



# Elementary Handbook

2023-2024

[www.sjredwings.org](http://www.sjredwings.org)

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# General Information

## Welcome Letter

Welcome to St. Johns Public Schools! This handbook covers all four of our elementary schools in the district: Eureka, Gateway North, Oakview South, and Riley.

While each of our elementary schools follows district policies set forth by the Board of Education, each building also has its own specific information. Appendix M at the end of this handbook contains building specific information for each of the elementary schools.

Our schools are responsive to needed changes and adjustments that benefit students, families and staff. This handbook is not intended to be all-encompassing, it does not create a contract between the school and parents or students, and school officials may revise the handbook to implement the education program and ensure student well-being. School officials are responsible for interpreting the handbook and, if a situation is not specifically addressed, the school will make decisions based upon staff discretion, applicable board policies, and state and federal statutes and regulations, consistent with the school's best interests.

We are honored to work with your children and thank you for the opportunity. We look forward to getting to know your families during these important first years of education. Thank you so much for being a part of SJPS!

Sincerely,

Dr. Anthony Berthiaume, Superintendent  
Andy Fillwock, Eureka Principal  
Ross Richard, Gateway North Principal  
James Alspaugh, Oakview South Principal  
Joseph Corr, Riley Principal

## Board of Education

- Dr. Timothy Jackson, President
- Dr. Scott Darragh, Vice President
- Matthew Boak, Secretary
- Alan Nelson, Treasurer
- Robert Watson, Trustee
- Christi Mansfield, Trustee
- Kathie Elliott, Trustee
  
- Dr. Anthony Berthiaume, Superintendent

## Vision Statement

To become schools that embrace change through pursuit, evaluation and celebration of new knowledge and skills. To provide every student with the choice to undertake advanced learning without remediation.

## Mission Statement

St. Johns Public Schools will provide an educational experience that prepares all students to become individuals who think critically, live purposefully, lead responsibly, communicate persuasively, and serve others generously.

## Attendance/Truancy

Parents should call the school attendance line if your child is ill, has a doctor's appointment, or is going on a vacation. **Even if you have already communicated the absence to your child's teacher**, please let the office know. If we do not receive a call on our attendance line an automated system will make you aware of your student's unexcused absence. Students who are not called in within 48 hours will have an unexcused absence for that day. Please check Appendix M for the appropriate contact information for your school and school attendance.

**Attendance is mandatory. Parents/guardians have a legal obligation to make sure their children attend school.** Regular and consistent attendance is critical to the continuity of instruction and retention of each child's education.

## Tardies/Leaving Early

Students who arrive after the start of school will be considered tardy (unless due to a late bus). Students arriving 30 minutes or more late will be considered absent for the morning. Likewise, if your child leaves prior to regular dismissal, she/he will be marked as leaving early. If she/he leaves 30 minutes or more before the end of the school day, it will be considered an afternoon absence. When late for school, please have your child report directly to the office so that we can correct our attendance records. Parents who wish to pick up a student prior to dismissal, must report to the school office to sign him/her out on the Student Sign-Out Sheet.

## Truancy Guidelines for Clinton County Public Schools

Regular attendance at school is very important in assisting children in mastering basic skills and facilitating academic progress. When students are absent from school, they miss essential classroom instruction. Although students can make up work they missed when absent, they are not able to replace the interaction that occurs between the teacher and student. The truancy guidelines for the school districts within Clinton County are:

1. After 5 absences, a letter will be sent to the parents encouraging regular attendance. Notification of the students missed learning opportunities will be sent to the County Attendance Officer. The Attendance Officer will contact parents in regards to the notification and recommend a Behavioral Health Screening.
2. After 10 absences, a letter will be sent to the parents explaining the truancy law and procedures. A copy of the letter will be sent to the truancy officer and that Officer will make another contact with the family. A meeting a school with the Attendance Officer may be scheduled. Further recommendation for Behavioral Health Screening will be made if the family has yet to participate.
3. At 15 absences, or when the school and Truancy Officer agree on necessary movement forward, the Attendance Officer will notify the Clinton County Prosecutors Attorney and the Attendance Officer will make further contact with the parents.
4. Upon receipt of notification from the Attendance Officer, the Prosecuting Attorney will issue a warrant.
  - a. Each case will be evaluated individually. Consideration will be given to unusual circumstances including:
    - i. Extended illness
    - ii. Death in the family
    - iii. Prearranged family vacations
    - iv. Other unusual circumstances
  - b. Absences will be accumulated from one school year to the next for purposes of these guidelines. These guidelines will include all absences during a consecutive twelve-month period.
  - c. For purposes of these guidelines, absences will be counted from previous school districts for students new to the district.
  - d. Tardies do not count as additional absences.
5. Meetings with school officials, parents, community partners and the Attendance Officer can be arranged at any point during this protocol to help reduce the risk of court involvement. Health and Safety

# Health and Safety

## School Immunization Requirements

Immunization documentation is required for all students who are enrolled in St Johns Public Schools. Talk to your child's health care provider to make sure your child is up to date on their immunizations. For additional information on recommended and required immunizations go to: [www.michigan.gov/immunize](http://www.michigan.gov/immunize)

If you choose to waive childhood vaccinations for your child, Michigan law requires a parent to get the waiver from their local health department. To reach the Mid-Michigan District Health Department call 989-224-8704. The waiver must be presented to the child's school before the child can begin school.

**If a child is not current with his/her immunizations and if no waiver has been given to the school, the child will not be allowed in school until these documents are received from the family.** If you have questions visit <http://www.sjredwings.org/healthservices/immunization/> for additional information.

## Health and Medications

We appreciate the importance of administering medication to your child. In order to protect the safety of both the student receiving the medication and other students in the building, district guidelines have been established. These guidelines are consistent with state law and are specifically designed to prevent any mishaps. We want all of our students to be healthy and safe!

Medication is defined as both a prescription or non-prescription medication that is taken by mouth, taken by inhaler, injectable, applied as drops, or to the skin. The following guidelines must be adhered to at all times:

\*The student's parent/guardian and health care provider must provide the school with written permission and request to administer any medication. **These forms are available in the school office and online, and are valid for the current school year only.**

\*The medication must be delivered and picked up by an adult in its original container. Students and school personnel may not transport medication.

\*All medications must be in the original container and must be accompanied by directions from a doctor. This policy applies to **all** medications, including over the counter items such as ibuprofen, aspirin and cough drops. The directions must include the student's name, name of the medication, dosage, time to administer, how to administer, the duration of the medication, the reason for it, and any side effects. Doctors may fax them to the school, but we cannot take them over the phone.

