



***2023-2024***

***EMPLOYEE HANDBOOK***

***September 21, 2023***

***Mecosta-Osceola  
Intermediate School District***

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# **Section I: Mecosta-Osceola Intermediate School District**

## **Organizational Structure**

The MOISD is a general powers school district, meaning the authority for the operation of the school district is vested from the electors to the Board of Education. The Board of Education approves policy, authorizes expenditures, and secures day-to-day operational leadership by the employment of a Superintendent. Among other assignments, the Superintendent directs the administrative and management to ensure the function of the ISD is completed – **to assist the Michigan Department of Education in relationships with local school districts and serve local districts with both information and educational services.**

The on-line MOISD Board Policy Manual can be viewed at:

<https://z2policy.ctspublish.com/luskalbertson/browse/mecostaosceolaset/welcome/root>

A copy of the MOISD Organizational Chart is located at the MOISD website. Click on “Quicklink Menu,” and then choose “MOISD Forms.”

## **Local School Districts Served**

The MOISD Board of Education and employees serve the following public schools located within its boundaries:

Big Rapids Public Schools	Evart Public Schools
Chippewa Hills School District	Morley Stanwood Community Schools
Crossroads Charter Academy	Reed City Area Public Schools

Services are also provided to non-public schools, home schools, and other educational entities within the MOISD.

## **Handbook Introduction**

All employees are subject to this *Employee Handbook* as well as all Board of Education Policies, Administrative Regulations, and state and federal law. In the event the provisions of this *Employee Handbook* are inconsistent with Board of Education Policies and Administrative Regulations, the Policies and Administrative Regulations supersede this *Employee Handbook*.

## **NOTICE OF NON-DISCRIMINATION**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Assistant Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.

### **Superintendent**

The Superintendent is employed by the Board of Education to serve as its chief executive officer and educational leader. The Superintendent is charged with carrying out the policies of the Board of Education and directives of the State Department of Education according to the provisions of the General School Laws of the State of Michigan. The Administration of instruction and business affairs is the responsibility of the Superintendent. The responsibility for placement and transfer of personnel is vested in the Superintendent, on behalf of the Board of Education, as well as the establishment and enforcement of such administrative rules and regulations as may be necessary and/or appropriate. Any employee who has concerns regarding the MOISD and has discussed these matters with their immediate Supervisor and/or association leadership with no resolution forthcoming is advised to make an appointment with the Superintendent to ensure these concerns are heard.

## Summary of State and Federal Laws Affecting Employees

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- ***Bloodborne Pathogens*** – The Occupational Safety and Health Administration (OSHA) has established a safety standard to reduce exposure to the hepatitis B virus (HBV), the human immunodeficiency virus (HIV) and other bloodborne pathogens to which employees may be exposed in the workplace. Schools are required by law to implement an Exposure Control Plan to comply with OSHA’s Bloodborne Pathogen Standard. The main objective of this plan is to protect employees from potential workplace hazards by reducing occupational exposure to HBV, HIV and other bloodborne pathogens.
- ***Drug Free Workplace & Substance Abuse*** – Federal law prohibits the unlawful possession/use, distribution, dispensation, or the state of being under the influence of illicit drugs and alcohol by all school employees and students on school premises or as part of any school business, activity or function. Specific procedures, definitions and expectations can be obtained by contacting your district personnel representative.
- ***Smoke-Free Schools*** – State law prohibits the use of tobacco products in buildings and vehicles, in/on real estate owned, leased or otherwise controlled by a school district.
- ***Sexual Harassment*** – Any form of sexual harassment by school employees directed toward other employees, job applicants or students is expressly prohibited by federal law. Sexual harassment consists of any unwelcome sexual advance, request or sexual innuendoes. Any employee found to have engaged in sexual harassment will be subject to immediate disciplinary action, up to and including discharge from employment in appropriate cases. Specific information about behaviors constituting sexual harassment and the procedure for reporting an incident can be obtained from your district personnel representative.
- ***Corporal Punishment*** – School employees, volunteers or contractors are prohibited by state law from inflicting or threatening to inflict corporal punishment on any pupil. Corporal punishment is “*the deliberate infliction of physical pain by any means upon the whole or any part of the pupil’s body as a penalty or punishment for a pupil’s offense.*” Specific information on educational philosophies, student codes of conduct and alternatives to corporal punishment can be obtained by contacting your district personnel representative or building principal.
- ***Equal Employment Opportunity/Non-Discrimination*** – In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan’s Elliott- Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta- Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding

this policy should be directed to: Assistant Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.

- **Reporting Suspected Child Abuse or Neglect** – School personnel are required by law to report any suspected child abuse or neglect by a parent, legal guardian, or person who has custodial care of a child. The law also protects those who report child abuse/neglect from prosecution. Child abuse is defined as *“harm or threatened harm by a person to a child’s health or welfare, which occurs through physical or mental injury; sexual abuse; sexual exploitation; or maltreatment.”* Child neglect is defined as *“harm to a child’s health or welfare by negligent treatment such as failure to provide adequate food, clothing, shelter or medical care, or placing a child at an unreasonable risk to the child’s health or welfare by failure to intervene to eliminate that risk when that person is able to do so and has knowledge of the risk.”* Policies and procedures for reporting suspected child abuse/neglect can be obtained from your building principal/Supervisor.
  
- **Hazard Communication** (“Right to Know”) – Provisions of the federal and Michigan Occupational Safety and Health Acts require schools to communicate information about hazardous materials to employees. Hazardous materials must be clearly labeled and information on these materials must be made available to all employees who may be exposed. In addition, schools must provide written measures to reduce the risk of exposure and procedures to follow in the event of exposure. Information on the hazard communication program for each building can be obtained from the district personnel representative.
  
- **Asbestos** – Once commonly used as an insulating material, asbestos has been found to cause chronic lung inflammation. Federal law requires all school buildings that may contain asbestos be inspected for possible contamination. It also requires that workers and building occupants, or their legal guardians be informed about any inspection, re-inspection, response action and post response action activities, including periodic re-inspection and surveillance activities that are planned or in progress. An asbestos management plan is located in the assistant Superintendent’s office.



## NON-DISCRIMINATION GRIEVANCE

If any person believes the Mecosta-Osceola Intermediate School district, school or institution or any part of the school/institution organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Assistant Superintendent of Instructional Services  
Mecosta-Osceola Intermediate School District  
15760 190th Avenue, Big Rapids, MI 49307  
(231) 796-3543 FAX (231) 796-3300

### **Discrimination/Harassment Process:**

Any employee who believes that s/he has been the victim of illegal discrimination or harassment, other than sexual harassment may notify MOISD's Compliance Officer/Title IX Coordinator and seek resolution of the matter through the informal or formal procedures described below.

#### Informal Resolution:

1. The Complainant may make an informal complaint, orally or in writing, to: the building administrator of the building to which the employee is assigned; the Superintendent or other central-office administrator; or the Compliance Officer/Title IX Coordinator.
2. All informal complaints must be reported to the Compliance Officer/Title IX Coordinator within two (2) days. The Compliance Officer/Title IX Coordinator will facilitate an informal resolution, as described below, or appoint another individual to facilitate an informal resolution.
3. Depending upon the facts, circumstances, and wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:
  - Advising Complainant how to effectively communicate the unwelcome nature of the behavior to Respondent.
  - Distributing a copy of the anti-discrimination and anti-harassment policy and this Administrative Regulation to Respondent and other individuals.
  - If both parties agree, the Compliance Officer/Title IX Coordinator may arrange and facilitate a meeting between the Complainant and the Respondent to work out a mutual resolution. However, such a meeting will not be held where sexual violence has been alleged.
4. The Compliance Officer/Title IX Coordinator will endeavor to complete the informal complaint resolution procedure within fifteen (15) days of receiving the informal complaint. If Complainant or Respondent is dissatisfied with the results of the informal complaint resolution process, s/he may file a formal complaint.
  - All materials generated as part of the informal complaint resolution procedure will be retained in a single location under the control of the Compliance Officer/Title IX Coordinator in accordance with the Board's records retention policy.

