

**CHIPPEWA VALLEY SCHOOLS**  
**19120 Cass Avenue**  
**Clinton Township, MI 48038**  
**586-723-2000**

Regular Meeting  
Administration Building

January 08, 2023  
6:30 p.m.

- A. Call to Order and Pledge of Allegiance
- B. Roll Call
- C. Approve the Agenda
- D. Presentations/Recognitions
  - Clinton Township Blood Drive – Kick Off – Ms. Carolyn DeMates (Dep. Treasurer, Clinton Twp)
  - 2018 Bond Update – Mr. Jeff Atkins (Barton Malow)
- E. 1. General Consent Agenda
  - a. Approve minutes of:
    - Regular Meeting Minutes held on December 11, 2023  
**(Minutes are posted on the district website @chippewavalleyschools.org)**
  - b. Approve Financial Reports
  - c. Approve Personnel Transactions
- F. Old Business
- G. New Business
  - 1. Approve Cooperative Purchase of Cargo Van Mr. Sederlund
  - 2. Award Contract for Digital Signage – District-Wide Mr. Sederlund
  - 3. Approve Amendment to Board of Education Policy 5517 – Harassment of Students Mr. Roberts
  - 4. Approve Amendment to Board of Education Policy 5517.01 – Bullying and Other Aggressive Behavior Toward Students Mr. Roberts
- H. Union Communications
- I. Curriculum Updates
- J. Administrative Reports
- K. From the Community

**CHIPPEWA VALLEY SCHOOLS**  
19120 Cass Avenue  
Clinton Township, MI 48038  
586-723-2000

Regular Meeting  
Administration Building

January 08, 2024  
6:30 p.m.

***Continued...***

L. Of and By Board Members

M. Adjournment

Future Meetings

January 08, 2024	5:30 p.m.	Building & Site Sub-Committee
January 08, 2024	5:45 p.m.	Special Public Hearing Meeting
January 08, 2024	6:15 p.m.	Organizational Meeting
January 08, 2024	6:30 p.m.	Regular Meeting
January 22, 2024	6:30 p.m.	Regular Meeting

A. Call to Order and Pledge of Allegiance

B. Roll Call

**C. Approve the Agenda**

**D. Presentations/Recognition**

- Clinton Township Blood Drive – Kick Off – Ms. Carol DeMates (Dep. Treasurer, Cl Twp)
- 2018 Bond Update – Mr. Jeff Atkins (Barton Malow)

- E.
  1. General Consent Agenda
    - a. Approve minutes of:
      - Regular Meeting Minutes held on December 11, 2023.  
(Minutes are posted on the district website@ [chippewavalleyschools.org](http://chippewavalleyschools.org))
    - b. Approve Financial Reports
    - c. Approve Personnel Transactions

**CHIPPEWA VALLEY SCHOOLS  
BOARD OF EDUCATION – REGULAR MEETING  
Chippewa Valley High School  
Auditorium  
December 11, 2023**

President Kenneth Pearl called the meeting to order at 6:31 p.m. and the Pledge of Allegiance was given.

Present: Members Aquino, Gura, King, Pearl, Sobah, Wade and Wojtowicz  
Absent: None  
Also, Present: Mr. Roberts, Mr. Sederlund, Dr. Brosky, Mr. Sibley, Ms. Licari,  
Dr. Langlands, Ms. Blain, Ms. Monnier-White and Ms. Adlam

Roll Call taken.

**MOTION #12/01/23** – Moved by Member Sobah and supported by Member King to amend the agenda.

**A roll call vote was taken. Member Sobah, yes; Member Wade, yes; Member King, yes; Member Gura, yes; Member Wojtowicz, yes; Member Aquino, yes and Member Pearl, yes.**

**MOTION #12/02/23** – Moved by Member Gura and supported by Member Aquino to amend the agenda to add New Business Item-G.10-Approve Personnel Transaction Hire of An Administrator – Dietician (Mr. Roberts).  
**Ayes all, motion carried.**

**Presentations/Recognitions**

- The Dakota High School Show Choir performed a variety of holiday songs under the direction of Mr. Tyler Dargis (Choral Teacher).

**MOTION #12/03/23** – Moved by Member Aquino and supported by Member Gura to approve the General Consent Agenda to:

- Approve Minutes of the Regular Meeting held on November 13, 2023.
- Approve General Fund, Food Service, IAM, Childcare, Camps/Clinics Check Register in the amount of \$3,215,011.11.
- Approve Wire Transfers, ACH, and Payments Report in the amount of \$10,722,582.93.
- Approve 2018 Building and Site Check Register in the amount of \$863,327.09.
- Approve Building Activity Check Register in the amount of \$299,383.27.
- Approve Personnel Transactions.

**Motion passes 6-1 with Member Wojtowicz voting against.**

**MOTION #12/04/23** – Moved by Member Sobah and supported by Member King that the Chippewa Valley Schools Board of Education approve the appointment of Ms. Lindsey O’Leary to the position of Supervisor of Special Services. Ms. Lindsey O’Leary’s effective start date is to be determined.  
**Ayes all, motion carried.**

**MOTION #12/05/23** – Moved by Member Sobah and supported by Member Aquino that the Chippewa Valley Schools Board of Education approve a food service equipment contract award utilizing the Hospital Purchasing Services (HPS) cooperative program for Chippewa Valley and Dakota High Schools in the amount of \$31,821.75. **Ayes all, motion carried.**

**MOTION #12/06/23** – Moved by Member Gura and supported Member Aquino that the Chippewa Valley Schools Board of Education approve the revision of Board Policy #7455 – Accounting System for Fixed Assets and that the reading of the policy be waived. **Ayes all, motion carried.**

**MOTION #12/07/23** – Moved by Member Sobah and supported Member Aquino that the Chippewa Valley Schools Board of Education approve the attached resolution to adopt the 2023-2024 MSBO Bus Purchasing Program and that the reading of resolution be waived.  
**Ayes all, motion carried.**

**MOTION #12/08/23** – Moved by Member Aquino and supported Member Sobah that the Chippewa Valley Schools Board of Education approve the purchase of five (5) total school buses from Hoekstra Transportation Inc., as follows:

**From Hoekstra Transportation in Grand Rapids, Michigan:**

- Four (4) Thomas 77-passenger school buses with integrated child restraint seats and additional cameras at \$143,304.00 each
- One (1) Thomas 53-passenger school buses with integrated child restraint seats, front wheelchair lift, additional cameras at \$140,044.00 each

The total for this purchase would be \$713,260.00.

