hours)
December 22 - January 2	Monday - Friday	Christmas Recess - No School
January 5	Monday	Classes Resume
January 14	Wednesday	Half Day HS/MS Students Only (<i>HS/MS Exams Hrs 1 & 2</i>)
January 15	Thursday	Half Day HS/MS Students Only (<i>HS/MS Exams Hrs 3 & 4</i>)
January 16	Friday	Half Day All Students (<i>HS/MS Exams Hrs 5 & 6</i>) (Elem PM) End of 2 nd Marking Period
January 21	Wednesday	PLC Early Release (2 hours)
February 13 -16	Friday - Monday	Mid-Winter Break (Wellness Weekend)
February 17	Tuesday	Professional Development Day (no students)
February 25	Wednesday	PLC Early Release (2 hours)
March 18	Wednesday	PLC Early Release (2 hours)
March 27	Friday	Half Day Elementary Only (AM) - End of 3 rd Marking Period
March 30 - April 6	Monday - Monday	Spring Break - No School
April 7	Tuesday	Classes Resume
April 15	Wednesday	PLC Early Release (2 hours)
May 13	Wednesday	PLC Early Release (2 hours)
May 25	Monday	Memorial Day - No School
June 8	Monday	Half Day All Students (<i>HS/MS Exams Hrs 1 & 2</i>) (Elem PM)
June 9	Tuesday	Half Day All Students (<i>HS/MS Exams Hrs 3 & 4</i>) (Elem AM)
June 10	Wednesday	Half Day All Students (<i>HS/MS Exams Hrs 5 & 6</i>) End of 4 th 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, ~~sexual orientation~~ (including ~~pregnancy~~, gender identity or expression, ~~pregnancy or sexual orientation~~), age, height, weight, ~~familial status~~, marital ~~or family~~ status, military service, veteran status, ~~ancestry~~, genetic information, disability, or any other legally protected basis (~~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.~~ and The District prohibits unlawful discrimination, including ~~unlawful~~ harassment and retaliation, in any education program or activity that it operates, including admission and employment. ~~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.~~

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator

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

Second Title IV Coordinator

Michael Walling, Curriculum Director
1585 Meisner Road
East China, MI 48054
(810) 676-1020
mwalling@ecsd.us

Designated Section 504 Coordinator

Jessica Brohl, Special Services Administrator
1585 Meisner Road
East China, MI 48054
(810) 676-1016
jbrohl@ecsd.us

Designated Civil Rights Coordinator/Employment Compliance Office

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

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures are available at

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator above.

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 ~~Grievance Process formal-complaint-resolution-process~~ described by Policy.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

"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. **Policy 3335 is attached to this handbook as Appendix A.**
- **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. **Policy 3335 is attached to this handbook as Appendix A.**
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3118 ~~and 5202. The District's Title IX Policy is~~ attached to this handbook as Appendix A.

~~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~~

~~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@ccsd.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@ccsd.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.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences. Excessive absences may negatively impact a student's ability to receive credit in one or more classes. Parents are requested to monitor their student's attendance in Skyward.

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 of 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.

Concussion Protocol

Before allowing a student to participate in any athletic activity, including physical education, the District will annually:

- A. Provide the MHSAA or state-approved educational materials on concussion awareness to each student and to the student's Parent; and
- B. Obtain a statement signed by each student and respective Parent acknowledging receipt of the MHSAA or state approved concussion awareness educational materials. The District will maintain the signed statement for five years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5712 including information on student removal from activity for possible concussion and return-to-play requirements.

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 four 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's website (www.eastchinaschools.org). 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 ¼ 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 ¼ 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, 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

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 four 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.

Parents Involvement in Education

A copy of the District's Parent Involvement in Education policy, Policy 5401, is attached as Appendix C.

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 (**Policy 5308**) 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. **A copy of the District's annual notice to parents regarding Protection of Pupil Rights is attached as Appendix D.**

Public Display of Affection

Students may not engage in public displays 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 **or stored in a secure place at school until a disciplinary hearing.**

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; **and**
- c. **email addresses**

~~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 one or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form **is attached to this handbook as Appendix E. This 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.

Address Confidentiality Program

~~The District will not disclose a student's or parent's phone number or address or the parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent notifies the District that the student or the student's parent has obtained a participation card issued by the department of attorney general.~~

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 **attached as Appendix F** 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.

Threat Assessment and Response

~~The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risks.~~

~~Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.~~

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 must be 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.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be issued a bus citation from the driver, following disciplinary guidelines as outlined in the transportation handbook. These 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 will only be permitted to ride the bus that they are assigned to for transportation to and from school.

Students may only be assigned to one address/bus route at a time per school year.

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 ~~Policy 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. **Please return all school materials including Chromebook, 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.