\*We cannot make any changes in the administration of medication such as time of day or dosage without the specific written order of the child's physician.

\*Prescription and medication supply renewal is the responsibility of the parent/guardian. We will let the parent/guardian know when the medication supply is running low or the expiration date is near.

\*We are unable to cut or divide pills. Oral medication must be supplied in the exact dosage.

## Keeping Children Home

We realize that children are susceptible to many illnesses. It is recommended to use the following guidelines when deciding whether or not to keep your child out of school:

1. Child has a contagious disease or health condition
2. Doctor suggests/requires the child stay home\*
3. Vomiting
4. A fever
5. Temperature should be normal for 24 hours before returning to school

\*For extended illnesses the school requests documentation from a doctor.

For other health-related concerns, please visit the Health Services page on our website at:

<https://www.siredwings.org/our-district/healthservices/>

## Safety Procedures

1. Fire, tornado, and lock-down drills will be held at regular intervals according to state law and are an important safety precaution.
2. In the event of a **tornado watch** during the school day, a regular schedule will be maintained, and students will be dismissed at the end of the school day.
3. In the event of a **tornado warning**, all students will take cover. Students **will not be dismissed** until the warning has lifted.
4. All building doors will be locked during the school day. There is a doorbell at the main entrance to gain access to the schools.

## School Security

All outside doors are kept locked throughout the school day. When entering the building during the school day please use the doorbell that is located on the main entrance doors. Our students and staff have been instructed not to open the doors for people. Please do not put our students in an awkward situation by asking them to open doors for you. All visitors may be asked to show identification before entering the building.

## Emergency Dismissal

Please listen to local radio and TV stations in case of severe weather. **DO NOT CALL THE SCHOOL.**

During a tornado watch or warning, students will remain in school. If early dismissal becomes necessary, the school will send communication about dismissal time through e-mail, text messages, phone calls, and local media. Students will be sent home how they normally are on that day.

## School Use and Policies

### Live Animals

For our students' safety and because of increasing allergies and medical sensitivities, **NO LIVE ANIMALS** should be brought to school unless it is curriculum related and approved by the building principal in advance.

## Breakfast and Lunch

For 2023-2024, the Michigan School Meals Program will provide **free breakfast and lunch to all students**.

Families will still need to complete the school meals application. Applications can be submitted online via the Meal Magic Family Portal. Forms will be available during the building open house and may be obtained at any time from the school office or online. We encourage parents to contact us if an application is needed.

The monthly menu is posted online. Menu items are subject to change due to supply chain issues causing food shortages.

Breakfast is served every morning in the classroom. **\*Breakfast is not served when we have two-hour delays.**

For lunch, students have a choice between two options. Meals, foods and beverages sold or served at schools meet state and federal requirements based on the USDA Dietary Guidelines. If your child has an allergy to any food item, please contact the Food Service Office.

For students who bring their lunch, milk may also be purchased separately for \$0.50.

When depositing money into your child's account, we encourage you to use online deposits through the Meal Magic Family Portal at: <https://stjohnspublic.familyportal.cloud/>. You may also send cash or check to school with a completed deposit slip. You can access information about electronic deposits, free and reduced lunch applications, and requests for special dietary needs from the district Food Service Website. You will be notified when the account is low.

Account balances at the end of the school year will be carried over to the following school year.

Should you have any questions, please contact the Food Service Director, at 989-227-4127.

## Student Dress

Students are expected to dress neatly and tastefully in clothing suitable for school activities and a learning environment. **Students should dress appropriately for the weather.** Footwear must be worn at all times. **Snow pants and boots in the winter are strongly encouraged for all elementary students.**

Students should not wear clothing that advertises tobacco, alcohol or narcotics. Clothing with inappropriate content/language should not be worn to school.

If clothing is distracting or disruptive to the educational process, students may be required to change clothes at the discretion of the building principal.

## Temperature Guidelines

When the temperature and/or wind chill is zero or below, students will stay indoors for recess. When the temperature is above 50 degrees, students may remove coats. The building principal may call for inside recess if he/she deems it necessary for student safety.

## Electronic Devices

We follow the Board adopted policy 5209 on student use of cell phone and electronic communication devices. Devices brought to school must be turned off and stored in backpacks unless the teacher has deemed them appropriate for educational purposes. However, anytime a child brings a cell phone, tablet, laptop, or other electronic device to school, there is a risk of breakage, damage or theft. Please understand that you accept those risks if your student brings these

items to school. The items are not the responsibility of school staff. On that same note, staff can and will ask students to turn devices over to them (staff) if the devices are not being used in accordance with classroom and school expectations. Students may get them back at the end of the day, or if deemed necessary, parents may come in to get the device(s). Personal electronic devices are not necessary for learning because we have devices for each student in the building.

## Personal Property

The best advice here is if you don't want to lose it, or have someone take it, keep it at home. It is a risk to bring favorite or expensive toys and such to school and it is not advised unless prior agreements/approval have been given by school staff.

## Communication and Telephones

Telephones are for school business. They may be used by students only in emergency situations and only with permission of someone in the office. Our communication about your child is very important to us. However, we need to protect your student's learning time in the classroom during the day and phone calls to the classrooms cause a disruption to the teaching and learning taking place. Therefore, we will only be able to put you through to the teacher's voicemail while our students are in school. The teacher will respond to your voicemail either at the end of the day or the following day depending on their schedule. If it is something that requires their immediate attention, please leave a message in the office and we will be sure they get it. Because teachers are spending their time providing instruction to your students throughout the day, they also do not check their emails unless they have a break. Please do not expect them to respond to your emails before the end of the day. Your child's achievement is our primary concern.

## Report Cards and Conferences

In order to keep parents/guardians informed of their student's progress in school we send home report cards and hold conferences several times throughout each school year. Report cards will be sent home three times per year at the end of each trimester. Parent-teacher conferences are held halfway through the trimester, three times per year. Each family will be invited to attend conferences at least two times each year. Parents are always welcome to meet with teachers, administrators, and counselors anytime during the school year. You are encouraged to keep in close contact with the school.

## Chaperones and Volunteers

We welcome chaperones and volunteers in our schools, but each situation is unique, so please understand that at times, there may be limited opportunities, time within a week, and/or spots available on field trips. Classroom volunteers and chaperones will need to complete a confidentiality form. If you are directly supervising students in the absence of a school staff member, you will also be required to fill out a background check form and provide a copy of your driver's license. The background check form will need to be completed **EACH TIME** you supervise students in the absence of a school staff member.

