



**Oakestown Intermediate**

**2025-2026 Student Handbook**

Principal: Brian Mulder  
Assistant Principal: Ellen Akhurst  
Curriculum & Engagement: Stacey Byl

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

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

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

**District Mission:** Improving lives by producing successful lifelong learners.

**We Value:**

- **respect** — steadfastly adhering to the principles of honesty, reliability, accountability and transparency
- **compassion** — sharing concern for the well-being of others and their environment through acts of caring, generosity, kindness and service
- **diversity** — recognizing and valuing diversity in all people
- **humility** — owning wrongdoings and restoring relationships
- **equity** — giving every student the support they need, when they need it

**Sharing**

- **communication** — engaging in clear, open dialogue

**Daring**

- **learning** — adapting to challenges and opportunities and taking intellectual risks
- **grit** — persisting in aspirations and persevering in the face of obstacles
- **excellence** — committing to excellence

**We Believe:**

- in providing safe, positive, innovative and engaging learning environments for all Bulldogs
- that all students will strive for personal excellence while learning at different rates and in different ways
- in providing exceptional staff, facilities, services and programs
- in the value of inclusion of all individuals
- that effective communication is the foundation of strong community partnerships
- in building a culture of continuous improvement
- that family, community involvement and support are essential to student success
- in fostering a deep connection between self, school and community

**We Grow Students Who Are:**

- ethical citizens
- agile, adaptive, curious learners
- college- and career-ready young adults
- culturally competent citizens who understand and respect diverse populations
- collaborators
- global thinkers
- relentless, creative problem solvers
- leaders

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# **IMPORTANT INFORMATION**

## **District Website**

<https://www.gpsbulldogs.org/>

## **Board Policies**

Board Policies are available at:

<https://go.boarddocs.com/mi/grandv/Board.nsf/Public?open&id=policies>

## **Address**

Oakestown Intermediate  
3535 Wilson SW Grandville, MI 49418

## **Contact Information**

Main Office: 616-254-6880

Fax: 616-254-6770

Principal: Brian Mulder  
[bmulder@gpsbulldogs.org](mailto:bmulder@gpsbulldogs.org)  
616-254-6750

Assistant Principal: Ellen Akhurst  
[eakhurst@gpsbulldogs.org](mailto:eakhurst@gpsbulldogs.org)  
616-254-6060

Transportation:  
Supervisor: Ryan Roberts  
616-254-6530

## **Administration**

Superintendent: Roger Bearup

Assistant Superintendent for Business Services: Heather Roszkowski

Assistant Superintendent for Curriculum and Instruction: Scott Merkel

Assistant Superintendent for Human Resources: John Philo

Special Education Director: Caroline Ernst

MTSS Coordinator: Jason Glerum

Safety Director: Mark Easterly

Transportation Director: Ryan Roberts

# 2025-2026 DISTRICT CALENDAR



Grandville Public Schools

## SCHOOL CALENDAR

August 2025				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
November 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
February 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
May 2026				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
December 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
March 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

October 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
January 2026				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
April 2026				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

## 2025-2026 STUDENTS

DESCRIPTION CODE			
AM-STUDENTS ONLY			
FIRST DAY OF SCHOOL - AUGUST 18- MONDAY		FEBRUARY 19- THURSDAY	
SEPTEMBER 26- FRIDAY		MARCH 20- FRIDAY	
OCTOBER 30- THURSDAY		APRIL 2- THURSDAY	
DECEMBER 19- FRIDAY		LAST DAY- MAY 29 FRIDAY	
JANUARY 19- MONDAY			
No SCHOOL			
AUGUST 22	FRIDAY OFF	DECEMBER 22- JANUARY 2	HOLIDAY BREAK
AUGUST 29	FRIDAY OFF	FEBRUARY 20	MID-WINTER BREAK -FRIDAY
SEPTEMBER 1	LABOR DAY- MONDAY	APRIL 3 – APRIL 10	SPRING BREAK
OCTOBER 31	FALL BREAK- FRIDAY	MAY 25	MEMORIAL DAY - MONDAY
NOVEMBER 26- 28 THANKSGIVING BREAK			
STUDENTS IN SESSION			



## 2025-2026 DAILY SCHEDULE

7:15 am Main Doors open- Cafe serves breakfast

7:30 am Classrooms open

7:40 am Tardy Bell

Lunch Schedule varies by Teaching POD

2:30 pm Bus Dismissal

2:35 Car, walker, and bike dismissal

Students are able to enter the building at 7:15am before the school day begins, get breakfast or socialize in the open area outside the office. At the end of the day, students will be dismissed to their buses, cars, and/or bikes. The office closes at 3:00pm and staff will not be available to supervise students. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

## **EMERGENCY SCHOOL CLOSING PROCEDURES**

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

The school community will be notified via School Messenger, social media, and local news media outlets.

## NOTICE OF NON-DISCRIMINATION

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

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

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

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

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

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

John Philo - Assistant Superintendent for Human Resources  
3839 Prairie St Sw Grandville, MI 49418  
(616) 254-6589  
[jphilo@gpsbulldogs.org](mailto:jphilo@gpsbulldogs.org)

Caroline Ernst - Student Services Director  
3839 Prairie St Sw Grandville, MI 49418  
(616) 254-6777

[cernst@gpsbulldogs.org](mailto:cernst@gpsbulldogs.org)

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

Caroline Ernst - Student Services Director  
3839 Prairie St Sw Grandville, MI 49418  
(616) 254-6777  
[cernst@gpsbulldogs.org](mailto:cernst@gpsbulldogs.org)

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

John Philo - Assistant Superintendent for Human Resources  
3839 Prairie St Sw Grandville, MI 49418  
(616) 254-6589  
[jphilo@gpsbulldogs.org](mailto:jphilo@gpsbulldogs.org)

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

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

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

## **Attendance**

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the Oakestown Office:

- 616-254-6881
- [oakesattendance@gpsbulldogs.org](mailto:oakesattendance@gpsbulldogs.org)

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

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

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

Students who arrive after 9:30 am are marked absent for the morning.

Students who leave school prior to 1:00pm are marked absent for the afternoon.

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

### **Absences due to illness**

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

### **Planned absences**

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

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

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.

- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see Policy 5301.

## **Behavior**

### **Grandville Philosophy of Behavior**

In Grandville Public Schools, we believe that behavior is learned, so **we teach student behavior**. We believe it cannot be assumed that students just know what behavior is expected of them, so behavior expectations need to be defined and taught clearly and consistently. Adults need to provide feedback that acknowledges and reinforces students when they meet behavioral expectations. We know that this does not mean that students will always do what is taught - in the same ways that students make mistakes as they learn academically, students are going to make behavior mistakes as they learn and grow socially. It is how we respond to student mistakes that matters and we believe it is the responsibility of each staff member and the larger school community to ensure that our responses to behavioral mistakes go beyond merely imposing consequences but are also treated as reteaching opportunities.

