



RECEIPT OF INFORMATION FORM

**Right to Know Law
Asbestos Management Program (AHERA)
Work Place Harassment Policy
Smoking Policy
Freedom of Information Act Policy
Corporal Punishment Policy
Child Protection Policy
Ethics**

I, _____ have been provided with literature on the Saginaw Intermediate School District's:

_____	Right to Know Program
_____	Asbestos Management Program (AHERA)
_____	Harassment Policy
_____	Smoking Policy
_____	Freedom of Information Act Policy
_____	Corporal Punishment Policy
_____	Child Protection Policy
_____	Ethics

In addition, I have been informed that if there are any questions pertaining to the above programs, such as the location of hazardous substances or dangerous materials, they should be directed to the Personnel Office.

Signature

Company

Date



Scott Sawyer
Director of Personnel
(989) 249-8702

ASBESTOS MANAGEMENT PLAN

Dear Outside Contractor:

As required by the Environmental Protection Agency, Asbestos-Containing Materials in Schools; 40 CFR Part 763.84, this letter will serve to notify you that the Saginaw Intermediate School District's school Asbestos Management Plan for our four buildings is on file at the following locations: **Administration Building** – Personnel Office; **Millet Learning Center** – Director's Office; and **Hartley Outdoor Education Center** – Director's Office.

The Management Plan will provide you with the building's asbestos locations, will define it as friable (p) or non-friable (NF), will assess the condition of the asbestos and its potential for future disturbance, and finally, the Management Plan will outline appropriate response actions to be taken. The response action could include removal, encapsulation, enclosure, or repair under the District's Operation and Maintenance Plan. **All subsequent periodic re-inspections can be found in section F-4 of the AHERA book reviewed at the above locations in paragraph one.**

If you have any questions regarding the Saginaw Intermediate School District's Asbestos Management Plan, please direct your questions to the District's designated person, Scott Sawyer at (989) 249-8702.

Sincerely,

Scott Sawyer
Director of Personnel

Cc: File

5035 Discriminatory Harassment of Employees or Applicants

5035

Sexual or discriminatory harassment of School District elected officials, employees, or applicants for employment by Board of Education Members, School District employees, vendors, contractors or other doing business with the School District, students, parents, guardians, invitees, volunteers or guests will not be tolerated.

Discriminatory harassment means any harassment, intimidation, ridicule, disparagement, purposeful embarrassment, or chiding of any person because of their race, color, national origin, age, religion, height, weight, marital status, or handicap/disability. Sexual harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individual's sex.

Sexual or discriminatory harassment shall not be tolerated by this District when:

- Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, to obtain employment, or
- Submission to, or rejection of, such conduct or communication by an employee/applicant is used as a factor in decisions affecting such employee/applicant's employment, or
- Such conduct or communication has the purpose or effect of substantially interfering with an employee's employment, or creating an intimidating, hostile, or offensive employment environment, or otherwise adversely affects an employee's employment opportunities.

Any employee or applicant who believes that he or she has suffered any form of harassment should consult the SISD Employee Handbook that articulates reporting procedures.

The School District will make every effort to ensure that an employee or applicant for employment, making a report of an incident of sexual or discriminatory harassment will not suffer any form of reprisal.

In determining whether the alleged conduct constitutes sexual or discriminatory harassment, the totality of the circumstances, the nature of the harassment and the context

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5035-2

in which the alleged incident(s) occurred will be investigated. In cases where the alleged harassment involves a member of the Board of Education, the School District will appoint

outside legal counsel to investigate the complaint. The results of an investigation and any action taken thereon will be communicated to the complaining person.

In the event the complaint is against the Superintendent, the President of the Board shall be automatically designated as the recipient and investigator for such complaints. At his/her sole discretion, the President of the Board may elect to employ District legal counsel or other qualified, independent investigators to assist him/her in the investigation.

The School District considers harassment based on religion, race, color, national origin, age, sex, height, weight, marital status, handicap, or disability to be a major offense, which will result in disciplinary action of the offender. Disciplinary action against a School District employee may include termination of employment. Disciplinary action against a student may include expulsion. Disciplinary action against a Board of Education member may range from Board of Education public censure to removal of the Board Member from an officer position he/she may hold.