**Ayes all, motion carried.**

**MOTION #12/09/23** – Moved by Member Aquino and supported Member Gura that the Chippewa Valley Schools Board of Education approve a food service equipment contract award utilizing the Hospital Purchasing Services (HPS) cooperative program for the Central Kitchen in the amount of \$40,918.45. **Ayes all, motion carried.**

**MOTION #12/10/23** – Moved by Member Sobah and supported Member Wade that the Chippewa Valley Schools Board of Education approve the second reading to amend Board Bylaw 0164.1, Time and Place (Regular Meetings), as presented, and waive the reading of the amended bylaw. **Motion passes 6-1 with Member Wojtowicz voting against.**

**MOTION #12/11/23** – Moved by Member Sobah and supported Member King that the Chippewa Valley Schools Board of Education approve the second reading to amend Board Bylaw 0144.1, Remuneration and Reimbursement, as presented, and waive the reading of the amended bylaw. **Motion passes 6-1 with Member Wojtowicz voting against.**

**MOTION #12/12/23** – Moved by Member Aquino and supported Member Sobah that the Chippewa Valley Schools Board of Education approve the second reading to amend Board Bylaw 0165.3, Special Meetings, as presented, and waive the reading of the amended bylaw. **Motion passes 6-1 with Member Wojtowicz voting against.**

**MOTION #12/13/23** – Moved by Member Sobah and supported Member Gura that the Chippewa Valley Schools Board of Education approve the appointment of Ms. Brittany Damerow to the position of Dietician in Food Services Department. Ms. Brittany Damerow's effective start date is to be determined. **Ayes all, motion carried.**



**Union Communications** - None

**Curriculum Updates** – None

**Administrative Reports** - None

**From the Community**

- Public Comments/audience participation

**Of and By Board Members**

- Member Aquino wished the community, students and staff, a restful and blessed holiday. Ms. Aquino also commented on how hard the staff works all year long and wanted to thank them for everything they do.
- Member Sobah wished everyone a very Merry Christmas and a Happy New Year.
- Member Pearl indicated he hopes everyone has a great holiday.
- Member Gura thanked the Dakota Show Choir and Mr. Tyler Dargis for the performance they did this evening and was very impressed with the talent of our students. Mr. Gura also wished everyone a very Happy Holiday and looks forward to seeing everyone in the New Year.
- Member Wojtowicz wished everyone a Merry Christmas and a Happy New Year.

**MOTION #12/14/23** - Moved by Member Gura and supported by Member King that the meeting be adjourned into Executive Session (*8.h. – Attorney/Client Privilege*).

**A roll call vote was taken. Member Gura, yes; Member King, yes; Member Wade, yes; Member Wojtowicz, yes; Member Aquino, ;Member Sobah, yes; and Member Pearl, yes.**

Meeting adjourned into Executive Session at 7:41 p.m.

Meeting reconvened into Open Session at 8:22 p.m.

**MOTION #12/15/23** - Moved by Member Gura and supported by Member Wade to adjourn the meeting. **Ayes all, motion carried.**

The meeting adjourned at 8:23 p.m.

Respectfully submitted,

George Sobah, Secretary  
Board of Education

## MEMORANDUM

E.1.b FINANCIAL REPORTS for period ending 01/31/2024

Mr. Sederlund

## CHECK REGISTERS

Mr. Sederlund

1. GENERAL FUND, FOOD SERVICE, IAM, CHILDCARE, CAMPS/CLINICS  
(includes payroll)

Mr. Sederlund

Checks dated 12/12/2023	204,040.75
	<hr/>
Checks dated 12/19/2023	1,473,452.07
	<hr/>
Checks dated 12/22/2023	1,156,331.06
	<hr/>
	\$ 2,833,823.88
	<hr/> <hr/>

2. 2018 BUILDING &amp; SITE

Mr. Sederlund

Checks dated 1/3/2024	79,127.25
	<hr/>
Checks dated	
	<hr/>
	\$ 79,127.25
	<hr/> <hr/>

3. BUILDING ACTIVITY

Mr. Sederlund

Checks dated 12/13/2023	75,485.54
	<hr/>
Checks dated 12/20/2023	43,473.96
	<hr/>
	\$ 118,959.50
	<hr/> <hr/>

REGULAR MEETING  
6:30 PM

January 8, 2024  
Adam Blanchard

E.1.c. PERSONNEL TRANSACTIONS

**NEW HIRES**

**POSITION**

**EFFECTIVE**

Hala Jirjees	Food Service Helper-Algonquin	12/11/23
Heather Merritt	Special Ed Aide-Sequoyah	12/12/23
Denise Menozzi-Kreft	Lead Server-Shawnee	12/18/23
Fikreta Karajic	Food Service Helper-DHS	12/18/23
Maryam Hana	Food Service Helper-Ottawa	12/18/23
Vivian Masri	English Learner Paraeducator-Mohawk	1/3/24
Brunilda Kola	Lunchmonitor-Clinton Valley	1/3/24
Julie Sabo	Grounds-Maintenance	1/3/24
Megan Gorman	Curriculum Paraeducator	1/4/24
Jacob Szlaga	Special Ed Aide-Cheyenne	1/4/24