We understand that student **behavior is communication**. Student behavior informs staff about what is and what is not working in the school environment. We know that behavior arises from a complex set of contributing factors (e.g., clarity of expectations, environment, culture, emotional state, physical needs, etc.) and that effective response to student behavior requires understanding and addressing these underlying factors. Grandville Public School staff is willing to reflect on student behavior mistakes, analyze what school factors contribute to student behavior, and implement positive, research-based strategies and practices that lead to more constructive student behavior.

We believe that **behavior can be changed** and that it requires an environmental change to support positive student behavior. This, in turn, requires that adult behaviors shift to foster positive environments and we recognize that adults, too, need support to make these changes in a consistent and systematic way. To provide the necessary support for adults and for students, Grandville Public Schools has chosen to implement the Positive Behavioral Intervention and Supports (PBIS) framework.

### **Positive Behavior Intervention and Supports**

#### **Celebrating Our Good Behavior**

Oakestown Intermediate uses the nationally-recognized, research-based Positive Behavioral Interventions and Supports (PBIS) model for keeping a safe and orderly school where all kids learn. PBIS is part of a multi-tiered system of supports that

provides tools and strategies for schools to use for defining, teaching, and acknowledging appropriate behavior, as well as correcting inappropriate behavior and providing appropriate levels of support for students depending on their needs. It is a framework for improving social-behavioral and academic outcomes for all students by changing from a focus on negative behaviors and punishment to positive expectations and teaching.

But why is it so important to focus on teaching **positive** social behaviors?

In the past, misbehaving at school usually led to punishment, which could include warnings, lectures, loss of privileges, office referrals, suspensions, and so on. While negative consequences have their place, research has shown that punishment alone is ineffective for long-term behavior change and leads to negative environments with less academic engagement. This is especially true when it is used inconsistently and without positive motivators. Also, operating from a list of “don’t do” rules does little to inform students of what behavior *is* desired and how to correct it.

Imagine simply telling a student their math problem is wrong without having taught them what to do, without telling them *why* it is wrong, without reteaching the skill so they know how to do it in the future, and without providing feedback when it *is* correct. We would never do that when teaching academic skills, and we should not do that when teaching social skills and behavior skills. Like academic skills, social skills and behavior must be learned, practiced regularly, acknowledged frequently, and retaught when errors are made.

Teaching kids self-control and how to behave appropriately is an important step of their educational experience. Teaching behavioral expectations and acknowledging students for following them (a proactive approach) is much more positive than waiting for misbehavior to occur before responding (a reactive approach).

The purpose of school-wide PBIS is to keep [school name] a safe place where *everyone*, students and adults alike, behave in a [insert school expectations]. These are the norms at our school. It is how we expect our school to be at all times.

More specifically, PBIS involves:

- Defining, teaching, and posting the school-wide expectations for classrooms and common areas that students use.
- Recognizing and celebrating students who meet the school-wide expectations by [your overview of building method here - individual student tickets, class-level rewards, etc. *McKinley’s version said, “by handing out Eagle Way tickets. An entire class of students meeting expectations can earn a whole class Eagle Way ticket, which are eligible for a weekly drawing (see below).”*
- Following a consistent and appropriate process for correcting choices that do not

meet expectations.

- Consistently correcting errors in behavior by reteaching our expectations with those students who need it (whole group, small group, or individual).
- Celebrating successes as often as possible.
- Using behavior data to identify students and areas of the educational environment that need more support, and
- All students have access to support that is differentiated based upon their level of need

In addition to House Points we recognize and celebrate students in other ways:

- *assemblies, announcement recognitions, House celebrations, and digital recognition through pictures on House App.*

## **Behavior Expectations**

You may be asking, “What exactly are the expectations that students work on at school?” The table below summarizes various locations throughout our school and their specific expectations.

## **Responding to Problem Behavior**

While we work hard to focus on teaching positive behavior and reinforcing students when they meet expectations, there are times when staff must respond to more repeated and/or more serious behaviors in a different way. Even in these situations, the focus stays on helping our students reflect on what occurred and think of better ways to handle the situation.

While we work hard to focus on teaching positive behavior and reinforcing students when they meet expectations, there are times when staff must respond to more repeated and/or more serious behaviors in a different way. Even in these situations, the focus stays on helping our students reflect on what occurred and think of better ways to handle the situation.

## **Bicycle Guidelines**

Use bike racks on the north end of the building. Use a bike lock. The district is not responsible for theft or damage.

Students may ride their bicycles to Oakestown. Bicycles must be placed in designated racks during school hours. The school will not assume responsibility for loss or damage to bicycles. Bicycles, and other transportation items, **must be walked on all school sidewalks.**



## **Books and Supplies**

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

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

## **Bulletin Boards**

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

## **Building-specific drop-off and pick-up procedures**

Students who are riding the bus will be dropped off in the north parking lot and may enter school at 7:20am. Parents may drop students off in the car loop to the east of the building. Students will wait outside the school until the building opens at 7:20am.

Students will be dismissed at 2:30pm. Students riding the bus will walk to the busses lined up in the north parking lot. Students being picked up by their parent/ guardian will wait outside the main entrance for their transportation home.

Parents may park in the parking lot and walk to the entrance to pick up their student.

## **Bullying**

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

## **Cafeteria Expectation**

Students will enter the cafeteria through the Servery, choose their lunch option, and then choose a seat in the table area. Students are expected to stay in their seats and throw their trash in the provided trash cans. When finished eating, students have the option to stay in the cafeteria and talk with friends, sit in the student group area (read, color, craft or play a quiet game) outside the office or go outside and play on the playground or field.

Food should be eaten prior to leaving the cafeteria, no food should be taken outside the cafeteria.

## **Cell Phone Use**

Students may **not** use cell phones or other electronic devices during school hours. Cell phones or other electronic devices must be stored in the student's backpack or locker while in the school building if a student chooses to bring them to school. If a cell phone is seen while in school, it will be confiscated and taken to the office, where the student or parent may pick it up at the end of the school day. (See "Electronic Devices" on page 44 for additional information regarding cell phones in the building.)

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.

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

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

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

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

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

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

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

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

### **Classroom Behavior**

Teachers may establish classroom conduct rules that students must follow.

### **Closed Campus**

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

### **Communicable Diseases**

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

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

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

### **Damage to School Property**

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

### **Deliveries to building**

Items dropped off during the school day (ex. homework, chromebooks, lunches, shoes) will be left in the office. You will be asked to complete a simple identification note so we can get the item to your child promptly. The office staff will notify the teacher and have your child come down to claim their item (s) or an office staff member will deliver it.

## **Dress and Grooming**

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

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

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

### **Dress Code**

Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays breasts, nipples, genitals, buttocks, abdomen, or undergarments.
- Leave costumes/accessories that distract from learning at home. This includes, but is not limited to blankets, capes, face paint, ears, tails, or other objects that distract from the learning environment.

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

## **Early Departure and Signing Out**

Oakestown Intermediate is a closed campus. Parents/legal guardians must send a note or call school to arrange for students to leave school for appointments.

Students may be released ONLY to persons authorized by parent/legal guardian **in writing** or on the **emergency data card** kept in the office with parental permission. The parent of custody shall provide the school with a copy of the custody order. Absent such notice, the school will presume the student may be released into the custody of either parent.