Notification

Notice of this policy will be periodically circulated to all school buildings and departments within the District, and incorporated in teacher, student and parent/guardian handbooks. All new hires of the District will be required to review and sign off on this policy and its related complaint procedure.

Training sessions on this policy and the prevention of sexual or discriminatory harassment shall be held periodically for all Board members, administrators, teachers and employees of the District. In addition, students will have available as part of their curriculum and instructional program, sessions on this policy and the prevention of student-to-student discriminatory or sexual harassment.

Approved:

LEGAL REF: MCL 37.2101 *et seq.*, (Elliott-Larsen Civil Rights Act); 380.601a; 20 USCA §1681;
34 CFR §106.8; 34 CFR §106.9 (Title IX of the Education Amendments)

Discriminatory harassment of students by School District elected officials, employees, vendors, contractors or other doing business with the School District, students, parent(s)/guardian(s), invitees, volunteers or guests will not be tolerated. Similarly, student-on-student discriminatory harassment is prohibited, equally, and will not be tolerated.

Discriminatory harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individuals' sex, race, color, national origin, age, religion, height, weight, marital status or handicap/disability when:

- Submission to such 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,
- Submission to, or rejection of, the 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, or
- The harassment substantially interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational opportunities.

Any student who believes that he or she has suffered harassment shall immediately report the incident(s) to his/her school Program director or supervisor, or an Assistant Program director or supervisor, or to the following person:

The Superintendent of Schools
Saginaw Intermediate School District
6235 Gratiot Road
Saginaw, MI 48638
(989) 799-4733

Should the complaint be against the Superintendent, the incident shall be reported to:

Vice-President of the Board of Education
Saginaw Intermediate School District
6235 Gratiot Road
Saginaw, MI 48638
(989) 799-4733

The School District will make every effort to assure that a student reporting an incident(s) of discriminatory harassment will not suffer any form of reprisal.

In determining whether the alleged conduct constitutes discrimination or harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incident(s) occurred will be investigated. The building Civil Rights Coordinator, or

his/her designee, has the responsibility of investigating complaints of discriminatory harassment of students. In cases where the alleged harassment involves a member of the Board of Education, the School District will appoint outside legal counsel to investigate the complaint. The results of an investigation and any action taken thereon will be communicated to the complaining person.

The School District considers proven discriminatory harassment based on religion, race, color, national origin, age, sex, height, weight, marital status, handicap, or disability to be a major offense, which will result in disciplinary action of the offender. Disciplinary action against a School District employee may include termination of employment. Disciplinary action against a student may include expulsion. Disciplinary action against a Board of Education member may range from Board of Education public censure to removal of the Board Member from an officer position he/she may hold.

Sexual harassment, may include, but is not limited to, the following:

- Verbal harassment or abuse,
- Pressure for sexual activity,
- Repeated remarks with sexual or demeaning implications,
- Unwelcome touching,
- Sexual jokes, posters, cartoons, etc., and/or
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

Upon completion of, or at any point in, the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, US Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office for Civil Rights
600 Superior Avenue, Suite 750
Cleveland, OH 44114
(216) 522-4970 phone
(216) 522-2573 fax

Approved: June 2007

LEGAL REF: MCL 37.2101 *et seq.*, (Elliott-Larsen Civil Rights Act); 380.601a; 20 USCA §1681; 34 CFR §106.8; 34 CFR §106.9 (Title IX of the Education Amendments)



9300 Tobacco Products On/In District Premises

9300

District employees shall not smoke or use tobacco products in any building or on district grounds, except that smoking is allowed at Hartley Outdoor Education Center from 6:00 P.M. Friday until midnight Sunday, outside the Hartley facilities. At no other time shall smoking be allowed in any district facilities. At no other time shall smoking be allowed in any district facilities, grounds, and vehicles.

District employees shall not smoke or use tobacco products when they are involved with students or when supervising student activities.