**RESIGNATIONS**

**POSITION**

**EFFECTIVE**

Shelley Dubay	Preschool Aide-Little Turtle	12/22/23
Terrance Perkins	Network Support Tech	1/31/24
Altin Mucejani	Bus Driver	12/18/23
Waltraud Deriemacker	Hallmonitor-CVHS	12/21/23
Tracy Roberts	RR Teacher-Cherokee	12/22/23
Todd Symington	Psychologist	1/2/24
Theresa Estep	Lunchmonitor-Sequoyah	1/5/24
Scott Merchant	Counselor-CVHS	1/12/24

**TERMINATION**

**POSITION**

**EFFECTIVE**

Kelly Mullins	Bus Driver	12/18/23
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**RETIREMENT**

**POSITION**

**EFFECTIVE**

Judy Little	Teacher	12/14/23
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**PROMOTION**

**POSITION**

**EFFECTIVE**

Frank Reinhardt Jr.	FROM: Custodian-Algonquin TO: Head Custodian-Fox	12/20/23
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Mr. Reinhardt was promoted due to a retirement

## RESOLUTION

**WHEREAS:** **Judy Little** has served the Chippewa Valley School District faithfully and diligently for a period of 20 years as a Teacher.

**WHEREAS:** **Judy Little** through her leadership, has had a positive impact on the staff, students and the community.

**WHEREAS:** **Judy Little**, a conscientious, loyal, hardworking employee has elected to retire; and

**WHEREAS:** **Judy Little** will be missed by all her school colleagues,

**NOW, THEREFORE,**

**BE IT RESOLVED:**

that the Board of Education of the Chippewa Valley School District not only on their behalf, but also that of the Superintendent of Schools and the Administration, extend their thanks and appreciation for a job well done as well as best wishes for the future.

**BE IT FURTHER**

**RESOLVED:**

that this resolution, having been adopted by the Board of Education of the Chippewa Valley School District on the **8th day of January 2024** be made a permanent part of the records of this School District and a copy sent to **Judy Little** as an expression of our appreciation.

F. Old Business

G. New Business

- |   |               |
|---|---------------|
| 1. Approve Cooperative Purchase of Cargo Van  | Mr. Sederlund |
| 2. Award Contract for Digital Signage – District-Wide   | Mr. Sederlund |
| 3. Approve Revision to Board of Education Policy 5517 – Harassment of Students                                    | Mr. Pearl     |
| 4. Approve Revision to Board of Education Policy 5517.01 – Bullying and Other Aggressive Behavior Toward Students | Mr. Pearl     |

REGULAR MEETING

January 08, 2024  
6:30 p.m.

**MEMORANDUM**

**G.1 Approve Cooperative Purchase of Cargo Van**

**Mr. Sederlund**

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve Lafontaine Chrysler Dodge Jeep Ram for the purchase and delivery of one (1) cargo van for the Maintenance Department in the amount of \$50,802.00.”

RATIONALE: Aggressive pricing was obtained through the State of Michigan MiDEAL Cooperative Bid Contract # 071B7700183.

This purchase was reviewed and approved by the Maintenance and Purchasing Offices. Funding for this purchase will come from the 2023-2024 General Fund budget.

**LaFontaine CDJR-Lansing**  
**6131 S. Pennsylvania Ave.**  
**Lansing, MI 48911**  
**517-394-1022-Direct**  
**517-394-1205-Fax**  
[mdeacon@lafontaine.com](mailto:mdeacon@lafontaine.com)

Name: Chippewa Valley  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact: Kenneth Hauer  
 Phone: 586.723.2252  
 Email: [khauer@cvs.k12.mi.us](mailto:khauer@cvs.k12.mi.us)

Date: 12/15/2023  
 Quote 121523

State of Michigan Contract 071B7700183		
VF2L16	2023 2500 Cargo Van ProMaster High Roof 159" wb	\$50,610.00
22A	3.6L V6	
PW7	Bright White	
A7X9	Black Cloth Bucket Seats	
GTB	Wide Power Heated Mirrors	
Per contract delivery is \$2.00 a mile one way mileage.		
96 x 2.00 = 192.		\$192.00
By signing the purchase agreement you agree to purchase of the vehicle or vehicles X _____		
Total Cost:		\$50,802.00

Signed Michelle Deacon

**Please note payment is due within 30 days of delivery. Any invoices paid after 30 days may be subject to a 1.5% late fee**



REGULAR MEETING

January 08, 2024  
6:30 p.m.

**MEMORANDUM**

**G.2 Award Contract for Digital Signage – District-Wide**

**Mr. Sederlund**

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education award a contract totaling \$284,806.00 to Bluum of Minnesota, LLC for new digital sign players and displays districtwide.”

RATIONALE: This project includes the acquisition and implementation of 130 digital sign players and 119 commercial grade displays at all district buildings. The players and displays will replace existing, outdated systems.

The bid pricing was reviewed and approved by the Technology Services Department and Technology Sub-Committee. Funding will come from the 2018 Bond Fund for this purchase.



**Metro Technology Services IT, Inc.**  
 59 North Walnut Street, Suite 202  
 Mount Clemens, MI 48043  
 Phone: (586) 203-8423

**Chippewa Valley Schools**  
 BP 19-T14 Letter of Recommendation  
 December 4, 2023

Ms. Sarah Monnier-White  
 Director of Information Technology  
 Chippewa Valley Schools  
 19120 Cass Avenue  
 Clinton Township, MI 48038

Re: Chippewa Valley Schools  
 2018 Bond Issue  
 BP 19-T14 – Digital Signage

Dear Ms. Monnier-White,

Metro Technology Services, along with Chippewa Valley Schools' staff, have evaluated the bid proposals for Bid Package 19-T14 – Digital Signage.