**PARENTS/LEGAL GUARDIANS MUST REPORT TO THE MAIN OFFICE TO PICK UP**

**THEIR STUDENT AND SIGN OUT THE STUDENT.** Upon returning, the student must sign in.

### **Emergency Contact Information**

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

### **Fees**

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

### **Food Services**

Breakfast and lunch will be FREE for students for the 2024-25 school year. To qualify as a free meal, it must be a full meal. Each school lunch is made up of five parts: protein, whole grains, fruit, vegetable and milk. To have lunch qualify as a full meal and be free, a student must take *at least* three of the five items offered, and one of those items must be a serving of fruit or vegetable.

- If a student does not choose a fruit or vegetable, that meal will *not* be free and the à la carte price for the meal will be charged.
- If a student takes **only** a carton of milk, their account will be charged 40 cents.
- Second meals (\$1.55 and up) and à la carte snacks and beverages will also incur a charge.

### **Energy Drinks**

Energy drinks may **not** be consumed during the school day. In the classroom, students may have water. Pop/ soda is also not allowed in school.

### **Food items/Allergies**

If your child has a severe allergy, we ask that you make school administration aware. If needed, an allergy action plan will be created and shared with the teacher, and in some cases building professionals.

If your child is in a classroom with a student that has an allergy that is deemed "severe" it will be communicated to classmates / families what policies will be followed.

## **Pre-packaged - District Standard Treat Policy**

It is our School Board Policy that no food prepared at home may be consumed by the students at school parties, picnics, etc. during school hours. Wrapped candies and baked goods purchased from a commercial establishment are permitted. Please check with your teacher before bringing treats to verify any food allergies.

## **Field Trips**

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

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

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

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

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

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

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

## **Fundraisers**

Fundraising activities by school organizations must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

## **Head Lice**

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

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within  $\frac{1}{4}$  inch of the student's scalp, the student

may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

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

### **Homeless Children and Youth**

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

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

Anne Waldie  
3413 30th St Sw Grandville, MI 49418  
(616) 254-6082  
[awaldie@gpsbulldogs.org](mailto:awaldie@gpsbulldogs.org)

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

### **Immunizations**

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

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

### **Law Enforcement Interviews**

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

### **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students

identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

### **Library / Media Center**

Students will have access to the school library

The Media Center is an essential resource for all students and staff, providing access to a wide range of materials and services to support educational and recreational needs.

This policy outlines the rules and procedures for the effective and respectful use of the Media Center.

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

#### **Media Center General Guidelines**

1. Respect and Courtesy: All users must treat Media Center staff, resources, and fellow patrons with respect and courtesy.
2. Noise Level: Maintain a quiet environment conducive to study and research. Group discussions should be held in designated areas.
3. Food and Drink: No food or beverages are allowed in the Media Center, except for water in sealed containers.

#### **Conduct and Discipline**

1. Behavior: Disruptive behavior, including excessive noise, inappropriate language, or misuse of Media Center resources, is prohibited.
2. Consequences: Violations of Media Center policies may result in loss of privileges, disciplinary action, or referral to school administration.

### **Locker Use**

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

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

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



Students must keep all personal belongings, including coats and backpacks, in their lockers during the school day. Magnet decorations may be used inside lockers, but stickers are not permitted.

### **Lost and Found**

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

### **Medication**

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

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.
- Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

For additional information and requirements, see Policy 5703.

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

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

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

## **Parties**

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

## **Personal Belongings**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## **Playground/Recess Expectations**

Students must follow the expectations during recess or while using the playground:

- Food should not be brought out to the playground or field
- If there is a student dispute, problem solving strategies should be used that do NOT involve violence or aggression.
- Students will walk from the lunchroom to the playground, and cross over to the field using the hightop crosswalk for safety..

Students who violate these rules may be disciplined.

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

## **Protection of Pupil Rights**

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

## **Public Display of Affection**

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

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

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with

District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

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

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

## **Safety Information**

### **Emergency Drills**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a specific alert sent out over the PA system.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a specific alert sent out over the PA system.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a specific alert sent out over the PA system.

### **Preparedness for Toxic and Asbestos Hazards**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

### **Threat Assessments**

Student safety is a top priority for Grandville Public Schools. To ensure this, we have implemented a threat investigation process that will be utilized when students demonstrate behavior that threatens the safety of themselves and/or others. The threat investigation process may include interviews with the student who expressed the threat, school staff, and classmates as well as a public source social media review to determine if the threat is credible. When threats occur, portions of the threat assessment process are entrusted to Kent ISD staff. Grandville Public Schools identifies

Kent ISD as school officials for purposes of conducting or collaborating in student threat assessments.

If a threat investigation substantiates the alleged threat, a risk assessment is required by the district. Parent permission is required for a district-conducted risk assessment to be carried out by the district's Behavioral Threat Assessment and Management Team. On occasion, this may also require an external risk assessment. If parent permission for the district risk assessment is denied, the district shall require the parent or guardian to obtain an external risk assessment. In either case, the student shall remain out of school until a risk assessment is conducted, analyzed, and a risk management plan created if deemed necessary by the district.

### **Search and Seizure**

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

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

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

### **Student Education Records**

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

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

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

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

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

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

## **Directory Information**

The District designates the following information as directory information:

1. “Directory information” is the information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student’s participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended.

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

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

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

## **Technology**

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

## **Artificial Intelligence**

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and

to promote fair and equal opportunities for all students, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools is permissible unless prohibited by the classroom teacher. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance.

Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Students can use AI/NLP tools unless prohibited by the classroom teacher in the school setting so long as they use the AI/NLP tools in an ethical and responsible manner, such as for the following uses:

- A. **Research assistance:** AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. **Data Analysis:** AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. **Language translation:** AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. **Writing assistance:** AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. **Accessibility:** AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, unless prohibited by the classroom teacher, students can use such resources to help them better understand and analyze information and/or access course materials. Students should be critical in their evaluation of AI/NLP output when using AI/NLP tools as a resource in their learning. Students must carefully consider the source, content, and the need for citation of any AI/NLP output used as a resource for their classwork. Cheating/Plagiarism, as defined in our student handbook, is using

someone's research, ideas, words, or any other type of work and the presentation of published material by another author, regardless of its source (print or electronic), as one's own. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

## **Transportation Services**

### **School Vehicle Rules**

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

When in school vehicles, please refer to the [Grandville Transportation Department Handbook](#).

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

13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.]

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

### **School Vehicle Misconduct Consequences**

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

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

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

### **Transportation General Policies**

- Daycare must be in a school attendance area. Students must be enrolled in the specific daycare in which they are assigned transportation.
- No "friend" riders.
- Parents, guardians, or daycare providers must be present at the bus stop to receive kindergarten students.
- Students should be at the bus stop 5-7 minutes before the scheduled time of arrival.
- Students must get on and off at their assigned bus stop.
- Students may not switch buses to ride home on a different route.

### **Video Surveillance and Photographs**

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

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

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



## **Volunteering / Background Checks**

All school volunteers must complete the "Volunteer Information Form" (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **Visitors**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner.

