

BEECHER COMMUNITY SCHOOL DISTRICT



VOLUNTEER APPLICATION PACKET

Revised: October 5, 2009

Dear Prospective Volunteer:

On behalf of the Beecher Board of Education, Administrators, Teachers, Staff and Students, we sincerely appreciate your desire to volunteer with the Beecher Community School District.

It is important that parents, families and the Beecher Community are involved in the process that will promote a healthy system of public education and assist in educating all children in meeting academic expectations and standards.

The contributions made by parents, families and community members to children's education are invaluable.

Thank you for wanting to make a difference in the lives of our students!

We are looking forward to having you as a volunteer with the Beecher Community School District and we appreciate your time.

Again, thank you!

Sincerely,



Dr. Josha L. Talison
Superintendent

In compliance with Title V, of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disability Act of 1990, it is the policy of the Beecher School District that no person, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. The following person has been designated to handle inquiries regarding discrimination. Direct all inquiries related to Section 504 to Mrs. Carolyn Perry-Turner, Director of Special Education, Dailey Elementary, 6236 Neff Road, Mt. Morris, MI 48458, (810) 591-9890. Direct all other inquiries to Dr. Josha L. Talison, Superintendent, 1020 W. Coldwater Road, Flint, MI 48505 (810) 591-9200.

MISSION

The mission of Beecher Community School District is to empower students to be successful academically and socially in a global society.

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VOLUNTEER CHECKLIST

All prospective volunteers must fill out an application packet provided by the Beecher Community School District (BCSD) Personnel Department. You may begin the process of being a Volunteer with the BCSD by simply providing and/or completing the following documents:

- Volunteer Application completed by the applicant and signed by both the Supervising Administrator/Director and Applicant.
- Declaration Form for Volunteers
- Release for Criminal History Investigation (Verified by the BCSD Personnel Department)
- Volunteer's Certification and Agreement
- Personal Data Addendum
- Volunteer Release Form
- Valid State of Michigan Drivers License or State of Michigan Identification Card
- Certificate of Examination of School Personnel for Tuberculosis (*if applicable*)
- Network and Internet Access Agreement (*if applicable*)

Please Note: Your Volunteer Application is active for one calendar year only. If you wish to volunteer in the future (after your one year eligibility is complete), you must submit a new application

VOLUNTEER APPLICATION (PLEASE PRINT)

Last Name: _____ First Name: _____ M: _____

Address: _____ City/State/Zip: _____

Previous Address: _____ City/State/Zip: _____
(Only if residing at current address for less than 5 years)

Telephone: Home: _____ Cell: _____
Work: _____

Can you receive calls at work? Yes No E-mail (optional): _____

Child (ren's) Full Name(s): _____

School/Classroom: _____

Emergency Contact Name: _____

Telephone: _____ Relationship: _____

Please check what school department you are interested in working in:

- Preschool/Head Start Program Elementary School (Location: _____) Middle School
 High School Alternative Program After School Program

What days and times can you volunteer? Please indicate specific days and times:

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM (From-To)						
PM (From-To)						

Current Employer: _____ Position: _____

Employer Address: _____ City/State/Zip: _____

Supervisor: _____ Telephone Number: _____

What is the general condition of your health? _____

Do you require any special accommodations in a volunteer environment? Yes No

If yes, please list _____

Check Highest Level Attained:

High School Graduate/GED College Degree Other Training – Please Indicate: _____

What are your interests/skills?

What prior volunteer experience have you had?

What prior experience have you had working with children?

References: (Please list two **NON-FAMILY** references that we may contact; give name, complete address and phone number)

1. _____

2. _____

I acknowledge receipt of Beecher Community School District Board policies related to Drug Free Environment, Smoke Free Environment, Sexual Harassment and Bylaws related to Discriminatory Harassment.

