Midland Public Schools

Inspiring Excellence

MANAGER HANDBOOK

It is the policy of the Midland Board of Education that the Midland Public Schools will not discriminate in its educational programs and activities on the basis of age, race, creed, religion, color, national origin, sex, marital status, disability or any additional criteria identified by any applicable state or federal statute.

Revised 7/24/22

PLEASE NOTE THAT THIS HANDBOOK IS AN OVERVIEW OF BASIC POLICIES, AND MAY CONTAIN EXCERPTS FROM A FULL POLICY. FOR A COMPLETE LISTING OF MPS/BOE POLICIES, VISIT:

https://www.midlandps.org

Contents

INTRODUCTION 4

NONDISCRIMINATION POLICY, COMPLIANCE OFFICERS, AND GRIEVANCE PROCEDURES (4101) 4

DISTRICT BOARD POLICY & LABOR AGREEMENTS 7

AGREEMENT BETWEEN THE BOARD OF EDUCATION OF THE MIDLAND PUBLIC SCHOOLS AND THE MIDLAND CITY EDUCATION ASSOCIATION 7

CORPORAL PUNISHMENT AND 8

LIMITED USE OF REASONABLE FORCE (4203) 8

ANTI-HARASSMENT POLICY (4102) 8

MANAGER POSITIONS BY LEVELS 11

DETERMINATION OF SALARY RANGES, INDIVIDUAL SALARIES WITHIN RANGES 12

PROFESSIONAL DUES REIMBURSEMENT 13

ADMINISTRATIVE COUNCIL 13

MANAGER CONCERNS COMMITTEE 13

MANAGER EVALUATION 13

EVALUATION RESPONSIBILITIES 14

LONGEVITY 14

EMPLOYEE DISCIPLINE 14

STAFF DIRECTORY 14

CONFIDENTIALITY OF STUDENT RECORDS (4204) 14

SOCIAL SECURITY NUMBERS (3113) 15

SCHOOL SAFETY AND SECURITY (3400) 16

SMOKE FREE WORKPLACE (3102) 16

INCLEMENT WEATHER POLICY 16

HOLIDAYS 16

WORK YEAR, VACATION SCHEDULES 17

PERSONAL DAYS 18
PERSONAL ILLNESS 19
SERIOUS ILLNESS 19
FAMILY ILLNESS 19
BEREAVEMENT 19
FAMILY AND MEDICAL LEAVE ACT (4106) 20
WORKPLACE ACCOMMODATIONS FOR EMPLOYEES AND APPLICANTS WITH DISABILITIES (4105) 21
JURY DUTY 22
MILITARY LEAVE (4107) 22
BENEFITS 22
RETIREMENT 22
RETIREMENT NOTIFICATION 23
APPENDIX 24

INTRODUCTION

The purpose of these Guidelines is to assist managers in becoming familiar with their responsibilities and their relationship to others in understanding the larger picture of the operation of the school district. All manager activities are directed at providing service so that the primary purpose of the district, the education of its students, can be accomplished.

The employer (Midland Public Schools) retains the right, at any time, to amend, modify or terminate any of its policies or benefits applicable to managers to whom this handbook is addressed. Nothing contained in this handbook shall be construed or implied to constitute a contract altering or changing the at-will character of the employment relationship between the Midland Public Schools and its managers.

NONDISCRIMINATION POLICY, COMPLIANCE OFFICERS, AND GRIEVANCE PROCEDURES (4101)

WITH REGARD TO:

- TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, WHICH PROHIBITS DISCRIMINATION BASED ON RACE, COLOR, RELIGION, OR NATIONAL ORIGIN;
- TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, WHICH PROHIBITS DISCRIMINATION BASED ON RACE, COLOR, RELIGION, SEX (INCLUDING GENDER IDENTITY, AND SEXUAL ORIENTATION), OR NATIONAL ORIGIN;
- TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, WHICH PROHIBITS DISCRIMINATION BASED ON SEX (INCLUDING GENDER IDENTITY AND SEXUAL ORIENTATION);
- AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 (ADEA), WHICH PROHIBITS DISCRIMINATION BASED ON AGE AS TO PERSONS WHO ARE AT LEAST 40 YEARS OLD;
- EQUAL PAY ACT OF 1963, WHICH PROHIBITS SEX DISCRIMINATION IN PAYMENT OF WAGES FOR PERSONS PERFORMING SUBSTANTIALLY EQUAL WORK IN THE SAME ESTABLISHMENT;
- SECTION 504 OF THE REHABILITATION ACT OF 1973 (SECTION 504), WHICH PROHIBITS DISCRIMINATION BASED ON DISABILITY;
- AMERICANS WITH DISABILITIES ACT OF 1990 (ADA), WHICH PROHIBITS DISCRIMINATION AGAINST QUALIFIED PERSONS WITH DISABILITIES IN EMPLOYMENT, PUBLIC SERVICE, PUBLIC ACCOMMODATIONS, AND TELECOMMUNICATIONS;
- FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA), WHICH REQUIRES COVERED EMPLOYERS TO PROVIDE UP TO 12 WORK WEEKS OF UNPAID, JOB-PROTECTED LEAVE TO ELIGIBLE EMPLOYEES FOR CERTAIN FAMILY, MILITARY, AND MEDICAL REASONS, AND UP TO 26 WORK WEEKS TO CARE FOR A COVERED SERVICE MEMBER WITH A SERIOUS INJURY OR ILLNESS;
- PREGNANCY DISCRIMINATION ACT OF 1978, WHICH PROHIBITS DISCRIMINATION BASED ON PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS;
- GENETIC INFORMATION NON-DISCRIMINATION ACT OF 2008 (GINA), WHICH PROHIBITS DISCRIMINATION BASED ON GENETIC INFORMATION AS TO HEALTH INSURANCE AND EMPLOYMENT;
- UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT OF 1994 (USERRA), WHICH PROVIDES JOB PROTECTION AND REEMPLOYMENT RIGHTS TO INDIVIDUALS WHO VOLUNTARILY OR INVOLUNTARILY LEAVE EMPLOYMENT TO UNDERTAKE MILITARY SERVICE, INCLUDING MILITARY RESERVISTS AND NATIONAL GUARD MEMBERS CALLED TO DUTY;
- MICHIGAN ELLIOTT-LARSEN CIVIL RIGHTS ACT OF 1976 (ELCRA), WHICH PROHIBITS DISCRIMINATION BASED ON RACE, COLOR, NATIONAL ORIGIN, AGE, SEX (INCLUDING PREGNANCY AND GENDER IDENTITY), RELIGION, HEIGHT, WEIGHT, OR MARITAL STATUS;

- MICHIGAN PERSONS WITH DISABILITIES CIVIL RIGHTS ACT OF 1976 (MPDCRA), WHICH PROHIBITS DISCRIMINATION AGAINST QUALIFIED PERSONS BASED ON DISABILITY THAT IS UNRELATED TO THAT PERSON'S ABILITY TO PERFORM THE DUTIES OF A PARTICULAR POSITION OR GENETIC INFORMATION;
- MICHIGAN EQUAL PAY ACT, WHICH PROHIBITS DISCRIMINATORY WAGE PRACTICES BASED ON SEX; AND
- PUBLIC EMPLOYMENT RELATIONS ACT OF 1947 (PERA), WHICH PROHIBITS A PUBLIC EMPLOYER FROM DISCRIMINATING AGAINST AN EMPLOYEE BASED ON MEMBERSHIP OR NON-MEMBERSHIP IN A LABOR ORGANIZATION.

It is the policy of the Midland Public School District not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or other legally-protected characteristic, in its programs, activities, or employment.

Inquiries regarding this nondiscrimination policy should be directed to:

Superintendent of Schools
Midland Public Schools
600 East Carpenter Street
Midland, Michigan 48640
(989) 923-5026

MPS Compliance Officers:

<u>Director of Human Resources</u> (989) 923-5016	Title IX of the Education Amendments of 1972 Age Discrimination Act of 1975 Title VII of The Civil Rights Act of 1964 Age Discrimination in Employment Act of 1967 (ADEA) Equal Pay Act of 1963 Family And Medical Leave Act of 1993 (FMLA) Pregnancy Discrimination Act of 1978 Genetic Information Non-Discrimination Act of 2008 (GINA) Michigan Elliott-Larsen Civil Rights Act of 1976 (ELCRA) Michigan Persons With Disabilities Civil Rights Act of 1976 (MPDCRA) Michigan Equal Pay Act Public Employment Relations Act of 1947 (PERA)
<u>Associate Superintendent</u> (989) 923-5082	Title II of the Americans with Disabilities Act of 1990 Title VI of the Civil Rights Act of 1964 Section 504 of the Rehabilitation Act of 1973 Nondiscrimination of the Basis of Being Disabled