All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. Student visitors are not permitted during the school day unless the visit is related to a school project, transfer request, or other school related issues.

## **Withdrawal From School**

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

## **SECTION II: ACADEMICS**

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.

To register for PowerSchool or for directions to register for PowerSchool access go to: <https://www.gpsbulldogs.org/apps/pages/PowerSchool>

### **Grades**

Standards-Based Report cards will be issued at ~~least~~ once each semester. Students are rated on the standards that were taught during the marking period.

### **Homework**

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

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

### **Placement**

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

### **Professional Judgment**

Teachers will use their professional judgment in all cases to support individual students.

### **Read by Grade Three Law**

Parent information about Michigan's Read by Grade Three law may be found at [bit.ly/gps-read-by-grade-three](http://bit.ly/gps-read-by-grade-three)

### **Review of Instructional Materials**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **Rubrics**

The use of rubrics and/or descriptive language will be given to students when an assessment is assigned to clarify to students exactly what is expected and the

descriptors of quality. Rubrics will be returned with the assessment for student review. The assessment and rubric can be used as an instructional tool.

### **Students with Disabilities**

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

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

### **Section III: Student Clubs, Activities, and Athletics**

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

For the 2024-2025 school year, the District offers the following student clubs, activities, and athletics:

<https://recpro.gpsbulldogs.org/>

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

### **Extracurricular Activities**

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

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

Student athletes are also subject to the Athletic Code of Conduct (see Appendix F) and any applicable team rules.

For more information, see Policy 5507.

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

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

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

### **Transportation To/From Extracurricular Activities**

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

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

### **Discipline Generally**

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

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

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

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

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

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

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

#### **Lunch Detention**

Teachers and administrators may require students to serve lunch detention(s) when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students assigned to lunch detention will report to the office. A staff member will supervise this area for the duration of the 30 minute lunch period. Students will remain in the designated space for the full lunch period and will still receive a school lunch or have the ability to eat their own that was brought.

Failure to serve a detention will result in progressive discipline. Failure to follow detention procedures and expectations will be considered a failure to serve and will also result in progressive discipline.

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

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

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

### **In-School Suspension**

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

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

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

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

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

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

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

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

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

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary

action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

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

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

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

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

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

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

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

### **Student Code of Conduct**

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

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

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;

4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

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

## Aggressive Behavior

No student shall engage in an aggressive action upon others through either verbal, written or physical abuse, or threats, either on school property or on the way to and from school, or at a school event.

First Offense	Second Offense
<input type="checkbox"/> Parent Notification <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Possible 1-3 missed recesses or up to 10 days ISS/ OSS	<input type="checkbox"/> Parental Notification <input type="checkbox"/> In/Out-School Suspension up to 10 days <input type="checkbox"/> Possible Behavior Contract. <input type="checkbox"/> Possible use of Restorative Practices

## Arson

Arson is defined as the purposefully, intentionally, or maliciously setting a fire on school property.

First Offense
<ul style="list-style-type: none"> <li>• State mandated recommendation for expulsion</li> </ul>

## Appropriate Bathroom Use

Students should not use the bathroom for any other reason other than its intended purpose. Students who use the bathroom for reasons other than its intended purpose (i.e. hanging out, skipping class, vandalism, video recording/picture taking, etc.) may be subject to disciplinary action.



Multiple people in a Bathroom Stall: There is no appropriate reason for more than 1 individual to be in a stall at a time. Anytime more than 1 individual is in a stall there will be progressive disciplinary action as follows unless there are circumstances that require different disciplinary action :

First Offense	Second Offense	Third Offense
<input type="checkbox"/> Parent Notification <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Possible 1-3 missed recesses or up to 10 days ISS/ OSS <input type="checkbox"/> 1- day ISS	<input type="checkbox"/> Parent Notification <input type="checkbox"/> Up to 3 days Suspension ISS/OSS <input type="checkbox"/> Possible ineligibility to attend the next extracurricular or social event. <input type="checkbox"/> Possible Bathroom contract	<input type="checkbox"/> Parent Notification <input type="checkbox"/> Up to 5 day Suspension ISS/OSS <input type="checkbox"/> Meeting with parent, student and administrator to determine an educational/behavior plan. <input type="checkbox"/> Ineligibility to attend the next extracurricular or social events

## Banned Substances

Consumption, possession, use, under the influence, involved in a transaction, or transfer of alcohol, drugs (or drug paraphernalia) or substances represented as such, controlled substance (unless prescribed by a doctor), or drug paraphernalia, is prohibited in any attendance center, on school grounds or at any school-sponsored activity. This includes energy drinks due to the banned substances found within them.

### Possession/Under the Influence

First Offense	Second Offense
<input type="checkbox"/> Parent Notification <input type="checkbox"/> Police referral <input type="checkbox"/> Immediate out of school suspension for 10 days <input type="checkbox"/> Can be reduced to 5 days OSS and 5 days ISS if complete substance abuse program (pre-approved). <input type="checkbox"/> Parent Conference w/ administration before re-entering school and placed on behavior contract.	<input type="checkbox"/> Parental Notification <input type="checkbox"/> 10 day out of school suspension <input type="checkbox"/> Required substance abuse program <input type="checkbox"/> Police referral <input type="checkbox"/> Possible recommendation for expulsion

### Involved in a Transaction

- Possible recommendation for expulsion

## Tobacco/Vape/e-Cigarette (see also page 52)

Possession of, use, or intent to use, involvement in distribution or transaction of tobacco products or products which simulate tobacco (vape/e-cigarette and/or paraphernalia--juice, cartridge, etc.) on school property or off school grounds but in the near vicinity of school, inside or outside the building,

or at school sponsored activities, including athletic events held away from the school premises, shall not be permitted. Students 18 years of age or older may not possess tobacco, vapes/e-cigarettes on school grounds per P.A. 198 of 1986. If a student would be on a first offense for a tobacco product, but they have a prior offense of possession of a banned substance they automatically move to a second offense without the ability to complete a vape education program.

First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> <li><input type="checkbox"/> Confiscation</li> <li><input type="checkbox"/> Parent Notification</li> <li><input type="checkbox"/> Up to 3-day Suspension ISS/OSS</li> <li><input type="checkbox"/> Participation in a vape education program <i>(if education program is completed, reduces suspension from 3 days to 2 days)</i></li> <li><input type="checkbox"/> Possible Police referral</li> <li><input type="checkbox"/> Possible ineligibility to attend the next social event</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Confiscation</li> <li><input type="checkbox"/> Parent Notification</li> <li><input type="checkbox"/> Up to 5-day Suspension OSS</li> <li><input type="checkbox"/> Police referral</li> <li><input type="checkbox"/> Behavior support plan</li> <li><input type="checkbox"/> Ineligibility to attend the next social event as determined by administration</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Confiscation</li> <li><input type="checkbox"/> Parent Notification</li> <li><input type="checkbox"/> Up to 10 day Suspension OSS and/or recommendation for expulsion</li> <li><input type="checkbox"/> Police referral</li> <li><input type="checkbox"/> Required positive parent meeting with admin. necessary before re-entering school</li> </ul>

## Bullying | Cyberbullying

In our ongoing attempt to address and eliminate bullying and aggressive behavior in our school, we have created the following definition of bullying and aggression:

Bullying of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

**Bullying is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being.** This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Bullying through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal.