As chaperones and volunteers, your role is one that requires you to supervise *under the direction of the school staff*. We ask that you refrain from speaking about other students, from gossip, and to keep conversations school appropriate. These roles also include that you keep information confidential about students including during conversations and through social media. All district policies apply to volunteering and chaperoning both on and off campus.

The paperwork that you will complete for these options will have more information. Please let us know if you have any further questions on this by contacting your school office.



## Parent-Teacher Organization

The purpose of the P.T.O. is to bring together parents and teachers to work for the development of our students and school. P.T.O. meetings are held monthly. Parents will be reminded of upcoming meetings through the school newsletter. Parents and teachers elect the following officers at a general meeting each spring: President, Vice-president, Secretary, and Treasurer. All school parents are considered to be members of the PTO and are encouraged to be a part of this active group.

## Code of Conduct for Elementary Students

For information on the Elementary Code of Conduct and related PBIS Behavior Systems, refer to Appendix J in the individual building section of this Handbook.

A major component of the educational program at St. Johns Public Schools elementaries is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with the established standards included in this Handbook.

At school, each student shall be expected to:

1. Abide by national, state, and local laws as well as the rules of the school;
2. Respect the personal and civil rights of others;
3. Act courteously to adults and fellow students;
4. Be prompt to school and attentive in class;
5. Work cooperatively with others to accomplish a common goal regardless of others' ability, gender, race, religion or ethnic background;
6. Complete assigned tasks on time and as directed;
7. Help maintain a school environment that is safe, friendly, and productive;
8. Act at all times in a manner that reflects pride in self, family, and school.

According to the Michigan Statute, "at school" is defined as "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 or not it is held on school premises." In addition, school discipline may apply to student conduct that interferes with the school environment, regardless of location.

**Definition of Consequences:** If a student commits a violation, discipline will be enforced based on the following guidelines and is at the discretion of the principal within the parameters of district policy. Alternative consequences may be decided by the principal and parents.

Consequences, including progressive discipline for repeated behaviors, may include (but are not limited to) one or more of the following administrative actions:

- Parent contact to discuss issue of misconduct and/or concern.
- A conference with the student and any of the following: parent, teacher, administrator, counselor, parapro.
- Loss of recess
- In-School Restriction (ISR)
- Out-of-Suspension (OSS) – generally one to ten days
- Expulsion –removal from St. Johns Public Schools up to 180 school days or more, pending Board of Education evaluation and directive.

**Behavior Plan** - A plan developed specifically for the student detailing strategies for improving his/her behavior and consequences if the negative behavior continues.

**Classroom Discipline** - and management are at the discretion of the teacher and generally include contacting parents, progress reports mailed to parents, parent/teacher/student conferences, loss of recess or activities as deemed appropriate by the classroom teacher.

**Detention (or lunch detention)** – In a quiet area the student may write and reflect on his/her behaviors. This period of time may be during lunch or after school hours.

**In-School suspension** – Student is removed from the daily routine of school, but remains in the building. Students are expected to be engaged in school work.

**Loss of recess** – Student will miss recess.

**Out of school suspension** – Student's rights and privileges of attending school are suspended up to 10 days.

**Parent conference** – A meeting scheduled with principal, parent, and/or staff members.

**Restitution** – Replace or repair damage.

**Student conference** – A meeting between the student and appropriate staff. Parents may be invited to attend.

**Time out** – Student will be removed from the activity.

## Appendices

### Appendix A: FERPA Annual Notice

In accordance with federal regulations and for the benefit of parents and students in the school district, this notice serves to notify parents of students currently in attendance and students of legal age of their rights regarding educational records and confidentiality.

You have the right to the following:

1. Inspect and review your child's educational record.
2. If you feel the educational record is misleading or inaccurate, you can request an amendment to the part of record that is inaccurate.
3. Give written consent before any personally identifiable information is released about your child.
4. File a complaint with the Department of Education in Washington, D.C., which enforces regulations pertaining to educational records if alleged violations are being made by the school district and you have been unable to resolve those differences at the school district level.

### Appendix B: Lockers - Board 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 against Board Policy.

The Board directs the Superintendent to include this Policy in the student code of conduct and to distribute it to parents/guardians.

Legal authority: MCL 380.1306

Date adopted: 6/14/2021

Date revised:

## Appendix C: Search and Seizure - Board Policy 5103

School officials may search a student and the student's belongings if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. In rare cases, school officials may conduct a search without reasonable suspicion if there is an imminent threat of physical harm or death.

A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when school officials have reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, Policy, or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the student's age and sex and the nature of the infraction.

School officials are not required to have reasonable suspicion to search lockers or other District property. See Policy 5102.

The District may use detection dogs to search for contraband on District property consistent with Policy 3107.

A breath alcohol test is a search and may be administered upon reasonable suspicion that a student has consumed or is under the influence of alcohol. For voluntary, noncurricular school activities (e.g., school dances), suspicionless breath alcohol tests may be administered for student health and safety purposes if students and their parents/guardians have been provided advance written notice.

Strip searches are prohibited.

The building principal or designee will turn over to law enforcement illegal items and dangerous weapons, as defined in Policy 5206, and may store in a secure place any other contraband or evidence seized from a search until a disciplinary hearing.

This Policy does not apply to any outside entity that may require drug or breath alcohol testing as a condition of participation. See Policy 5105.

Legal authority: MCL 380.1306, 380.1313(2)

Date adopted: 6/14/2021

Date revised:

## Appendix D: Firearms and Weapons - Board Policy 3408

The District is a weapon-free school zone. Except as otherwise permitted by Policy or required by applicable law, a person may not possess a weapon on District property. See also Policy 5206. Each person on District property must also comply with the federal Gun Free Schools Zone Act.

A. As used in this Policy:

1. RESERVED
2. A “firearm” means any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive
3. “Pistol” means that term as defined by MCL 28.421.
4. “District property” means:
  - a. a building, playing field, or property used for school purposes to impart instruction to students or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses; and
  - b. a vehicle used by the District to transport students to or from a place described in subsection A.4.a above.
5. “weapon” means a firearm, pneumatic gun, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles, or any other object used, intended, or represented to inflict serious bodily injury or property damage.

B. Permitted Uses

The following persons may possess a weapon on District property:

1. A peace officer as defined by law;
2. A student’s parent or guardian licensed to carry a concealed pistol may carry a concealed pistol (but no other weapons) while in a vehicle if the parent or guardian is dropping the student off at, or picking the student up from, the student’s school;
3. A person with permission from the Superintendent or designee to possess a firearm (but no other weapons) within any lawful parameters established by the Board;

C. Violations

1. Students and District personnel with knowledge that a person is in violation of this Policy should immediately report the violation to the building principal or designee.
2. Violation of this Policy will result in discipline of students, employees, and contractors, up to and including expulsion or termination, removal from District property, and referral to law enforcement.