The bid package provided for two scopes of work:  
 BP19-T14 – 17430(A) – Audio/Video Equipment: Digital Signage Players (130)  
 BP19-T14 – 17430(B) – Audio/Video Equipment: Displays (119)

Section 17430(A) includes the acquisition and implementation of 130 Digital Signage Players throughout the District. The Base Bid includes removal/recycling of current equipment, installation of new players, user training, five years of licensing, and a five-year warranty. We also requested, as an alternate, pricing for an additional five years of Digital Signage licensing.

Section 17430(B) includes the purchase and installation of 119 commercial grade displays to exhibit the digital signage provided for in Section 17430(A). The base bid includes removal/recycling of existing displays, installation of new devices, and a five-year warranty.

We received nine bid responses for Section 17430(A) and eight for Section 17430(B). We recommend accepting the lowest qualified combined bid from Bluum. The RFP specified a cloud-based solution. The low bid from UTEC is an on-premise server based environment and therefore does not meet the technical specifications of the bid.

This purchase will be paid using 2018 bond funds. It is under the budgeted amount for Digital Signage/Common Space Video.

It is recommended that the Chippewa Valley Schools' Board of Education award the contract as presented:

<b>Bid Category</b>	<b>Scope</b>	<b>Vendor</b>	<b>Contract Amount</b>
Base Bid 17430(A)	Digital Signage Players	Bluum of Minnesota, LLC	\$ 96,062.00
Alternate	Plus Five Year Licensing	Bluum of Minnesota, LLC	\$ 64,858.00
Base Bid 17430(B)	Displays	Bluum of Minnesota, LLC	\$109,398.00
Alternate	43" Displays	Bluum of Minnesota, LLC	\$ 10,379.00
	Performance Bond	Bluum of Minnesota, LLC	\$ 4,109.00
		<b>Total Contract Award:</b>	<b>\$284,806.00</b>

Metro Technology Services IT, Inc.  
59 North Walnut Street, Suite 202  
Mount Clemens, MI 48043  
Phone: (586) 203-8423

A bid tabulation and bid comparison are attached herewith.

Please feel free to contact me at (248) 212-4532 if you should have any questions or comments regarding this award recommendation.

Sincerely,

Angela Fucich  
Metro Technology Services IT, Inc.

cc: Scott Sederlund, Chippewa Valley Schools  
Tom Giachino



**Chippewa Valley Schools  
Bid Package 19-T14 - Digital Signage  
Due: November 2, 2023 at 2:00PM**

	IMAGE TECH provided after opening	PTG	ELECTRO-MATIC	LAT	UNIQUEST
Bid Bond Included	YES	YES	NO	YES	YES
Familial Disclosure Included	YES	YES	NO	YES	YES
Asbestos Notification	YES	YES	NO	YES	YES
Iran Sanctions Act Form Included	YES	YES	NO	YES	YES
Criminal Background Check Form Included	YES	YES	NO	YES	YES
Addendum #1 & Addendum #2 Acknowledged	YES	YES 1, YES (LATER) 2	YES	YES	YES
Bid 17430(A) Digital Signage Players	251,380.50	196,733.00	80,560.00	165,690.00	60,950.00
17430(A) Base Bid	-	-	-4,560.00	-1,946.50	-
17430(A) Deduct for Taxes	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
17430(A) Allowance (included in base)					
Bid 17430(A) Digital Signage Players Alternates	234,000.00	110,500.00	40,000.00	116,610.00	97,500.00
17430(A) - Additional Five Years Software Licensing					
Bid 17430(A) Digital Signage Players Voluntary Alternates					
Licensing... add to base	175.00 per hour				97,500.00 +
Content creation			260,832.98		4845.00 for 50 hours +
Eliminate player, run Carousel Cloud					
Concierge service				50.00 per school per included	
Two extra players per location					
Rise Vision AIO					
LG WebOS					
<b>Bid 17430(B) Displays</b>	<b>114,734.74</b>	<b>3</b>	<b>220,833.00</b>	<b>3</b>	<b>68,310.00</b>
17430(B) Base Bid	-	50,411.00	4		4
17430(B) Deduct for Taxes	10,000.00	-	-12,499.98		-
17430(B) Allowance (included in base)		10,000.00	10,000.00		10,000.00
<b>Bid 17430(B) Displays Voluntary Alternates</b>	<b>4,034.10</b>	<b>+</b>			
43"					
32"					
Articulating mount					
LG 43" UL3J-M AIO					36,592.50 +
Implementation... add to base					7,735.00 +
Shipping... add to base					
Performance Bond... add to base					105,150.00 +
<b>Bid 17430(A) Digital Signage Players - TOTAL</b>	<b>N/A</b>	<b>N/A</b>	<b>YES</b>	<b>YES</b>	<b>3,750.00 +</b>
Can Chippewa Valley Schools take the indicated Tax Deduct?					N/A
17430(A) Base Bid with Tax Deduct	251,380.50	196,733.00	76,000.00	163,743.50	158,450.00
17430(A) Base Bid with Additional Five Years Software Licensing	485,380.50	307,233.00	116,000.00	280,353.50	255,950.00
17430(A) Total Bid with Tax Deduct & Accepted Alternate(s)					
<b>Bid 17430(B) Displays - TOTAL</b>	<b>N/A</b>	<b>YES</b>	<b>YES</b>	<b>YES</b>	<b>N/A</b>
Can Chippewa Valley Schools take the indicated Tax Deduct?					
17430(B) Base Bid with Tax Deduct	114,734.74	50,411.00	208,333.02		177,210.00
17430(B) Base Bid with Tax Deduct..... 43"	118,768.84	50,411.00			177,210.00
17430(B) Total Bid with Tax Deduct & Accepted Alternate(s)					
17430(A) & 17430(B) Base	366,115.24	247,144.00	284,333.02		335,660.00
43"	600,115.24	247,144.00			
17430(A) & 17430(B) with additional five years	604,149.34	357,644.00	324,333.02		433,160.00
17430(A) & 17430(B) with additional five years and 43" displays					433,160.00
CIT Alternate solution AIO					
Post-Bid Interview Recommendation		11.20.23, 10:00am			