**Bullying** is any repeated mean **look, gesture, word, and/or action** that hurts or could hurt a person's **body, feelings, friendships, reputation, and/or property**.

Bullying behavior is a form of violence. Whether it is meant or not, it is how it is *received*, not how it was intended.

First Offense	Second Offense
<input type="checkbox"/> Parent Notification <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Disciplinary action up to and including removal from class <input type="checkbox"/> Suspension ISS/OSS up to 10 days <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Possible Recommendation for Expulsion <input type="checkbox"/> Possible Police referral	<input type="checkbox"/> Parental Notification <input type="checkbox"/> Student may be removed from course <input type="checkbox"/> Suspension up to 10 days ISS/OSS <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Possible Recommendation for Expulsion <input type="checkbox"/> Possible Police referral <input type="checkbox"/> Behavior contract

## Cheating

Cheating is defined as copying the work of another student, with or without his or her permission and presenting it as one's own work, knowingly permitting another student to use one's work as his or her own, using "cheat sheets" or other unauthorized notes, or using electronic communication devices during tests or other assessment activities. Cheating includes the offense of plagiarism, or the presentation of published material by another author, regardless of its source (print or electronic), as one's own.

First Offense	Second + Third Offense
<input type="checkbox"/> Parent Notification <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Possible 1-3 missed recesses or up to 10 days ISS/ OSS parent notification by teacher <input type="checkbox"/> If the assessment is required, the student must re-do the assessment to receive a maximum score of 60% providing the quality is of passing grade	<input type="checkbox"/> Parental Notification <input type="checkbox"/> 1 day OSS <input type="checkbox"/> Third offense: Progressive discipline

## Closed Campus Violation

All students at Grandville are governed by the district's closed campus policy. Students affected by the closed campus policy may not leave the school building at any time during the school day, including

the lunch hour, and are not permitted in the parking lot or any other place on school grounds without staff permission.

First Offense	Second Offense	Third Offense
<input type="checkbox"/> Parent Notification <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Time in office	<input type="checkbox"/> Parental Notification <input type="checkbox"/> Time in office <input type="checkbox"/> Possible loss of off lunch/recess privileges for a time period	<input type="checkbox"/> Parental Notification <input type="checkbox"/> Must have parent conference with administration before returning to school

## Computer | Network Misuse/Abuse

Accessing, modifying, or tampering with programs or files the student is not authorized to use; installing unauthorized programs or utilities on a hard drive or file server; using school equipment for any purpose not related to school assignments or approved school activities; (downloading games, pictures, music, or any material from the Internet that is not research related; and the use of school computers for personal e-mail and instant messaging). Board policy requires the signing of an acceptable use agreement by students and their parents for student access to the Internet.

First Offense	Second Offense
<input type="checkbox"/> Parent Notification <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Possible 1-3 missed recesses or up to 10 days ISS/ OSS <input type="checkbox"/> Loss of computer access	<input type="checkbox"/> Parental Notification <input type="checkbox"/> Suspension up to 10 days out of school <input type="checkbox"/> Possible Recommendation for Expulsion <input type="checkbox"/> Loss of computer access for remainder of school year <input type="checkbox"/> Behavior contract if not expelled

## Dress Code

Students are expected to dress appropriately for the learning environment. Student clothing that disrupts/distracts the learning environment will not be allowed in the building. Students who are not dressed appropriately for class or school sponsored events will be provided a reasonable opportunity to change. Administrators will determine if clothing disrupts or distracts the learning environment. The following guidelines will be considered when making a decision regarding appropriate attire:

- Clothing choices can not disrupt or distract from learning.
- Clothing choices must cover the body (neckline/abdomen/posterior) and undergarments.
- Clothing must be free of references/hints to gangs, profanity, tobacco, drugs, alcohol, or sexual connotation.
- Students must be easily identifiable. Leave hats/knit caps or hoods of sweatshirts off. Headbands may be worn for hair management purposes.

- Footwear and clothing must afford appropriate protection in the event that a student must evacuate the building at any time of the year.
- Accessories that are worn may not pose a safety threat. (i.e. wallet chains, studded or spiked jewelry)
- Leave costumes/accessories that distract from learning at home. This includes but is not limited to blankets and/or capes.
- Athletic uniforms that are worn during the school day must adhere to school dress code.
- No sunglasses are to be worn in school
- Billed hats and hoods are not permitted to be worn during the day without teacher permission.

First Offense	Second Offense	Third Offense
<input type="checkbox"/> Parent Notification <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Verbal Warning <input type="checkbox"/> Change into appropriate clothes before attending classes	<input type="checkbox"/> Parent Notification <input type="checkbox"/> Possible 1-3 missed recesses or up to 10 days ISS/ OSS <input type="checkbox"/> Possible Suspension ISS/OSS <input type="checkbox"/> Change into appropriate clothes before attending classes	<input type="checkbox"/> Progressive discipline

## Electronic Device: Unlawful | Inappropriate Use

Pictures/video taken in locker rooms, bathrooms, or of individuals without permission results in suspension, with possible expulsion and police referral. Any posting and/or distribution of pictures/video of inappropriate material is subject to school discipline up to and including expulsion and police referral.

### Possession/Use

First Offense	Second Offense	Third Offense
<input type="checkbox"/> Parent Notification <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Device is confiscated for remainder of the day for retrieval by student in the office	<input type="checkbox"/> Device is confiscated for remainder of the day and must be picked up by a parent	<input type="checkbox"/> Confiscation of the device, parent pickup and 1 day ISS <input type="checkbox"/> Further incidents - progressive discipline

## Sexting

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic

transmission of sexual messages or pictures, usually through cell phone text messages. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission of possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the wireless communication device.

First Offense	Second Offense
<input type="checkbox"/> Parent Notification <input type="checkbox"/> Suspension up to 10 days ISS/OSS <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Possible police referral <input type="checkbox"/> Behavior contract <input type="checkbox"/> Possible Recommendation for Long Term Discipline up to and Including Expulsion	<input type="checkbox"/> Suspension 10 days OSS <input type="checkbox"/> Possible police referral <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Possible Recommendation for Long Term Discipline up to and Including Expulsion

## Fighting (Participant | Encourager)

Any person who encourages or participates in a fight between students. Fight watchers and/or encouragers may also be disciplined. Recording and/or the distribution of videos/photos of fights is strictly prohibited and will result in discipline up to and including expulsion.

