



**Non-Certified
Staff Handbook
2023-2024**

Welcome to Grand Ledge Public Schools. We are happy to have you as a member of our team and we are confident you will find your employment here will challenge you to grow professionally and personally.

Grand Ledge Public Schools is committed to academic excellence and superior staff performance. Our goal is to give our students and community high quality service in a friendly and professional manner. This requires that each of us cooperates with fellow employees and performs our duties in an effective, efficient, and positive manner.

We are proud of our past and present success. We are certain you will share this pride with us and do your part to ensure our continued success. We want to make your job as pleasant and efficient as possible, so your ideas and suggestions are always welcome.

This Handbook is intended to provide guidance, only, and is not intended to be a contract between you and the district.

The district shall abide by the terms of its collective bargaining agreements with exclusive bargaining representatives, and nothing in this Handbook is intended to supersede, replace, or conflict with those terms. To the extent of any conflict, the terms of the collective bargaining agreements will control over the Handbook provisions.

Neither this Handbook as a whole nor any specific provision within the Handbook is intended to create or confer a property interest in any individual's continued employment with Grand Ledge Public Schools.

It is important to know that this Handbook supersedes prior practices and previous handbooks of Grand Ledge Public Schools (not covered by existing collective bargaining agreements), oral or written. Accordingly, this Handbook rescinds handbooks previously in effect. All employees are subject to the Grand Ledge Public Schools Board Bylaws and Policies as may be amended, and such Bylaws and Policies shall control over any conflicts with this Handbooks.

Please remember any and all statements and policies herein are subject to change by the district at any time, with the sole exception being matters concerning union employees addressed in current collective bargaining agreements. Grand Ledge Public Schools retains the right to change, modify, suspend, interpret, or cancel, in whole or in part, any of the published or unpublished Human Resources policies or procedures without advance notice, in its sole discretion, without having to give cause or justification or consideration to any employee. Recognition of these rights and prerogatives of Grand Ledge Public Schools is a term and condition of employment and continued employment.

Questions?

This Handbook will assist you in becoming acquainted with the district's policies and procedures. The Human Resources Office is ready to assist you with any questions or concerns you may have.

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ABSENCE OF EMPLOYEES

Requests for Personal Time Off (PTO) days must be made in writing, in advance, to your building administrator or supervisor (**See Appendix A**). Notification of approval will be given to the staff member on a timely basis and in accordance with contractual and administrative practices.

Secretaries and teacher assistants shall follow the protocol established by Grand Ledge Public Schools for calling into an automated substitute contracting system on a timely basis. It is the employee's responsibility to notify the automated Sub line as soon as possible. Early call-in is encouraged if a staff member is aware that an absence is necessary prior to the day of the absence.

Staff members are responsible for inputting complete and accurate information into the Aesop system. Training for use of the automated system will be provided.

Unpaid leaves of absence are granted solely by the Superintendent or his/her designee. Unpaid leaves of absence are reserved for special circumstances that are impossible to be scheduled at a time other than the staff member's work year. Staff members requesting unpaid leaves of absence will be required to use any earned PTO days prior to being placed on unpaid leave status. **The district does not intend to grant yearly request for unpaid leaves of absence by employees.**

ALCOHOL, TOBACCO, AND DRUGS

Grand Ledge Public Schools prohibits the unlawful possession, use, distribution, or being under the influence of illicit drugs and alcohol by all employees on school premises or as part of any school business, activity, or function, pursuant to Public Law 101-226, otherwise known as the Drug-Free Schools and Communities Act Amendments of 1989, 20 USA 3171 et. seq., and its promulgated regulations, 34 CFR Part 86.

The manufacture, distribution, sale, possession, use, or being under the influence of the following substances while representing Grand Ledge Public Schools as an employee is prohibited:

- Marijuana
- Alcohol or any alcoholic beverage and tobacco.
- Illicit drugs.
- Any toxic glue, aerosol, or other chemical substance.
- Substances purported to be illegal, abusive, or performance enhancing, i.e., look-alike drugs.
- Various instruments and materials commonly known to be intended for the use of, or preparation of, illicit substances as defined above. This would include pipes, matches, and lighters.

In the event that an administrator/supervisor believes that an employee has violated the expectations/intent of any of the above substances, they shall immediately notify the Assistant Superintendent of Human Resources.

If the Assistant Superintendent of Human Resources believes there is reasonable suspicion, that employee shall be immediately taken to a district approved testing facility to conduct appropriate blood, hair follicle, urine, and or any other applicable tests to determine whether or not the individual has violated the Drug Free expectation.

The use of tobacco / e-cigarettes on school property is prohibited by State Law. This policy is in effect for all school-related activities. Grand Ledge Public Schools is a smoke-free environment, 24-hours per day, seven (7) days per week. This includes property both inside and outside all district facilities.

BLOOD-BORNE INFECTIOUS DISEASES (BOE Policy #PER902)

Completion of the Safe Schools on-line Blood-borne Pathogen Exposure Prevention Refresher Course and Quiz is a requirement for every employee each year between July 1 and December 31st. Staff can access the Safe Schools site by visiting the district webpage. Staff may access the program by entering their school district assigned employee identification number.

Universal Precautions

In the district, universal precautions shall be observed in order to prevent contact with blood or other potentially infectious materials (OPIM). All blood, feces, vomit, saliva, and other potentially contaminated body fluids shall be considered to be infectious. When differentiation among body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Review of Hand Washing Procedures

Hand washing is one of the most important steps in infection control. Proper hand washing procedures include:

- Use warm water.
- Wet hands and wrists.
- Applying liquid (non-abrasive) soap to palms first and lathering well.
- Spread lather to hands and wrists.
- Scrub, paying close attention to fingernails and between fingers (scrubbing time a minimum of 20 seconds) and rinse well.
- Dry hands completely to prevent chapping.
- Turn faucet off utilizing disposable towels (if available).

The district provides hand-washing facilities, which are readily accessible to employees. When provision for hand washing facilities is not feasible, the district will provide upon request, either an appropriate antiseptic hand cleanser in conjunction with clean paper towels or antiseptic towelettes.

Housekeeping/Waste Procedures

This district strives to ensure that the work site is maintained in a clean and sanitary condition. All equipment, materials, environmental and working surfaces shall be cleaned and decontaminated immediately after contact with blood or other potentially infectious materials.

- Contaminated work surfaces shall be decontaminated with a MIOSHA-approved disinfectant immediately after completion of procedure/task/therapy, or as soon as feasible, when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials, and at the end of the school day if the surface may have become contaminated since the last cleaning.
- Protective coverings, such as red biohazard plastic bags, aluminum foils, or other imperviously backed absorbent paper with a biohazard label used to cover equipment and environmental surfaces shall be removed and replaced as soon as feasible when they become contaminated with blood or other potentially infectious materials (OPIM), or at the end of the school day if they have become contaminated since the last cleaning.
- All bins, pails, cans, and similar receptacles intended for refuse that have a reasonable likelihood of OPIM shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.

- Materials such as paper towels, gauze squares clothing, or mop heads used in the treatment or cleanup of blood or OPIM spills that are blood-soaked or caked with blood shall be bagged in a red biohazard bag and tied shut. The bag shall be removed from the site as soon as feasible and placed in a designated trash bag, tied and carried to the dumpster. Sacks designated as biohazard bags (containing blood or OPIM contaminated materials) shall be red in color. Each employee shall have access to a biohazard bag. Replacement bags shall be located in the school office and custodial closets.

What To Do in Case of a First Aid Incident

- Use personal protective equipment. Gloves, soap, water, and hand lotion are provided in each building. Frequent use of hand lotion aids in preventing small cuts in fingers. If you are outside and there are no gloves available, grab the closest possible barrier, i.e., a handkerchief, scarf, or even a shirt.
- Call for assistance and report the incident to an administrator.
- Instruct injured person on self-care of injury if possible.
- Use a barrier (paper towel, cloth, dressing, etc.) in treating injury.
- Dispose of material in appropriate container (red bag).
- Wash hands thoroughly.

Hepatitis B

One of the best ways to protect yourself from Hepatitis B is to be vaccinated. If you are exposed, contact your supervisor/administrator **immediately!**

The supervisor/administrator will:

- Complete an incident report.
- Advise you of your right to have blood tests if you choose.
- Provide information regarding post-exposure follow-up treatment (if available), vaccines and follow-up counseling.

It is critical for the effectiveness of the vaccine that the incident be reported immediately.

We want you to protect yourself from blood borne diseases. We believe by knowing the facts and by taking reasonable precautions outlined here, you can protect yourself.