Chippewa Valley Schools  
 Bid Package 19-T14 - Digital Signage  
 Due: November 2, 2023 at 2:00PM

	BLUUM	UTEC	CIT	TOSHIBA
Bid Bond Included	YES	YES	YES	YES
Familial Disclosure Included	YES	YES	YES	YES
Asbestos Notification	YES	YES	YES	YES
Iran Sanctions Act Form Included	YES	YES	YES	YES
Criminal Background Check Form Included	YES	YES	YES	YES
Addendum #1 & Addendum #2 Acknowledged	YES	YES (LATER VERBALLY)	YES	YES
Bid 17430(A) Digital Signage Players	96,062.00	80,625.00	367,820.00	225,248.00
17430(A) Base Bid	-	-	-	-
17430(A) Deduct for Taxes	20,000.00	20,000.00	20,000.00	20,000.00
17430(A) Allowance (Included in base)				
Bid 17430(A) Digital Signage Players Alternates	64,858.00	13,685.00	247,000.00	96,200.00
17430(A) - Additional Five Years Software Licensing				
Bid 17430(A) Digital Signage Players Voluntary Alternates				
Licensing... add to base				
Content creation				150.00 per hour
Eliminate player, run Carousel Cloud				
Concierge service				
Two extra players per location	173,653.00		208,585.00	
Rise Vision AIO				
LG WebOS				
Bid 17430(B) Displays	109,398.00	123,960.00	143,664.37	109,704.00
17430(B) Base Bid	-	-	-	43"
17430(B) Deduct for Taxes	10,000.00	10,000.00	10,000.00	10,000.00
17430(B) Allowance (Included in base)				
Bid 17430(B) Displays Voluntary Alternates	10,379.00			
43"				14,037.24
32"				
Articulating mount		13,685.00	31,195.85	
LG 43" UL31-M AIO				
Implementation... add to base				
Shipping... add to base				
Performance Bond... add to base	4,109.00			
Bid 17430(A) Digital Signage Players - TOTAL	N/A	N/A	N/A	N/A
Can Chippewa Valley Schools take the indicated Tax Deduct?				
17430(A) Base Bid with Tax Deduct	96,062.00	80,625.00	367,820.00	225,248.00
17430(A) Base Bid with Additional Five Years Software Licensing	160,920.00	94,310.00	614,820.00	321,448.00
17430(A) Total Bid with Tax Deduct & Accepted Alternate(s)				
Bid 17430(B) Displays - TOTAL	N/A	N/A	N/A	N/A
Can Chippewa Valley Schools take the indicated Tax Deduct?				
17430(B) Base Bid with Tax Deduct	113,507.00	123,960.00	143,664.37	109,704.00
17430(B) Base Bid with Tax Deduct..... 43"	123,886.00	123,960.00		109,704.00
17430(B) Total Bid with Tax Deduct & Accepted Alternate(s)				
17430(A) & 17430(B) Base	209,569.00	204,585.00	511,484.37	334,952.00
43"	219,948.00	204,585.00		344,952.00
17430(A) & 17430(B) with additional five years	274,427.00	218,270.00	758,484.37	431,152.00
17430(A) & 17430(B) with additional five years and 43" displays	284,806.00	218,270.00		431,152.00
CIT Alternate solution AIO			334,095.22	
Post-Bid Interview Recommendation	11.20.23, 9:00am	11.20.23, 11:00am SERVER BASED		



Client Name: Chippewa Valley Schools  
 Bid Package Name: Digital Signage  
 Bid Package Number: 19-T14  
 Bid Section: 17430(A) Digital Signage Players  
 Bid Package Due Date: Thursday, November 2, 2023 @ 2:00pm

Bidder's Contact Information	Bid Amount	Comments/Notes
ImageTech Group	Bid Section: 17430(A)	Bid Bond/Security Y/N
	Base Bid: \$ 251,380.50	Familial Disclosure Y/N
	Alternate #1: \$ 234,000.00	Asbestos Notification Y/N
	Voluntary Alternate: 175 per hour	Iran Sanctions Affidavit Y/N
	Voluntary Alternate:	Criminal Background Check Y/N
	Voluntary Alternate:	Addendum 1 Y/N
	Voluntary Alternate:	Addendum 2 Y/N
Promtion Technology Group	Bid Section: 17430(A)	Bid Bond/Security Y/N
	Base Bid: \$ 196,733.00	Familial Disclosure Y/N
	Alternate #1:	Asbestos Notification Y/N
	Voluntary Alternate: <del>20,522.98</del>	Iran Sanctions Affidavit Y/N
	Voluntary Alternate:	Criminal Background Check Y/N
	Voluntary Alternate:	Addendum 1 Y/N
	Voluntary Alternate:	Addendum 2 Y/N
Electro-Matic Ventures	Bid Section: 17430(A)	Bid Bond/Security Y/N
	Base Bid: \$ 80,500.00	Familial Disclosure Y/N
	Alternate #1: \$ 49,000.00 Add	Asbestos Notification Y/N
	Voluntary Alternate:	Iran Sanctions Affidavit Y/N
	Voluntary Alternate: <del>20,832.98</del>	Criminal Background Check Y/N
	Voluntary Alternate:	Addendum 1 Y/N
	Voluntary Alternate:	Addendum 2 Y/N
LAT	Bid Section: 17430(A)	Bid Bond/Security Y/N
	Base Bid: \$ 165,690.00	Familial Disclosure Y/N
	Alternate #1: \$ 116,610.00	Asbestos Notification Y/N
	Voluntary Alternate:	Iran Sanctions Affidavit Y/N
	Voluntary Alternate: Concierge +50/	Criminal Background Check Y/N
	Voluntary Alternate: Service sch	Addendum 1 Y/N
	Voluntary Alternate: per month	Addendum 2 Y/N
Uniquist	Bid Section: 17430(A)	Bid Bond/Security Y/N
	Base Bid: \$ 60,950.00	Familial Disclosure Y/N
	Alternate #1: \$ 97,500.00	Asbestos Notification Y/N
	Voluntary Alternate:	Iran Sanctions Affidavit Y/N
	Voluntary Alternate:	Criminal Background Check Y/N
	Voluntary Alternate:	Addendum 1 Y/N
	Voluntary Alternate:	Addendum 2 Y/N