First Offense	Second Offense
<input type="checkbox"/> Parent Notification <input type="checkbox"/> Possible 1-3 missed recesses <input type="checkbox"/> 1-5 days ISS/OSS up to 10 days ISS/OSS <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Possible police referral <input type="checkbox"/> Parent conference before student returns to school <input type="checkbox"/> May require anger management class <input type="checkbox"/> Student may be responsible for full restitution to school or individual	<input type="checkbox"/> Parent Notification <input type="checkbox"/> 5-10 days ISS/OSS <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Same actions as 1 <sup>st</sup> Consequence <input type="checkbox"/> Possible Recommendation for Expulsion <input type="checkbox"/> Behavior contract

## Forgery | False ID | False Phone Call

The forgery of an adult staff member's name or initials on a hall pass, absence excuse, or other school document or the forgery of a parent's signature on an absence excuse, permission slip, progress report or impersonating a parent or other adult on the telephone. Using another person's identification is also a form of forgery.

First Offense	Second Offense	Third Offense
<input type="checkbox"/> Parent Notification	<input type="checkbox"/> Parental Notification	<input type="checkbox"/> Parental Notification

<input type="checkbox"/> Detention <input type="checkbox"/> Possible Suspension up to 3 days ISS/OSS <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Possible police referral	<input type="checkbox"/> Suspension OSS up to 5 days <input type="checkbox"/> Possible Recommendation for Expulsion <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Possible police referral	<input type="checkbox"/> Up to 10 day Suspension OSS <input type="checkbox"/> Possible Recommendation for Expulsion <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Possible police referral
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## Gang Activity | Affiliation

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

First Offense	Second Offense
<input type="checkbox"/> Parent Notification <input type="checkbox"/> Police referral <input type="checkbox"/> Suspension up to 10 days OSS <input type="checkbox"/> Possible Recommendation for Expulsion	<input type="checkbox"/> Parental Notification <input type="checkbox"/> Suspension 10 days OSS <input type="checkbox"/> Possible Recommendation for Expulsion <input type="checkbox"/> Behavior contract

## Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

**Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being.** This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it

takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the District's Anti-Harassment Compliance Officers John Philo (254-6589 or Caroline Ernst (254-6777) at Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment may include but is not limited to:

- A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment may include but is not limited to:



- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

[Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et. seq.]

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, color, race, national origin, religion, height, weight, marital status or disability. This policy however is not limited to these legal categories and includes any harassment that would negatively impact students.

First Offense	Second Offense
<ul style="list-style-type: none"> <li><input type="checkbox"/> Parent Notification</li> <li><input type="checkbox"/> Disciplinary action up to and including removal from class and/or schedule change</li> <li><input type="checkbox"/> Suspension ISS/OSS up to 10 days</li> <li><input type="checkbox"/> Possible use of Restorative Practices</li> <li><input type="checkbox"/> Possible Recommendation for Expulsion</li> <li><input type="checkbox"/> Possible Police referral</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Parental Notification</li> <li><input type="checkbox"/> Student may be removed from class</li> <li><input type="checkbox"/> Suspension up to 10 days OSS</li> <li><input type="checkbox"/> Possible Recommendation for Expulsion</li> <li><input type="checkbox"/> Possible use of Restorative Practices</li> <li><input type="checkbox"/> Possible Police referral</li> <li><input type="checkbox"/> Behavior contract</li> </ul>

Please see **School Board Policy 5517** for more information.

## Hazing

Any act of initiation, for an individual or group, who is forced or requested to comply with an act which jeopardizes the safety, health, and physical or emotional well-being of the individual/s being initiated. This policy applies to those who are either administering the hazing or willfully participating as a recipient. Any student who feels they are requested or required to be a participant in hazing should report the incident to the administration immediately.

First Offense	Second Offense
<input type="checkbox"/> Parent Notification <input type="checkbox"/> Suspension up to 10 days OSS <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Possible removal from course/activity <input type="checkbox"/> Possible Police referral <input type="checkbox"/> Athletic suspension <input type="checkbox"/> Possible Recommendation for Expulsion	<input type="checkbox"/> Parental Notification <input type="checkbox"/> Progressive discipline <input type="checkbox"/> Police referral <input type="checkbox"/> Loss of athletic/activity eligibility <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Possible Recommendation for Expulsion

## Non-Compliance/Defiance/Insubordination

Students are expected to follow and respect the reasonable directions of teachers, administrators, and other adult employees of the school. These expectations include, but are not limited to:

- The expectation that students would give reasonable effort to complete assigned in-class work or participate in assigned in-class activities.
- The expectation that students will be respectful to staff members.
- The expectation that a student will identify herself or himself when asked to do so by any school employee.
- The expectation that a student must accompany a teacher to an administrator when asked to do so by a teacher or any other staff member.

First Offense	Second Offense	Third Offense
<input type="checkbox"/> Parent Notification <input type="checkbox"/> Verbal warning <input type="checkbox"/> Possible Time in Office <input type="checkbox"/> Possible use of Restorative Practices	<input type="checkbox"/> Parental Notification <input type="checkbox"/> Time in office or possible ISS/OSS up to 3 days <input type="checkbox"/> Behavior contract <input type="checkbox"/> Possible use of Restorative Practices	<input type="checkbox"/> Parental Notification <input type="checkbox"/> Progressive discipline <input type="checkbox"/> OSS up to 10 days <input type="checkbox"/> Mandatory Behavior Contract <input type="checkbox"/> Possible Recommendation for Expulsion <input type="checkbox"/> Possible use of Restorative Practices

## Lunch | Food and Drink Violations

All food and drink must be consumed in the cafeteria. Throwing of food will not be tolerated. Students are expected to pick up after themselves and return their trays to the place designated. All lunches are to be consumed in the cafeteria. No open food or drink is allowed in the locker area or hallways. If students are seen with open food or drink, discipline will follow.

First Offense	Second Offense	Third Offense
<input type="checkbox"/> Parent Notification <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Assigned to clean up the cafeteria <input type="checkbox"/> Possible 1-3 missed recesses <input type="checkbox"/> Possible Suspension ISS/OSS <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Could be responsible for restitution to school or student	<input type="checkbox"/> Parental Notification <input type="checkbox"/> Possible 1-5 missed recesses <input type="checkbox"/> Possible Suspension ISS/OSS <input type="checkbox"/> Assigned to clean up the cafeteria for five lunch days <input type="checkbox"/> Possible use of Restorative Practices	<input type="checkbox"/> Parental Notification <input type="checkbox"/> Progressive discipline <input type="checkbox"/> Possible use of Restorative Practices

## Profanity | Obscenities | Offensive Materials/Actions

Use of obscene or profane language, gestures, or actions; duplication, distribution or posting of offensive materials including those that are racially or ethnically intimidating and those that promote alcohol, drugs, or tobacco.

First Offense	Second Offense	Third Offense
<input type="checkbox"/> Parent Notification <input type="checkbox"/> Possible use of Restorative Practices <input type="checkbox"/> Possible Confiscation of inappropriate material <input type="checkbox"/> Detention <input type="checkbox"/> Possible Suspension ISS/OSS up to 10 days	<input type="checkbox"/> Parental Notification <input type="checkbox"/> Suspension OSS up to 10 days <input type="checkbox"/> Possible use of Restorative Practices	<input type="checkbox"/> Parental Notification <input type="checkbox"/> Suspension OSS up to 10 days <input type="checkbox"/> Recommendation for Expulsion <input type="checkbox"/> Possible use of Restorative Practices

## Prohibited Items

In order to maintain a safe, productive, and respectful learning environment, certain items are prohibited from being brought into the school or classrooms. Students found in possession of these items may face disciplinary actions as outlined in the school's code of conduct.