BULLARD-PLAWECKI EMPLOYEE RIGHT-TO-KNOW ACT

This Act permits employees to review personnel records, provides criteria for the review, and prescribes information that may be contained in personnel files. The Act also provides penalties for noncompliance.

According to the Act, a "Personnel Record" means a record kept by the employer that identifies the employee, to the extent that the record is used or has been used or may affect or be used relative to that employee's qualifications for employment, promotion, transfer, additional commendation, or disciplinary action.

A personnel record shall not include information identifying an employment reference, medical reports, information of a personal nature, investigation records (including grievance investigations), anecdotal records kept by the maker, or any record of an employee's associations, including political, unless authorized by the employee.

Each record may contain:

- Original application form(s);
- Recommendations for employment;
- Dates of employment;
- Payroll data sheets (separate file);
- Required diplomas or certifications;
- Requested physical exam results (separate file);
- Discipline records;
- Signed performance evaluation(s);
- Copy of social security card;
- Record of required training;
- Criminal history records check; and
- Unprofessional conduct reference verification(s).

Review of a personnel record:

- An employee may review upon request at a mutually convenient time.
- An employee may receive copies of his/her personnel record.
- An employee may request removal of information in his/her personnel file:
 - By mutual agreement with the district.
 - In a statement explaining the employee's position.

Divulging disciplinary reports:

- Contents of the personnel files may be released to other persons or entities only with the informed written consent of the employee, by subpoena or court order, or the Freedom of Information Act ("FOIA"). Non-confidential personnel files are subject to disclosure pursuant to FOIA. Medical records, employment references, and criminal history records are exempt from disclosure. Supervisors may maintain personal notes regarding employees, which are not subject to disclosure.

CHILD ABUSE/NEGLECT (Child Protection Law, MCL 722.621)

State laws dictate that all educators are mandated reporters. Mandated reporters are always required to report suspected child abuse and neglect to the Department of Human Services (DHS). Therefore, if you have "reasonable cause to suspect abuse or neglect" make the report! The report must be made directly to DHS. There are civil and criminal penalties for a mandated reporter's failure to make a report. Likewise, there is civil and criminal immunity for someone making a report in good faith. Within 72 hours of making a verbal report, mandated reporters must file a written report as required in the Child Protection Law. The form (DHS-3200) includes all the information required under the law. Mandated reporters must also provide a copy of the report to the Superintendent. Mandated reporters cannot be dismissed or otherwise penalized for making a report required by the Child Protection Law or for cooperating with an investigation.

CONFLICT OF INTEREST

Employees of Grand Ledge Public Schools shall not use their position to influence students or patrons of this district for personal gain.

When an employee is hired on a regular, full-time basis, the employee shall devote his/her full energy and attention to Grand Ledge Public Schools. Outside employment shall not interfere or impact this employment.

Non-certified staff shall promptly disclose any conflicts of interest or potential conflicts of interest to their immediate supervisor.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

Continuation of medical benefits is provided for under the Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA requires that the district extend the opportunity to continue medical, prescription drug, and dental coverage to an employee at the time of termination for period of 18 months from termination. The employee must pay the full premium for the elected coverage.

CONTESTS FOR STUDENTS

All contests must receive prior approval by the building principal.

CRIMINAL CHARGES – CRIMINAL HISTORY RECORD

To safeguard children and staff members, Grand Ledge Public Schools requires a criminal history check prior to employment for all employees including substitutes. The state licensing guidelines have procedures for obtaining criminal records from the Michigan State Police and Federal Bureau of Investigations. All applicants are required to submit fingerprints for the criminal history check.

Should it be necessary to employ a person in order to maintain continuity of the operations of the district before receipt of the criminal history report, the individual's continued employment will be contingent upon the record obtained from such inquiry, which is confidential and will not be released or disseminated except as necessary for hiring purposes.

CRIMINAL CHARGES – MANDATORY SELF REPORTING

State law requires ALL school employees, who are "regularly and continuously working under contract" that are charged with a crime listed in MCL 380.1535a or a violation of a substantially similar law of another state, to report the charge to the Michigan Department of Education and to the Superintendent of their school district within 3 BUSINESS DAYS after being arraigned. MCL 380.1230d(1).

Crimes listed in MCL 380.1535a(1) that school employees must report if they have been charged with are as follows:

- **Any felony.**
- **Any of the following misdemeanors:**
 1. **Criminal sexual conduct (CSC) or attempt to commit CSC – 4th degree**
 2. **Child abuse or attempt to commit child abuse – 3rd or 4th degree**
 3. **Cruelty, torture, or indecent exposure involving a child**
 4. **Delivery or distribution of a controlled substance (including marijuana) to a minor or within 1,000 feet of school property (MCL 333.7410);**
 5. **Breaking and entering or entering without breaking, any building, tent, boat, or railroad car without permission to enter; entering without breaking any public place when entry has been expressly denied (MCL 750.115);**
 6. **Allowing a minor to consume or possess alcohol or any individual to consume or possess a controlled substance on own property (MCL 750.141a);**
 7. **Accosting, enticing, or soliciting a child for immoral purposes (MCL 750.145a); 3rd (or subsequent) violation of any combination of engaging in obscene or indecent conduct in public or indecent exposure (MCL 750.335a);**
 8. **Steal, remove, or damage any fixture, attachment, or other property belonging to, connected with, or used in construction of vacant structure or building (MCL 750.359);**
 9. **Assault and battery; domestic assault (MCL 750.81);**
 10. **Assault and infliction of serious or aggravated injury (MCL 750.81a)**
 11. **Internet use for the purpose of committing crime against minor (MCL 750.145d);**
 12. **Selling or furnishing alcohol to minors (MCL 436.1701); and**
 13. **Any listed offense under the Sex Offenders Registration Act (MCL 28.722).**

If you fail to report your arraignment as required by law, you are guilty of a misdemeanor or felony, depending on the crime for which you were convicted. MCL 380.1230d(3)(a),(b).

DISCIPLINARY PROCEDURES - STAFF

It is the policy of Grand Ledge Public Schools to assist personnel in the proper performance of their assigned responsibilities. The primary objective of disciplinary guidelines is to establish a program to promote and maintain a maximum level of acceptable behavior on the part of all employees. This requires maintaining the highest degree of conduct possible among all employees of this district.

The intent of correcting undesirable behavior is to improve the quality of employee work performance and education offered at Grand Ledge Schools.

When corrective discipline with any staff member is necessary, appropriate guidelines will be implemented along with any Board Policies or Administrative Regulations applicable.

DISCIPLINARY PROCEDURES – STUDENTS

Step 1: Classroom Discipline

Sound classroom management techniques prevent many minor classroom discipline issues from arising. Maintaining consistent educationally sound practices and making each class period educationally important helps in preventing classroom discipline problems. When dealing with student discipline, calmness, thought, and control are primary.

When the need for discipline arises, staff must act immediately and appropriately to correct the situation. Keep in mind the purpose of discipline is to modify the behavior with only as much authority as dictated by the characteristics of the situation and people involved. Consistency, fairness, and attention to due process will prevent many issues from repeating.

Students must know the rules and procedures, along with your expectations for your classroom, in advance. In the event that a disruptive issue takes place, the following guidelines should be followed:

- **Teacher/Student Conference**: The teacher will try to resolve the problem with the student immediately. A private conversation with the student, changing the student's seat, a quick reprimand or contacting the student's counselor are among some of the approach's teachers are encouraged to use.
- If the problem continues, you may wish to employ the SNAP Suspension Model to exclude the student from class. If a student is excluded from class, teachers must contact parents to discuss the problem. A summary of the contact should be given to an administrator.
- If student actions merit immediate exclusion from your classroom, please employ one of the following procedures:
 - Contact the office by classroom phone or send another student to alert administration of a problem.
 - Identify the student.
 - Instruct the student to go to the office and send the student if, in your judgment, the student will go directly to the office.
 - If, in your judgment, the student will not go directly to the office, request an administrator to accompany the student from your room to the office.
- If a student refuses to leave after you have requested, they go to the office, do not physically intervene. Call an administrator to help you with the situation.

CORPORAL PUNISHMENT will NOT be allowed. Michigan School Code prohibits the use of corporal punishment in public schools. The best alternative to the use of corporal punishment is to prevent the need for its use. The following options are suggested as viable alternatives to the use of corporal punishment. This list is not exhaustive and is not presented in any order of priority.