Signature of Volunteer: _____ Date: _____

To Be Completed by Supervising Administrator/Director:

Requested Area of assignment: Building: _____ Room #: _____ Assignment: _____

Signature of Supervising Administrator/Director: _____ Date: _____

******FOR PERSONNEL DEPARTMENT USE ONLY******

Criminal History Record Checks	Comments
<input type="checkbox"/> I-CHAT Checked By: _____ <input type="checkbox"/> SOR <input type="checkbox"/> OTIS Date Checked: _____ <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	

DECLARATION FORM FOR VOLUNTEERS

CONFIDENTIAL

NAME OF PROSPECTIVE VOLUNTEER _____

DRIVER'S LICENSE NO. _____

Federal polices now require that all prospective VOLUNTEERS sign a declaration prior to acceptance which lists:

1. All pending and prior criminal arrests and charges related to child sexual abuse and their
2. Convictions related to other forms of child abuse and /or neglect.
3. All conviction of violent felonies.

The declaration may exclude:

Any offense, other than any offense related to child abuse and/or child sexual abuse or violent felonies committed before the prospective employee's 18th birthday, which was finally adjudicated in a juvenile court or under a youth offender law.

Any conviction for which the record has been expunged under Federal or State law.

Any conviction set aside under the Federal Youth Correction Act or similar State authority.

Note that individuals who declare, through this form, that they have been arrested, charged with or convicted of any of the offenses listed above are not automatically disqualified from acceptance. Each case must be reviewed to assess the relevance of an arrest, charge or conviction to a decision.

Provide your signature on the appropriate category below:

I have not been arrested, charged and/or convicted on one or more of the three types of offenses listed.

Signature

Date

I have been arrested, charged, and /or convicted on one or more of the three types of offenses listed above.

If so, please attach information listing the offense (s), the date of the arrest, charge and/or conviction, and /or other relevant information.

Signature

Date

IMPORTANT: Falsification of information on this form is cause for immediate disqualification.

RELEASE FOR CRIMINAL HISTORY INVESTIGATION

In connection with my application for employment (including contract services/volunteer) with you, I understand that investigative background inquiries are to be made on myself including criminal convictions, motor vehicles, and other reports. These reports may include information as to my character work habits, performance and experience along with reasons for termination of past employment from previous employers. Further, I understand that you will be requesting information for various Federal State, and other agencies which maintain records concerning my past activities relating to my driving credit, criminal, civil and other experiences.

I authorize without reservation, any party or agency contacted by this employer to furnish the above mentioned information.

I hereby consent to your obtaining the above information from CIC and/or any of their licensed agents. I understand to aid in the proper identification of my file or record the following information, as well as other information, is necessary and will be classified as "CONFIDENTIAL".

Prospective Employer: **BEECHER COMMUNITY SCHOOL DISTRICT**

Position applying for: _____

Print Name: _____

Social Security # (**Last Four Digits**): _____ Date of Birth: _____

Sex: Male Female Race: _____

Driver's License Number: _____ Expiration Date: _____

Current Address: _____

City/State/Zip: _____

Previous Address: _____

City/State/Zip: _____

Applicant's Signature: _____ Date: _____

VOLUNTEER'S CERTIFICATION AND AGREEMENT

PLEASE READ CAREFULLY

The facts set forth in my application for volunteer status are true and complete.

____ I hereby authorize my references, local/state police agencies, and/or previous employers, unless otherwise noted in the application, to provide information concerning my previous employment history, motor vehicle record, criminal record history, fingerprint check and/or any related records up to and including a copy of my previous personnel folder. (includes P.A. 99 of 1992)

____ I hereby waive my right to receive written notice with regard to the release of disciplinary action (including any and all "unprofessional conduct") by my current or prior employers. Further, I release all such persons who formerly employed me, persons providing a character reference and/or any schools I attended from liability or damages incurred as a result of furnishing the above information. (includes P.A. 189 of 1996)

____ I understand that false statement, misrepresentation, or omissions of facts or circumstances on this application shall be considered sufficient cause for rejection of my application.