Legal authority: 18 USC 921; MCL 28.425f, 28.425o; MCL 750.237a

Date adopted: 6/14/2021

Date revised:

## Appendix E: Unlawful Discrimination, Harassment, and Retaliation Against Students - Board Policy 5202

The District prohibits unlawful discrimination. For purposes of this Policy, “unlawful discrimination” includes unlawful harassment and retaliation, unless specifically stated otherwise. 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.

This Policy applies to student-to-student conduct and staff-to-student conduct. See Policy 4102 for District personnel harassment.

Complaints alleging Title IX sexual harassment (staff-to-staff, staff-to-student, student-to-student, or student-to-staff) are governed by Policy 3118.

This Policy applies to all conduct occurring on school property, including in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, at a school-sponsored activity or event whether or not it is held on school premises, or conduct with a direct nexus to school.

The District will comply with all applicable state and federal laws related to unlawful discrimination.

#### A. Student Handbooks

The Superintendent or designee will include in student handbooks a statement explaining the District's policy against unlawful discrimination, including unlawful harassment and retaliation. This statement must include an explanation of types of unlawful discrimination, examples of harassment, reporting requirements, and consequences as described in this Policy.

#### B. Types of Unlawful Harassment

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student's race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of:

1. creating an intimidating, hostile, or offensive environment; or
2. unreasonably interfering with the student's ability to benefit from the District's educational programs or activities.

**Race, color, and national origin harassment** is prohibited by Title VI of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, and national origin harassment is unwelcome conduct based on a student's actual or perceived race, color, or national origin. Race, color, and national origin harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, and national origin harassment.

**Disability harassment** is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a student's actual or perceived disability. Disability harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

**Sex-based harassment** is prohibited by Title IX of the Education Amendments of 1972 and the Michigan Elliott-Larsen Civil Rights Act. For the definition of sexual harassment under Title IX, see Policy 3118. Sex-based harassment prohibited by this Policy includes harassment based on gender identity or sexual orientation. This Policy also prohibits harassment of a sexual nature that does not rise to the level of Title IX sexual harassment, as defined in Policy 3118.

#### C. Reporting Requirements

District personnel must immediately report incidents of alleged unlawful discrimination, including incidents that District personnel witness or about which they receive reports or information, regardless of whether the incidents are verbal, visual, or physical, and whether the incidents also constitute harassment, bullying, or hazing.

District personnel who witness an act of unlawful discrimination must intervene immediately, unless circumstances would make intervention dangerous. A person who is unable to intervene should promptly attempt to find another person who is able to intervene, contact a building administrator, or contact law enforcement, as the situation requires.

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

- D. How to Report Unlawful Discrimination If you or someone you know has been the victim of unlawful sex-based discrimination, you may file a report with any District employee or with the Title IX Coordinator:

TITLE IX COORDINATOR  
501 W. Sickles St., St. Johns MI 48879  
989-227-4086 or 989-227-4018  
[titleixcoordinator@sjredwings.org](mailto:titleixcoordinator@sjredwings.org)

Formal Complaints of Title IX Sexual Harassment must be filed with the Title IX Coordinator. For information on the District's Title IX Sexual Harassment Grievance Process, see Policy 3118.

If you or someone you know has been the victim of disability-based discrimination, you may file a complaint with:

SECTION 504 COORDINATOR  
501 W. Sickles St., St. Johns MI 48879  
989-227-4006 or 989-227-4126  
[Section504coordinator@sjredwings.org](mailto:Section504coordinator@sjredwings.org)

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

CIVIL RIGHTS COORDINATOR  
501 W. Sickles St., St. Johns MI 48879  
989-227-4016 or 989-227-4004  
[civilrightscoordinator@sjredwings.org](mailto:civilrightscoordinator@sjredwings.org)

A report of unlawful discrimination may be made verbally or in writing. The coordinators identified above will document all unlawful discrimination reports, as well as any incidents they personally observe. The District will retain this documentation in accordance with applicable record retention requirements.

#### E. Complaint Process

Any person who has been the victim of unlawful discrimination or any person who has witnessed an incident of unlawful discrimination may make a complaint at any time. District personnel who receive a complaint of unlawful discrimination must immediately document the reported incident and notify the appropriate coordinator identified above by the end of the next school day.

#### F. Investigation Timelines

The District will initiate an investigation within 5 school days after receiving a complaint of unlawful discrimination. In most cases, an investigation will be completed within 20 school days.

The District will attempt to comply with all law enforcement requests for cooperation. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend its investigation. The District will promptly resume its investigation as soon as it is notified by the law enforcement agency that the law enforcement agency has completed its evidence gathering process. This delay should not exceed 10 school days. If the District's investigation is suspended, interim steps will be taken to provide for the safety of the alleged victim or victims and the school community and to avoid potential retaliation. Those steps may include suspending the alleged perpetrator from work or school until the investigation is complete. If the law enforcement agency does not notify the District within 10 school days that the investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

Within 5 school days after completing the investigation, the District will separately notify, in writing, the alleged victim and the alleged perpetrator of the investigation's outcome. Any disciplinary action against the alleged perpetrator will be implemented in accordance with the due process standards contained within Policy 5206.

An alleged victim of unlawful discrimination may present new evidence at any time.

An alleged perpetrator's status as a student with a disability will not affect the District's obligation to protect the alleged victim during and after an investigation.