Grievance Procedures for:
Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendment Act of 1972
Title II of the Americans with Disability Act of 1990
Section 504 of the Rehabilitation Act of 1973
Age Discrimination Act of 1975

Section I

Any employee who believes he/she has been subjected to behavior that violates this Policy must file a complaint using the Employment Complaint Procedure in **Policy 4104**. If Title IX sexual harassment is alleged, the procedures set forth in **Policy 3118** should be followed.

Employees with questions about compliance with this Policy and applicable laws should contact the Superintendent or the Employment Compliance Officer(s):

Jeff Jaster, Associate Superintendent **Karen Justin, Director of Human Resources** **Joy Yang Jiao, Director Diversity, Equity, and Inclusion** Age Act, Title IX Coordinator Midland Public Schools 600 E. Carpenter St. Midland, MI 48640 (989) 923-5001	**Jeff Jaster, Associate Superintendent** Title VI, Title II, Section 504 Coordinator Midland Public Schools 600 E. Carpenter St. Midland, MI 48640 (989) 923-5082

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Local Coordinator, who shall in turn investigate the complaint and reply in writing within five (5) business days. If this reply is not acceptable, the complainant may initiate formal procedures according to the following steps.

Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the local Age Act, Title II, Title VI, Title IX, or Section 504 Coordinator within five (5) business days of receipt of the written reply to the informal complaint. The Coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days by certified mail.

Step 2: If the complainant wishes to appeal the decision of the local Age Act, Title II, Title VI, Title IX, or Section 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of the Midland Public Schools within five (5) business days after receipt of the Local 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 of the meeting by certified mail.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of 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 representatives within forty (40) days of the receipt by the Board Secretary to each concerned party within ten (10) business days of this meeting by certified mail.

Anyone at any time may contact the Office for Civil Rights for information and/or assistance at 1-800-421-3481. If the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights.

Inquiries concerning the nondiscriminatory policy may be directed to the Director for Civil Rights, U.S. Departments of Education, Washington, D.C. 20202.

The Local Coordinator, on request, will provide 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 at the Local Coordinator's office.

DISTRICT BOARD POLICY & LABOR AGREEMENTS

Every manager is expected to be familiar with Midland Public Schools' District Board Policy and Labor Agreements in order to be aware of policies and operational practices under which the district operates. The Board policies and labor agreements are available on the District website www.midlandps.org.

CORPORAL PUNISHMENT AND LIMITED USE OF REASONABLE FORCE (4203)

"Corporal punishment" is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline. Corporal punishment does not include physical pain caused by reasonable physical activity associated with athletic training.

Employees will not inflict, or cause to be inflicted, corporal punishment upon any student under any circumstances. Any employee who engages in corporal punishment against a student will be subject to discipline, including discharge. An administrator or supervisor will report the employee to CPS consistent with **Policy 4202**.

Employees may use reasonable physical force upon a student as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning.

The District may provide training to employees on the use of reasonable force and physical intervention techniques. If the District has provided that training to an employee, the employee must comply with that training.

Employees must comply with **Policy 5211** on Seclusion and Restraint of students and federal and state law. An employee's illegal use of seclusion or restraint may result in discipline, including discharge.

ANTI-HARASSMENT POLICY (4102)

Employees will have the opportunity to work in an atmosphere free from unlawful harassment, including sex-based harassment, as defined by state, federal, and local laws. The District prohibits quid pro quo and hostile work environment harassment.

The District will promptly and thoroughly investigate complaints pursuant to **Policy 4104** alleging unlawful harassment and take appropriate action, including discipline, against any person found to have violated this Policy. Investigation determinations will be based on a preponderance of the evidence.