- Provide direct instruction to students in social skills and problem-solving strategies.
- Use Positive Reinforcement to teach and maintain the use of appropriate problem-solving and social skills.
- Use social reinforcement such as teacher feedback, peer pressure, and other self-esteem enhancing activities to support and maintain the use of problem-solving and social skills.
- Apply logical consequences that will teach students personal responsibility for their actions; for example, losing the privilege of participating in special school activities.
- Consider the use of time out, which may allow students to learn to take control of their actions and ultimately, in conjunction with instruction in social skills, to cease their undesirable behavior.
- Employ problem-solving classroom meetings and/or school assemblies with honest discussion of problems to encourage student ownership of and responsibility for solutions.
- Establish a variety of strategies for communicating with parents.
- Establish and implement behavior contract agreements that clearly outline consequences with students and their parents to enhance the development of self-control behavior.
- Make use of our in-school suspension program and support staff (counselor, social worker, academic success coordinator, etc.) when appropriate.
- Evaluate and arrange appropriate curriculum and adequate support for students who need academic acceleration, special education, or alternative education services.
- Consider the use of out-of-school suspensions and/or expulsions only after taking into consideration other alternatives.

Step 2: Principal/Teacher/Student Conference

When difficulty with a student warrants intervention by an assistant principal/principal, an explanation (phone or e-mail) should precede or accompany the student to the office. It is the responsibility of the teacher to arrange a time with the assistant principal/principal to discuss the problem.

All teachers are expected to maintain discipline in their classrooms, as well as assist in the hallways and on school property.

Teachers may detain a student after school for disciplinary reasons. It is expected that teachers will supervise those students and that 24-hour notice will be given to the student and parent.

Step 3: Snap Suspensions (BOE Policy STU1104)

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the teacher has good reason to believe that the student's conduct is so unruly, disruptive or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject or activity, or the student's behavior interferes with the ability of other students to learn.

Any student suspended pursuant to this policy shall not be allowed to return to class, subject, or activity from which he or she was suspended from until the passage of one full school day from the time of the student's infraction unless otherwise permitted by mutual agreement between the teacher who ordered the suspension and a building administrator.

A teacher who issues a snap suspension must inform the principal of such action at the time the suspension is issued. The student, upon suspension, shall report to the office for either in-school or out-of-school suspension as determined by the building administrator. The suspending teacher shall attempt to contact the suspended student's parent/guardian by the end of the teacher workday. If this is not accomplished, the teacher must contact the parent/guardian within 24 hours of the suspension. The teacher shall ask the student's parent/guardian to attend a conference at which an administrator shall also be present if the teacher or parent/guardian so requests. Whenever practical, a school counselor, school psychologist, or school social worker shall attend the conference.

Any student suspended from the same class, subject, or activity for ten accumulative days during the school year shall be given a formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements required by Board Policy for suspension of ten days or more.

DISTRIBUTION OF FLYERS IN SCHOOLS

All flyers to be distributed to students or displayed in a school must first be approved by the Superintendent's Office.

If approved, flyers advertising programs offered by a nonprofit or public entity may be distributed to students and may be made available to students and parents through a display in the school.

Flyers advertising programs offered by private (for profit) individuals, groups or organizations shall not be distributed to students, but may be approved to be made available to students and parents through a display in the school.

FACILITY STANDARDS

Care of district buildings, classrooms, and facility areas:

- Any alterations to a school facility must have administrative approval from the Building Principal and Assistant Superintendent of Operations. This includes, but is not limited to:
 - Painting of walls, ceilings, doorframes, cabinetry, furniture, and school equipment, etc.
 - Permanently fastening items to walls, ceilings, doors and frames, cabinetry, equipment, etc.
 - Installation of electrical system equipment, playground equipment, fencing, lofts, or other instruction components.
- Movable furniture must be relocated properly. Do not drag furniture across floor systems. It damages the tile, carpet, and furniture.
- Nothing will be placed on the classroom univents or be placed on or against the facility air handling equipment. Nothing will be hung or temporarily fastened to any components of the fire suppressant system or alarms.

Food distribution and consumption in school facilities:

- Food and drinks are only allowed in designated eating areas:
 - Cafeterias for breakfast, lunch, and banquet menus
 - Student commons areas for snacks from vending machines
 - Classroom areas for curriculum-based programming or staff and/or facility approved special events
 - Staff lounge and break areas, which need to be kept clean by those who use the area for eating.
- Food or drinks will only be distributed through district-approved sources such as building cafeterias, concession stands, and facility approved vending machines.

- Food or drinks are not allowed in the swimming pool area or the auditorium. No food or drinks are allowed in the gymnasium during the school day. Limited menu concession stand items will be allowed in the gym during after-school events.
- Trash created by the sale or distribution of food products either on school sites, facilities, or brought onto school sites must be properly disposed of in trash receptacles.

District parking for staff, students, school programs and deliveries should follow these standards:

- Staff and students will only park in designated parking areas during the school days.
- Unauthorized vehicles will be ticketed and/or towed at the owner’s expense.
- Parking in a designed fire lane is always prohibited. (These areas are for emergency use only!)
- Parking on sidewalks and lawn areas is prohibited.
- All building deliveries, excluding the U.S. Postal Service, must utilize the facility loading dock and/or receiving area.

The use of District Facilities, Technology, Built-in and/or Portable Equipment will/or must follow the following standards: (See *Appendix B*)

- The use of all district properties and buildings, if not directly part of a scheduled school sponsored program or staff workstation, must comply with the district’s Facility Use Policy.
- All district security systems are the responsibility of those individuals using the facility. Electronic security numbers will not be shared, and keys/fobs will not be reproduced. Only staff and authorized adults under the Facility Use Policy should have access to district keys/fobs and security systems.
- Building classrooms, corridors, and program areas should be utilized for what the areas were designed to be used for. Throwing or hitting of balls or objects in non-athletic areas is prohibited. Running in building corridors is prohibited, except in designated areas approved by the Athletic Director.
- Animals or pets are not allowed in any building or facility program area at any time, unless the animal is a service animal or scheduled as part of an approved educational program or event.
- Telephones, computers, TV monitors and other district technology equipment shall not be moved, removed, or altered in any manner without the expressed authorization of the Director of Technology Services.
- Only authorized staff may enter restricted areas for safety reasons. Students are not allowed in restricted areas.
- Students using school buildings and facility program areas must be supervised by staff or approved authorized adults at all times.

FACULTY COMPLAINT PROCEDURE

If problems or issues develop, please contact the person with whom you have a complaint for the purpose of resolving the issue. If the issue cannot be resolved satisfactorily, please contact your building administrator(s) or supervisor. If your complaint is with your building supervisor, please contact the Assistant Superintendent of Human Resources. Do not attempt to resolve problems via email or other non-face to face interactions.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (Board Policy #EIR603)

All staff must follow the guidelines for confidentiality of student information. Violation of these guidelines may result in legal action against both the district and the individual found to have divulged information protected under both FERPA and these guidelines.

School records are confidential! This means that no one may show, electronically send, discuss, or post student information for unauthorized people to hear or view. This includes records maintained on a computer.

No student records will be duplicated for any staff members' personal usage involving legal actions or possible legal actions. Records can only be copied with the permission of the parents, by the student themselves if 18 years of age, and with the added authorization of the building administrator.

Consent

Under Federal and State laws, the school MUST obtain the parents' written consent before disclosure of personally identifiable information to anyone other than school officials. When a student turns 18, the right to give consent passes to the student, unless the court has appointed a legal guardian.

Authorized Access

Some people have access to records without a parent's (or student's) consent. They include:

- School officials, including teachers, within the educational institution or local education agency, who have been determined by such agency or institution to have legitimate educational interests.
- School officials of another school or ISD if the student transfers from one school to another, provided the parent receives notice of the transfer of records;
- Federal and State educational authorities, if it is for auditing purposes required by law and personally identifying information is subsequently destroyed when no longer needed:
- In connection with a student's application for, or receipt of, financial aid;
- Organizations or individuals conducting studies, if the studies will not permit personal identification of students;
- Accrediting organizations;
- Appropriate people in a health or safety emergency; and
- Appropriate parties to comply with a court order or subpoena, provided personally identifying information is deleted from the subpoenaed documents.

Safeguards

To protect confidentiality as information is collected, stored, disclosed, or destroyed, each school must appoint a person who is responsible for insuring confidentiality. Each school must also:

- Keep a list of the names and positions of school employees who have access to records;
- Keep a record of all people who have seen the records, noting the following:
 - their name,
 - the date access was given,
 - the purpose for authorizing the use of the records;
- Keep a list of the types and locations of educational records (each of these lists must be given to the parent, upon request);

- Ensure that all persons who collect or use personally identifiable information or computer / electronic device receive training in procedures for safeguarding the confidentiality of records;
- A teaching assistant may file information in CA60's under the supervision of a teacher or principal;
- No parent volunteers are allowed access to student CA60's.