Print Name: _____

Signature: _____ Date: _____

Witness: _____ Date: _____

Forward requested information to:

Beecher Community School District
Personnel Department
1020 W. Coldwater Road
Flint, MI 48505

Signature, District Representative: _____

PERSONAL DATA ADDENDUM

Have you been disciplined, reprimanded or reduced in a position during the last 12 months of employment? Yes _____ No _____

If yes, give details: _____

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? Yes _____ No _____

If yes, give details: _____

Are you presently under arrest or charged with a felony or misdemeanor? Yes ___ No ___

If yes, give details: _____

I HEREBY AUTHORIZE THE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THE ATTACHED APPLICATION. PERMISSION IS GIVEN TO CONTACT REFERENCES AND EMPLOYERS. I UNDERSTAND THAT THIS APPLICATION AND ATTACHMENTS WILL BECOME PART OF MY PERMANENT FILE AND THAT ANY MISREPRESENTATION, MISLEADING OR UNTRUTHFUL STATEMENT OR OMISSION, IS CAUSE FOR DISMISSAL.

Signature

Date

VOLUNTEER RELEASE FORM

3120.09 F1

I have offered my services as a volunteer to help the School District in the following areas:

I agree to abide by all relevant Board policies and administrative guidelines while on duty for the District. I understand that, although I am covered under the District's liability insurance policy, I am not covered by its health insurance policy nor am I eligible for workers' compensation. Should I become ill or suffer an accident while doing volunteer work for the District, I agree that I shall be responsible for any and all hospital and medical charges that may accrue.

I understand further that, as a volunteer, I am not in any manner considered an employee of the District or entitled to any benefits provided to employees. I further release the Board of Education from any and all liability for any damages, whatever their nature, which may result as a consequence of my volunteer services.

For the protection of the children in the school, the District is required by law to inquire of its staff members whether or not they have ever been convicted of a crime related to children. We would appreciate your cooperation by indicating below if you have had of any of the following offenses: *aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious have never been convicted assault, aggravated assault, assault, aggravated menacing, abuse or neglect of a child, kidnapping, abduction, child stealing, criminal child enticement, rape, sexual battery, corruption of a minor, gross sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually-oriented matter involving a minor, illegal use of a minor in nudity-oriented material or performance, endangering children, contributing to the delinquency of children, carrying concealed weapons, improperly discharging a firearm at or into a school or house, corrupting another with drugs, placing harmful objects in or adulterating food or confection.*

Volunteer (Print Name)

Volunteer Signature

District Witness (Print Name)

District Witness Signature

Date

“Partners in Educational Excellence”



BOARD OF EDUCATION

POLICIES:

- Use of Tobacco by Professional Staff**
- Use of Tobacco by Support Staff**
- Use of Tobacco on School Premises – Property**
- Drug-Free Workplace – Support Staff**
- Drug-Free Workplace – Professional Staff**
- Harassment of Staff or Applicants – Professional Staff**
- Harassment of Staff or Applicants – Support Staff**
- Harassment of Students – Students**

BYLAWS:

- Discriminatory Harassment**

BOARD OF EDUCATION POLICY

3215 - USE OF TOBACCO BY PROFESSIONAL STAFF

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, snuff, or any other matter or substances that contain tobacco.

The Board prohibits the use of tobacco by professional staff members in District buildings, on District buses, and at any District-related event with the exception that tobacco may be used in designated outdoor areas on school property on Saturdays, Sundays, and after 6 p.m. on days during which there are regularly-scheduled school hours.

M.C.L.A. 333.12601 et seq.

4215 - USE OF TOBACCO BY SUPPORT STAFF

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including a cigar, pipe, cigarette, snuff, or any other matter or substances that contain tobacco.

The Board prohibits the use of tobacco by support staff members in District buildings, on District buses, and at any District-related event with the exception that tobacco may be used in designated outdoor areas on school property on Saturdays, Sundays, and after 6 p.m. on days during which there are regularly-scheduled school hours.

M.C.L.A. 333.12601 et seq.

BOARD OF EDUCATION POLICY

7434 - USE OF TOBACCO ON SCHOOL PREMISES - PROPERTY

The Board of Education believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

For purposes of this policy, "use of tobacco" means a cigar, cigarette, or pipe, or any other matter or substance that contains tobacco.