#### Formal Resolution

1. Complainant may file a formal complaint with: the building administrator of the building to which s/he is assigned; the Superintendent or other central-office administrator; or, the Compliance Officer/Title IX Coordinator. The person with whom a complaint is filed must report it to the Compliance Officer/Title IX Coordinator within two (2) days.
  - All formal complaints must include the following information to the extent it is available:

- Complainant's name and, if different, the name of the person reporting the allegation;
  - The allegation, including a description of relevant incident(s), date(s) and time(s) (if known);
  - The name(s) of all persons alleged to have committed discrimination or harassment, if known, or a description/identifying information if the name is not known; and,
  - The name(s) or description/identifying information of all known witnesses.
  - If Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer/Title IX Coordinator will ask for the details in an interview. Thereafter, the Compliance Officer/Title IX Coordinator will prepare a written summary of the interview, and Complainant will be asked to verify the summary by signing it.
2. Within two (2) days of receiving the formal complaint, the Compliance Officer/Title IX Coordinator, or Designee (the Investigator), will initiate a formal investigation to determine whether Complainant has been subjected to discrimination or harassment.
    - The Investigator will inform the Respondent that a complaint has been received. Respondent will be informed of the nature of the allegations and provided with a copy of the Board's anti-discrimination and anti-harassment policy and this Administrative Regulation. Respondent will also be informed of the opportunity to submit a written response to the complaint within five (5) days. Throughout the course of the process, the Compliance Officer/Title IX Coordinator will keep the parties informed of the status of the investigation and the decision-making process.
    - Although certain cases may require additional time, the Investigator will endeavor to complete the investigation within fifteen (15) days of receiving the formal complaint. The investigation will include:
      - Interviews with Complainant and Respondent
      - Obtaining and reviewing any written statements of Complaint, Respondent, and any other witnesses
      - Interviews with any other witnesses
      - Relevant documents and other information presented by Complainant, Respondent, or any other witnesses.
  3. At the conclusion of the investigation, the Compliance Officer/Title IX Coordinator will, within fifteen (15) days of receiving the formal complaint, prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation, the response of School personnel, and, if applicable, the date any incident was reported to the police. The report will provide recommendations based on the evidence. The recommendations should consider the totality of the circumstances. Disciplinary recommendations, if appropriate, should be reasonably calculated to prevent recurrence of illegal discrimination or harassment. Disciplinary recommendations may range from: counseling to discharge, in the case of an employee, and censure to a complaint to the Governor, in the case of a Board member.
  4. Absent extenuating circumstances, within ten (10) days of receiving the report, the Superintendent will either issue a final decision regarding whether the complaint has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both parties.
    - 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) days. At the conclusion of the additional investigation, the Superintendent will issue a final written decision as described above.
  5. If at this point the grievance is has not been resolved satisfactorily, further appeal may be made to the United States Department of Education Office for Civil Rights.

**Title IX Process:**

MOISD has a duty to respond to alleged sexual harassment any time an employee reports an employee or student has been sexually harassed and any time any other person makes a report of sexual harassment to the Title IX

Coordinator. MOISD employees are required to report all incidents of suspected sexual harassment to the Title IX Coordinator.

#### Formal and Informal Resolution:

1. MOISD cannot informally resolve an allegation of sexual harassment before a formal complaint is filed. The allegations in a formal complaint may not be resolved informally unless: Claimant and Respondent have been provided notice of their rights by delivery of the applicable anti-harassment policy and [8007.3-AR](#); and, Claimant and Respondent have voluntarily consented to informal resolution, in writing, after having been informed when informal resolution may preclude the resumption of a formal complaint investigation. Informal resolution may consist of a voluntary agreement between Claimant and Respondent, facilitated and documented by the Title IX Coordinator, or his/her Designee; restorative practices, such as described at MCL [380.1310c](#); or, facilitative mediation by an experienced mediator. Informal resolution may also be reached through other conflict resolution strategies, including arbitration. Informal resolution may not be used to resolve an allegation that an MOISD employee sexually harassed a student.
2. *Generally*: The Title IX Coordinator will ensure that, at every step of the Grievance Procedure: the parties are treated equitably; all information and evidence is evaluated objectively; and, there are no conflicts of interest affecting the Title IX Coordinator or any informal resolution facilitator, Investigator, Decision-Maker, or any individual resolving an appeal.
  - a. *Notice*. Upon receiving or filing a formal complaint, the Title IX Coordinator will issue a notice to Complainant and Respondent. The notice will include: a statement of the allegations, in sufficient detail to permit Respondent to prepare a response; a statement Respondent is presumed not responsible unless a final decision is rendered against Respondent; the parties' right to inspect the formal complaint and all evidence gathered during any investigation; the parties' right to be represented by an advisor or advocate, who may be an attorney; and, any provision in MOISD's Student Code of Conduct prohibiting knowingly making a false statement or providing false evidence or information. If, during the investigation, MOISD decides to investigate allegations that were not included in the original notice, the Title IX Coordinator will notify Complainant and Respondent of the additional allegations.
  - b. *Dismissal*. The Title IX Coordinator must dismiss a formal complaint if the allegations: do not establish sexual harassment even if they are true; did not occur in connection with MOISD's programs and services; or, did not occur in the United States. The Title IX Coordinator may dismiss a formal complaint, in whole or in part, if: Complainant withdraws some or all of the allegations; Respondent's employment or enrollment in MOISD ends; or, specific circumstances prevent MOISD from gathering sufficient relevant evidence to reach a decision disposing of the formal complaint. The Title IX Coordinator will notify Complainant and Respondent, in writing, if a formal complaint is dismissed, including an explanation for the dismissal. The Complainant may appeal the dismissal.
3. Investigation:
  - a. The Title IX Coordinator, or Designee (the Investigator), will investigate a formal complaint. The burden of undertaking and completing the investigation rests on MOISD. The Investigator will be appointed within two (2) days from the date the Title IX Coordinator receives or files the formal complaint. The Investigator will presume Respondent is not responsible unless a final decision against Respondent is reached. The Investigator will not require, seek, or rely on privileged information without consent of the privilege-holder.
  - b. The Investigator will notify Respondent of his/her right to file a written response to the formal complaint within five (5) days from the date Respondent received the formal complaint. Regardless whether Respondent files a written response, the Investigator will, within ten (10) days, complete an investigation that will include, but not be limited to: interviewing Complainant and Respondent and preparing interview summaries; interviewing all actual and potentially relevant witnesses identified by Complainant and Respondent, including expert witnesses, and preparing interview summaries;

obtaining, to the extent they are available, all relevant documents, data, and other items identified by Claimant, Respondent, and witnesses; preparing an investigative report that fairly summarizes the relevant evidence; and, providing the investigative report to the parties simultaneously. The parties and their advisors may attend party interviews and the Investigator will provide sufficient notice to permit them to prepare. MOISD will not interfere with the parties' ability to discuss the allegations or gather and present evidence, except to the extent a no-contact or similar order has been issued by the Title IX Coordinator.

- c. The Title IX Coordinator will, upon receiving the Investigator's Report, notify the parties of their right to: submit relevant written questions to parties and witnesses, receive answers, and submit limited follow-up questions; and, after any such answers are received, file a written response to the Investigator's Report within seven (7) days from such receipt. If the Investigator declines to submit a question, s/he will provide a written explanation to the party who posed it.
- d. The Title IX Coordinator may permit an adjournment of the investigative timelines for good cause and, in the event of an adjournment, so notify Complainant and Respondent. Separately, if Respondent is an MOISD employee, the Title IX Coordinator will review any applicable collective bargaining agreement and grant any required adjournment of the investigative timelines

4. Decision:

- a. The Title IX Coordinator will appoint a Decision-Maker, who is not the Title IX Coordinator or Investigator. The Decision-Maker will objectively review all inculpatory and exculpatory evidence gathered during the investigation including, but not limited to, the formal complaint, Respondent's response, if any, the Investigator's entire file and investigative report, and the parties' responses to the investigative report, if any. Credibility determinations, if any, will not be based on an individual's status as Complainant, Respondent, or witness. The Decision-Maker will not hold Respondent responsible unless a preponderance of the evidence establishes Respondent sexually harassed Complainant. Regardless whether the Decision-Maker concludes Respondent is responsible, the Decision-Maker will issue a decision within ten (10) days of his/her appointment and will provide the decision to Complainant and Respondent simultaneously. The decision will include: Complainant's allegations; procedural steps taken with respect to the allegations, including notifications, interviews, site visits, and any other methods used to gather evidence; findings of fact; the application of the applicable anti-harassment policy, this [8007.3-AR](#), and MOISD's Student Code of Conduct to the facts; and, a statement of all rationale for the result as to each allegation, including determinations of responsibility, disciplinary sanctions, whether Complainant will be provided remedies to restore or preserve his/her equal access to MOISD's education programs and activities, and the procedure and bases for appeal. Upon a finding of responsibility, sanctions for Respondent-students may range from administrative intervention to permanent expulsion. Sanctions for Respondent-employees may range from counseling to discharge. Sanctions for Respondent-Board members may range from censure to a petition to the Governor for removal from the Board.