Academic Awards

~~Juniors and~~ Seniors will be recognized for their academic achievements at the Spring Honors Convocation. **Students in Grades 9-11 are recognized in their buildings.** 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.

Subject	Credits
English	4
Social Science 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.

Exam Exemption Incentive Program

The Exam Exemption Incentive Program encourages improved attendance and academic achievement for all secondary students.

Exam Exemption Criteria

To qualify for an exam exemption, students must meet **all** of the following conditions for the selected class during the entire semester (resets at semester end):

- Grade: 85% or higher
- Attendance: Five (5) or fewer absences (*exceptions: medical, funeral, or school business*)
- Tardies: Five (5) or fewer in the selected class
- Behavior: No major behavioral referrals (*subject to administrative discretion*)
- Coursework: All exam preparation coursework must be completed
- Repeat Exemption Rule: Students may not exempt the same class in both semesters

Exemption Limits by Grade Level

- 9th & 10th Grade: qualify for two (2) exam exemptions per semester
- 11th Grade: qualify for three (3) exam exemptions per semester
- 12th Grade:
 - 1st Semester: qualify for three (3) exam exemptions
 - 2nd Semester: Standard criteria and qualify to be exempted from all classes

Special Courses

AP and CTE teachers have full discretion to determine whether students may be exempt from exams.

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.

By March 1 of each year, the District will provide general information to all students in grades 8 or above about postsecondary enrollment options. In addition, the District will provide detailed information to all high school students about postsecondary enrollment options. That information will include all of the following:

- Enrollment eligibility
- Institutions and types of courses in which students may enroll;
- District's decision-making process for granting academic credits;

- Explanation of the costs the District will pay and financial arrangements for paying costs not paid by the District;
- Explanation that the District will pay the eligible postsecondary institution directly upon being billed by the postsecondary institution for those charges that are the District's responsibility and that the student will be responsible for additional costs not paid by the District;
- Available support services provided by the District;
- Need to arrange for an appropriate schedule;
- Consequences to the student for failing or not completing an eligible course, including the possibility of being required to repay the District for money paid by the District on the student's behalf to the postsecondary institution;
- Effect of enrolling in an eligible postsecondary course on the eligible student's ability to complete the required high school graduation requirements; and
- Academic and social responsibilities that must be assumed by the eligible student and their parents.

The District will, to the extent possible, offer counseling services to a student and his or her parents before the student enrolls in an eligible postsecondary course to ensure that the student and his or her parents are fully aware of the benefits, risks, and possible consequences of enrolling in an eligible course. The District will also encourage eligible students and their parents to use available counseling services from the postsecondary institution.

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+ 3.334	C+ 2.334	D+ 1.334	
A 4.0	B 3.0	C 2.0	D 1.0	E 0
A- 3.666	B- 2.666	C- 1.666	D- .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 9th 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)
- Section 504: Jessica Brohl (jbrohl@ecsd.us)

Summer School

If summer school is **offered and** 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 obtained 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.

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

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 one (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 seven 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 three 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 seven 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 three 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 seven 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.

The District will also comply with Policy 5206, Section I for victims of an alleged sexual assault.

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

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 other 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 1-3 additional detentions
- 2nd offense 1 day suspension
- Additional offenses 1-3 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 1-3 day suspension
- 2nd offense 3 day suspension
- Additional offenses 5-10 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 [52065772](#)

**APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION
(INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)**

Series 3000: Operations, Finance, and Property

3100 General Operations

3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

Title IX sexual harassment is covered by Policy 3118.

A contract to which the District is a party will be read to include a covenant by the contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex (including pregnancy, gender identity, or sexual orientation), age, height, weight, and marital status.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in Policy 3115B.

- A. Definitions: For definitions related to the District's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see Policy 3115A - Definitions.
- B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see Policy 3115B - Designation of Coordinators.
- C. Supportive Measures: For more information about supportive measures, see Policy 3115C - Supportive Measures.
- D. Informal Resolution: For more information about informal resolution, see Policy 3115D - Informal Resolution.
- E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see Policy 3115E - Grievance Procedure and Remedies.

F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see Policy 3115F - Complaint Dismissal and Appeals.