FAMILY MEDICAL LEAVE ACT POLICY

The Grand Ledge Public Schools follows the federal guidelines for staff when they need to be on a leave of absence that qualifies under the Family Medical Leave Act (FMLA). **(Appendix C)**

FUNDRAISING PROJECTS

All fundraising projects must be pre-approved by a building administrator. Projects must be monitored, and fundraising should follow the guidelines recommended by the Grand Ledge Public Schools Business Office, as well as the section labeled "MONIES COLLECTED FROM STUDENTS" in this Handbook.

Employee, classroom, and student participation in book clubs, fundraisers, etc. is voluntary. Any prizes, gifts, awards, etc., earned by participation in these voluntary activities will become property of Grand Ledge Public Schools, the specific building, and/or the classroom.

HARASSMENT THAT IS UNLAWFUL – Sexual & Other Forms

The Board of Education recognizes that all staff members have the right to work in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct that has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, discriminatory or offensive environment disrupts the educational process and impedes the legitimate pedagogical concerns of the district.

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

The unlawful harassment of any employee, student, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any employee or agent of the Board who is found to have harassed another employee, student, or third party will be subject to discipline in accordance with Board policies and the law.

Guidelines that address the conduct prohibited by this policy and the reporting procedure are described in Grievance Procedures for Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Americans with Disabilities Act of 1990. **(See Appendix D)**

Conduct constituting sexual harassment may take different forms, including but not limited to the following:

Sexual Harassment

- **Verbal**: The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward a fellow staff member, student, or other person associated with the district.
- **Non-Verbal**: Causing the placement or electronic posting of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment, or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow staff member, student, or other person associated with the district.

- **Physical Contact:** Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow staff member, student, or other person associated with the district.

Gender/Ethnic/Religious/Disability/Height/Weight Harassment

- **Verbal:** Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. that are offensive to a fellow staff member, student, or other person associated with the district.
- **Non-Verbal:** Placing or posting electronically, objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures that are offensive to a fellow staff member, student, or other person associated with the district.

Sexual or other forms of harassment will be regarded as a violation of this policy when:

- Submission to such conduct is made a condition of employment; or
- Submission to or rejection of such conduct may or could be used as the basis for employment related decisions, such as, promotion, performance evaluations, pay adjustment, discipline, work assignment, (*example: Supervisor/Subordinate relationship*) etc.; or
- Such conduct exists which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Reports of Sexual Harassment

Any employees who believe themselves or others to be victims of harassment are encouraged to come forward and express their complaints to their building/department supervisor, Assistant Superintendent or Superintendent. All complaints will be kept confidential, and an investigation shall immediately be initiated.

Investigation Procedures

The Superintendent, or his/her designee, will make a determination as to the best manner in which to proceed with the investigation. The Superintendent may complete the investigation or assign all or part of the investigation to other appropriate personnel. The Superintendent will ensure there is an interview with the accused and the interview is documented. Additionally, whoever interviews the accused will re-emphasize this policy regarding harassment without making judgments and will keep the identity of the complainant confidential, if possible. All witnesses identified by the parties will be interviewed and those interviews will be documented. The Superintendent may then review the personnel file of the accused employee(s) and the personnel files of the complainant for any history or relevant problems. Finally, the Superintendent will make a determination of the merits of the complaint.

The Board recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of a social relationship without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of this type of intimation, the district recognizes that false accusations of harassment can have serious effects on innocent individuals. Accordingly, all staff members are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow staff members, students, or others associated with the district.

If the investigation shows that the complaint is without merit:

- The investigation will be closed.
- No record of the accusation will be placed in the accused employee's file.
- The Superintendent will discuss the findings and rationale with the complainant.
- The results of the investigation will be disseminated to the accused employee and, if appropriate, other witnesses with knowledge of it.

- This policy regarding sexual harassment and other forms of harassment will be reiterated to all parties and witnesses involved in the investigation.
- All the documentation regarding the complaint and the investigation will be maintained in a separate, confidential file by the Superintendent, in the event that litigation is commenced, or a charge is filed with the U.S. Equal Employment Opportunity Commission, U.S. Department of Labor, or Michigan Department of Civil Rights.

If the investigation shows that the complaint has merit:

- The Superintendent will confer with appropriate administrator(s) to determine what action is necessary to resolve the complaint and prevent recurrence. The complainant should be made “whole” for any lost opportunities. If the offender is not discharged, the potential for continuing problems should be alleviated by his/her reassignment, if possible.
- The parties will be advised of the results of the investigation and the actions to be taken.
- Appropriate discipline will be imposed, taking into account the strength of the evidence, the severity of the incident, and the applicable prior record of the offender.
- All actions will be documented, and a record placed in the offender’s personnel file.
- This policy regarding discriminatory and/or sexual insult, intimidation and harassment and the mechanism for complaint resolution will be reiterated to all parties and witnesses involved in the investigation.
- All documentation regarding the complaint and the investigation will be maintained by the Superintendent in a separate, confidential file in the event that litigation is commenced, or a charge is filed with the U.S. Equal Employment Opportunity Commission, U.S. Department of Labor, or Michigan Department of Civil Rights.

Legal References: Title VII of the Civil Rights Act of 1964 (42 USC 2000 e)
 Title IX of the Education Amendments of 1972 (20 USC 1681-1682)
 Elliott-Larsen Civil Rights Act (MCL 37.2201, *et seq.*)
 Public Acts 238 of 1975 (Sections 722.621, *et seq.*)

INTRUDER IN THE BUILDING

For intruder in the building, refer to lockdown procedure and the Emergency Management Plan.

JURY DUTY ABSENCES

All employees must notify their immediate supervisor of impending absence because of jury duty. Employees called to jury duty but not selected as jurors or who are released after a partial day’s jury duty, MUST return immediately to work and personally report to their immediate supervisor. At the conclusion of jury duty, employees must request a form from the court indicating the dates and times of jury duty. All monies received for jury duty shall be reported to the Human Resources Office. Upon return from jury duty, employees must accurately complete the “Report of Absence” from indicating the absence was because of jury duty.

LOSS OF PERSONAL PROPERTY

The district will not be responsible for personal property items brought onto the district’s property. The district’s insurance policy does not cover personal property belonging to an employee. This is an area where an individual’s insurance policy does apply. The district encourages all employees to speak with their personal insurance agent regarding the level of coverage that is most appropriate for their individual needs.

MICHIGAN OCCUPATIONAL SAFETY & HEALTH ACT (MIOSHA)

Public Act 154 of 1974 implemented the Michigan Occupational Safety and Health Act. This Act administers the safety and health issues of all Michigan employers. Grand Ledge Public Schools strictly adheres to the policies and procedures that govern this act, including:

- Americans with Disabilities Act (ADA)
- Asbestos Hazard Emergency Response Act (AHERA)
- Blood borne Pathogens
- Chloro-fluorocarbons (CFC) / Cross-Connection Control / Ergonomics Program
- Grounds keeping Safety / Hazard Communications Program (Employee Right to Know)
- Hazardous Energy Sources / Hazardous Waste Operations and Emergency Response
- Indoor Air Quality (IAQ) / Integrated Pest Management (IPM) / Mercury Prevention
- Michigan Elevator Code / Michigan Fire Prevention Code
- Michigan Occupational Safety and Health Act (MIOSHA)
- National Pollutant Discharge Elimination System (NPDES)
- Occupational Safety & Health Act (OSHA) / Permit-Required Confined Spaces
- Personal Protective Equipment (PPE) / Playground Safety / Safe Drinking Water Act (SDWA)
- Underground Storage Tanks (UST) / Workplace & Student Safety Program

Specific questions or concerns related to any of the above topics should be directed to the Assistant Superintendent of Human Resources & Operations at 517-925-5406.

MICHIGAN PAID MEDICAL LEAVE ACT

In accordance with the Michigan Paid Medical Leave Act ("MPMLA"), MCL 408.961 *et seq.*, an eligible non-exempt (hourly) employee may use up to forty (40) hours of paid medical leave for any of the following for the employee or family member per fiscal years:

1. Mental or physical illness, injury or health condition, including related medical diagnosis, care, treatment, or preventative medical care.
2. For a victim of domestic violence or sexual assault, any related medical care or counseling; victim services or legal services; judicial proceedings, or relocation.
3. For closure of the employee's primary workplace by order of a public official; for an employee's need to care for a child whose school or place of care has been closed by order of a public official; or a determination by health authorities that the presence of the employee or family member in the community would jeopardize the health of others due to exposure to a communicable disease.