5. Appeal:

- a. Complainant or Respondent may appeal the Decision-Maker's decision by filing an appeal with the Superintendent within five (5) days from receipt of the decision. The Superintendent will provide notice to the opposite party if an appeal is filed, including a copy of the appeal and an opportunity to respond. The appeal must include all of the reasons the appealing party disagrees with the decision. The Superintendent will review the appeal and, based on the appeal, the decision, and the entire record upon which the decision is based, will affirm the decision, in whole or in part, or reverse the decision, in whole or in part. The Superintendent may reverse the decision, in whole or in part: based on procedural irregularity affecting the outcome, including the failure to comply with 8007.3-AR; the Decision-Maker's lack of knowledge of newly discovered evidence; or, bias or conflict of interest on the part of the Title IX Coordinator, Investigator, or Decision-Maker. The Superintendent may, if warranted, remand the decision, in whole or in part, for additional investigation by the original or a different

Investigator and/or further consideration by the original or a different Decision-Maker. The Superintendent will issue his/her decision within ten (10) days of receiving the appeal or response, if any, and provide his/her decision to the parties simultaneously. The grievance process is complete and a final decision is reached when no timely appeal is taken or after the appeal process is completed.

- b. If at this point the grievance is has not been resolved satisfactorily, further appeal may be made to the United States Department of Education Office for Civil Rights.



**FORMAL COMPLAINT OF  
SEXUAL HARASSMENT  
SUBMITTED BY COMPLAINANT**

*Complainant:* \_\_\_\_\_

I am filing a formal complaint of sexual harassment pursuant to the School District's Title IX policies and procedures prohibiting sexual harassment. The name of the person(s) who sexually harassed me is: \_\_\_\_\_.

OR

I do not know the name of the person who sexually harassed me and can best describe him/her as follows:

\_\_\_\_\_  
\_\_\_\_\_

I was sexually harassed in the following way (include all relevant dates, times, places, and events, attaching additional pages as necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Complainant*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





**NON-DISCRIMINATION GRIEVANCE COMPLAINT FORM**

Title VI  Section 504  Age Discrimination Act  Title II

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Home/Contact Phone: \_\_\_\_\_

School or Work Location: \_\_\_\_\_

Status of Person Filing Complaint:

Student  Employee  Parent/Guardian  Other

Statement of Complaint (include type of discrimination charged and the specific incident(s) in which it occurred): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Complainant: \_\_\_\_\_

Date Complaint Filed: \_\_\_\_\_

Signature of Person Receiving Complaint: \_\_\_\_\_

Date Received: \_\_\_\_\_

Submit all copies to the Harassment/Discrimination Coordinator. The person receiving the complaint will sign the receipt of the complaint.

One copy will be returned to the complainant, one copy will be sent to the school or department affected by the complaint, and the Harassment/Discrimination Coordinator will retain one copy.



## **Section II: Personnel**

### **New Employee Information**

Before the start of work, new employees must make an appointment with the Business Office to fill out necessary payroll information, required government forms and various assurances required by the school district.

### **Recruitment of Personnel**

The Superintendent is responsible for the recruitment and recommendation of personnel needed to fill positions. Professional candidates will be recommended to the Board of Education for hiring. Prior to being recommended to the Board of Education, all candidate documentation must be available to the Superintendent.

### **Job Qualifications**

All persons employed by the MOISD are expected to meet employment qualifications required by state law and/or by the Board of Education. Failure to maintain required certification may lead to dismissal. The Board of Education may adopt standards in excess of the minimum required by the State.

### **Job Descriptions**

Job descriptions for MOISD positions are established and revised as job requirements change. Job descriptions are reviewed periodically by the Superintendent or the Designee who supervises the person(s) holding specific positions. The following format is used for all job descriptions:

- Job Title
- Job Qualifications
- Reports To
- Supervises
- Job Goal
- Performance Responsibilities
- Terms of Employment (salary and work year)
- Evaluation

## **Medical Conditions**

**Physical Examination:** An employee may be required to take a physical and/or mental examination at the district's expense.

## **Evaluation**

One of the primary purposes of employee evaluation is to improve the performance of the employee. Employees should realize that meaningful evaluations will always recognize strengths and indicate areas to improve. A mark of satisfactory must truly reflect that quality of performance.

All staff of the MOISD will be evaluated on a scheduled basis. Information regarding evaluation may be requested from your immediate Supervisor.

Members of the bargaining unit should refer to the portion of their master agreement that addresses evaluation matters.

## **Staff Meetings**

Employees are required to attend all staff meetings scheduled for their attendance. Each department will announce the time and place of such meetings. If employees are unable to attend a staff meeting, they must inform their Supervisor in advance.

## **Employee Involvement in Decision Making**

It shall be the policy of the MOISD Board of Education to encourage employee input in the decision-making process of the district. Employees may recommend, in writing to the Superintendent or their Supervisor, policies and regulations for the proper functioning of the district. Employees are encouraged in staff meetings to voice their opinions regarding policies, regulations and operations. The Administration and Board of Education shall give consideration to all recommendations received, although final action and responsibility shall remain with the Board of Education, which holds the vested authority for the operation of the school district.

## **Outside Employment**

Outside employment that does not interfere with the regular duties of a person employed by the MOISD and is not in conflict with the professional position of the employee, is considered to be a personal matter of the employee. The authority to determine whether such employment is in conflict rests with the Superintendent.

## Universal Precautions - Body Fluids

To protect the health of both students and employees, the MOISD has implemented the use of “universal precautions” in handling all exposure or potential exposure to body fluids – urine, feces, menstrual discharge, nasal discharge, vomit and blood.

Disposable gloves are to be worn with diapering, toileting and/or cleaning students. These gloves are to be discarded after use with a single student.

Any surfaces on which a student is placed for diapering or on which a student has urinated, defecated, vomited, bled or wiped their nose is to be cleaned in one of two ways. A fresh mixture of ten (10) parts water to one (1) part bleach may be used. This mixture needs to be disposed of at the end of the cleanup. The surface may also be sprayed with germicidal foam cleaner, then wiped.

Gloves are to be worn when dealing with all types of body fluids. Cleaning and bandaging an injury requires gloves, as does changing a student’s wet clothes after urination. **When in doubt, wear gloves.**

Food handling gloves are available and should be used by employees and students when food is being handled.

Gloves, spray and waterless germicidal hand cleaner are available. Follow the regular ordering procedure to secure these items.

## Instructional Responsibilities

Curriculum development is an on-going responsibility of all Instructors and Administration across the organization. Lesson plans are essential in accomplishing one’s objectives in a given subject area.

For Career Center programs, advisory committees play a very significant role in the establishment of each program’s curriculum. Because of the advisory committee’s importance, each instructor must be involved with these committees and take advantage of the opportunity to draw upon their knowledge of the trades and industry. Each CTE instructor has the specific responsibility for the continual development and revision of his/her curriculum through the use of performance objectives in order that a total curriculum guide may be developed and used for the future.

In addition to the regular lesson plans, there should be available in the office, “emergency lesson plans” that can be used in your absence. All matters pertaining to location of materials, record book, break time, safety precautions or special instructions should be contained in these emergency lesson plans. Please see that these plans are revised and updated occasionally to meet the needs of instruction as the weeks pass.

The TEACHER’S RECORD will be maintained accurately as per building policy. Each instructor must also report daily student absences to the attendance secretary and/or enter in student database system.

The State Department of Education requires exact and detailed data for the annual follow-up of Career Center graduates. Data includes gender, ethnicity, socio-economic status, and disability.

### **Professional Responsibilities**

Instructors are responsible for their students at all times while students are in the building. This includes laboratory, classroom and learning resource centers. Employees are to be in their assigned rooms before the students arrive and are to stay until the last student leaves at the end of the class period. Employees are accountable and liable, by law, for their students' safety and supervision should negligence be proven.

## **Section III: Work Rules and Procedures**

### **Working Days**

Members of the recognized bargaining unit should refer to their master agreement.

Generally, for hourly employees, the length of the working day is described in their approved job description and/or their letter of employment. If neither of these is the case, the immediate Supervisor will direct the employee regarding the working day.

Hours may change due to circumstances that include, but are not limited to, program modification, transportation routing, and program site moves, etc.

Ancillary personnel shall provide a weekly work schedule to their immediate Supervisor. This should provide the location and telephone number of where they can be reached during the working hours. If an employee has a predictable work schedule, written schedules need to be submitted only on a semester basis. However, any deviation from this schedule should then be communicated to the employee's immediate Supervisor.

### **Work Station/Work Site**

All employees are expected to be at their workstation or worksite during working hours. When employees must leave their workstations or site, there must be notification provided to the immediate Supervisor. Their immediate Supervisor should approve any deviation from an employee's regular work schedule.

### **ATTENDANCE PROCEDURES**

**Sick Leave Procedure:** When illness prevents an employee from reporting to work, the employee must login to their Red Rover account at [app.redroverk12.com](http://app.redroverk12.com) to enter the absence. If the employee leaves the building or his/her regular work site after reporting, he/she must promptly notify his/her immediate Supervisor.

**Personal Leave and Vacation Time Procedure:** Employees must login to their Red Rover account to enter the absence.

When you contact RedRover include the following information:

- Your Name
- The District & Building You Work In
- Your Position/Assignment
- Date of Absence
- If you need a Sub
- Reason for Your Absence

**ALL MOISD employees are required to utilize Red Rover to report they are going to be out for the day.**

**NOTE:** Red Rover **CANNOT** grant personal leave or leave without pay. A substitute can be arranged when necessary, but **only** the Superintendent or his/her Designee approves personal leave or leave without pay.