Bid Tabulation Completed By: \_\_\_\_\_  
 Date Completed: \_\_\_\_\_



Client Name: Chippewa Valley Schools  
 Bid Package Name: Digital Signage  
 Bid Package Number: 19-T14  
 Bid Section: 17430(A) Digital Signage Players  
 Bid Package Due Date: Thursday, November 2, 2023 @ 2:00pm

Bidder's Contact Information	Bid Amount	Comments/Notes
Bluum	Bid Section: 17430(A)	Bid Bond/Security (Y) N
	Base Bid: \$96,062. <sup>00</sup>	Familial Disclosure (Y) N
	Alternate #1: \$64,854. <sup>00</sup>	Asbestos Notification (Y) N
	Voluntary Alternate: <i>Reschedule All work</i>	Iran Sanctions Affidavit (Y) N
	Voluntary Alternate: \$173,653. <sup>00</sup>	Criminal Background Check (Y) N
	Voluntary Alternate: <i>1 yr - 1 month</i>	Addendum 1 (Y) N
	Voluntary Alternate: \$96,062. <sup>00</sup>	Addendum 2 (Y) N
UTech	Bid Section: 17430(A)	Bid Bond/Security (Y) N
	Base Bid: \$80,625. <sup>00</sup>	Familial Disclosure (Y) N
	Alternate #1: <del>12,500</del> \$13,185	Asbestos Notification (Y) N
	Voluntary Alternate:	Iran Sanctions Affidavit (Y) N
	Voluntary Alternate:	Criminal Background Check (Y) N
	Voluntary Alternate:	Addendum 1 Y/N
	Voluntary Alternate:	Addendum 2 Y/N
CIT	Bid Section: 17430(A)	Bid Bond/Security (Y) N
	Base Bid: 367,820. <sup>00</sup>	Familial Disclosure (Y) N
	Alternate #1: \$247,000. <sup>00</sup>	Asbestos Notification (Y) N
	Voluntary Alternate: <i>Deduct \$208,585</i>	Iran Sanctions Affidavit (Y) N
	Voluntary Alternate:	Criminal Background Check (Y) N
	Voluntary Alternate:	Addendum 1 (Y) N
	Voluntary Alternate:	Addendum 2 (Y) N
Toshiba	Bid Section: 17430(A)	Bid Bond/Security (Y) N
	Base Bid: \$225,248. <sup>00</sup>	Familial Disclosure (Y) N
	Alternate #1: \$96,200. <sup>00</sup>	Asbestos Notification (Y) N
	Voluntary Alternate: <i>Content Development</i>	Iran Sanctions Affidavit (Y) N
	Voluntary Alternate: <i>150<sup>00</sup>/hr</i>	Criminal Background Check (Y) N
	Voluntary Alternate:	Addendum 1 (Y) N
	Voluntary Alternate:	Addendum 2 (Y) N
	Bid Section: 17430(A)	Bid Bond/Security Y/N
	Base Bid:	Familial Disclosure Y/N
	Alternate #1:	Asbestos Notification Y/N
	Voluntary Alternate:	Iran Sanctions Affidavit Y/N
	Voluntary Alternate:	Criminal Background Check Y/N
	Voluntary Alternate:	Addendum 1 Y/N
	Voluntary Alternate:	Addendum 2 Y/N

Bid Tabulation Completed By: \_\_\_\_\_  
 Date Completed: \_\_\_\_\_

(3)



Client Name: Chippewa Valley Schools  
 Bid Package Name: Digital Signage  
 Bid Package Number: 19-T14  
 Bid Section: 17430(B) Displays  
 Bid Package Due Date: Thursday, November 2, 2023 @ 2:00pm

Bidder's Contact Information	Bid Amount	Comments/Notes
Image Tech Group	Bid Section: 17430(B)	Bid Bond/Security <input checked="" type="checkbox"/> Y/N
	Base Bid: \$ 114,734.74	Familial Disclosure <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate: 43" +504.80	Asbestos Notification <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate: unit price	Iran Sanctions Affidavit <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate:	Criminal Background Check <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate:	Addendum 1 <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate:	Addendum 2 <input checked="" type="checkbox"/> Y/N
Promotion Technology Group	Bid Section: 17430(B)	Bid Bond/Security <input checked="" type="checkbox"/> Y/N
	Base Bid: \$ 50,411.00	Familial Disclosure <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate: _____	Asbestos Notification <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate:	Iran Sanctions Affidavit <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate:	Criminal Background Check <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate:	Addendum 1 <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate:	Addendum 2 <input type="checkbox"/> Y/N
Electro-Macke Ventures	Bid Section: 17430(B)	Bid Bond/Security <input checked="" type="checkbox"/> Y/N
	Base Bid: \$ 220,833.00	Familial Disclosure <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate:	Asbestos Notification <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate:	Iran Sanctions Affidavit <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate:	Criminal Background Check <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate:	Addendum 1 <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate:	Addendum 2 <input checked="" type="checkbox"/> Y/N
LAF	Bid Section: 17430(B)	Bid Bond/Security <input type="checkbox"/> Y/N
	Base Bid: <u>NO Bid Section B</u>	Familial Disclosure <input type="checkbox"/> Y/N
	Voluntary Alternate:	Asbestos Notification <input type="checkbox"/> Y/N
	Voluntary Alternate:	Iran Sanctions Affidavit <input type="checkbox"/> Y/N
	Voluntary Alternate:	Criminal Background Check <input type="checkbox"/> Y/N
	Voluntary Alternate:	Addendum 1 <input type="checkbox"/> Y/N
	Voluntary Alternate:	Addendum 2 <input type="checkbox"/> Y/N
Uniguest	Bid Section: 17430(B)	Bid Bond/Security <input checked="" type="checkbox"/> Y/N
	Base Bid: \$ 68,310.00	Familial Disclosure <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate:	Asbestos Notification <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate:	Iran Sanctions Affidavit <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate:	Criminal Background Check <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate:	Addendum 1 <input checked="" type="checkbox"/> Y/N
	Voluntary Alternate:	Addendum 2 <input checked="" type="checkbox"/> Y/N