Unlawful harassment is strictly prohibited. This Policy applies to employee conduct perpetrated against other employees, parents/guardians, officers, Board members, agents, contractors, volunteers, and members of the public. Although Title VII sexual harassment falls within this Policy, Title IX sexual harassment does not. For the District's Policy on Title IX sexual harassment, see **Policy 3118**. Allegations that an employee engaged in unlawful discrimination, harassment, or retaliation against a student will be investigated under **Policy 5202**.

This Policy applies to unlawful conduct related to work in any way, regardless of location.

Definition of Unlawful Harassment.

Except with regard to **Title IX Sexual Harassment Policy 3118**, the following definitions apply:

1. "Quid pro quo" harassment occurs when a supervisor requires sex, sexual favors, or sexual contact from an employee or job candidate as a condition of employment and where:

    - submission to that conduct or communication is made a term or condition, either explicitly or implicitly, to obtain or maintain employment; or

    - submission to or rejection of that conduct or communication is used as a factor in a decision affecting a person's employment.

2. "Hostile work environment" harassment is unwelcome verbal, visual/written, or physical conduct towards an employee because of the employee's race, color, national origin, ethnicity, religion, sex (including pregnancy), height, weight, marital status, gender identity, age, sexual orientation, disability, genetic information, veteran status, military service, or any other protected class and that has:

    - the purpose or effect of creating an intimidating, hostile, or offensive work environment;

    - the purpose or effect of unreasonably interfering with an employee's work; or

    - an adverse impact on a person's employment opportunities.

Definition of Sexual Harassment. While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Verbal: Unwelcome comments, including: the use of derogatory, sexually suggestive, or vulgar language; the use of sexual innuendo; unwelcome advances or repeated requests for dates or sexual favors; threats based on or motivated by a person's sex; demanding or pressuring another person to submit to sexual requests or advances to attain academic or professional achievement; threatening another person's academic or professional reputation if that person does not submit to sexual requests or advances; or any other similar behavior.

- Visual/Written: Subjecting another person to sexually suggestive, pornographic, or obscene images, text, or cartoons, including by electronic mail, text message, letter, or any other medium; the use of obscene gestures toward or around another person; leering at another person; or any other similar behavior.

- Physical: Unwanted kissing, touching, patting, hugging, pinching, or any other unwanted physical contact; impeding another person's normal movements; stalking, assault, or battery based on the victim's sex; any other physical interference with another person based on that person's sex; or any other similar behavior.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at Midland Public Schools.

MANAGER POSITIONS BY LEVELS

The salary ranges for management positions listed below are base-to-maximum amounts and do not include longevity stipends. Movement through the ranges is based on performance and is not based on seniority.

Level	Position	Base	Maximum
Lc	Building Managers – Elementary	$40,629	$47,799
K	Building Managers – Middle School Central Auditorium Manager	$43,325	$50,864
Jb	Assessment Specialist Enrollment and McKinney Vento Specialist Benefits Manager IT Support Specialists Web and Communications Specialist	$46,217	$54,373
I	Mechanics Building Managers – High School	$49,202	$57,884
H	Information Systems Analyst Payroll Manager Network Engineer Systems Engineer	$52,182	$61,391
Gb	Manager of Transportation Operations Head Mechanic	$55,473	$65,263
F	Accounting Specialist Human Resources Manager Skilled Trades and Grounds Manager Transportation Manager Human Resources and Pupil Accounting Manager	$58,138	$68,398
E	Communications and Customer Service Manager(240)	$62,527	$73,561
D	No positions	$66,366	$78,078
C	No positions	$72,239	$84,987
B	Developmental Operations Manager Fiscal Services Manager Social Emotional Learning Specialist II (220)	$78, 226	$92,031
A1	Facilities and Operations Director Diversity, Equity, and Inclusion Director	$85,550	$100,588
A2	Human Resources Director Social Emotional Learning Specialist (240)	$92,773	$109,144
A3	Fiscal Services Director	$100,045	$117,700

A4	Information Technology Director	$105,488	$124,056

The following stipends are added to the salary amounts shown above for weekend service checking school buildings and for snow removal for positions in:

Level	**Position**	
K	Building Managers – Middle School/High School	$1,000
I	Facilities and Operations Director	$1,500

I. The Elementary Building Manager stipend for weekend service checking buildings have been discontinued.
II. Flat rate mileage/cell phone stipends have been discontinued for all managers (with exception of the Maintenance Supervisor---$600).
III. An employee may log the miles he or she drives on school business and submit his or her log monthly to the Associate Superintendent for Finance, Facilities, and Operations for approval and payment.