## **2. Conference Attendance:**

**Step 1:** Discuss the proposed conference with your immediate Supervisor.

**Step 2:** If the conference is verbally approved, complete the electronic Conference Form and submit it to your immediate Supervisor prior to the conference. The conference request form can be found online.

**Step 3:** Concluding the conference, complete the “Actual Expense” section of the Conference Travel and Expense Report, sign it and return it to your immediate Supervisor.

**Step 4:** Per Board Policy, the Mecosta-Osceola Intermediate School District Board of Education or its Designee must pre-approve all travel for conferences, seminars, workshops, classes, education related associations, and inter- governmental meetings that include at least **one overnight stay** and is reimbursed by the MOISD.

**Special Notes:** Conference forms must include the workshop schedule you plan to attend. Incomplete and unsigned forms cause delays. If you are proposing to stay overnight, you must make your own hotel reservations; it is suggested you reserve them with a credit card. Mileage for personal vehicle usage will be reimbursed at the standard mileage rate as established by the United States Internal Revenue Service. Absences due to conference attendance also need to be entered into RedRover.

## **Personal Leave Policy**

Each employee regularly employed by the Board shall be granted two (2) personal leave days per year. The personal leave days may be used for any purpose at the sole discretion of the employee, except on the day before or after any holiday and/or the day before or after any vacation day and/or any day during the last two weeks of school and/or any day not scheduled as a full day of student attendance, except in case of emergency, with advance notice and approved by the Superintendent. An employee planning to use a personal leave day shall notify his/her principal/Supervisor at least two (2) days in advance except in cases of emergency.

## **Jury Duty and Court Appearances**

Any employee of the MOISD will be allowed absences when called to serve on a jury or when subpoenaed as a witness for an MOISD legal proceeding. The employee will receive their regular daily rate of pay but will be required to turn over the amount they receive for jury duty, less any mileage, to the MOISD.

## **Leave Without Pay**

Requests for leave without pay must be made in writing using this form. In the event an employee is granted a requested leave without pay, under most circumstances the employee will be responsible for the pro-rated costs of their fringe benefits for the days of leave taken without pay. Pro-rated benefits will be based on contract days and deducted from pay unless alternative arrangements are made.

## **Family Medical Leave**

The Family and Medical Leave Act of 1993 requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one (1) year, and for 1,250 hours in the preceding fiscal year, and if there are at least fifty (50) employees within 75 miles.

The MOISD has an approved policy in place regarding FMLA. Please refer to the on-line Board Policy Manual found at :

## **Bereavement Leave**

Refer to your union contract or handbook for specific employee categories for details.

## **Employee Dress**

MOISD strives to be a work environment where employees are comfortably and appropriately dressed to perform their assigned job tasks while also projecting professionalism and a sense of pride in the organization and its mission. It's important to note that dress guidance for each position within the organization varies. As one example, while it's acceptable and appropriate for someone who works daily with students in the welding lab to wear jeans, it's not appropriate for a person who works in an office environment to do the same. If your job requires protective clothing, the District expects that all such clothing is worn while working.

Employees visiting or working in locations outside the MOISD, including local districts, other ISDs, and conferences, should adhere to that location's dress policy. If there's any doubt, err on the side of dressing more professionally.

Below are some general guidelines that are not all-inclusive. Direct Supervisors will make final decisions regarding the dress of their employees.

- CUSTODIAL STAFF & BUS DRIVERS: Jeans with MOISD issued apparel and tennis shoes are the norm. Knee-length shorts for BUS DRIVERS during the summer months are acceptable.
- Clothing with prominent writing/logos other than MOISD or affiliated local school district/facility logo is generally unacceptable.
- Sweatpants and exercise gear are generally unacceptable.
- Shoes that are not professional looking and/or unsafe for protection from environmental or behavioral hazards specific to an employee's job function (i.e., not protection from wheelchairs) are unacceptable. Flip-flops are unacceptable.

## **Smoking and the Use of Smokeless Tobacco**

No smoking is allowed in any of the MOISD buildings or grounds. Employees are not to smoke or use any smokeless tobacco in any ISD building, at any MOISD activity, or in the vicinity of students while involved in employment related activities.

## **Safety Drills**

### Emergency Drills

1. Each school shall conduct a minimum of five (5) fire drills each school year. Three of the fire drills shall be held by December 1st of the school year, and two (2) shall be held during the remaining part of the school year, with a reasonable spacing interval between each drill.
2. Each school shall conduct a minimum of two (2) tornado safety drills each school year. At least 1 of the tornado safety drills shall be conducted during March of the school year.

These drills shall be conducted for the purpose of preventing injuries caused by severe weather.

3. Each school shall conduct a minimum of 3 drills in which the occupants are restricted to the interior of the building and the building secured each school year. At least one (1) of these drills shall be conducted by December 1st of the school year, and at least 1 shall be conducted after January 1st of the school year, with a reasonable spacing interval between each drill. Such drills shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises. The Superintendent shall seek input from local public safety officials on the nature of the drills to be conducted under this subsection.
4. Each school shall conduct at least one (1) of the aforementioned drills during a lunch or recess period, or at another time when a significant number of the students are gathered but not in the classroom.
5. Schools shall not conduct a drill at a time that would interfere with the conduct of a state-mandated assessment.
6. Not later than September 15th of each school year, the Principal shall provide a list of the scheduled drill days to the county emergency management coordinator.



7. If a drill is not conducted on a scheduled drill day due to conditions not within the control of school authorities, such as severe storms, fires, epidemics, utility power unavailability, water or sewer failure, or health conditions as defined by the city, county, or state health authorities, the school shall reschedule the drill to occur within ten (10) school days after the scheduled date of the cancelled drill. The school's Principal shall notify the county emergency management coordinator of the rescheduled date for the drill.

### **Drill Result Publication**

- a. The principal shall provide that documentation of a completed school safety drill is posted on the school's (or the District's) website within thirty (30) school days after the drill is completed and is maintained on the website for at least three (3) years.
- b. The documentation posted on the website shall include at least all of the following:
  - (1) name of the school
  - (2) school year of the drill
  - (3) date and time of the drill
  - (4) type of drill completed
  - (5) number of completed drills for that school year for each type of drill required under law.
  - (6) signature of the school principal or his/her Designee acknowledging the completion of the drill
  - (7) name of the individual in charge of conducting the drill, if other than the school principal

## **Tornado Policy**

The number of potential tornado conditions may be so numerous during the tornado season that it may not be operationally or educationally practical to dismiss school each time one is announced.

Each teacher should familiarize their students with the following terms and procedures:

**“TORNADO WATCH”** is a term used in an area when tornados possibly may occur during the next several hours. Students will not be sent home early.

**“TORNADO WARNING”** means a tornado has been sighted in the area. There is a strong possibility a tornado may occur. Immediately take safety precautions. Students will not be sent home. Students will be sent to designated shelter areas within the school buildings.

During a **“WATCH”** the administrator will turn on his/her battery-powered radio, post lookouts and receive further instructions by radio.

If a **“TORNADO WARNING”** is given, the students will immediately be sent to the designated shelter areas within the school buildings and await further instructions by radio.

If a **“WARNING”** is in effect at regular dismissal time, the students shall remain on campus and will be sent to a designated shelter area until an all clear is given. No student will be sent home or allowed to leave unless the local school or parent requests it by notifying the Administration.

## Procedures

1. All students are to move quickly and quietly to their designated shelter areas.
2. Before leaving the classroom area, teachers should see that all open flames are extinguished, electric power turned off.
3. Teachers are to remain with their class in the shelter areas.
4. Teachers should have their record books with them so that attendance may be taken.
5. It is critical all staff assists each other with children who are in wheelchairs or need special consideration.

## **Inclement Weather Closing/Delay Procedures**

The announcement of school closings will be made on the following radio and TV stations: **WBRN and WYBR (Big Rapids), WCEN/SGW Newsroom (Mt. Pleasant), Fox 33 WGKI (Cadillac), WDEE, TV 7 & 4 (Traverse City), TV 9 & 10 (Cadillac), WZZM-13 and WOOD TV-8 (Grand Rapids)**. The decision will usually be made between 5:30 and 6:15 a.m.

The following instructions address the majority of situations that may occur. It is not possible to cover every circumstance, therefore it is important to listen carefully to TV/radio stations, communicate effectively with the appropriate personnel and use common sense.