- Energy drinks and other high-caffeine beverages are prohibited on school grounds due to potential health concerns. Students may not possess or consume such drinks between 7:18 am and 3:00 pm on school grounds.
- Sugary snacks and beverages that are not part of a school-approved meal or snack plan are also prohibited.

- Food and drinks are not allowed in classrooms unless permitted by the teacher for special occasions or medical needs with the exception of water.
- Lighters, fireworks, gag items, noise makers, or any other items deemed to disrupt the educational process.
- Items constituted as weapons. (See weapons section of the student code of conduct)

First Offense	Second Offense	Third Offense
<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Confiscate item from student	<input type="checkbox"/> Parent Notification <input type="checkbox"/> Confiscate item from student <input type="checkbox"/> Detention <input type="checkbox"/> Possible Suspension ISS/OSS	<input type="checkbox"/> Progressive discipline

## Public Display of Affection

Public displays of affection, which are not appropriate in the school setting, are not acceptable. This includes touching, kissing, or any other contact that may be sexual in nature.

First Offense	Second Offense	Third Offense
<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Parent Notification <input type="checkbox"/> Detention <input type="checkbox"/> Possible Suspension ISS/OSS <input type="checkbox"/> Possible use of Restorative Practices	<input type="checkbox"/> Parental Notification <input type="checkbox"/> Progressive discipline up to ISS/OSS	<input type="checkbox"/> Parental Notification <input type="checkbox"/> Progressive discipline up to OSS

## Skiping Class (Unexcused Absence)

Students may not leave the school building/designated area without permission from school personnel. Students also may not purposefully avoid going to class, or skip class by choosing to be in areas of the building other than their designated classroom (*ex: bathroom, hallway, media center, etc*) unless otherwise approved by school personnel. Any student who is absent from school for all or any part of the day without a parent excusing the absence shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

First Offense	Second Offense	Third Offense
<input type="checkbox"/> Parent Notification <input type="checkbox"/> Time in office <input type="checkbox"/> Failure to go to the	<input type="checkbox"/> Parent Notification <input type="checkbox"/> Up to 1-day Suspension ISS/OSS	<input type="checkbox"/> Parent Notification <input type="checkbox"/> Up to 3 day Suspension ISS/OSS

office will result in progressive discipline	<input type="checkbox"/> Possible ineligibility to attend the next extracurricular or social event. <input type="checkbox"/> Possible Attendance contract	<input type="checkbox"/> Develop an attendance contract through meeting with parents, student and administrator <input type="checkbox"/> Possible Truancy Referral <input type="checkbox"/> Ineligibility to attend the next extracurricular or social events
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## Theft | Possession of Stolen Property

Students shall not engage in the theft of personal or school property nor be in possession of stolen property belonging to individuals or the school.

First Offense	Second Offense
<input type="checkbox"/> Parent Notification <input type="checkbox"/> Return or restitution of stolen property to individual or school <input type="checkbox"/> Suspension up to 10 days OSS <input type="checkbox"/> Police referral <input type="checkbox"/> Possible use of Restorative Practices	<input type="checkbox"/> Parental Notification <input type="checkbox"/> 10 day Suspension OSS <input type="checkbox"/> Possible Recommendation for Expulsion <input type="checkbox"/> Behavior contract <input type="checkbox"/> Possible use of Restorative Practices

## Tobacco | Vapes | E-Cigarettes (see also page 40)

Possession of, use, or intent to use, involvement in distribution or transaction of tobacco products or products which simulate tobacco (vape/e-cigarette and/or paraphernalia--juice, cartridge, etc.) on school property or off school grounds but in the near vicinity of school, inside or outside the building, or at school sponsored activities, including athletic events held away from the school premises, shall not be permitted. Students 18 years of age or older may not possess tobacco, vapes/e-cigarettes on school grounds per P.A. 198 of 1986. If a student would be on a first offense for a tobacco product, but they have a prior offense of possession of a banned substance they automatically move to a second offense without the ability to complete a vape education program.

First Offense	Second Offense	Third Offense
<input type="checkbox"/> Confiscation <input type="checkbox"/> Parent Notification <input type="checkbox"/> 3-day Suspension OSS <input type="checkbox"/> Participation in a vape education program <i>(if education program is completed, reduces suspension from 3 days)</i>	<input type="checkbox"/> Confiscation <input type="checkbox"/> Parent Notification <input type="checkbox"/> Up to 5-day Suspension OSS <input type="checkbox"/> Police referral <input type="checkbox"/> Behavior support plan <input type="checkbox"/> Ineligibility to attend the next	<input type="checkbox"/> Confiscation <input type="checkbox"/> Parent Notification <input type="checkbox"/> Up to 10 day Suspension OSS and/or recommendation for expulsion <input type="checkbox"/> Police referral

<input type="checkbox"/> to 2 days) <input type="checkbox"/> Possible Police referral <input type="checkbox"/> Possible ineligibility to attend the next extracurricular or social event as determined by administration	extracurricular or social event as determined by administration	<input type="checkbox"/> Required positive parent meeting with admin. necessary before re-entering school
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## Conduct Detrimental to the Normal Function of School

Any violation of state statute, Board of Education policy, or social norms will result in disciplinary measures up to and including detentions, suspensions or expulsion. This clause covers all unacceptable behaviors not specifically listed in this handbook. Some examples include (but are not limited to) assault, sexual behavior, or persistent disobedience.

## State Mandated Expellable Offenses

- Student possesses a dangerous weapon in a weapon free school zone (on school property, in a school vehicle, or at a school event).
- Students commit arson (attempting to burn or set fire) in a school building or on school owned property.
- Student commits criminal sexual conduct in a school building or on school property. Criminal sexual conduct can include consensual sexual contact between any individual and a person who is under the age of 16.

### Due Process

When disciplinary action is taken against a student by a teacher or administrator, students have the following rights: to be informed of the reason for that action, to present any facts that will support their defense, and to have a hearing to discuss both sides of the issue and/or the appropriateness of the action. Discipline Appeal Hearings are not automatic but must be applied for in writing by the end of the third school day following the disciplinary action or previous hearing. The disciplinary action will be suspended at the time the request for an appeal is made in writing and until the outcome of the appeal unless the student is determined to pose a threat to the safe and orderly environment of the school. Students can appeal the action of a teacher or other staff member to a Dean. Students can appeal the decision of a Dean to an Assistant Principal. Students can appeal the decision of an Assistant Principal to the Principal. A decision made by the Principal can be appealed to the Superintendent whose decision will be final.

## **Restorative Justice**

Restorative justice is designed as an alternative, adjustment, and/or reduction to suspension or expulsion. Restorative justice emphasizes repairing the harm to the victim and school community caused by the student's misconduct. Restorative justice may include victim-offender conferences that:

- Are initiated by the victim
- Are approved by the victim's parent or legal guardian or, if the victim is at least 15, by the victim
- Are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender
- Would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm.