A family member includes a child, parent, spouse, grandparent, or sibling, as defined by the MPMLA. This provision shall be interpreted and applied consistent with the MPMLA and shall not provide greater benefits than that allowed by the statute.

To be eligible, the non-exempt (hourly) employee must be employed for more than 25 weeks in a calendar year and worked an average at least 25 hours per week during the immediately preceding calendar year.

MONIES COLLECTED FROM STUDENTS

School employees collecting money from students for student trips, clubs, admission charges, activities, etc., are expected to follow these guidelines:

- Monies collected from students for any purpose must be handled with good business practice and accurate records must be kept.
- Money shall not be kept overnight in a teacher's room. Money must be taken to the principal's office for safe storage.

NON-DISCRIMINATION POLICY

It is the policy of Grand Ledge Public Schools that no person shall be discriminated against in matters of employment on the basis of race, color, national origin, gender/sex, sexual orientation, age, disability, height, weight, or marital status in its programs, services, or activities. The following people have been designated to handle inquiries regarding the nondiscrimination policies (***See Appendix D***)

Inquiries related to discrimination on the basis of disability should be directed to:

Title IX Coordinators:

Executive Director of Special Services
Section 504 Coordinator
Grand Ledge Public Schools
Central Office, Room 105
220 Lamson Street
Grand Ledge, MI 48837
517-925-5410

Inquiries related to all other aspects of discrimination should be directed to:

Human Resources
Grand Ledge Public Schools
Central Office, Room 110
220 Lamson Street
Grand Ledge, MI 48837
517-925-5406

PAYROLL PROCEDURES

The following items must be furnished to the Human Resources Office before new staff members can be paid.

- New Employee Form – includes new staff member’s Social Security number, account number, correct name, address, and hire date, which must be verified by the Human Resources Office and submitted to the Human Resources Office prior to the first pay date. Verification of the Social Security card must be available to the Human Resources Office upon request.
- Employee Tax Withholding Certificate – forms that authorize the district to calculate the appropriate withholding amount for Federal and State taxes (W-4, MI-W-4).
- Beneficiary Nomination Form – by law, employees of Michigan public school districts must belong to the Michigan Public Schools Employee Retirement Systems (MPERS) except those exempt by law. During initial employment, a beneficiary form must be completed to determine the funding of future retirement benefits.

Paychecks

Employees are required to sign up for direct deposit of their paycheck to their financial institution. For a calendar of their payroll periods, and a direct deposit election form, contact the Human Resources Office. Completed forms must be submitted to the Human Resources Office.

PERSONAL DATA

Employees shall keep their personal information up to date with Human Resources. (Address, telephone, etc.)

PRIZES, GIFTS AND AWARDS

Any prizes, gifts, awards, etc., earned by participation in these voluntary activities, will become property of the Grand Ledge Public Schools, the specific building, and/or the classroom.

PRODUCTION OF GOODS

School-furnished materials may be sold to the students making the project. Receipts must be given for all transactions.

PUBLIC PERFORMANCES BY STUDENTS

The director or person in charge of a student group performing outside the school during school hours must first clear the performance with the principal.

PURCHASING PROCEDURES

Purchasing must be in compliance with Administrative Guidelines developed by the Grand Ledge Public Schools Business Office. Any staff member who purchases material for school use and does not receive administrative approval for that purchase will be held financially accountable for that purchase. ***The district will NOT reimburse individuals or groups for State/Federal Sale Tax on items purchased.***

Individual staff members will submit a Purchase Order Request form to their supervisor for consideration.

RESIGNATIONS

Employees should provide at least fourteen (14) days’ written notice of intent to resign unless a collective bargaining agreement states differently. Once a resignation has been tendered to and accepted by the Human Resources Office, it is considered final and irrevocable.

REVIEW OF ADMINISTRATIVE DECISIONS

In the event that a review of an administrative decision is desired, the appeal or criticism shall be passed through all regular channels of communication. The administrators to be contacted, in order, are:

- Immediate Supervisor / Assistant Principal
- Immediate Supervisor / Principal
- Human Resources
- Superintendent

SCHOOL VISITATIONS

Parents or citizens wishing to visit classrooms must obtain permission to do so from an administrator prior to the visit. If a parent approaches any employee, he/she should first determine if the parent has permission to be in the building.

SECURITY SYSTEM INFORMATION

Operation Procedures:

These procedures are for both general building access and individual secured “partitions” within each building.

To disarm system when entering:

- **You will have about 45 seconds to conduct this activity.**
- Open keypad panel.
- Enter your personal four-digit keypad number.
- Press the “Off” key, which is the #1 key on the keypad. A green light will appear next to the Ready indicator. The system is now disarmed and ready for any additional commands.
- Immediately sign the Building Security Log.

To arm system when leaving:

- Open keypad panel.
- Check that the system is clear by reading information in LED information window on panel. Any faults must be addressed prior to arming the system (i.e., close door securely).
- **Please fill in your “leave time” in the Building Security Log prior to arming the system.**
- Enter your personal four-digit keypad number.
- Press the “Away” key, which is the #2 key on the keypad. A red light will appear next to the Armed indicator. You must now leave immediately.
- **You have 45 seconds to conduct your exit.**

To arm the building perimeter when staying:

After entering the building and disarming the security system (Step 1 above),

- Enter your personal four-digit personal keypad number
- Press the “Stay” key, which is the #3 key on the keypad.

You have now armed the perimeter of the building. Anyone entering or exiting the facility will violate the security system and activate the alarm unless the system is disarmed properly.

If the alarm is accidentally activated, DO NOT PANIC! Repeat Step “1” above to clear alarm memory.

*If you cannot resolve an alarm issue, contact the district’s security company, Safety Systems. **PLEASE NOTE:** If you contact Safety Systems, you will be required to provide them with the six-digit code from the personal security code card. They will NOT accept your four-digit keypad pin.*

STAFF CONDUCT

As a professional individual, responsibility for acceptable conduct rests with the employee.

The administrative supervisor of the employee may, when deemed necessary, address acceptable conduct or dress on the part of the employee. Addressing such issues may be to guard against jeopardizing the employee/student relationship and/or to prevent the affronting of community and district professional expectations.

All staff members have the responsibility to make themselves familiar with and abide by, the laws of the state and federal government, the policies of the board of education, and the administrative regulations as they apply to their position. All staff members shall be expected to carry out their assigned duties with conscientious concern.

The essential duties and responsibilities for all school employees include, but are not limited to the following:

- Contribution as a member of the Grand Ledge Public Schools Staff by attending and participating in district meetings and professional development, assist other members of the staff in planning district goals, objectives, and procedures.
- Establish and maintain cooperative professional relations with others, exhibit a professional demeanor through respectful behaviors and the use of sound judgment while interacting with staff, students, parents, and the public.
- Contributing to the improvement efforts of the school.
- Fulfillment of professional duties, including maintaining records as required by district policy and administrative regulation, assisting in upholding and enforcing school rules and administrative regulations.
- Taking all necessary precautions to protect students, equipment, materials, and facilities, and performing related duties as assigned by the administration in accordance with district policies and practices.
- Promotion of positive relationships showing concern and attention for the safety and welfare of students, including the need to assure that students are under proper supervision at all times.
- Conscientious, prompt, and daily attendance at work.
- Diligence in submitting required reports promptly at times specified.

STAFF IDENTIFICATION CARDS

To ensure the safety and security of our students and employees, all employees of the district are required to wear identification badges during the performance of their duties. The identification badge will be produced and paid for through district funds and/or donations from private companies that conduct business with Grand Ledge Public Schools.

Staff will have the option of wearing their identification card through the use of a clip attached to their blouse, shirt, belts, etc.) or lanyard. The badge must be clearly visible at all times.

The district will update staff identification cards when necessary due to assignment or name change, or other situations as specified by the district.

If you lose your identification badge, you must immediately report to your building administrator. Issuance of a replacement badge may be at a nominal fee to the employee.