<b>Situation</b>	<b>Teachers</b>	<b>Itinerants</b>	<b>Paraprofessionals</b>	<b>Secretarial/Administration</b>
<b>A) ISD Closed</b>	Don't report, except see "B"	Don't report, except see "B"	Don't report, except see "B"	Report when safe, unless otherwise notified
<b>B) ISD Closed, but local district that you serve or work in is open</b>	Report at regular time	Report at regular time	Report at regular time	Report when safe, unless otherwise notified
<b>C) ISD Delayed</b>	Report when delay ends, except see "D"	Report when delay ends, except see "D"	Report when delay ends, except see "D"	Report when safe, unless otherwise notified
<b>D) ISD Delayed, but local district that you serve or work in is open</b>	Report at regular time	Report at regular time	Report at regular time	Report when safe, unless otherwise notified
<b>E) ISD Open, but local district that you serve or work in is closed</b>	Don't report	If district is your only assignment, don't report. If you have services to render in another district, report to that non-closed district.	Don't report	N/A

F) ISD Open, but local district that you serve or work in is delayed	Report at end of delay, unless students from other districts will be arriving at regular time; if so, report at regular time	If district is your only assignment, report at end of delay. If you have other district assignments, report to that non-delayed district to render regularly scheduled services.	Report at end of delay, unless students from other districts will be arriving at regular time; if so, report at regular time	N/A
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The MOISD Early Childhood Special Education Programs (ECSEP) will be closed for the entire day when the MOISD is delayed. Employees in those programs are required to report no later than the end of the delay.

If a local school district is closed for inclement weather, no students residing in that district will be picked up. Transportation of students through districts that are closed/delayed will be limited to travel on main roads.

All MOISD staff members are supplied with a school calendar outlining the regular working days. Whenever the school district in which you are scheduled to work is closed due to inclement weather (such as snow, ice, or other conditions that make driving hazardous), you are not required to work at that school. Clerical and Administration staff need to report to work when it is safe to drive. However, whenever the school in which you are scheduled to work is closed for any other purpose, you must report to the MOISD office or one of your assigned schools for a regular workday. This policy covers all staff members. If the Superintendent has closed all MOISD programs, due to inclement weather, staff need not report to work. Every effort should be made to serve any schools at which staff are assigned that are open.

If conditions are such that you cannot safely get to your assigned school or office, even though it is open, staff is obligated to inform not only the assigned school, but the MOISD office as well. Days lost due to inclement weather will need to be “made-up”.

## Use of Technology

### Phones/E-Mail    Photocopiers    Computers/Printers Internet    Facsimiles

MOISD telephones, e-mail, photocopiers, computers, printers, Internet access, facsimiles (FAX) and any other technology are for educational use. Matters of technology are not for personal use except in case of emergency or essential personal business. Except for emergency, students are not to use matters of technology except for education or educational related reasons. **Employees who misuse MOISD technology will face appropriate disciplinary actions.**

## **Internet Usage**

MOISD Board of Education Policy addresses student and staff use of MOISD computers and connections to access the Internet. The Internet is a resource, much like a bookstore, with many kinds of information available. The purpose of the policy is to delineate acceptable uses of the Internet and set forth certain guidelines for wise use.

Students, parents and staff members are encouraged to read the full Board Policy which is available in any MOISD office and on the web at <http://policy.ctspublish.com/mecosta-osceola-masb/>. After receipt of a properly filled out and signed release the student/staff member will be given access to their individual e-mail and LAN account. The forms can be found at the MOISD website by clicking on the “Quicklink Menu” and then choosing “MOISD Forms” and “Staff Acceptable Use Agreement.”

When choosing a password, you must use at least five characters. They may be any letter or number or a combination of both. It is a bad idea to use something as easily guessed as a birth date, name or license plate. If another person obtains your password and uses it to violate the district’s policy, you will be held responsible.

Students and staff members are hereby warned not to share passwords or provide names, addresses, or phone numbers over the Internet. Students and staff members are also hereby warned not to attempt to access Internet sites that may have obscene, pornographic or violent content.

Our policy is to have users sign an agreement. If a student or staff member violates the district’s policy, disciplinary action, including suspension of Internet privileges, will be taken.

## **District-Owned Personal Communication**

The Board of Education may provide personal communication devices ("PCDs") to employees who by the nature of their job have a routine and continuing business need for the use of such devices for official Board business. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.], and/or other web-enabled devices of any type. PCDs are provided as tools to conduct Board business and to enhance business efficiencies. District-owned cell phones are not a personal benefit and shall not be a primary mode of communication, unless they are the most cost-effective means to conduct Board business (i.e., because some cellular telephone service plans are billed on a time-used basis, District-owned cell phones should not be used if a less costly alternative method of communication is safe, convenient and readily available).

The Superintendent shall designate those staff members who will be issued a District-owned cell phone and provided with a cellular telephone and/or wireless Internet/data service plan or receive a stipend.

The Superintendent or his/her Designee is responsible for verifying:

- A. the need for each District-owned cell phone and related service plan is clearly justified for Board business purposes;
- B. alternative solutions for work production and communication are considered;
- C. employees provided with cellular and/or wireless Internet/data service plans are notified of the purpose and limitations of usage;
- D. a district-owned cell phone is returned and the corresponding cellular telephone and/or wireless Internet/data service plan is terminated when it is no longer justified by business requirements, the employee leaves the Board's employment, and/or when the employee has demonstrated a disregard for the limitation of this policy.

Possessing a District-owned cell phone and/or other PCD is a privilege and all employees are expected to use them appropriately and responsibly. Employees are responsible for managing the cost effectiveness of their cell phone and/or PCD use by utilizing assigned landline and/or designated computers as available and appropriate. Employees should know that using a cell phone to place calls outside the immediate area might result in roaming charges, in addition to long distance and regular charges, and that the Board is charged for both outgoing and incoming calls.

In order to continue to be eligible to receive a District-owned cell phone or stipend, staff members are required to answer all calls on his/her District-owned cell phone and promptly respond to any messages.

In order to continue to receive a District-owned cell phone (or stipend) and/or other PCD, non-exempt employees are required during his/her regular work hours to answer all calls on his/her cell phone and promptly respond to any messages. Non-exempt employees are not permitted to work remotely via their District-owned PCD outside regular work hours without prior authorization from their Supervisor. In other words, unless they are directed to provide an immediate response, all e-mails/texts/calls should be responded to only during regular work hours. Non-exempt employees must maintain a written record of all time spent preparing and/or responding to e-mails/texts and placing and/or answering calls outside regular work hours.

#### Safe and Appropriate Use of Board-Owned PCDs, Including Cell Phones.

Employee safety is a priority of the Board, and responsible use of District-owned PCDs, including cell phones, requires safe use.

Employees may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

#### Duty to Maintain Confidentiality of Student Personally Identifiable Information; Public and Student Record Requirements.

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their District-owned PCDs.

When the Board intends to dispose of, or otherwise stop using, a District-owned PCD on which an employee has maintained public records, student records and/or ESI that is subject to a Litigation Hold, the District's IT department/staff shall verify such records are properly transferred to an alternative storage device, before disposing of, or otherwise ceasing to use, the PCD. The IT department/staff is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the District-owned PCD. The IT department/staff is responsible for maintaining documentation concerning the actions it takes to comply with this requirement.

### **Employee's Responsibilities**

Employees are responsible for the safekeeping, care and custody of the District-owned PCDs assigned to them. Further, employees are responsible for the cost of misuse, intentional damage or reckless loss of the District-owned PCDs provided to them. The Board does not provide or purchase insurance to cover loss or damage to its PCDs.

Reasonable precautions should be taken to prevent theft, loss or damage to, or misuse or unauthorized use/access to, District-owned PCDs. Upon resignation or termination of employment, or at any time upon request, an employee will be asked to produce the District-owned PCD issued to him/her for return or inspection. Employees unable to present the device in good working condition within the time period requested (e.g., twenty-four (24) hours) might be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

PCDs may not be transferred to any other employee without prior notification and approval of the Superintendent or Designee. Employees provided with a PCD understand that the PCD is owned by the Board. Any alteration or switching of PCDs must be approved in advance by the Superintendent or Designee.

The Board reserves the right to audit all District-owned devices.

### **Use of Board-owned Cell Phones for Personal Calls**

If unforeseen circumstances develop where employees must use their Board-issued cell phone for personal reasons (e.g., to let family know that the employee will be home late, etc.) it is up to the Superintendent or his/her Designee to determine whether the employee should reimburse the Board.

### **Potential Disciplinary Action/Cancellation of Board-Owned PCD**

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of the District-owned PCD in any manner contrary to local, State or Federal laws will constitute misuse, and will result in the Board canceling the employee's privilege to use the PCD and requiring the employee to immediately return the device.