Tobacco may be used in designated outdoor areas on school property on Saturdays, Sundays, and after 6 p.m. on days during which there are regularly-scheduled school hours.

Tobacco may not be advertised or promoted on school property or at school controlled events. Therefore, signs, clothing, bags, accessories, and other items promoting tobacco or containing tobacco branding are prohibited on school property and at school controlled events.

Tobacco companies/products may not sponsor any school activity or project.

The Superintendent may designate the individuals and the methods to monitor compliance with this policy.

M.C.L.A. 380.1170
20 U.S.C. 6081 et seq
U.S.D.O.E. Memorandum, 1995
MDE Board Policy on 24/7 Tobacco-Free Schools

Revised 5/3/06

BOARD OF EDUCATION POLICY

4122.01 - DRUG-FREE WORKPLACE – SUPPORT STAFF

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia, by any member of the District's support staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and the terms of collective bargaining agreements.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed, which comply with the terms of any negotiated agreement.

P.L. 101-126

Drug-Free Workplace Act of 1988, 41 U.S.C. 701, et seq.

20 U.S.C. 3224A

3122.01 - DRUG-FREE WORKPLACE – PROFESSIONAL STAFF

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The Superintendent shall establish guidelines that ensure compliance with this policy and that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed, which comply with the terms of any negotiated agreement.

P.L. 101-126

Drug-Free Workplace Act of 1988, 41 U.S.C. 701, et seq.

20 U.S.C. 3224A

BOARD OF EDUCATION POLICY

3362 - HARASSMENT OF STAFF OR APPLICANTS PROFESSIONAL STAFF

Harassment of staff (including those who volunteer their services) or applicants for employment is prohibited, and will not be tolerated. This includes inappropriate conduct by any person in the school environment, including other employees, Board members, parents, guests, teachers, contractors, vendors, and volunteers. It is the policy of the District to provide a safe, positive work environment free of harassment for its entire staff.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held 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.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a staff member's ability to perform his/her job. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, age, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any improper harassment that would negatively impact a staff member. This would include such activities as stalking and unwelcomed taunting, teasing, or intimidation.

Any staff member or applicant who believes s/he has been or is the victim of harassment should immediately report the situation to his/her immediate supervisor or Superintendent at 591-9200. If the complaint relates to the Superintendent, it should be filed directly with the Board President. All complaints will be investigated.

Every staff member **must** report any situation that they believe to be harassment. Reports may be made to those identified above.

BOARD OF EDUCATION POLICY

3362 - HARASSMENT OF STAFF OR APPLICANTS PROFESSIONAL STAFF - CONTINUED

The investigation will be handled as confidentially as possible under the circumstances. The need to interview the witnesses and the offending individual(s), however, does not allow for total confidentiality in this process. The investigation will be conducted in accordance with AG 3362.

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 staff member or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow administration to determine the appropriate course of action.

Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of employment with 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 employee in the terms, conditions, or privileges of employment with the School District;
- C. the unwelcomed conduct or communication interferes with the employee's work performance, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the employee's ability to perform.

BOARD OF EDUCATION POLICY

3362 - HARASSMENT OF STAFF OR APPLICANTS PROFESSIONAL STAFF - CONTINUED

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 demanding implication
- D. unwelcomed touching
- E. sexual jokes, posters, cartoons, etc;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's safety, job, or performance of public duties.

Notification

Notice of this policy will be **annually** circulated to all school buildings and departments within the District and discussed with staff, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

This policy is not intended to create legal rights or obligations beyond those established by Federal, State, or local law.

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et. seq.
42 U.S.C. 2000e et. seq.

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et. seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794

The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.

The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et. seq.

The Elliott-Larsen Civil Rights Act, M.C.L.A. 37.2101, et. seq.