G. Reserved

H. Training and Notice: For more information about training requirements and notice of the District's non-discrimination policy, see Policy 3115H - Training Requirements and Policy Notice.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: September 26, 2022

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Date revised: March 17, 2025

APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETIATION (CONTINUED)
(INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)

Series 3000: Operations, Finance, and Property

3100 General Operations

3118 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 its implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020 unless the District previously investigated the allegations under a different policy pursuant to the now-vacated Title IX 2024 regulations. 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 Unlawful Harassment (e.g., race, age, disability) Complaints that include allegations of Title IX sexual harassment may be investigated under this Policy or bifurcated and investigated pursuant to the applicable Grievance Procedure under Policies 3115-3115H. Investigating other forms of discrimination, including harassment and retaliation, pursuant to this Policy will fulfill the District's investigation requirements under Policies 3115-3115H, 4104, and 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 3115-3115H, 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 Informal Resolution Facilitator 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 Informal Resolution Facilitator 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(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

A. Definitions - For purposes of this Policy only, 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" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).
 - i. "Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or fondling, directed against another person without the consent of that person, including when that person is incapable of giving consent.
 - A) Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - B) Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - C) Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - D) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

- E) Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - F) Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.
- 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 decide 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 investigates and determines responsibility for 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 has a conflict of interest or bias.
 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 supports 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 any 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

All Coordinators, including the Title IX Coordinator, are identified in Policy 3115B. 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 possible 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 a designated 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 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, but is not limited to, 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

If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during an investigation or the disciplinary process, a citation to that portion of the Code of Conduct. If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in the initial 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 a final resolution; and
- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or that could be disclosed.

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 the 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, during the Grievance Procedure. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Investigator or Title IX Coordinator 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.

2. 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.

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.

B. Dismissal

1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if substantiated, 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 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.

C. 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.

D. 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.

B. False Statements

Any person who knowingly makes a materially false statement in bad faith during 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.

C. 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.

D. 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.

E. 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.

F. 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.

G. 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
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582

Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 800-877-8339
Email: OCR.Denver@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

Date adopted: September 26, 2022

Date revised: April 22, 2024

Date revised: October 28, 2024

Date revised: March 17, 2025

~~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~~

~~e. 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 Michigan's domestic or family violence laws.~~

~~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@ccsd.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;~~

- ~~e. 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~~

~~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

Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5207 Anti-Bullying Policy

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

Date adopted: October 24, 2022

Date revised:

APPENDIX C: PARENT INVOLVEMENT IN EDUCATION

Series 5000: Students, Curriculum, and Academic Matters

5400 Curriculum, Instruction, and Parent Involvement

5401 Parent Involvement in Education

A. Parent Involvement

The District will take the following steps to encourage Parent involvement in their student's education:

1. Parents will be provided the opportunity to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request.
 - a. Requests to review curriculum, textbooks, and instructional materials must be made to the building principal.
 - b. Parents may review textbooks based on availability and may review instructional materials within a time frame determined by the building principal or designee.
2. Parents will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present.

Parents must make an appointment with the building principal to observe instructional activities in a class or course in which the student is enrolled and present. The building principal will permit a Parent observation unless the building principal determines that the observation would disrupt the class or course. Frequent observations are likely disruptive. Absent unusual circumstances, as determined by the building principal, observations that last more than 30 minutes or occur on consecutive days will not be permitted. Parents who want to observe instructional activities also must adhere to Policy 3105.

Parents are not permitted to observe testing.

3. Parents may inspect and review their student's education records, upon written request, consistent with Policy 5309 and state and federal law.
4. At the beginning of the school year, the District will notify Parents of students attending Title I schools of the right to request a copy of this Policy. The District will provide a copy of this Policy to a requesting Parent in a timely manner.
5. Reserved

B. Assessments and Surveys

1. State assessments

Pursuant to state law, the District will not approve Parent requests to opt students out of state assessments.

2. National Assessment of Educational Progress

As a condition of receiving federal funds and as required by state law, the District may be selected to participate in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. Student participation in NAEP is voluntary.

The District will notify Parents of students eligible to take the NAEP before the assessment is administered. Parents wishing to opt their students out of the NAEP assessment must notify the District in writing at least 3 school days before the assessment date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

3. Surveys

Parents will be notified before their student participates in surveys on certain topics in accordance with Policy 5308.

Legal authority: MCL 380.1137, 380.1280b, 380.1295,

380.1507(3) Date adopted: September 26, 2022

Date revised: October 28, 2024

APPENDIX D: PROTECTION OF PUPIL RIGHTS

Series 5000: Students, Curriculum, and Academic Matters

5300 Student Enrollment, Attendance, and Records

5308 Protection of Pupil Rights

A. Surveys, Analyses, and Evaluations

Parents may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's Parent before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's Parent and an opportunity for the Parent to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's Parent;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's Parent; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

B. Invasive Physical Examinations

Parents may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

“Invasive physical examination” means:

1. a medical examination that involves the exposure of private body parts; or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

C. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

“Personal information” means individually identifiable information that includes:

1. student’s and Parents’ first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

1. post-secondary education recruitment;
2. military recruitment;
3. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
4. student recognition programs.

B. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with Policy 5401.

C. Notification of Rights and Procedures

The Superintendent or designee will notify Parents of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;
3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and
5. how to inspect any survey or other material described in this Policy.