#### G. Investigation Procedures

The District will use the following procedures when initiating and conducting investigations of unlawful discrimination:

1. Any written or verbal report of unlawful discrimination or harassment, including anonymous written or verbal reports, will be promptly addressed and investigated.
2. The District will assure the alleged victim that:
  - a. the complaint will be fully investigated;
  - b. the alleged victim's identity will be kept confidential during the investigation, to the extent possible;
  - c. the alleged victim will not be retaliated against by the District; and
  - d. the District will enforce its non-retaliation policy.
3. The District will take preventative measures to ensure that others, including the alleged perpetrator, do not retaliate against the alleged victim during or after the investigation.
4. The District will notify the alleged victim that the victim will not be required to confront the alleged perpetrator during the investigation, that steps will be taken to immediately ensure that the alleged conduct does not continue, and that retaliation is prohibited.
5. The District will interview any witnesses identified by the alleged victim and the alleged perpetrator. All witnesses will be assured that their identities will be kept confidential during the investigation, to the extent both possible and practical, and that retaliation is prohibited.
6. The District will implement individualized interim measures during the investigation to ensure that any unlawful conduct does not continue. Interim measures may include, but are not limited to, temporary schedule changes, no-contact directives, short-term suspensions, changes to class schedules or lockers, and student escorts.
7. The District will take action to end unlawful discrimination, including monitoring that the conduct does not reoccur and modifying responses if the unlawful discrimination does reoccur.
8. If the alleged victim is a minor student, the District will notify the student's parent/guardian of the complaint. The parent/guardian will be informed of the investigation's status, as appropriate.
9. Unless otherwise required by law, if an alleged victim has been discriminated against or harassed based on sexual orientation, gender identity, or non-compliance with gender stereotypes, the District will first consult with the student to determine an appropriate method of notifying the student's parent/guardian of the complaint.
10. All documentation, including witness statements, must be kept with the complaint and reports.
11. The District will use the preponderance of the evidence standard as the appropriate standard to substantiate allegations of unlawful discrimination.
12. If the District determines that a school official's impartiality has been compromised during the investigation process, that school official will be removed from the investigation and have no further involvement.
13. If an alleged victim requests complete confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the alleged victim's request. If an alleged victim insists that the victim's name or other identifying information not be disclosed to the alleged perpetrator, the appropriate coordinator or designee will notify the alleged victim that the District's ability to investigate and respond to the complaint may be limited.

#### H. Remedies

The District will take appropriate and effective measures to promptly remedy effects of unlawful discrimination. Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. providing an escort to ensure that the victim can safely attend classes and school activities;
2. providing the victim with school-based counseling services;
3. providing the victim with academic support services, such as tutoring;
4. rearranging course schedules, to the extent practicable, to minimize contact between the victim and perpetrator;
5. moving the victim's or the perpetrator's locker;
6. issuing a "no contact" directive to the perpetrator; or
7. imposing discipline, up to and including suspension or expulsion, consistent with Policy 5206 and the student code of conduct.

Whenever possible, the District will strive to ensure that the victim's academic and other school-related schedules remain intact.

These remedies may also be available to any other student who is or was affected by unlawful discrimination.

The applicable coordinator should also 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 them of their obligations under this Policy and applicable handbooks.

If the alleged victim is a student with a disability, the Superintendent or designee 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 alleged victim continues to receive a free appropriate public education.

#### I. Investigation Report

After the investigation concludes, the appropriate coordinator or designee will create an investigation report. The report must include the following information:

1. the alleged victim's name, a description, or identifying information;
2. the alleged victim's relevant protected class(es);
3. the name, a description, or identifying information about the person making the report, if not the alleged victim;
4. the protected class(es) of the person making the report, if not the alleged victim;
5. the nature of the allegation, a description of the alleged incident(s), and the date and time (if known) of the alleged incident(s);
6. the name(s) and protected classes of all persons alleged to have committed the unlawful discrimination, if known, or a description/identifying information available if the name is not known;
7. the name(s) or description/identifying information and protected classes of all known witnesses to the alleged incident;
8. any written statement of the person making the report, the alleged victim (if different than the reporter), the alleged perpetrator(s), and any known witnesses;
9. the applicable standard of evidence, conclusion, and recommendations; and
10. the response by District personnel, including the date any incident was reported to law enforcement.

#### J. Filing a False Report

Any person who knowingly or maliciously files a false report of unlawful discrimination will be subject to discipline, up to and including expulsion.

#### K. Retaliation

Retaliation against a person who reports unlawful discrimination is prohibited. Any person who retaliates against a person who reports suspected unlawful discrimination will be disciplined in accordance with Policy 5206. This prohibition against retaliation also applies to retaliation against people who participate in or cooperate with an investigation related to a complaint.

#### L. Office for Civil Rights

Any person who believes that he or she was the victim of unlawful discrimination 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



This complaint may be filed before, during, or after filing a complaint with the District. A person may forego filing a complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to unlawful discrimination also file a 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. An investigation by OCR will occur separately from any District investigation.

#### M. Appeal Process

An alleged victim or alleged perpetrator may appeal the written investigation findings and conclusions to the Superintendent within 5 business days of receipt. Upon receipt of an appeal, the Superintendent or designee will review the investigation report, may contact additional witnesses, may consider all additional evidence, and may re-interview any witnesses. The Superintendent will then notify the parties in writing of the decision. The Superintendent or designee is not required to give deference to the investigation report and may consider any new, previously unavailable evidence in evaluating the appeal.

#### N. Training

The District will provide to District personnel training on responding to and investigating unlawful discrimination. This training is mandatory for all District personnel responsible for implementing and enforcing anti-discrimination and anti-harassment laws and related policies and procedures. The Superintendent or designee will ensure that District personnel are notified of mandatory training sessions.

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 106.8, 106.9; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: June 14, 2021

Date revised: September 27, 2021

## Appendix F: Suspension from Class, Subject, or Activity by Teacher - Board Policy 5206E

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

- A. intentionally disrupted the class, subject, or activity;
- B. jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- C. 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/guardian attend a parent-/guardian-teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent/guardian 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.

## Appendix G: Anti-Bullying Policy - Board Policy 5207

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: 6/28/2021

Date revised:

## Appendix H: Student Use of Cell Phone and Electronic Communication Devices - Board Policy 5209

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 pursuant to this Policy and the student code of conduct. 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.

The Superintendent, building principals, and teachers are authorized to develop building-level and classroom rules for students' use of cell phones and other electronic devices. Those rules must be clearly communicated to students. A student who violates the rules or this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

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 this 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/guardian to discuss the rule violation before returning the cell phone or electronic device.

Legal authority: MCL 380.1303(2)

Date adopted: 6/14/2021

Date revised:

## Appendix I: Smoking, Tobacco Products, Drugs, and Alcohol - Board Policy 3102

### A. Definitions

1. "Electronic nicotine delivery system" includes the components, parts, and accessories of an electronic nicotine delivery system, such as e-liquids, cartridges, atomizers, cartomizers (atomizer plus replaceable fluid-filled cartridge), clearomisers, tank systems, flavors, and vials that contain e-liquids.
2. "Illegal drugs" means "controlled substances" under federal or Michigan law, anabolic steroids, human growth hormones or other performance-enhancing drugs, substances purported to be illegal, abusive, or performance-enhancing (i.e., synthetic "look-alike") drugs, or other drugs prohibited by law.
3. "Tobacco product" means any product made or derived from tobacco that is intended for human consumption, including any component, part, or accessory of a tobacco product (except for raw materials other than tobacco used in manufacturing a component, part, or accessory of a tobacco product).
4. "Use of tobacco product" means any of the following:
  - a. the carrying by a person of a lighted cigar, cigarette, pipe, other lighted smoking device, or electronic nicotine delivery system;
  - b. the inhaling or chewing of a tobacco product;
  - c. the placing of a tobacco product within a person's mouth; or
  - d. the smoking or use of electronic vapor or other substitute forms of cigarettes, clove cigarettes, other lighted smoking devices, or other electronic nicotine delivery systems for consuming or inhaling tobacco or any other substance.