STAFF TRANSPORTATION OF STUDENTS

Transportation of students in private vehicles is discouraged but is allowed in special circumstances with principal permission. *No student should ever be transported by a school employee without written parental permission.* Insurance coverage is as follows:

Liability:

1. Primary – Employee’s own liability insurance
2. Secondary – Grand Ledge Public Schools’ Fleet Insurance
3. Grand Ledge Public Schools’ Umbrella Policy

Medical:

1. Primary – Student’s parents’ auto insurance
2. Secondary – Student’s parents’ health care insurance
3. Vehicle owner’s auto insurance
4. Driver’s (if different from owner) auto insurance
5. Grand Ledge Public Schools’ Fleet Insurance

STUDENT ACTIVITY GUIDELINES

The following guidelines will be in effect for all non-athletic, extra-curricular activities conducted on school property:

- Adequate staff and adult supervision must be provided for activities to take place. The number will be dictated by the nature of the activity.
- Facility Use Forms **MUST** be completed and on file, preferably 30 days before the activity is to take place. Necessary arrangement for custodial assistance must be complete. (**See Appendix B**)
- Only one (1) entrance is to be used for admission.
- Once a student leaves an activity, he/she will not be allowed to return unless prior supervisory permission has been granted.
- All activities are intended for Grand Ledge Public Schools students only. Guest passes may be available per the building policies and practices.
- All school rules regarding student behavior are in effect during the activity.
- Any difficulties or unusual circumstances must be reported to the administrator in charge as quickly as possible.
- The faculty sponsor is expected to be at the activity for necessary arrangements prior to its beginning and is expected to remain at the activity until it is completed, including any cleanup that is necessary.

STUDENT, VISITOR & EMPLOYEE INJURIES

All student / visitor and employee injuries must be reported to the office. The appropriate Accident Report Form (**See Appendix F & G**) **must** be filled out, prior to the employee or visitor leaving the building, for all injuries and be accompanied by the Administrative Report of Accident Form (**See Appendix H**). It is vital these reports are filled out completely and accurately as they are the official report for the district in documenting the injury.

For student / visitor injuries, the original is forwarded directly to the Human Resource Office, a copy is maintained at the building in which the injury occurred, and copy is provided to the student’s parent/guardian or the visitor.

For employee injuries sustained in the course of performing official school duties, the original is forwarded directly to the Human Resources Office, and a copy is maintained in the employee’s building. If medical attention is necessary, you must report, in person, at your earliest opportunity.

TECHNOLOGY ACCESS & USE POLICY (BoE Policy #IP507)

Agreement for Acceptable Use of Technology Resources for Employees, Board Members, Volunteers, and Adults other than Students

The purpose of this Agreement is to grant access to and define acceptable use of the district's Technology Resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) electronic tablets, (5) servers, (6) storage devices, (7) peripherals, (8) software, and (9) messaging or communication systems.

In exchange for the use of the district's Technology Resources either at school or away from school, the registered user must understand and agree to the following:

- A. Use of the district's Technology Resources is a privilege that may be revoked by the district at any time and for any reason.
- B. There is no expectation of privacy when using the district's Technology Resources. The district reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The district also reserves the right to remove any material from the Technology Resources that the district, at its sole discretion, chooses to, including, without limitation, any information that the district determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. The Technology Resources do not provide a public forum for its users. S/he may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by an appropriate administrator.
- D. The district's Technology Resources are intended to be used solely by registered employees (users). Users are responsible for account/password and any access to the Technology Resources made using assigned account/password. Any damage or liability arising from the use of the account/password is the user's responsibility. Use of user account by someone other than person assigned is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences (for employees, up to and including termination), for both user and the person(s) using your account/password.
- E. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action (for employees, up to and including termination). Misuse includes, but is not limited to:
 - a. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
 - b. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
 - c. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school materials, or school hardware or software.
 - d. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to other users or information you are not authorized to access.
 - e. Unauthorized copying or use of licenses or copyrighted software.

- f. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
 - g. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 - h. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
 - i. Using or soliciting the use of or attempting to use or discover the account information or password of, another user, unless authorized to do so by the district's administration.
 - j. Circumventing or attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA"), unless authorized to do so by the district's administration.
 - k. Misusing equipment or altering system software without permission.
 - l. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam.
 - m. Inappropriate communication with students with a social context not related to school activities, school business, or activities related to learning school-related content.
 - n. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or any district policy, rule, or agreement.
- F. It is the policy of the district, as a recipient of certain federal funds, to provide technology protection measures on its computers with Internet access designed to protect against access through such computers to visual depictions that are obscene or child pornography.
- G. The district does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the district be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- H. As soon as possible, user shall disclose to an appropriate school administrator any content viewed or received over the Technology Resources that makes one feel harassed, bullied, or threatened or any communication that contains sexually explicit content. User should not delete such content until instructed to do so by the Superintendent or his/her designee.
- I. User acknowledges that s/he may receive or have access to student education records and other data subject to confidentiality requirements of the Family Educational Rights and Privacy Act, Individuals with Disabilities Education Act, the Michigan Mandatory Special Education Act, and the National School Lunch Act and their underlying regulations (collectively, the "Acts"). User acknowledges that to the extent s/he receives and has access to such data and records; user is subject to the provisions of those Acts and their regulations and will not disclose student data or other education records except as permitted by law.
- J. User acknowledges and understands that correspondence or other data that is sent or received over the district's Technology Resources may be subject to retrieval and disclosure under the Freedom of Information Act ("FOIA") and other federal or state statutes and regulations. User will cooperate fully and promptly with the district when responding to FOIA requests or other requests for disclosure of information.
- K. User is solely responsible for all charges and fees, including outside telephone, outside printing, and merchandise purchases, made through the Technology Resources. The district is not a party to such transactions and is not liable for any costs or damages, whether direct or indirect, arising out of user's use of the Technology Resources.

- L. User is responsible for the proper use of Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by inappropriate use.
- M. The district will backup necessary data stored on the network storage and servers. User is responsible for the backup of data stored on other equipment including without limitation of computers, tablets, other storage devices, and messaging systems not located on the district's network storage and servers.
- N. User is responsible for removing outdated, obsolete, unusable, or otherwise unnecessary data created or managed from the district's network storage and servers as appropriate.
- O. Any violation of this Agreement may subject user to discipline (for employees, up to and including termination), including possible suspension of user's access to the Technology Resources.

As a condition of using the Technology Resources, user releases the district, and its board members, agents, and employees, including the Internet Service Provider, from all liability related to user's use or inability to use the Technology Resources. S/he agrees to follow this Agreement and all rules and regulations that may be added from time to time by the district or its Internet Service Provider.

Any additional rules, regulations, guidelines, and policies are available on the Technology Department web page. User agrees to pay for, reimburse, and indemnify the district, its board members, agents, and employees, including the Internet Service Provider, for damages, loss, including any fees or expenses, incurred as a result of use, or misuse, of the Technology Resources.

User understands that data sent or received over the Technology Resources is not private. S/he consents to having the district monitor and inspect use of the Technology Resources, including any electronic communications that are sent or received through the Technology Resources.

**Grand Ledge Public Schools
Technology Equipment Responsibilities and Conditions**

In exchange for the use of the district's Technology Resources either at school or away from school, the user understands and agrees to the following:

- A. The user is responsible for all terms located in the district's policies and the Agreement for Acceptable Use of Technology Resources. Any additional rules, regulations, guidelines, and policies are available on the Technology Department web page.
- B. User is encouraged to procure additional insurance coverage to cover loss or damage beyond what is eligible for warranty coverage of technology resources assigned.
- C. The equipment is to be used for educational purposes and is to be used by user and/or school in the course of teaching responsibilities to the district.
- D. The technology equipment shall be at school during the regular school day. In the event of a long-term absence, it is necessary for the technology equipment to be returned to the school.
- E. It is user's responsibility to properly care for and secure the technology equipment assigned to s/he.
- F. When user experiences problems with the technology equipment, user shall submit a technology support request.
- G. User is required to immediately report any equipment that is damaged, lost, or stolen while in possession to the Technology Department.
- H. The technology equipment should be clean and free of stickers, writing, painting, or any other forms of adornment when returned the technology department.

Should user resign, retire, or leave the employment of the district, s/he shall return the technology equipment and any accessory equipment to the Technology Department. The Technology Department will inspect and test the equipment and verify the serial number and asset tag number of the unit.

TELEPHONE USE

Grand Ledge Public Schools operates a voice over the Internet district telephone system. This system has a four (4) digit code for each district telephone. Intra-district calls should be made using these codes. To call inside the district, select a line and dial the four (4) digit code. To call outside the district, select a line, push "7", wait for a dial tone and dial the number. Telephone usage should be limited to school business during work time. Personal phone calls should be made during breaks or lunch times.