Bid Tabulation Completed By: \_\_\_\_\_  
 Date Completed: \_\_\_\_\_

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Client Name: Chippewa Valley Schools  
 Bid Package Name: Digital Signage  
 Bid Package Number: 19-T14  
 Bid Section: 17430(B) Displays  
 Bid Package Due Date: Thursday, November 2, 2023 @ 2:00pm

Bidder's Contact Information	Bid Amount	Comments/Notes
Blum	Bid Section: 17430(B)	Bid Bond/Security <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Base Bid: \$109,398. <sup>00</sup>	Familial Disclosure <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate:	Asbestos Notification <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate: 43" - 119 77. <sup>00</sup>	Iran Sanctions Affidavit <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate: Perf. Bond.	Criminal Background Check <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate: 4,109. <sup>00</sup>	Addendum 1 <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate:	Addendum 2 <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
UTech	Bid Section: 17430(B)	Bid Bond/Security <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Base Bid: \$123,960. <sup>00</sup>	Familial Disclosure <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate: 115. <sup>00</sup> ea →	Asbestos Notification <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate: \$13,685	Iran Sanctions Affidavit <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate: Articulating Mounts	Criminal Background Check <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate:	Addendum 1 <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate:	Addendum 2 <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
CIT	Bid Section: 17430(B)	Bid Bond/Security <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Base Bid: \$143,004. <sup>00</sup>	Familial Disclosure <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate: 31,195. <sup>85</sup>	Asbestos Notification <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate: Add'l Displays	Iran Sanctions Affidavit <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate:	Criminal Background Check <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate:	Addendum 1 <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate:	Addendum 2 <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
Toshiba	Bid Section: 17430(B)	Bid Bond/Security <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Base Bid: \$109,704. <sup>00</sup>	Familial Disclosure <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate: 32" - 5	Asbestos Notification <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate: \$293. <sup>00</sup>	Iran Sanctions Affidavit <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate:	Criminal Background Check <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate:	Addendum 1 <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate:	Addendum 2 <input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
	Bid Section: 17430(B)	Bid Bond/Security <input type="checkbox"/> Y / <input type="checkbox"/> N
	Base Bid:	Familial Disclosure <input type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate:	Asbestos Notification <input type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate:	Iran Sanctions Affidavit <input type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate:	Criminal Background Check <input type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate:	Addendum 1 <input type="checkbox"/> Y / <input type="checkbox"/> N
	Voluntary Alternate:	Addendum 2 <input type="checkbox"/> Y / <input type="checkbox"/> N

Bid Tabulation Completed By: \_\_\_\_\_  
 Date Completed: \_\_\_\_\_

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**MEMORANDUM**

**G.3 Approve Amendment to Board of Education Policy 5517 – Harassment of Students -  
**Mr. Roberts****

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve the amendment to Policy 5517 – Harassment of Students and waive the reading of the policy.”

RATIONALE: Board Policy 5517 is revised to clarify that the harassment of students policy complies with current law regarding harassment of students, and to be consistent with parallel Board Policies and Title IX, including but not limited to Board Policy 2266, Nondiscrimination on the Basis of Sex in Education Programs and Activities.

**NOTE:** Board of Education **By-Law 0131.1-Amendment or Suspension of Policies and By-Laws** states: *The policies of the Board shall be subject to amendment only upon a majority vote of all members of the Board. The Call for such a meeting must include a description of a proposed amendment in writing.*

Book	Policy Manual
Section	5000 Students
Title	HARASSMENT OF STUDENTS
Code	po5517
Status	Active
Adopted	July 1, 2003
Last Revised	November 6, 2006

**Proposed Revision**

**December 11, 2023**

#### ~~5517 HARASSMENT OF 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.~~

~~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 Assistant Superintendent of Human Resources.~~

~~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.

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.

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.~~

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#### **Notification**

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~~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.~~

## **5517 - ANTI-HARASSMENT**

### **General Policy Statement**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The District will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, Protected Classes) that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The District will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the District will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

### **Other Violations of the Anti-Harassment Policy**

The District will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

## **Definitions**

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

**Complainant** is the individual who alleges, or is alleged, to have been subjected to unlawful harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

**Respondent** is the individual who has been alleged to have engaged in unlawful harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

**School District community** means students and District employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

**Third Parties** include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

**Day(s):** Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

## **Bullying**

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and the bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;

- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

### **Harassment**

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to their person or damage to their property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

### **Sexual Harassment**

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of any person against another person.

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.