### B. Smoking and Tobacco Products

1. The District prohibits the sale, possession, distribution, dispensation, or use of tobacco products, electronic cigarettes, vaporizers, and all electronic nicotine delivery systems on property owned or operated by the District and at any District-related event.
2. RESERVED

### C. Drugs

1. The District prohibits the sale, possession, distribution, dispensation, or use of illegal drugs on property owned or operated by the District and at any District-related event.

2. The District prohibits the sale, possession, distribution, dispensation, or use of any products containing cannabidiol (commonly referred to as CBD) on property owned or operated by the District and at any District-related event. The Superintendent or designee will consider exceptions to this prohibition.
3. District personnel should review Policy 4210 for the District's drug- and alcohol-free workplace policy. Students should review Policy 5206 for the student discipline policy.

#### D. Alcohol

1. The District generally prohibits the sale, possession, distribution, dispensation, and use of alcohol on property owned or operated by the District and at any District-sponsored event, except as otherwise provided in this Policy.
2. RESERVED
  - a. RESERVED
  - b. RESERVED
  - c. RESERVED
3. RESERVED
4. RESERVED

Legal authority: 20 USC 6081 et seq.; 21 USC 812, 21 USC 860; 21 CFR 1100.3; MCL 333.7201 et seq., 333.7410, 333.12601 et seq.; MCL 436.1904; MCL 722.642; MCL 750.473; Mich Admin Code R 338.3101 et seq.

Date adopted: June 14, 2021

Date revised: September 27, 2021

## Appendix J: Title IX Sexual Harassment - Board Policy 3118

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. District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
  - b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
  - c. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).
    - i. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
    - ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
    - iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.
    - iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.
2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.
3. "Appeals Officer" is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.
4. "Complainant" is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.
5. "Consent" means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.
6. "Day," unless otherwise indicated, means a day that the District's central office is open for business.
7. "Decision-Maker" is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker's

conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.

8. "Education Program or Activity" means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.
9. "Formal Complaint" means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.
10. "Grievance Process" is the process by which the District handles Formal Complaints.
11. "Investigator" is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.
12. "Report" means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. "Respondent" is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.
14. "Supportive Measures" are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal
15. 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.
16. "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):

Mike Winkel, Curriculum Director  
501 W. Sickles St., St. Johns, MI 48879  
989-227-4004



winkelm@sjredwings.org

Mark McKeown, Human Resource Specialist  
501 W. Sickles St., St. Johns, MI 48879  
989-227-4018  
mckeownm@sjredwings.org

D. Reporting Title IX Sexual Harassment:

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

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

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

E. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference

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

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

2. Response to Report of Title IX Sexual Harassment

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

3. Formal Complaint Filed

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

4. Equitable Treatment

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

## 5. Documentation and Recordkeeping

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

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

## 6. Supportive Measures

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

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

Supportive measures may include, but are not limited to:

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

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

## 7. Respondent Removal

### a. Emergency Removal (Student)

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

### b. Administrative Leave (Employee)

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

## 8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

## F. Grievance Process

### 1. Generally

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

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

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

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

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

## 2. Notice of Allegations

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

- a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;
- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.

If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

## 3. Informal Resolution

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

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

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

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;

- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and
  - d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared
4. Investigation

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

a. Investigation Process

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

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

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

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

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

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

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

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

b. Investigation Report

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

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

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

5. Determination of Responsibility

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

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

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

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

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

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

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

- f. Appeal rights
6. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights. Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

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

An appeal must be filed with the Title IX Coordinator within 5 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 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

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;
8. Imposing discipline consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts.

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

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

Date adopted: June 14, 2021

Date revised: September 27, 2021

## Appendix K: District Technology and Acceptable Use - Board Policy 3116

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

#### A. Children's Internet Protection Act

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - a. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - b. depicts, describes, or represents, in a patently offensive way as 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
  - c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide

research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.

3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.
4. Prohibit access by minors to inappropriate matter on the internet.
5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.
6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.
7. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include obscene depictions, child pornography, and any other material harmful to minors.
8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.

## B. Acceptable Use Agreement

The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement. Different acceptable use agreements may be developed based on the user's status.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:

1. A statement that:
  - a. use of District technology resources is a privilege that may be revoked at any time;
  - b. a user has no expectation of privacy when using District technology resources;
  - c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;
  - d. District technology resources may not be used to bully, harass, or intimidate others;
  - e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and
  - f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.
2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned user name and password.
3. A list of examples that may constitute misuse of District technology resources.
4. A prohibition against:
  - a. accessing other user accounts or files without authorization;
  - b. conducting personal business or activities;
  - c. accessing pornography;
  - d. communicating inappropriately with students;
  - e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and
  - f. accessing or downloading unauthorized software or programs.
5. A requirement that users report any material that is threatening, harassing, or bullying.
6. A release of all claims and liability against the District for use of District technology resources.

## C. District Personnel Use

District personnel must comply with Policies 4215 and 4216.

D. Public Access to Technology

1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a “Qualifying School Library”) will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor’s parent/guardian, may access a school library terminal that is not restricted from receiving such material, if any.
2. Only when a Qualifying School Library offers public access as described in subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.
3. As used in this Policy, “terminal” means a device used to access the internet or a computer, computer program, computer network, or computer system.

Legal authority: 47 USC 254; MCL 397.602, 397.606

Date adopted: 6/14/2021

Date revised:

## Appendix L: St. Johns Public Schools Elementary Course List

### Core

English Language Arts

- Reading
- Writing
- Word Study

Math

Science

Social Studies

Michigan Model Health

### Non-Core

Art

Music

Physical Education

## Appendix M: Building Specific Information

### At Gateway North, we believe:

#### **All Children:**

1. Benefit from a learning environment where they feel safe, valued and respected.
2. Have the capacity to grow and learn when given opportunities and resources.
3. Deserve access to a rigorous, well-designed curriculum.
4. Are capable of meeting appropriate and reasonable expectations.
5. Must be active participants in their own learning.