TORNADO/FIRE/LOCKDOWN DRILLS

The administration will issue instructions for each teaching station. Drills will be conducted yearly in compliance with local, state, and federal guidelines

Tornado and lockdown drills will be announced over the PA system.

Fire drill signals will be several short beeps and flashes of light from the strobe lights in the hallways.

All drills will be conducted yearly in compliance with local, state and federal guidelines.

TUTORING FOR PAY

A staff member who wishes to tutor students should make certain there is no conflict of interest with the Grand Ledge Public Schools prior to entering into a tutorial agreement. If a staff member tutors and wishes to use a school facility, the Facility Use Guidelines must be followed, and the appropriate forms completed. The Assistant Superintendent for Academic Services must also be informed of all tutorial agreements.

WEAPONS

Grand Ledge Public Schools is firmly committed to providing a safe learning and work environment for its students and employees. In support of this commitment, consistent with Board policy, unless lawfully exempted, no weapons are allowed on district property or in an employee's possession while on district business. Grand Ledge Public Schools will not tolerate the possession of weapons, or any other device designed to inflict bodily harm by any staff member while on district property, at a district-sponsored event, or on a school vehicle.

The definition of weapon will coincide with the definition used by law enforcement agencies. Weapons include, but are not limited to, firearms, guns of any type, brass knuckles, switchblades, knives longer than three (3) inches, tasers, stun guns, etc.

Any employee found possessing a weapon in the aforementioned circumstances may be charged with a felony. This restriction applies to employees licensed to possess weapons.

WORKER'S COMPENSATION

While an individual is on Worker's Compensation disability leave, the individual's FMLA leave (if any exists) will run concurrently.

GRAND LEDGE PUBLIC SCHOOLS
Employee Absence Request Form

To: _____
(Supervisor)

From: _____

Date of Request: _____

The following dates are requested for:

Conference/Workshop(s) District Event Personal Day(s) Vacation Day(s)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE NOTE THE DAY(S) OF WEEK AND DATE(S) THAT YOU ARE REQUESTING.

Request is: Approved Denied

Supervisor's Signature

Date

GRAND LEDGE PUBLIC SCHOOLS
REQUEST FOR USE OF FACILITY APPLICATION
NON-SCHOOL SPONSORED EVENT

Group Requesting Use _____ # of Grand Ledge Residents _____
 Person Responsible for Facility Use (User) _____ Email _____
 _____ / _____

Address _____ City & Zip _____ Phone: Home _____ Work _____

Purpose of Activity _____

Activity Day _____ **Date(s)** _____ **Number of Participants** _____

Entrance Time _____ Leaving Time _____ Program Time _____

School or Facility requested _____

Room (s) requested _____

Special Requests or Equipment Needed _____

Coffee Pot(s) _____ Coffee Set Ups for _____ (# of people)

Projector (Type) _____ VCR and Monitor _____ PA System _____ Number of Tables _____

_____ Number of Chairs _____ Other _____

Admission Charged? Yes _____ No _____ If yes, amount: \$ _____

AGREEMENT: The undersigned has read and agrees to follow the rules and regulations governing the use of school facilities and to abide by school rules pertaining to a particular facility. No food or beverages are permitted in the auditorium. The undersigned agrees to pay for any damage to the facility and/or equipment as a result of said use.

 Person Responsible for Facility Use (User) _____ Address, City, Zip _____ Phone: Home _____ Work _____

School Use Only

HOURLY RATES FOR PERSONNEL

Computer Technician \$ _____
 Custodian \$ _____
 Food Service Personnel \$ _____
 Lifeguard \$ _____
 Security Guard \$ _____
 Auditorium Technician \$ _____

ESTIMATED FEES

Facility \$ _____
 Equipment \$ _____
 Personnel \$ _____
 Snow Removal \$ _____
 Line/Drag Fields \$ _____
 Application Fee \$ _____

Estimated Total \$ _____ Deposit Paid \$ _____ Balance Due \$ _____

INSURANCE REQUIRED: Yes _____ No _____ Comments _____

PAYMENT: Twenty-five percent (25%) of the estimated amount must accompany this application once approved (\$20 minimum). Balance of estimated amount due at least 24 hours before event. Additional expenses will be invoiced after the event. Charges are based on entrance and leaving time. PLEASE MAKE CHECKS PAYABLE TO: Grand Ledge Public Schools.

PERMIT: The above named group has made satisfactory arrangement with us; has given sufficient assurance that the specified facility will be properly used and cared for; has made sufficiently detailed plans to indicate an appropriate program; and is hereby given permission to use the facility only during the time and for the purpose specified above, subject to the regulations. It is understood the final payment will be adjusted according to actual use and may vary from estimated fees. Final fees are due within two weeks of billing. The school reserves the right to revoke the permit for good cause at any time.

Building Principal approval _____ Date _____ Superintendent's designee approval _____ Date _____

Copies: Principal
 Community Education Dept.
 Head Custodian Operations Dept.
 User
 Business Dept. (for invoicing)

Complete this form and submit it to the buildings main office in which use is requested. The building principal will clear the application in regard to their school calendar. The principal shall then forward as indicated. Athletic program areas should be sent to the Athletic Director. Auditorium programs should be forwarded to the Auditorium Coordinator. All other High School use should be forwarded to the H.S. main office. All other building use which is requested for outside an instructional school day should be forwarded to Central Office. Once the approval process is complete, forward copies of the application as noted.

**GRAND LEDGE PUBLIC SCHOOLS
 REQUEST FOR USE OF FACILITY APPLICATION
 SCHOOL-SPONSORED ACTIVITY ONLY**

Group Requesting Use _____

Address _____

Purpose of Activity _____

Activity Day _____ **Date** _____ **# of Participants** _____

Entrance Time _____ Leaving Time _____ Program Time _____

School or Facility Requested _____

Room(s) requested _____

Special Facilities and/or Equipment Requested: _____

PA System _____

Coffee Pot(s) _____

Coffee Set Ups for _____ (# of people)

Projector (Type) _____

VCR and Monitor _____

Number of Tables _____

Number of Chairs _____

Other _____

Person Responsible _____ Phone _____ Date _____

Email _____

The school reserves the right to revoke the permit at any time for good cause.

 Building Principal

 Date

 Superintendent's designee approval

 Date

HOURLY RATES FOR PERSONNEL

OVERTIME CUSTODIAL COST: YES _____ NO _____

- Charges may be accrued if personnel are required to work beyond normal working hours
- Charges are based on entrance and departure times

Computer Technician \$ _____

Custodian \$ _____

Food Service \$ _____
Lifeguard \$ _____
Security Guard \$ _____
Theater Technician \$ _____

Copies:

Principal
Community Education Dept.
Head Custodian
Operations Dept.
User
Business Dept. (for invoicing)

Complete this form only when requesting use of a facility that pertains to a K-12 program activity. Requests that do not exceed an instructional school day only need to be approved by the building principal. All requests for use after the completion of an instructional school day should be forwarded to Central Office for the final approval and estimation of fees if applicable. Once the approval process is complete, forward copies of the application as noted.

GRAND LEDGE PUBLIC SCHOOLS
Brief Explanation of the District's
Family Medical Leave Act Policy (FMLA)

Basic Leave Entitlement

Grand Ledge Public Schools' Family & Medical Leave Policy allows eligible employees to take up to 12-work weeks of leave, per year, for their own serious health condition, childbirth or to provide care for the employee's newborn child, newly-adopted child, newly placed foster child, or a child, parent or spouse with a serious health condition. Further, certain eligible employees may receive up to 12-work weeks of leave for military exigencies, and up to a total of 26-work weeks of leave to care for a covered military service member.

Eligibility

The 12-month period is a "rolling" 12-month period, measured backward from the date an employee uses any Family and Medical Leave. Each time an employee takes Family and Medical Leave, the remaining leave entitlement would be any balance of the 12-weeks which has not been used during the immediately preceding 12-months.

An employee who has worked at least 1,250 hours during the 12-month period before commencement of leave is eligible for FMLA Leave after having completed 12-months of service.

If spouses are both employed by the district, and both are eligible for FMLA leave, spouses may take up to a combined total of 12-weeks of unpaid leave for the birth and care of a newborn. This limitation does not apply for serious health conditions.

Notification

When the need for FMLA leave is foreseeable, 30-days' notice is required.

When the need for FMLA leave is unexpected, the employee must provide written notice to the Assistant Superintendent for Human Resources either the same business day, or the next business day, after the employee learns of the need for the FMLA leave, along with the expected date of return to work

Substitution of Paid Leave Time

When leave is taken for a serious health condition, an employee must first concurrently exhaust earned sick leave, which will be credited against the FMLA leave. Any remaining FMLA leave to which the employee is entitled will then be taken on an unpaid basis.