- K. 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.
- L. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- M. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin/Ancstry Harassment**

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's

national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disability, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

### **Anti-Harassment Compliance Officers**

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Assistant Superintendent, Human Resources  
586-723-2090  
19120 Cass Ave.  
Clinton Township, MI 48038

Director, Special Services  
586-723-2180  
19120 Cass Ave.  
Clinton Township, MI 48038

The names, titles, and contact information of these individuals will be published annually on the School District's web site.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

The Compliance Officer(s) and/or Designee will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about unwelcome conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an

administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) and/or Designee will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) and/or Designee will provide a copy of this policy to the Complainant and Respondent when a formal complaint is filed. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All District employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any District employee who directly observes unlawful harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any District employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other District employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the District's intent to investigate the alleged wrongdoing.

### **Reports and Complaints of Harassing Conduct**

Students and other members of the School District community along with Third Parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor or other District official so that the District may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While

the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of Policy 5517 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

### **Investigation and Complaint Procedure**

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any student who believes that they have been subjected to unlawful harassment may seek resolution of the complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

### **Informal Complaint Procedure**

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and to facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

The Complainant may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe in doing so, the individual should tell or otherwise inform the Respondent that the allegedly harassing conduct is unwelcome and must stop. The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the Complainant if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A Complainant may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator in the school the student attends; 2) to the Superintendent or other District-level employee; and/or 3) directly to one of the Compliance Officers.

All informal complaints must have a facilitated informal resolution as described below, which may be performed by a building administrator or other designee. Building administrators must provide notice of such informal complaints on a monthly basis to the Compliance Officer(s) and the Executive Director of either Secondary or Elementary Education.

The Board's informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the Respondent.
- B. Distributing a copy of this anti-harassment policy as a reminder to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer/designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint and, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District official who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District official at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer/designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the Compliance Officer should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer/designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. The Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided

with a copy of any relevant policies and/or administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

Although certain cases may require additional time, the Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer/designee shall prepare and deliver a written report to the Superintendent or his/her designee that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Respondent engaged in unlawful harassment/retaliation of the Complainant. The Compliance Officer's recommendations must be based upon the totality of the circumstances. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent/Designee.

Absent extenuating circumstances, within ten (10) days of receiving the report of the Compliance Officer/designee, the Superintendent/Designee must either issue a written decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's/Designee's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a written decision as described above.

The decision of the Superintendent shall be final.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Privacy/Confidentiality**

The District will employ all reasonable efforts to protect the rights of the complainant, the Respondent, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the Compliance Officer/designee will instruct all members of the School District community and Third Parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

### **Sanctions and Monitoring**

The District shall vigorously enforce its prohibitions against unlawful harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent or Designee shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Superintendent or Designee may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Superintendent or Designee becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Superintendent or Designee shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

### **Retaliation**

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or



encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person from making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanction/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

### **Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct**

State law requires any school teacher or school employee who knows or suspects that a student under the age of eighteen (18) or that a person with a disability receiving services as a student from the school regardless of age has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

### **Education and Training**

In support of this Anti-Harassment Policy, the District promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

### **Retention of Investigatory Records and Materials**

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information (ESI), and electronic

media created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.

The documents, ESI, and electronic media retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media created or received as part of an investigation shall be retained for not less than three (3) years, but longer if required by the District's records retention schedule.

#### Legal

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.  
20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)  
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967  
29 U.S.C. 6101, The Age Discrimination Act of 1975  
42 U.S.C. 2000e et seq.  
42 U.S.C. 1983  
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act  
29 C.F.R. Part 1635  
Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.  
29 U.S.C. 794, Rehabilitation Act of 1973, as amended  
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended  
The Handicappers Civil Rights Act, M.C.L. 37.1101 et seq.  
The Elliott-Larsen Civil Rights Act, M.C.L. 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  
National School Boards Association Inquiry and Analysis May 2008

**MEMORANDUM**

**G.4 Approve Amendment to Board of Education Policy 5517.01 – Bullying and Other Aggressive Behavior Toward Students Mr. Roberts**

RECOMMENDED MOTION: “That the Chippewa Valley Schools Board of Education approve the amendment to Board of Education Policy 5517.01 – Bullying and Other Aggressive Behavior Toward Students and waive the reading of the Policy.”

RATIONALE: Board Policy 5517.01 is revised to comply with the current provisions of the Revised School Code regarding Bullying, including cyberbullying. A public hearing regarding the Policy amendments was held on January 8, 2024, as required by Section 1310b of the Revised School Code.

**NOTE:** Board of Education **By-Law 0131.1-Amendment or Suspension of Policies and By-Laws** states: *The policies of the Board shall be subject to amendment only upon a majority vote of all members of the Board. The Call for such a meeting must include a description of a proposed amendment in writing.*

Book	Policy Manual
Section	5000 Students
Title	BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS
Code	po5517.01
Status	Active
Adopted	November 6, 2006
Last Revised	April 23, 2012
<b>Proposed Revision</b>	<b>December 11, 2023</b>

#### **5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

#### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in 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 will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Reporting**

**The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.**

**Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.**

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or District official. Complaints against the building principal should be filed with the Superintendent **or Designee**. Complaints against the Superintendent should be filed with the Board President. **Complaints against a Board Member shall be filed with the Board President. Complaints against the Board President shall be filed with the Board Vice-President.**

~~Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.~~

**A student must also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail, or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.**

**The identity of a student who reports bullying, hazing, or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.**

**The identity of the student who files the report or the complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.**

**Every student is encouraged, and every staff member is required, to report any situation that they believed to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.**

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has 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 official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

**If, during an investigation of a reported act of harassment, intimidation, and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have**

**constituted unlawful discriminatory harassment based on a Projected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517- Anti-Harassment.**

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Definitions**

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

**"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

~~**"Bullying"** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts— i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating~~



~~animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:~~

**“Bullying” is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any one of the following:**

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting 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 substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

**"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or

interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

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Legal

MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011), **PA 478 of 2014**

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

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## H. Union Communications

## I. Curriculum Updates

J. Administrative Reports

K. From the Community

L. Of and By Board Members

N. Adjournment