#### **All Staff will:**

1. Teach grade level content with differentiated supports to meet varied learning needs.
2. Collaborate, plan and problem-solve.
3. Engage in ongoing learning to improve content knowledge and educational best practices.
4. Be compassionate, patient and flexible within our school community.
5. Create a safe learning environment which promotes trust, respect and risk-taking.

### Vision Statement

All Gateway students will engage in a comprehensive educational program that promotes critical thinking and perseverance through problem solving. Students will develop into kind, respectful, contributing members of society who are independent and responsible lifelong learners.

### Mission Statement

Gateway Elementary staff commits to creating a safe and nurturing environment that promotes academic and social growth for all students through meaningful and engaging learning experiences.

## Gateway North Staff

Principal, Ross Richard	227-4601
Secretary, Jennifer Metzmaker	227-4602
Young 5s Kindergarten, Jill Ruiz	227-4670
Kindergarten, DJ Logan	227-4671
Kindergarten, Alicia Thelen	227-4676
Kindergarten, Christi Neller	227-4672
Kindergarten, Emilie Ritter	227-4675
First Grade, Amy Dow	227-4663
First Grade, Shelby Parks	227-4660
First Grade, Rachel Schultz	227-4661
First Grade, Carly Whitford	227-4662
Second Grade, Dawn Flynn	227-4677
Second Grade, Courtney Pohl	227-4678
Second Grade, Alexa Foster	227-4664
Second Grade, Mackenzie Motz	227-4665
K-2 CI Classroom, Kelly Nofzinger	227-4669
Learning Resource, Sue Henning	227-4659
Reading Specialist, Hali Mehney	227-4642
Reading Interventionist, Becky Spangler	227-4666
Math Interventionist, Jean Pingel	227-4638
Counselor, Jill Pierce	227-4610
Title I SSP, Tara Cook	227-4667
Library/SSP, Ryleigh Henrys	227-4630
PE Teacher, Sara Koenigsknecht	227-4681
Music Teacher, Shirley Ries	227-4674
Art Teacher, Josh Gove	227-4673
Day Custodian, Lacy Taylor	227-4600
Night Custodian, Cody Blunt	227-4600
Lunch Supervisor, Ellen Hart	227-4635
Lunch Assistant, Bobbie HagermanCressman	227-4635
Building SSP, Beth Hollis	227-4600
Building SSP, Paige Andrews-Shinabarger	227-4600
Building SSP, Elizabeth Cole	227-4600
Building SSP, Amber MacLennan	227-4600
Special Education SSP, Becki Hutton	227-4600
Special Education SSP, Sara Hansen	227-4600
Special Education SSP, Tiffany Wright	227-4600
Behavior SSP, Teri Petrak	227-4600

## School Hours – 8:25am – 3:22pm

Students may arrive no earlier than 8:10am. There will be no supervision before this time. When students arrive they will go directly to their classroom.

## Attendance

Every effort should be made to establish a habit of good and timely attendance. Students need to be in school and on time to gain maximum benefit from instruction. When your child is absent, please call the school at 227-4644 before 8:30 a.m. even if you have already communicated the absence with your child's teacher. If we do not hear from you, the office will contact you to ensure your child's safety. Please leave your name, the student's name, grade, and reason for absence. If your child will be late for school please notify the office should your child require a hot lunch that day, by 8:30 a.m. Requests for make-up work should be made at this time.

If your child is well enough to come to school, it is generally assumed that the child is well enough to go outside for recess. Students staying inside for health reasons must have a note from a doctor.

## Arrival and Dismissal

Parents should drop off students in the back parking lot beginning at 8:10am. Please pull as far forward as possible (to help eliminate congestion and keep the line moving). If your child needs assistance getting out of his/her safety seat, please park in the lot and escort him/her to the door.

Students being picked up by their parents, will be dismissed from the gymnasium doors (Door #10), on the north side of the building (the back parking lot). Pull your vehicle up along the sidewalk. There will be an area designated for each grade level. If you are going through the pick up line, please stay in your vehicle. If you need to help your child into your car, walk to the sidewalk and accompany them back to your vehicle to ensure the safety of all. Buses use the main/front lot for loading after school. Please refrain from parking in the front parking lot.

The school office receives a large number of phone calls at the end of the day. It is helpful to send a note or call as soon as possible to inform the school of any changes to your student's normal end of the day routine. If your child will not be riding the bus or is going home with a friend, you must send a note to the school or call the school by 3:00 p.m. Unless we have a written note from a parent or a phone call, we will always send students home in their normal manner.

Note: Walkers will dismiss at the bell and use either the Johnella crosswalk or the school drive sidewalk and proceed to their homes.

## School News

For information about our school, please visit the school website at [www.sjredwings.org/gatewaynorthelementary](http://www.sjredwings.org/gatewaynorthelementary) You can access teacher webpages as well as links to various Facebook groups. School news is also sent through district and building newsletters, as well as e-mail.

## Birthday Celebrations

We know how important birthdays are for our students and how fun celebrating can be. In an effort to maximize our learning time, protect students with food allergies, and promote healthy choices, we will not celebrate with birthday treats at school. This is consistent among all elementary buildings in the district. When it is time to celebrate a birthday, please speak directly with your child's teacher. Examples may include the child being able to choose an additional 15 minutes of free activity time for their class (gym, recess, class game, etc.) at the discretion of the classroom teacher. We also do not distribute birthday party invitations at school. Please see the parent PTO directory for information.

## Technology

You can find the District's Student Device and Electronic Use Agreement and Handbook here: [bit.ly/3Duh9ef](https://bit.ly/3Duh9ef)

## Gateway North Elementary S.O.A.R.

S.O.A.R. stands for:

1. Stay Safe
2. Offer Help
3. Accept Responsibility
4. Respect Everyone

## Gateway S.O.A.R. Tickets

Tickets may be given by any staff member to any student displaying specific, notable examples of SOAR behavior. (NOTE: Tickets are to be used to recognize specific behavior demonstrated at a particular point in time, not general or long-term behavior. For example, it is very appropriate to award a ticket to a student who had previously been having a difficult day, but who is now showing notable SOAR behavior.)

1. When giving a ticket, staff members will explain exactly what behavior was observed that led to the ticket.
2. Once earned, a ticket may not be taken away from the student.
3. Tickets will be turned into the office.
4. Each day tickets will be randomly drawn from each classroom to earn prizes from the office.