## **Staff Use of Personal Communication Devices**

Use of personal communication devices ("PCDs") (as defined in Policies and Administrative Regulations 8001 ad 8009) has become pervasive in the workplace. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and like devices), electronic readers ("e-readers"; e.g., Kindles and like devices), cell phones, smartphones [e.g., iPhones, Android devices, Windows Mobile devices, etc.], and/or other web-enabled devices of any type. Whether the PCD is District-owned and assigned to a specific employee, or personally- owned by the employee (regardless of whether the Board pays the employee an allowance for his/her use of the device, the Board reimburses the employee on a per use basis for their business- related use of his/her PCD, or the employee receives no remuneration for his/her use of a personally-owned PCD), the employee is responsible for using the device in a safe and appropriate manner.

### **Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones and Smartphones**

Employees whose job responsibilities include regular or occasional driving and who use a PCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message or e-mail, or browsing the Internet using a PCD while driving is strictly prohibited. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options (e.g. headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other PCD while driving).

Employees are responsible for operating Board-owned vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees are prohibited from using PCDs while operating such vehicles or equipment. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving.

Using a cell phone or other PCD while operating a vehicle is prohibited by Michigan's Distracted Driving Laws unless it's hands-free. Employees should plan their work accordingly so that calls are placed, text messages/instant messages/e-mails read and/or sent, GPS-navigation destinations set/modified, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other PCD while driving).

Employees may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

## **Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements**

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their PCDs.

Cellular and wireless communications, including calls, text messages, instant messages, and e-mails sent from PCDs, may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.

Additionally, cellular/wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her PCD may constitute public records if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Cellular/wireless communications that are public records are subject to retention and disclosure. Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's PCD may be subject to a Litigation Hold. Staff are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for informing the Superintendent or his/her Designee of all public records, student records and ESI subject to a Litigation Hold that is maintained on the employee's District-owned PCD. The District's IT department/staff will then transfer the records/ESI to an alternative storage device.

If the employee also utilized a personally-owned PCD for work-related communications, and the device contains public records, students records and/or ESI subject to a Litigation Hold, the employee must transfer the records/ESI to the District's custody (e.g., server, alternative storage device) prior to the conclusion of his/her employment. The District's IT department/staff is available to assist in this process. Once all public records, student records and ESI subject to a Litigation Hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her personally-owned PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from his/her personally-owned PCD.

If a PCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the employee must immediately notify the Superintendent so a determination can be made as to whether any public records, student's records and/or ESI subject to a Litigation Hold has been compromised and/or lost. The Superintendent shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

If an employee maintains records and/or information on a PCD and or cell phone that is confidential, privileged or otherwise protected by state and/or Federal law, the employee is required to encrypt the records and/or information.

It is suggested that employees lock and password protect their PCDs when not in use.



Employees are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession that is confidential, privileged or otherwise protected by State and/or Federal law.

### **Privacy Issues**

Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

### **Personal Use of PCDs While at Work**

Employees may carry PCDs with them while at work but are subject to the following restrictions:

- A. Excessive use of a PCD for personal business during work hours is considered outside the employee's scope of employment and may result in disciplinary action.
- B. Employees are personally and solely responsible for the care and security of their personally-owned PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, personally- owned PCDs brought onto its property, or the unauthorized use of such devices.

### **Potential Disciplinary Action**

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of a PCD in any manner contrary to local, State or Federal laws may also result in disciplinary action up to and including termination.

## **District Web Page**

The Board of Education authorizes staff members and students to create web content, services and apps that will be hosted by the Board on its servers or District-affiliated servers and published on the Internet. For purposes of this policy, an app is defined as a self-contained program or piece of software that enables the user to perform a specific task.

The web content, services and apps must comply with State and Federal law (e.g., copyright laws, Children’s Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children’s Online Privacy Protection Act (COPAA)), and reflect the professional image/brand of the District, its employees, and students. Web content, series and apps must be consistent with the Board’s Mission Statement and staff-created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or utilized with students.

The creation of web content, services and apps by students must be done under the supervision of a professional staff member.

The purpose of web content, services and apps hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web content, services and apps:

**A. Educate**

Content should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

**B. Inform**

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

**C. Communicate**

Content may communicate information about the plans, policies and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board’s website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

All links included on the Board’s website(s) or web services and apps must also meet the above criteria and comply with State and Federal law (i.e., copyright laws, CIPA, Section 504, ADA, and COPPA). Nothing in this paragraph shall prevent the District from linking the Board’s website(s) to (1) recognized news/media outlets (e.g., local newspapers' web sites, local television stations' web sites) or (2) to web sites, services and/or apps that are developed and hosted by outside commercial vendors pursuant to a contract with the Board.

Under no circumstances is District-created web content, services or apps to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web content contained on the District’s web site may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a web site of another organization if the other web site includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Under no circumstances is a staff member-created web content, services or apps, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board-specified website, service or app (e.g., Skyward) for the purpose of conveying confidential information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, Instagram, Pinterest pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

If a staff member creates web content, services or apps related to his/her class, it must be hosted on the Board's server or a District- affiliated server.

Unless the web content, service or app contains student personally identifiable information, Board websites, services and apps that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), services and apps.

Web content, services and apps should reflect an understanding that both internal and external audiences will be viewing the information.

School website(s), services and apps must be located on Board-owned or District- affiliated servers.

The Board retains all proprietary rights related to the design of web content, services and apps that are hosted on Board-owned or District-affiliated servers, absent written agreement to the contrary.

Prior written parental permission is necessary for a student to be identified by name on the Board's website.

### **Instructional Use of Web Services and Apps**

The Board authorizes the use of web services and/or apps to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

A teacher who elects to supplement and enhance student learning through the use of web services and/or apps is responsible for verifying/certifying to the Tech Director that the web service or app has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) and Section 504 and the ADA.

The Board further requires the use of a Board-issued email address in the login process.

## **Telephone and Long-Distance Phone Calls**

Telephones are maintained for school business. Use of school phones and fax machines for personal convenience of employees is limited to necessary calls. The employee is responsible for the cost of any necessary long-distance calls or fax transmittals. See the Business Office for costs.

## **Accountability of Supplies and Equipment**

All materials and equipment owned by the MOISD must be inventoried by the department coordinator and should be available to all employees for use within the District.

Any materials must be returned to the office within a reasonable time after being checked out. All materials and equipment must be returned no later than the last day of the official school year. The Equipment Check-Out Form can be found at the MOISD website by clicking on the “Quicklink Menu” and then choosing “MOISD Forms.”

## **Mail and Official Notices**

There are mailboxes for each employee or department. This box is for the employees’ mail and school communication. All employees are expected to check their mailboxes regularly and will be held accountable for notices and memorandums placed in their boxes.

### **Keys**

Office and room keys/fobs will be issued to all personnel when appropriate. Building keys will be issued to administrative personnel only, except in special cases.

If employees have a need for the use of other than their issued key(s), arrangements should be made with their immediate Supervisor. For security reasons, employees must report any missing key(s) to their Supervisor no later than the day after the key(s) appear to be missing.

## **Care of Instructional Equipment**

Teachers are directly responsible for security and maintenance of all tools and laboratory equipment in their department. This includes cleaning, maintaining and general proper use. Each teacher must know his/her complete inventory at the beginning of the school year. A primary responsibility of all teachers will be to devise a management and security system to keep loss, theft or inoperable equipment to a bare minimum. Particular attention must be given to protection and storage of machinery not in use. A “Money Owed by Students” can be found at the MOISD website by clicking on the “Quicklink Menu” and then choosing “MOISD Forms.”

## **Faculty Use of Buildings**

Faculty use of the building should be limited to teaching related activities only. If extra use of the building is necessary, it must be cleared through the building Supervisor/administrator.

School insurance does not cover any damage or loss to personal property, and classrooms are not intended for personal storage. Storage of personal items or vehicles during the school day, overnight, during the summer or vacation periods will need approval of the building administrator.

## **Classroom Security**

Each teacher is responsible for the security of all equipment and materials contained in classrooms, laboratories and instructional centers. All facilities are to be locked and secured daily by each teacher at the end of their teaching responsibilities.

## **Room Use and Care**

During the regular school day, the students and teachers will have access to, and first choice of, any rooms and equipment. Please schedule equipment usage and room needs with the general office. All requests for maintenance should be directed to your immediate Supervisor who will forward it to the designated administrator.

It is expected students under the supervision of a teacher will be responsible for maintaining their respective classroom areas. The custodial staff will complete heavy maintenance jobs, but normal classroom and equipment maintenance and cleaning will be the responsibility of the teacher and his/her students. Each department is responsible for cleaning its own working area. Supplies and cleaning equipment will be available in each teaching area.

In some buildings the classrooms/laboratories and shops may be in use in the evening hours. Adult education and meetings are important to the commitment to area citizenry, and it is important rooms are neat and orderly, windows and doors locked.

## **Deliveries**

Letters and packages related to an employee's work assignment can be turned in to departmental secretaries for mailing. No personal mail is ever to be metered.

## **Media Coverage**

The only official spokesperson for the MOISD is the Superintendent.