DETERMINATION OF SALARY RANGES, INDIVIDUAL SALARIES WITHIN RANGES

For purposes of salary determination, there is a maximum salary for each level of job responsibility. A salary range for each level is then established by calculating a base that is 15% below the maximum.

All staff members' salaries will be established within the range for their level. Staff members without experience in a position will be paid at a figure near the bottom of the range. They will receive raises each year within the range on the basis of an annual evaluation.

The rate at which a manager advances yearly, within the range from Base to Maximum, depends on the overall rating on the yearly Performance Evaluation.

The numerical scale for rating performance is:

1 – Overall performance is exemplary
2 - Overall performance exceeds district expectations
3 - Overall performance meets district expectations
4 - Overall performance is below district expectations
(This is a temporary rating; allowable for a one-year period only.)

The percentage advancement from Base to Maximum for each rating is:

1 – 3 percentage points and a stipend of 1% of the prior year salary
2 – 3 percentage points
3 – 1.5 percentage points
4 – No advancement

The manager will be considered to be at B+3, B+5.5, B+13, etc., depending on the percentage of advancement from Base.

The Associate Superintendent of Finance, before submission to the Board of Education, will approve all salary recommendations. All evaluations are to be reviewed, before discussion with the individual

concerned, by a Performance Review Committee consisting of the Superintendent, Associate Superintendents and Directors.

The supervisor meets with the Performance Review Committee to recommend a rating. After meeting with all the supervisors, the Performance Review Committee votes to approve or disapprove each individual recommendation.

A manager moving from Base to Maximum on the appropriate salary level will advance three (3) percentage points if approved for the exemplary rating. The manager will also receive a stipend of 1% of the prior year salary.

A manager who has reached Maximum (M) and who receives a "1" rating will receive a stipend of 1% of the prior salary paid at the beginning of the next fiscal year.

A manager within three percent (3%) of Maximum in the Base to Maximum Range who is rated "1" will also advance to with the subsequent one percent (1%) stipend.

PROFESSIONAL DUES REIMBURSEMENT

Each manager is entitled to up to $200 per year in professional dues and/or conference reimbursement.

Refer to the HR Forms Drive to access the current Manager Professional Dues Reimbursement Form.

ADMINISTRATIVE COUNCIL

Midland Public Schools' Directors are members of the Administrative Council. The Administration Council is made up of all Administrators and Director's, as appointed by the Superintendent.

Administrative Council meetings are the superintendent's opportunity to discuss and share information with the administrative team and to seek input on important decisions that will affect the district. All administrators are a part of the district administrative team and, as such, are expected to be in attendance at all Administrative Council meetings.

MANAGER CONCERNS COMMITTEE

The function of the Manager Concerns Committee is to consider any matters, which are of concern to the members of the managerial staff in their work with the Midland Public Schools. When applicable, the committee will review the goals and concerns of their members and present them to the Agenda Group of the Midland Public Schools for collaborative dialogue. The members of this committee are elected to staggered terms of three years and may serve, if re-elected, for a total of two consecutive terms. The chair is elected for a three- year term by the members of the committee and may be re-elected to serve as chair. Any member who retires, resigns or is reassigned to a different employee group will be replaced for the remainder of his/her term.

MANAGER EVALUATION

Managers will be evaluated yearly until reaching maximum. After reaching maximum, managers will be evaluated at least once every three (3) years so long as they maintain a '1' Performance Evaluation Rating. A highly effective performance evaluation rating will require a written evaluation. Supervisors will meet yearly to review the job performance of those managers they supervise who do not receive a

written evaluation. Annual evaluations of all managerial personnel will be completed each year by June 30th. Recommendation for salary must be made by the first Monday in May.

Evaluation of managerial personnel, including a recommendation for salary, will be the responsibility of the administrator or administrators to whom the staff member is responsible.

Refer to the HR Forms Drive to access the current manager evaluation and guidelines.

EVALUATION RESPONSIBILITIES

Managers are responsible for the evaluation of those employees whom they supervise. Evaluations are confidential and shall be available only to the employee, the evaluator and other appropriate administrators.