Approved: June 13, 2007

LEGAL REF: MCL 333.12601 *et seq.*; 750.473; OAG, 1977-1978, No 5336, p. 502 (June 28, 1978); 20 USCA§7183.



**Freedom of Information Act
Board Policy**

9010 Public Information Program

9010

The Board respects the public's right to be informed about the function and operation of the District.

Public's Right to Know (Cf. 1370)

All decisions of the Board shall be made in public with full opportunity extended to citizens to be heard at public meetings. Closed sessions of the board shall be held to a minimum and only conducted for specific reasons as provided by current law.

Hazardous Materials or Conditions

The Superintendent shall be responsible for informing the public about any hazardous materials or conditions in the District under the provision of the Michigan Public Health Code.

The implementation of the public information program of the District shall be the responsibility of the Superintendent.

Approved: June 13, 2007

2810 Public Review and Inspection of Records

2810

The Superintendent shall establish and publish rules for public inspection and copying of records in accord with the Michigan Freedom of Information Act, and shall serve as FOIA coordinator for the District. Inspection of records by the public shall be limited to the regular office hours of the building or office that houses the records. Copies of records that are not exempt from disclosure will be available on request.

Fees

The Superintendent shall establish administrative regulations regarding fees to cover actual costs of providing access to and/or copies of public records in accordance with law.

Appeals

If a request for disclosure of record(s) is denied, procedures for appeal of the decision shall be provided along with the denial.

Approved: June 13, 2007

LEGAL REF: MCL 15.231 *et seq.* (Freedom of Information Act)

Procedures and Guidelines for Implementing Fees for Responses to Freedom of Information Act Requests

Pursuant to Section 4 of the Michigan Freedom of Information Act, the Board of Education of the Saginaw Intermediate School District adopts the procedures and guidelines set forth below for implementing fees for the provision of public records in response to Freedom of Information requests.

Fee Guidelines

The Saginaw Intermediate School District (SISD) shall use the most economical means available for providing copies of the requested public records. Persons requesting copies of public records from SISD under the Freedom of Information Act shall be charged the following fees as applicable:

1. Mailing cost billed at the U.S. postage rate.
2. Cost of duplication at actual incremental cost.
3. Labor costs for duplication, mailing, search, examination, review, separation and deletion of exempt from non-exempt information at the current hourly wage of SISD's lowest paid full-time clerical employee.
4. The labor costs for search, examination, review, separation and deletion of exempt from non-exempt information shall not be charged unless failure to charge a fee would result in unreasonably high costs to SISD because of the nature of the particular request (in excess of four hours of clerical time). The nature of the unreasonably high costs shall be identified by SISD administration.

The per copy and hourly wage costs shall be available upon requests and may be amended as necessary.

Fee Procedures

At the time the request is made, SISD may request a good faith deposit not to exceed one-half of the total fee, if the fee is estimated by SISD administration to exceed \$50.00. The requester will be notified if a deposit is required.



**Corporal Punishment
Board Policy**

5220 Staff-Student Relations

5220

All District employees are expected to maintain relationships with members of the student body that are nothing but positive in their intent, conducive to an effective educational environment, do not violate appropriate staff/student interactions under law, or the policies of the Board, and do not create possible liabilities to the employee or the District. Employees are reminded that a "friendly" approach to students must be tempered by the fact that employees are, and should remain, authority figures in the eyes of students. All District employees are responsible for the regulation of student conduct.

Threats to Students

Any District employee who threatens to inflict, inflicts, or causes to be inflicted, deliberate physical pain by any means to any student, may be disciplined according to provisions which may be found in the current negotiated master contract or as prescribed by the Board.

Employees found to be in violation of this policy by the Board may be subject to: a letter of reprimand, suspension – either with or without pay as allowable by law or collective bargaining agreements, and/or termination of employment.