Yet, employees are encouraged to work with their immediate Supervisor to secure any media coverage believed to be appropriate. Employees are not to provide any news release or information related to their work assignment to the media without prior written approval of their immediate Supervisor.

## **Field Trips**

Field trips may be allowed for classes, depending on the funds available and administrative approval. Requests for field trips and transportation requests, if transportation is needed, must be submitted to the employee's immediate Supervisor at least one (1) week in advance of the desired day of the trip. Any proposed field trip must facilitate the fulfilling of stated educational goals of the class/course of study. The MOISD Field Trip and/or Van Request form is a duplicate form and can be obtained from your Supervisor's office.

Out-of-state field trips should not be discussed with students until after consulting/reviewing the proposed field trip with the Superintendent. Please refer to Board Policy.

Consider the following mandatory:

*A student is **not** to participate in a field trip, unless the employee directly responsible for the trip holds a permission slip for the minor student, or developmentally disabled adult student, **signed and dated by their parent or guardian**. If there is no signed permission slip for a minor student, or a developmentally disabled adult student, who has an appointed guardian, the student will **not** participate in the field trip and an alternative educational opportunity must be provided.*

An appropriate number of chaperones must be secured for any field trip.

## **Safety Education and Training**

Safety education should be considered as a major teaching responsibility for all employees. This instruction will contribute to the well-being of students while in school and during their working years on the job. To achieve this end, it will be the goal of the MOISD to train students in the safe operation of tools, equipment and work habits. Safety must always take precedence over expediency.

Teachers must include safety training as an integral part of their curriculum. The teacher will be responsible for the following safety conditions and procedures:

1. Promote safe working conditions within classroom area
2. Demonstrate and enforce safe work habits
3. Conduct a continuing program of safety education
4. Develop a written safety policy and procedures for his/her program

5. Conduct periodical inspection of classroom area
6. Maintain a file of training material, student tests and equipment checks
7. Request health or C.P.R. training methods, if appropriate
8. Request fire safety training, if needed

Related Forms:

1. Safety Report – can be found at the MOISD website by clicking on the “Quicklink Menu” and then choosing “MOISD Forms.”
2. Equipment Safety Check - Can be found at the MOISD website by clicking on the “Quicklink Menu” and then choosing “MOISD Forms.”

## **Health Emergency/Accident/Injury**

### **Steps of Action:**

1. The teacher will direct a para-educator or student to contact the administrator/Designee and stay with the injured or sick individual.
2. The building secretary will contact the student’s parents or emergency contact person.
3. First aid will be administered as appropriate.
4. An ambulance will be called if needed. ***In this event, call the Administration office to notify them of this action.***
5. The teacher and/or any para-educators who witnessed the accident must complete an accident report form.
6. **NOTE TO EMPLOYEES:** Whenever you believe you have a work- related injury or illness . . . complete an ***ACCIDENT REPORT FORM (immediately & completely)*** and turn it in to your Supervisor. It is *mandatory* an “Accident Report” form be completed **immediately**, even if you never need or seek treatment.

If you need to seek immediate emergency care (i.e., loss of blood, loss of consciousness, etc.) your building administrator will summon an ambulance. The Emergency Room will telephone the MOISD for authorization information.

If you need to seek non-emergency treatment in the same day, or at some future point in time, call the Business Office. We will arrange an appointment with the **Mecosta County Medical Center’s Occupational Wellness Center** and provide you with an “Authorization for Treatment Form” based on your “Employee Accident Report Form”. You will **not** have to wait in the Emergency Room. The Occupational Wellness Center is designed to handle work-related injuries and has a Board-Certified Occupational Health Physician on staff.

**UNDER NO CIRCUMSTANCES**, if you believe you have a work-related injury should you turn your expenses into your health insurance carrier. **ALL** bills must be sent to the Business Office for submission to our Worker’s Compensation Carrier.

**PLEASE**, if you have any questions, contact the Business Office before seeking any medical attention pertaining to work related injury or illness.

Related Forms:

1. Employee Accident Report Form - Can be found at the MOISD website by clicking on the “Quicklink Menu” and then choosing “MOISD Forms.”
2. Student Accident Report Form - Can be found at the MOISD website by clicking on the “Quicklink Menu” and then choosing “MOISD Forms.”

## **Medication**

Students’ medication will be dispensed as outlined in the Michigan School Code. All medication ***must*** be kept in a locked, childproof container. If a container is needed for your classroom, contact the administrator of the building. The MOISD policy for appropriate permission will be followed. If a parent/guardian would like us to dispense non-prescription medication, a note (including date, dosage, time of dosage and signature) from the parent ***must*** accompany the medication, giving their consent, along with the Doctor’s signature and order to dispense during school hours.

All classroom teachers will keep a **Medication Log** for each student.

Related Forms:

1. Student Medication Form - Can be found at the MOISD website by clicking on the “Quicklink Menu” and then choosing “MOISD Forms.”
2. Medication Log - Can be found at the MOISD website by clicking on the “Quicklink Menu” and then choosing “MOISD Forms.”

## **Student Teachers and Interns**

The Mecosta-Osceola Intermediate School District cooperates with colleges and universities in providing student teaching and intern teaching experiences. The following are guidelines in recognition that each college/university has its own processes and procedures.

### **Guidelines**

1. The employee and Administrator will cooperatively determine a student teacher/intern placement.
2. The employee will not receive any extra reimbursement for hosting a student teacher/intern. If funds are received from the college/university, the instructor can use them to purchase materials or equipment for their program.
3. College or university coordinators should make visits at the beginning, middle, and end of the term/semester. Should there be any concerns about the student teacher/intern, the employee should communicate those immediately to the coordinator.
4. A written evaluation by the coordinator and the teacher should follow each visitation.



## **Student Evaluations**

In addition to the various certificates, each building will issue an evaluation for each student at mid-trimester and each trimester's end. The Career Center grade will be computed on a student progress report, which will indicate hours accumulated in class, days absent and assessment of student performance based on accomplished objectives. This information will be transmitted to the home school counselor, if applicable.

The student progress report may also be issued at any time in addition to the regular reporting dates. These additional reports will serve as notification of outstanding performance as well as deficiencies. A student progress report will be issued in any case of excessive absenteeism and may come from the building administrator in addition to the teacher. In Special Education the report indicates progress on IEP goals.

## **Parent Conference**

A parent conference may be used at any time it will aid in the learning process. The establishment of good communications between the ISD, student and parent is essential.

The use of parent conferences will be determined and arranged by individual staff members. Time can be made available for these conferences during the regular school day or evening hours as deemed necessary.

## **Notice of Rights to Access and Privacy of Records**

Parents and guardians of each student under eighteen (18) years of age and each student who is eighteen (18) years of age or older, have certain rights to the records kept on the student by the Mecosta-Osceola Intermediate School District.

These rights include:

1. The right to ensure the student's records. Requests for inspections shall follow the following procedures:
  - a. Written request to the building administrator.
  - b. The building administrator will handle requests no later than forty-five (45) days from date of signed request.
2. The right to have the Administration hear evidence that any part of the record is inaccurate, misleading or violates a student's privacy or other rights, to have the applicant's evidence and to insert an explanation in the record if the Administration disagrees.
3. The right to have records which personally refer to a student kept confidential except either by consent of the parent/guardian/ student, or when being used by school personnel for school business. The intent of the Mecosta-Osceola Intermediate School District is to limit the disclosure of information contained in a student's education records except:

- (1) By prior written consent of the student's parent or the eligible student.
- (2) As directory information.
- (3) Under certain circumstances, as permitted by FERPA.
4. The right to obtain a copy of the Board of Education Policy on Privacy of Student Records from the Mecosta-Osceola Intermediate School District office.
5. The right to protest to:

**The Family Policy and Regulations Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Room 1087 FB-6  
Washington, DC 20202-4605**

## **Student Behavior**

Students are expected to display respect for themselves and other students as well as staff and school property. Student discipline/management or room control is an essential factor in classroom teaching. In general, it is up to each teacher to maintain control in his/her classroom so an effective job of instruction can be done. It should be kept in mind all discipline cases cannot be handled alike. The individual student must be taken into consideration. As teachers and administrators, we must do everything possible to develop each youngster and to help him/her overcome the problems that face him/her. At the same time, we must consider the entire school system and expect certain standards from each individual so other students in the building do not suffer from his/her actions.

If a serious discipline problem should occur during school hours, parents will be contacted. Time in the quiet area and/or suspension will be options considered. The classroom teacher will handle discipline problems of a less serious nature.

Refer to your department's student handbook for specific information on inappropriate student behavior.

**Physical Intervention with Aggressive Students:** It is the administrative policy of the district physical interventions with students to follow the seclusion and restraint laws and techniques established under the training of the Crisis Prevention Institute, Inc. (CPI). It is the goal of the district that all staff is trained in the nonviolent crisis intervention techniques outlined through this group.