Policies on Bullying, Michigan State Board of Education, 7-19-01

Model Anti-bullying Policy, Michigan State Board of Education, 09-2006

Revised 7/18/07

BOARD OF EDUCATION POLICY

4362 - HARASSMENT OF STAFF OR APPLICANTS SUPPORT STAFF

Harassment of staff (including those who volunteer their services) or applicants for employment is prohibited, and will not be tolerated. This includes inappropriate conduct by any person in the school environment, including other employees, Board members, parents, guests, teachers, contractors, vendors, and volunteers. It is the policy of the District to provide a safe, positive work environment free of harassment for its entire staff.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held 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.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a staff member's ability to perform his/her job. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, age, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any improper harassment that would negatively impact a staff member. This would include such activities as stalking and unwelcomed taunting, teasing, or intimidation.

Any staff member or applicant who believes s/he has been or is the victim of harassment should immediately report the situation to his/her immediate supervisor or Superintendent at 591-9200. If the complaint relates to the Superintendent, it should be filed directly with the Board President. All complaints will be investigated.

Every staff member **must** report any situation that they believe to be harassment. Reports may be made to those identified above.

The investigation will be handled as confidentially as possible under the circumstances. The need to interview the witnesses and the offending individual(s), however, does not allow for total confidentiality in this process. The investigation will be conducted in accordance with AG 3362.

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.

BOARD OF EDUCATION POLICY

4362 - HARASSMENT OF STAFF OR APPLICANTS SUPPORT STAFF

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 staff member or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow administration to determine the appropriate course of action.

Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of employment with 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 employee in the terms, conditions, or privileges of employment with the School District;
- C. the unwelcomed conduct or communication interferes with the employee's work performance, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the employee's ability to perform.

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 demanding implication
- D. unwelcomed touching
- E. sexual jokes, posters, cartoons, etc;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's safety, job, or performance of public duties.

BOARD OF EDUCATION POLICY

4362 - HARASSMENT OF STAFF OR APPLICANTS SUPPORT STAFF - CONTINUED

Notification

Notice of this policy will be **annually** circulated to all school buildings and departments within the District and discussed with staff, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

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Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et. seq.

42 U.S.C. 2000e et. seq.

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et. seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794

The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.

The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et. seq.

The Elliott-Larsen Civil Rights Act, M.C.L.A. 37.2101, et. seq.

Policies on Bullying, Michigan State Board of Education, 7-19-01

Model Anti-bullying Policy, Michigan State Board of Education, 09-2006

Revised 7/18/07

BOARD OF EDUCATION POLICY

5517 - HARASSMENT OF STUDENTS STUDENTS

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. This would include such activities as stalking, name-calling, taunting, and other disruptive behaviors.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held 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 Superintendent at the administration building, phone 810-591-9200. 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 employee, 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.

BOARD OF EDUCATION POLICY

5517 - HARASSMENT OF STUDENTS STUDENTS

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

- A. submission to such unwelcomed 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, safety, job, or performance of public duties.

BOARD OF EDUCATION POLICY

5517 - HARASSMENT OF STUDENTS STUDENTS - CONTINUED

5517.01

Bullying is conduct that meets all of the following criteria:

- A. is directed at one (1) or more students;
- B. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- C. adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
- D. is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

5516

Hazing involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates

BOARD OF EDUCATION POLICY

5517 - HARASSMENT OF STUDENTS STUDENTS - CONTINUED

Note: 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. A. 722.621 et. seq.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification

Notice of this policy will be **annually** circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794

The Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.

The Handicappers' Civil Rights Act, M.C.L.A. 37.1101 et seq.

The Elliott-Larsen Civil Rights Act, M.C.L.A. 37.2101, et seq.

Child Protection Act, M.C.L.A. 722.621 et seq.

Policies on Bullying, Michigan State Board of Education, 7-19-01

Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006

Revised 5/18/05

Revised 7/18/07

BOARD OF EDUCATION

0145 – DISCRIMINATORY HARASSMENT BYLAWS

Discriminatory Harassment

The Board of Education's intent is to provide an environment that fosters the respect and dignity of each person. To this end, the Board is committed to maintaining an environment free of harassment and intimidation.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, height, weight, marital status, and/or any other legally protected characteristic.

The harassment of a student, staff member, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any person who is found to have violated this policy will be subject to discipline in accordance with law.

M.C.L.A. 380.1300a