The attendees of the conference would be called a restorative justice team, and may require the student to apologize; participate in community service, restoration of emotional or material loss, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

A student choosing to participate in restorative justice could reduce the severity of consequences to the student.

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

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

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

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

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

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

### **A. Definitions**

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

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:
  - a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;



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

c. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30)

i. "Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or fondling, directed against another person without the consent of that person, including when that person is incapable of giving consent."

A) Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

B) Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

C) Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

D) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

E) Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

F) Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

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

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

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

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

3. “Appeals Officer” is the person designated by the District to 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 has a conflict of interest or bias.
12. “Report” means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. “Respondent” is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.
14. “Supportive Measures” are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment.
15. “Title IX Coordinator” is the person(s) designated by the District to coordinate the District’s Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on any matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as

the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

#### B. Posting Requirement

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

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

#### C. Designation of Title IX Coordinator

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

John Philo – Assistant Superintendent for Human Resources  
3839 Prairie Street  
Grandville, MI 49418  
(616) 254-6589  
jphilo@gpsbulldogs.org

Caroline Ernst – Student Services Director  
3839 Prairie Street  
Grandville, MI 49418  
(616) 254-6667  
cernst@gpsbulldogs.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 possible sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

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

#### E. General Response to Sexual Harassment

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

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

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

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

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

##### 3. Formal Complaint Filed

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

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

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

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

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

## G. Dismissal

### 1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

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

### 2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or

c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

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

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

#### H. Consolidation of Complaints

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

#### I. Remedies and Disciplinary Sanctions

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

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

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

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

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

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

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

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

#### J. False Statements

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

#### 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  
Lyndon Baines Johnson  
Department of Education Bldg  
400 Maryland Avenue, SW  
Washington, DC 20202-1100

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

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

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

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

### **A. Prohibited Conduct**

1. Bullying (including cyberbullying) a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
  - a. substantially interfering with a student's educational opportunities, benefits, or programs;
  - b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
  - c. having an actual and substantial detrimental effect on a student's physical or mental health; or
  - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

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

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

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

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

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

### **C. Investigation**

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

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

#### D. Notice to Parent/Guardian

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

#### E. Annual Reports

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

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

#### F. Responsible School Official

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

#### G. Posting/Publication of Policy

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

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

Educational Programs. The Responsible School Official will periodically arrange or otherwise provide educational programs for students and parents on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for teachers to address these same issues within the classroom curriculum.

#### H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service

provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. "Telecommunications access device" means any of the following:

a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or

b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. "Telecommunications service provider" means any of the following:

a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;

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

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

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

# **APPENDIX C: PROTECTION OF PUPIL RIGHTS**

## **5308-F Protection of Pupil Rights**

### **PPRA Notice and Consent/Opt-Out**

The Protection of Pupil Rights Amendment (PPRA) requires that the District notify you and obtain your consent, or allow you to opt your student out of, participating in any school survey, analysis, or evaluation that involves one or more of the following 8 subjects ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parents; or
8. Income, other than as required by law to determine program eligibility.

The notification and opt-out requirement also applies to the collection, disclosure, or use of a student's personal information for marketing purposes ("marketing surveys") and certain physical exams and screenings.

Below is a list of the protected information or marketing surveys that require parental notice and consent or opt-out for the upcoming school year. You have the right to review a protected information or marketing survey before it is given to your student to determine whether you want your student to participate. If you want to review materials that will be used in a protected information or marketing survey please submit your request to the Assistant Superintendent for Human Resources at 3839 Prairie St SW, Grandville, MI 49418. The Assistant Superintendent will let you know where and when you may review those materials.

If the District schedules a protected information or marketing survey after the school year starts, the District will notify you within a reasonable amount of time and give you an opportunity to consent or opt your student out. The District also will give you an opportunity to review the newly scheduled surveys or instructional materials.

Sample disclosure list of surveys/activities

#### ***Surveys/Analyses/Evaluations funded by the U.S. Department of Education***

- None
- Parents/guardians must be notified of survey/analysis/evaluation and must consent in writing

#### ***Surveys not funded by the U.S. Department of Education***

- School Climate Survey – Kent Intermediate School District

- Parents must be notified of survey/analysis/evaluation and have the right to opt out.

Contact your building Principal no later than April 1, 2024 if you do not want your student to participate in this survey/activity.

***Activities involving collection/disclosure/use of student directory information for marketing***

- None
- Parents must be notified of survey/analysis/evaluation and have right to opt out.

Contact your building Principal no later than [Not Applicable] if you do not want your student to participate in this survey/activity.

***Non-emergency, invasive physical exam or screening (administered by school but not necessary to protect immediate health or safety of student)***

- None
- Parents must be notified of activity and have the right to opt out.

Contact your building Principal no later than [Not Applicable] if you do not want your student to participate in this survey/activity.

I [Parent/Guardian Name] allow my student, [Student's Name], to take the [Insert name and description of survey] on or about [date].

Parent/Guardian signature

Please return this form to your building Principal or to the Assistant Superintendent for Human Resources.

## APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM

### 5309-F-2 Directory Information and Opt-Out

Student's Name:

School:

Grade:

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

If you do not want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by August 30.

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

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year. Directory information includes the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information: student names, addresses, and telephone numbers; photographs, including photographs and videos depicting a student's participation in school-related activities and classes; date and place of birth; major field of study; grade level; enrollment status (e.g., full-time or part-time); dates of attendance (e.g., 2013-2017); participation in officially recognized activities and sports; weight and height of athletic team members; degrees, honors, and awards received; and the most recent educational agency or institution attended. The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

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

Grandville Public Schools may not disclose my student's directory information for the following purposes:

- ☐ For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.

- ☐ For School or District auto-dialer system to communicate School or District information.
- ☐ To news media outside the School or District.
- ☐ To the School PTO or District parent organization.
- ☐ To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.
- ☐ On official school-related websites or social media accounts.
- ☐ On school employees' personal classroom websites or social media accounts.

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

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

Parent/Guardian/Eligible Student Signature \_\_\_\_\_ Date \_\_\_\_\_



## APPENDIX E: ACCEPTABLE USE AGREEMENT

3116-F-1 Agreement for Acceptable Use of Technology Resources Students

Grades K - 6

Building/Program Name

Student Name

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

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

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

Student Signature

Date

## 3116-F-1 Agreement for Acceptable Use of Technology Resources Students

### Grades K - 6

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

I have explained the rules listed above to my child.

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

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

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

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

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

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

I have read this Agreement and agree to its terms.

Parent/Guardian Signature

Date

cc: parent/guardian, student file

## 3116-F-1 Agreement for Acceptable Use of Technology Resources Students

### Grades K-6

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**Building/Program Name**

**Student Name**

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

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

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

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Student Signature

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Date

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

I have explained the rules listed above to my child.

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

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

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

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

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

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

I have read this Agreement and agree to its terms.

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Parent/Guardian Signature

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Date

*cc: parent/guardian, student file*