The goal of nonviolent crisis intervention is to provide the best possible care, welfare, safety and security for everyone involved in the crisis. The training includes discussions and practice in areas of prevention, de-escalation, physical intervention, team approaches in crisis and follow-up issues.

Situations, which result in the use of physical intervention, need to be documented and reported to immediate Supervisor.

## **Interrogation of Students**

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies.

When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students.

### **Investigation of Child Abuse/Neglect Under the Child Protection Act by a Public Children's Services Agency or Law Enforcement Agency**

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or law enforcement agency.

An official of a public children's services agency or law enforcement agency may interview a student on school property during school hours in order to investigate a claim of child abuse/neglect involving such student or a member of the student's family. If neither the student nor a member of his/her family is the subject of the child abuse/neglect investigation, such agency shall be encouraged to contact the student during non-school hours and investigate the matter off school property, if at all possible.

The building administrator shall attempt to contact the parent prior to questioning, unless the investigator specifically requests that s/he not make such contact due to potential impact on the investigation.

The building administrator or designated guidance counselor will remain in the room during questioning of the student unless prohibited by the agency investigator.

### **Investigations of Violations of Law by Law Enforcement Agencies**

Law enforcement agencies investigating complaints other than under the Child Protection Act should contact a student during non-school hours and investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property during school hours at the request of the building administrator if the alleged violation of law took place on school property, involves other situations affecting school safety or in emergency situations.

Before the student(s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning unless compelling reasons for exclusion are provided by the law enforcement agency.

### **Notification and Release of Records**

Attempts to notify the parents regarding investigations of child abuse/neglect and other law enforcement investigations shall be documented.

When an authorized law enforcement officer or the State's children's service agency removes a student, the building administrator shall also notify the parent(s) and the Superintendent.

No school official may release personally identifiable student information in education records to the police or the State's children's services agency without prior written permission of the parent, a lawfully-issued subpoena, a court order or a health or safety emergency.

## **Student Supervision and Welfare**

Staff shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards:

- A. Each administrator shall report immediately to the Assistant Superintendent any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- B. Each administrator shall immediately report to the Superintendent any knowledge of threats or violence by students.
- C. Staff members shall not send students on any personal errands.
- D. Staff members shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- E. If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a staff member attempt to diagnose or treat the student's problem or behavior, nor should a staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.
- F. Staff members shall not transport students in a private vehicle without another adult present.
- G. A student shall not be required to perform work or services that may be detrimental to his/her health.

- H. Staff members shall only engage in electronic communication with students via email, texting, and Professional Networking Sites, when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the Superintendent.

Since most information concerning a child in school, other than directory information, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

## **Customer Service**

In order to give students experience in working with the public, all programs at the Mecosta-Osceola Career Center will be open to outside customer service whenever possible. Specific guidelines for working with the public will be developed by each instructor for their program and approved by Administration.

Work orders should be prepared and signed by the customer whenever repair or fabrication work is done on vehicles or machinery. Whenever feasible, customers should purchase their own parts and supplies. It is unreasonable to expect that the MOISD will assume the cost of any parts and supplies necessary for customer service. Therefore, customers and students should expect to pay on delivery materials supplied by the Career Center.

All customer sales, including student sales, will be subject to the Michigan Sales Tax. Receipts for payment must accompany all exchanges of money with the Mecosta-Osceola Career Center.

## **Visitors**

The MOISD welcomes visitors to our facilities. We require all visitors to stop at the administrative office before entering any of the classroom areas. If groups were to visit, we require advanced reservation and notification.

Students, teachers or the administrative staff may conduct tours. Visitors may be asked to wear safety equipment as directed by the Administration.

Teachers are encouraged to welcome visitors, but should maintain normal classroom work and procedures.

## **Donations**

In order to express prompt and appropriate thanks for the various donations received at the MOISD, please notify the Administration of all/any donations received or promised by

completion of the Donation Report form. All donors will receive a letter of appreciation, listing the items donated.

Related Forms:

1. Donation Report - can be found at the MOISD website by clicking on the “Quicklink Menu” and then choosing “MOISD Forms.”

## **Section IV: Business Office Procedures**

### **Payroll Information**

#### **Enrollment of Employees**

1. New employees must complete all paperwork and requirements with the Business Office prior to 12:00 PM on the Friday preceding payroll week. Payment cannot be processed until the employee is completely enrolled which requires an appointment with the Business Office.
2. All Board hiring packet information must be completed by the Human Resources Coordinator and turned into the Business Office prior to the appointment date of the employee. New employees cannot be processed without this information.

#### **Time Sheets**

All time sheets must be submitted by the Friday before payroll week. Failure to submit a time sheet could result in the postponement of payment until the next payroll. Your Supervisor must submit the approved time sheet to the Business Office no later than noon on Monday of payroll week. Time sheets can be found at the MOISD website by clicking on the “Quicklink Menu” and then choosing “MOISD Forms.”

#### **Policy Concerning Distribution of Pay Checks**

All payroll will be distributed through direct deposit or payroll cards. Payroll vouchers will be disbursed via MOISD e-mail.

If payday falls on a holiday, payroll will be dated and made available the day prior to the holiday, unless otherwise noted.

## **Points to Remember**

- Any changes affecting payroll must be submitted in writing to the Business Office by the end of the workday on the Friday preceding payroll.
- It is imperative that timelines are adhered to as failure to do so may back up the entire process.

## **Educational Status Salary Change Policy**

Salary adjustments for additional credits and/or degrees earned prior to the first day of each school year will only be made after the employee submits proof in the form of transcripts and/or degrees within thirty (30) days after the start of the school year.

Salary adjustments for credits and/or degrees earned after the start of each school year will not be made until the subsequent school year.

Professional staff requesting level changes must submit to the Superintendent the appropriate request form for changes-in-level salary adjustments.

A bachelor's degree plus thirty (30) semester hours in acceptable courses in a planned program, which can be applied to an advanced degree, shall be considered on a master's schedule.

Related Form:

1. Educational Status Salary Change Request Form - Can be found at the MOISD website by clicking on the "Quicklink Menu" and then choosing "MOISD Forms."

## **Purchase Order Requisition Procedure**

1. Purchase order requisitions are completed at the department or building level. The Purchase Requisition can be found at the MOISD website by clicking on the "Quicklink Menu" and then choosing "MOISD Forms."
2. If a vendor does not appear on the current vendor list or there is an address change, please type NEW or CHANGE in the vendor number line on the purchase order requisition. If a vendor is not in the financial software, the Administrative Assistant will contact the Business Office to add the vendor.
3. The originating department should retain a copy of the purchase order requisition.
4. If a purchase order is required, the Administrative Assistant will enter the purchase order into the financial software. The Administrative Assistant will print the numbered purchase order and give it to the administrator to sign. Either the Administrative Assistant or Administrator will send the purchase order to the vendor. All items on the requisition should be complete and funds should be available within the budget line item.

**\*\*NOTE** – If vendors request applications, tax identification numbers or tax-exempt certification, please contact the Business Office Accounts Payable Department.

5. In circumstances where goods or services are needed on an emergency basis, departments **MUST** get **PRIOR** administrator approval to place an order verbally without a purchase order. In this instance, request that the vendor must reference the administrator's name issuing approval on the invoice and send to the Business Office.

**May 1st will be the last date requisitions will be accepted and purchase orders issued for the current school year.**

### **Points to Remember**

- Any special instructions must be clearly noted on the purchase order requisition.
- Unless clearly marked otherwise, all purchase orders will be emailed.
- Verbal orders are not proper Business Office procedure (except in extreme emergency situations) and may expose an employee to liability.
- **PLAN AHEAD WHEN ORDERING**, all purchase orders are computer generated, therefore, cannot always be processed the day it is needed.

### **Time and Effort Reporting**

As a recipient of Federal funds, the District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects. This process is intended to verify that compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries.

Compensation for personal services may also include fringe benefits, which are addressed in 2 C.F.R. 200. 431 Compensation - fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

- A. is reasonable for the services rendered, conforms to the District's established written policy, and is consistently applied to both Federal and non-Federal activities; and



- B. follows an appointment made in accordance with the District's written policies and meets the requirements of Federal statute, where applicable.

### **Time and Effort Reports**

The reports:

- A. are supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
- B. are incorporated into the official records of the District;
- C. reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;
- D. encompass both Federally assisted and other activities compensated by the District on an integrated basis;
- E. comply with the District's established accounting policies and practices;
- F. support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The District will also follow any time and effort requirements imposed by the pass-through entity to the extent that they are more restrictive than the Federal requirements. The Payroll Office is responsible for the distribution, collection, and retention of all employee effort reports. Individually reported data will be made available only to authorized auditors.

### **Reconciliations**

Budget estimates are not used as support for charges to Federal awards. However, the District may use budget estimates for interim accounting purposes. The system used by the District to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the District and entered into the District's records in a timely manner.

The District's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all

necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.