This notification will be given to Parents at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

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

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Legal authority: 20 USC 1232h

Date adopted: September 26, 2022

Date revised: October 28, 2024

APPENDIX E: DIRECTORY INFORMATION AND OPT OUT FORM

Series 5000: Students, Curriculum, and Academic Matters

5300 Student Enrollment, Attendance, and Records

5309-F-2 Directory Information and Opt-Out

Student's Name: _____

School: _____ Grade: _____

The Family Educational Rights and Privacy Act (FERPA) requires that East China School District obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by the first week of school.

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

Directory information includes student names, addresses, grade level, and email addresses.

Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.

East China School District *may not* disclose my student's directory information for the following purposes:

- For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- To news media outside the School or District.
- To the School PTO or District Parent organization.
- To other groups and entities outside of the School or District, including community, advocacy, and/or Parent organizations.
- On official school-related websites or social media accounts.
- On school employees' personal classroom websites or social media accounts.

5309-F-2 Directory Information and Opt-Out (page 2 of 2)

Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

Parent/Eligible Student Signature

Date

APPENDIX F: ACCEPTABLE USE AGREEMENT

Series 3000: Operations, Finance, and Property

3100 General Operations

3116-F-2 Agreement for Acceptable Use of Technology Resources (Middle School/High School)

Building/Program Name

User Name

This Agreement is entered into on: _____

This Agreement is between _____ (“Student” or “User”) and

_____ (“School”).

The purpose of this Agreement is to grant access to and define acceptable use of the school’s technology resources (“Technology Resources”).

Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting any telephone, electronic, data, Internet, audio, video, or radio transmissions, signals, telecommunications, or services and include without limitation: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the school’s Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the school’s Technology Resources is a privilege that may be revoked by the school at any time and for any reason.
- B. You have no expectation of privacy when using the school’s Technology Resources. The school reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The school also reserves the right to remove any material from the Technology Resources that the school, in its sole discretion, chooses to including, without limitation, any information that the school determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

- C. The Technology Resources do not provide you a “public forum.” You may not use the Technology Resources for commercial purposes or for political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials provided you follow all other rules.
- D. The school’s Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password. Likewise, using or accessing another person’s account is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person whose account or password you used or accessed.
- E. You may not use the Technology Resources to engage in bullying, including cyberbullying. Bullying and cyberbullying are defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely, to harm one or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
2. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a pupil’s physical or mental health; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the school) to engage in bullying or cyberbullying may be grounds for discipline under the school’s student code of conduct.

- F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:
 1. Accessing or attempting to access material that is “harmful to minors.” Material that is “harmful to minors” includes any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with

- respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
 3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors includes all material described in Sections F.1 and F.2 of this Agreement.
 4. Bullying and cyberbullying (as defined in paragraph E).
 5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
 6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
 7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of information belonging to others or information you are not authorized to access.
 8. Unauthorized copying or use of licenses or copyrighted software.
 9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
 10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
 12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.
 13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
 14. Misusing equipment or altering system software without permission.

15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. You may contact a public official, however, to express an opinion on a topic of interest.
 16. Copying, recording, or sharing any information received or obtained via the school's Technology Resources that includes personally identifiable information about any other student including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.
 17. Using the Technology Resources in any way that violates any federal, state, or local law or rule, Policy, or the school's codes of conduct, or student handbooks.
- G. You must promptly disclose to your parent/guardian or teacher any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a school employee.
- H. It is the policy of the school, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are: (1) obscene, (2) child pornography, or (3) harmful to minors.
- I. It is the policy of the school to prohibit its minor students from: (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the school to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.
- J. The school does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the school's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.
- K. The school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

L. You will return all Technology Resources to the school in good working order immediately on request.

M. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the school or its Internet Service Provider. I also agree to follow all rules in the applicable student code of conduct and handbook. As a condition of using the Technology Resources, I agree to release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the school monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

Student Signature

Date

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, or documents that identify another student by name, voice, or likeness.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I have read this Acceptable Use Agreement and agree to its terms.

Parent/Guardian Signature

Date

cc: Parent/Guardian, Student File

APPENDIX G: 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

MCMS Athletic Director: Nicole Kirby, Principal/AD
(810) 676-1922
nkirby@ecsd.us

SCHS Athletic Director: Orlando Medina, AP/AD
(810) 676-1716
omedina@ecsd.us

SCMS Athletic Director: Nicholas Black, AP/AD
(810) 676-1806
nblack@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. Before allowing a student to participate in any athletic activity, the District will annually:

1. Provide the MHSAA or state-approved educational materials on concussion awareness to each student and to the student's Parent; and

2. Obtain a statement signed by each student and respective Parent acknowledging receipt of the MHSAA or state-approved concussion awareness materials. The District will maintain this signed statement for five (5) years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5712., including information on student removal from activity for possible concussion and return-to-play requirements.

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 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 H: CONCUSSION

APPENDIX I: 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.~~