When leave is taken for natural birth or for a newly adopted child, the mother may concurrently use six-weeks (30 days) of sick leave from the date of birth/adoption, which will be credited against the FMLA leave, if that leave occurs while school is in session. When leave is taken for a caesarean birth, the mother may concurrently use eight-weeks (40 days) of sick leave from the date of birth, which will be credited against their FMLA leave, if that leave occurs while school is in session. Any remaining FMLA leave to which the employee is entitled will be taken on an unpaid basis.

A father on FMLA leave may concurrently use two-weeks (10 days) of sick leave from the date of birth, which will be credited against their FMLA leave, if that leave occurs while school is in session. Any remaining FMLA leave to which the employee is entitled will be taken on an unpaid basis.

Medical Certification

If an employee requires FMLA leave due to a serious health condition or to care for parent, child, or spouse with a serious health condition, the employee is required to provide medical certification, from a healthcare provider, of the serious health condition involved and for how long the care is required.

Benefits

During the period of an approved FMLA leave, the district will continue the employee's health insurance premium uninterrupted. If the employee makes a contribution toward coverage, the employee must make arrangements to continue their contributions during the leave to continue the basic health coverage at its existing level. An employee's failure to pay their share of the health insurance premium during FMLA leave may result in loss of coverage if the employee's contribution is more than 30 days late.

An employee on FMLA leave will not lose their seniority. However, any unpaid time during their leave will not count toward their state retirement benefits.

Return to Work

Upon conclusion of FMLA leave, an employee will be returned to the same position, or an equivalent position, provided the position remains.

An employee shall submit a written statement, from a physician, that addresses the employee's ability to return to work and perform the essential functions of the position.

Failure to Return from Leave

An employee's failure to return to work upon expiration of FMLA leave will subject the employee to termination, unless an extension is granted, as required by law or under a collective bargaining agreement. An employee who requests an extension of the FMLA leave due to the continuation, recurrence, or onset of her or his own serious health condition, or of the serious health condition of the employee's spouse, child or parent, must submit a written request for an extension to the Assistant Superintendent for Human Resource. This written request should be made as soon as the employee realizes that he or she will not be able to return at the expiration of the leave period. Medical certification or recertification will be required to support any request for leave.

FMLA Information & Forms

Additional information and forms related to Family and Medical Leaves are available from Human Resources.

GRIEVANCE PROCEDURES
FOR
TITLE VII OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
SECTION 504 OF THE REHABILITATION ACT OF 1973
AGE DISCRIMINATION ACT OF 1975
TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990

Section I

Any person believing that Grand Ledge Public Schools or any part of the school organization has inadequately applied the principals and/or regulations of (1) Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disabilities Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to:

Inquiries related to discrimination on the basis of disability should be directed to:

Executive Director of Special Services
Section 504 Coordinator
Grand Ledge Public Schools Central
Office, Room 105
220 Lamson
Grand Ledge, MI 48837
517-925-5410

Direct all other inquiries related to discrimination to:

Human Resources
Grand Ledge Public Schools Central
Office, Room 110
220 Lamson
Grand Ledge, MI 48837
517-925-5406

Coordinator of Title IX:

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

If the complainant feels the grievance is not satisfactorily resolved, they may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

A complainant wishing to appeal the decision of the local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Anyone, at any time, may contact the U.S. Department of Education/Office for Civil Rights for information and/or assistance at 216-522-4970. If the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

The local Coordinator, on request, will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's Office.

Grand Ledge Public Schools
 Business & Finance Department

PURCHASE ORDER REQUEST

Vendor #: _____

Date: _____

Computer Generated PO #: _____

Fiscal Year: _____

(From AS/400)

Account Number

(MANDATORY):

Vendor's Name:

Vendor's Address:

Vendor's Phone Number:

Vendor's Fax Number:

Ordered By/Building:

ITEM	QTY	CATALOG NUMBER	DESCRIPTION	UNIT PRICE W/ DISCOUNT	AMOUNT
1				\$	\$
2					\$ -
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -
11					\$ -
12					\$ -
13					\$ -
SHIPPING & HANDLING					\$
TOTAL					\$

Submitted by: _____

Date: _____

Expense Authorized by: _____

Date: _____

Director, Principal or
 Supervisor

GRAND LEDGE PUBLIC SCHOOLS
Student / Visitor Accident Report Form

Please print when completing this form. This form should be completed in every case that a person is injured on school property, on school business, or while attending a school event.

Name of Injured Student _____ Grade _____ Sex _____
Name of Parent/Guardian _____ Phone # _____ Date/Time Contacted _____

Name of Injured Visitor _____ Sex _____

Injured Person's Resident Address _____

Date & Time of Accident _____

Type of Injury _____

Building and/or Location Incident Occurred _____

Description of Accident/Cause of Injury _____

Were you exposed to blood or bodily fluids? _____ Yes _____ No

If Yes, you must complete the Student/Visitor Exposure Incident Report

Was Supervision Being Provided? _____ Yes _____ No

Was Accident the Result of Unsafe Act? _____ Yes _____ No

Was Safety Hazard Involved? _____ Yes _____ No

If Yes, Please Describe _____

Administrator/Supervisor/Director Signature _____ Date _____

It is our hope that a study of accident reports will enable us to eliminate hazards and improve safety practices within Grand Ledge Public Schools.

Person Making Report (Sign & Print) _____ Position Held _____ Date of Report _____

Original = Human Resources
Copy #1 = Student's School of Attendance
Copy #2 = Parent/Guardian of Student

GRAND LEDGE PUBLIC SCHOOLS Employee Injury Report Form

Please print when completing this form. This form should be completed in every case that an employee is injured on school property, on school business, or while attending a school event.

Name of Injured Staff _____ Claim # _____

Address _____

Date of Birth _____ Social Security # _____ Married / Single _____ Sex _____

COMPLETE THE FOLLOWING IF YOU HAVE DEPENDENT CHILDREN (UNDER 21 YEARS OF AGE) LIVING WITH YOU

Name of Dependent Child	Age	Name of Dependent Child	Age
_____	_____	_____	_____
_____	_____	_____	_____

Name any dependent children not at least 50% supported by you. _____

Position _____	Building _____	Department _____
Length of Employment _____	# of Days Worked Per Week _____	# of Hours Worked Per Day _____
		Hourly Rate of Pay _____

Date of Injury _____ Time of Injury _____ Date Injury Reported _____

Accident Reported to _____ Reported by (Name) _____

Who Witnessed the Accident? _____

Describe Fully how Accident / Injury Happened _____

(Continue on back if necessary)

What part(s) of your body were injured _____

Were you exposed to blood and/or bodily fluids Yes No

If Yes, you must complete an Employee Exposure Incident Report.

Did you stop work as a result of your accident / injury? Yes No When? _____

Was your pay continued during any part of your disability? Yes No If so, for what period? _____

If not, last day for which you were paid _____

If not working, when do you expect to return to work? _____ If you did return to work already, what was the date? _____

From Whom did you receive medical treatment first? _____	Date of initial treatment _____
Are you still under medical treatment? _____	How often do you receive treatment? _____
Name of Doctor treating you _____	
Address of Treating Doctor _____	Phone #: _____

Employee Signature

Date

Original = Human Resources
Copy #1 = Employee

GRAND LEDGE PUBLIC SCHOOLS
Administrator's Report of Accident Form

Please print when completing this form. This form should be completed in every case that a person is injured on school property, on school business, or while attending a school event.

Name of Injured Person _____ Age _____ Sex _____

Home Address _____

Occupation of Injured Person _____

Is injured person an Employee? Yes [] No []

If Yes, Occupation _____ Building _____ Department _____

Employment Date _____ How long on this job? _____

Date of Accident _____ Time of Accident _____ [] a.m. [] p.m.

Describe how accident occurred _____

Was any machinery or equipment involved? Yes [] No []

Was person exposed to blood or bodily fluid? Yes [] No []

If Yes, was Exposure Incident Report completed? Yes [] No []

Did accident result in fatality? Yes [] No []

Was the accident the result of an unsafe act? Yes [] No []

Were unsafe conditions present at the time of the accident? Yes [] No []

What should be done to prevent Repetition of this accident? _____

Has this been done? Yes [] No [] If not, give reason _____

Name of Physician _____

Address _____

Name of Hospital _____

Address _____

Administrator's Signature _____

Date _____

Reviewed By _____

Date _____