Approved: June 13, 2007
LEGAL REF: MCL 380.1312



Child Protection Board Policy

8580 Child Abuse and Neglect - Duty to Report

8580

Pursuant to MCL 722.622(f), child abuse must be reported to the Department of Human Services (DHS) where the suspected perpetrator is the parent(s)/guardian(s), or any other person responsible for the child's health or welfare or a teacher, a teacher's aide, or a member of the clergy.

Any school administrator, school counselor, or teacher of the District who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report, or cause a report to be made, to the Department of Human Services.¹ School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to determine or prove that the child has been abused or neglected.

Access to Students on School Premises (Cf. 8140, 9570)

The program director or supervisor is authorized to act in loco parentis to protect the interests of the student when a student is to be interviewed by DHS representatives on school premises. The District recognizes, however, that the DHS may, lawfully, interview a child alleged to have been abused without the presence of the program director or supervisor or other school personnel. However, in appropriate cases, the Program director or supervisor may request that he or she, or a designated representative, be present during the interview.

Cooperation between School and Agencies

Elementary and secondary schools, DHS, and law enforcement agencies shall cooperate with each other in the investigation of reports of suspected child abuse or neglect. To the extent that safety and practical consideration allow, it is the preference of the District that law enforcement officers on school premises to investigate a report of

¹ Reasonable Cause exists where the facts and circumstances within a person's knowledge and of which he/she has reasonably trustworthy information are sufficient to warrant a person of reasonable caution in the belief that abuse/neglect has or is occurring.

8580 Child Abuse and Neglect - Duty to Report**8580-2**

suspected child abuse, or neglect, should not be in uniform. Administrators shall make this District preference known to law enforcement officers and ask for their cooperation.

Approved: June 13, 2007

LEGAL REF: MCL 722.621-638; *Commonwealth v Allen*, 980 S.W. 2d 278 (Ky., 1998); *People v Beardsley*, ___ Mich App___ (#246202, 8-24-2004); OAG Opinion No. 6869, September 6, 1995

8580-R Child Abuse and Neglect - Duty to Report**8580-R**

To comply with the child protection law, any school administrator, school counselor, or teacher who suspects that a child's physical or mental health or welfare is being adversely affected by abuse or neglect, shall immediately report such suspicions in the following manner:

- I. Identify suspected child abuse and or neglect.
 - a. Any school administrator, school counselor, or teacher who has reasonable cause to suspect child abuse or neglect shall report the matter to DHS personally and directly.
 - b. Any person making a report should telephone a complaint to Child Protective Services (CPS) and notify school administration.
- II. Submit completed DHS-3200 or other current legal form within 72 hours.
- III. Copy school administration with written report as filed with CPS.
- IV. The administrator shall also, then, make a report to DHS first by telephone and, then, within 72 hours, in writing using DHS form 3200. This dual reporting process is intended to emphasize to DHS the urgency of the report.

As much of the following information as possible shall be given by the initial reporter during the oral report and, again, by the school administrator if the initial report came from a school counselor or teacher: name, address, and age of the student; name and address of the parent(s)/guardian(s); nature and extent of injuries or description of neglect or sexual abuse; and any other information that might help establish the cause of the child's condition.

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

An oral report to the Program director or supervisor must be made as soon as possible and will be followed by a written report.

In Michigan, anyone making a report in accordance with state law or participating in a resulting judicial proceeding is presumed to be acting without malice and in good faith and, in so doing, is immune from any civil or criminal liability that might otherwise be imposed.

Unauthorized disclosure of child abuse information to persons other than School Administrators, Law Enforcement personnel or DHS, may result in criminal and/or civil sanctions.



Ethics Board Policy

5695 Ethics (Cf. 5230)

A teacher, in the performance of his/her duties, shall:

- Recognize basic dignities of all individuals with whom he/she interacts in the performance of his/her duties.
- Exercise due care to protect the mental and physical safety of students, colleagues and subordinates for whom he/she is responsible,
- Be accountable for maintaining his/her integrity and shall avoid accepting anything of substantial value offered by another which is known to be or which may appear to be for the purpose of influencing his/her judgment or performance of his/her qualifications,
- Be responsible to present any subject matter in a fair and accurate manner.

Approved: June 13, 2007