In addition, when Gateway students meet goals established by the school, all students will earn a Gateway Gala. These rallies involve unique activities developed by students and staff. At the end of each school year, there will be a special Gateway Gala for any student who did not receive any behavior referral forms during the school year.

## Self Help Strategies

Part of our positive behavior support plan is to teach students how to handle disagreements with their peers. Below are two strategies we teach students to use when dealing with small disagreements. We tell students that if something is dangerous, destructive, or disturbing they should get adult help immediately!

### **Peace Making Process**

When you \_\_\_\_\_

I feel \_\_\_\_\_

I want \_\_\_\_\_

### **DEBUG**

Step 1. Ignore

Step 2. Move away

Step 3. Talk friendly

Step 4. Talk firmly

Step 5. Get adult help

## Gateway Referral Forms

1. Any staff member that observes a student not following expectations will address the student to help problem-solve.



2. Staff and students determine if the action is a minor or major behavior infraction.
3. Staff records the behavior using a minor or major office referral form. The office referral form is sent home for parent signature.
4. The nature of the offense and Code of Conduct determines consequences.
5. Parents sign and return the form to the office the following day.

## Gateway North Behavior Expectations

Area	Stay Safe	Offer Help	Act Responsibly	Respect Everyone
Playground	Line up when the whistle blows  Stay in assigned line  Keep hands and feet to yourself  Keep nature on the ground  Use equipment safely  Stay within playground boundaries  Follow Gateway game rules	Play fair and share  Problem solve with calm words  Be friendly  Invite others to play  Throw your trash away	Use DeBug & Peacemaking Process  Dress for the weather  Be a good sport  Report unsafe behavior  Return equipment to its place Be active	Share playground equipment  Include others  Take turns  Follow adult directions the first time  Treat others the way you want to be treated  Use quiet voices when entering the building
Hallway	Use walking feet  Keep your hands and feet to yourself  Face forward and stay to the right  Walk single file  Keep the pace	Be a role model  Be alert  Greet others silently	Keep locker neat  Wait for passing classes  Keep hallways clean  Keep your body under control  Walk directly to your destination  Use a voice level of 0 or 1	Stay in your personal space  Close lockers quietly  Be kind to people and property  Treat others the way you want to be treated

Area	Stay Safe	Offer Help	Act Responsibly	Respect Everyone
Cafeteria	<p>Use walking feet</p> <p>Eat only your own food</p> <p>Keep hands and feet to yourself</p> <p>Stay seated until dismissed</p> <p>Carefully carry your lunchbox back to classroom</p>	<p>Have friendly conversations</p> <p>Use DeBug and Peacemaking Process</p>	<p>Enter building quietly from playground</p> <p>Wait quietly and patiently in line</p> <p>Voice Level 1-2</p> <p>Get everything you need before you sit down</p> <p>Use time wisely</p> <p>Raise hand to leave seat</p> <p>Clean up after yourself</p> <p>Throw waste in proper containers</p>	<p>Follow adult directions the first time</p> <p>Treat others the way you want to be treated</p> <p>Use table manners</p> <p>Be kind to peers</p> <p>Use please and thank you</p> <p>Join the end of line</p>
Arrival/ Departure	<p>Walk</p> <p>Use the sidewalk (stay on the school side of the yellow line)</p>	<p>Help others if needed</p>	<p>Be on time</p> <p>Gather and take care of belongings</p> <p>Voice Level 0-2</p>	<p>Keep hands, feet, and objects to self</p> <p>Listen and follow directions from safety patrols and adults</p>
Assembly	<p>Enter and exit in a straight line</p> <p>Sit quietly</p> <p>Keep hands and feet to yourself</p>	<p>Observe quiet signal</p> <p>Be prepared to have a good time</p> <p>Be an active listener</p> <p>Give only positive responses</p>	<p>Be a good sport</p> <p>Voice level 0, 1 and 2</p> <p>Think before you act</p> <p>Listen to the speaker</p> <p>Respond appropriately</p>	<p>Keep your feet quiet</p> <p>Look at the Speaker</p> <p>Clap at appropriate times</p> <p>Stay seated on your bottom</p> <p>Stay in your personal space</p> <p>Treat others the way you want to be treated</p>

Area	Stay Safe	Offer Help	Act Responsibly	Respect Everyone
Bathroom	<p>One person per stall</p> <p>Use walking feet</p> <p>Wash your hands with soap</p> <p>Use restroom appropriately</p>	<p>Get an adult if necessary</p> <p>Keep water and paper towels where they belong</p> <p>Clean up after yourself</p>	<p>Flush</p> <p>Wash and dry hands</p> <p>Use time wisely</p> <p>Return to class/lunch/recess when done</p> <p>Keep water and soap in the sink</p> <p>Use one squirt of soap and 1 paper towel</p> <p>Voice Level -- 0 or 1</p>	<p>Patiently wait your turn</p> <p>Keep hands, feet and objects to self</p> <p>Be private and give others privacy</p> <p>Wait your turn</p> <p>Do your business and return to your class</p> <p>Treat others the way you want to be treated</p>
Library	<p>Enter and exit in a straight line</p> <p>Use walking feet</p> <p>Wait your turn in line</p> <p>Sit properly on story steps</p> <p>Stay seated until dismissed by an adult</p> <p>Push in chairs</p>	<p>Help others if needed</p> <p>Encourage others to follow directions</p>	<p>Enter and exit quietly</p> <p>Return books on time</p> <p>Handle books with care</p> <p>Push chairs in when leaving</p> <p>Voice Level -- 0 or 1</p>	<p>Keep hands, feet and objects to self</p> <p>Follow adult directions the first time</p> <p>Treat others like you want to be treated</p>
Office	<p>Keep hands to yourself</p> <p>Be calm</p>	<p>Be courteous</p> <p>Wait patiently</p>	<p>Enter quietly</p> <p>Come with a purpose and a pass</p> <p>Walk directly to your location</p>	<p>Wait patiently unless it is an emergency</p> <p>Worry about yourself</p>

Area	Stay Safe	Offer Help	Act Responsibly	Respect Everyone
Technology	<p>Use two hands when carrying a device</p> <p>Keep your password to yourself</p> <p>Use approved websites/apps only</p> <p>Use your device safely</p>	<p>Be patient</p> <p>Be an active listener</p> <p>Raise your hand for help</p>	<p>Stay on your assigned website/app</p> <p>Use equipment appropriately</p> <p>Take care of equipment</p> <p>Use voice level 0 or 1</p> <p>Keep food and drink away from computers</p> <p>Use clean and dry hands</p>	<p>Use headphones when needed</p> <p>Follow adult directions the first time</p>