LONGEVITY

Effective July 1, 2015, managers receiving longevity payments for years of certificated service with the Midland Public Schools in the 2014-2015 school year, will only continue to receive longevity in the amount they received in 2014-2015 (not cumulative).

Managers who have not received longevity in 2014-2015 because they have not completed 15 years of certificated service will not be eligible to receive longevity payments in the future.

EMPLOYEE DISCIPLINE

All potential cases of discipline involving employees that a manager supervises are to be communicated to the Director of Human Resources prior to initiating any steps in the disciplinary process. The director will assist managers in following proper disciplinary procedures while protecting the due process rights of employees.

STAFF DIRECTORY

All Midland Public Schools' employees should have a Staff Directory and access to any information appearing in the directory. Telephone numbers and addresses are sometimes unlisted and are not to be given out by OP members, even to staff members. Authorization to provide any information in the Staff Directory to anyone other than staff members must be granted by the administrator in charge. In questionable cases the OP member can obtain the caller's telephone number or address and contact the staff member with this information; the staff member may then contact the calling party if they so choose.

CONFIDENTIALITY OF STUDENT RECORDS (4204)

Employees must maintain and protect the confidentiality of student information and student education records (as defined in Policy 5309) and recognize parent/guardian rights to student information about their minor child(ren).

Employees must not disclose to third parties confidential student information or records, medical information, performance records, or behavior records unless appropriately authorized. This Policy

prohibits disclosure to employees who do not have a legitimate educational interest in the student record.

Disclosure is appropriately authorized with a written release from the parent/guardian or student 18 years or older in accordance with the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), implementing regulations, and state law.

Employees who receive a subpoena seeking disclosure of student records or other confidential information must immediately notify the Superintendent or designee. Employees must not speak with an attorney who does not represent the District about a student without approval from the Superintendent or designee.

SOCIAL SECURITY NUMBERS (3113)

The District's use, storage, and transmission of social security numbers will comply with this Policy and applicable law. As used in this Policy, "social security number" means more than 4 sequential digits of a person's social security number.

B. Social Security Number Confidentiality

1. District personnel may access another person's social security number only to the extent necessary to perform District job duties.

2. Any physical, non-digital document or physical copy of a digital document, containing a person's social security number, if practical, should be stored in a secure area when not in use.

3. Any application, software program, electronic document, or other digital means through which a person has access to a social security number must be password protected.

4. District personnel and Board members will not intentionally disclose a social security number or a document containing a social security number to another person unless (a) that person is authorized to receive social security numbers under subsection B of this Policy, or (b) the disclosure is necessary to comply with applicable law, subpoena, or court order.

5. To share a document containing a social security number with a person not authorized to receive a social security number under subsection B, District personnel must make reasonable efforts to redact social security numbers from the document.

6. District personnel authorized to receive social security numbers will make reasonable efforts to destroy each document containing a social security number when it is no longer needed by shredding or incinerating it, subject to record retention requirements. See **Policy 3502**.

7. The District will not display a social security number on its checks.

C. District Personnel Authorized to Receive Social Security Numbers

1. The following persons may receive a social security number in the course of performing their duties:

    - Superintendent;

- Chief business official;
- Chief human resources official

2. If District personnel or a Board member encounters a document in the District's possession containing a social security number of another person in the course of performing District duties, that person should give the document to a person authorized to receive social security numbers.

SCHOOL SAFETY AND SECURITY (3400)

Protecting the safety of our employees and visitors is the most important aspect of running our school district.

All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

SMOKE FREE WORKPLACE (3102)

Smoking is not allowed in district buildings or property by law. "Use of tobacco product" means any of the following:

- the carrying by a person of a lighted cigar, cigarette, pipe, other lighted smoking device, or electronic nicotine delivery system;
- the inhaling or chewing of a tobacco product;
- the placing of a tobacco product within a person's mouth; or
- the smoking or use of electronic vapor or other substitute forms of cigarettes, clove cigarettes, other lighted smoking devices, or other electronic nicotine delivery systems for consuming or inhaling tobacco or any other substance.

The District prohibits the sale, possession, distribution, dispensation, or use of tobacco products, electronic cigarettes, vaporizers, and all electronic nicotine delivery systems on property owned or operated by the District.

District personnel should review Policy 4210 for the district's drug and alcohol free workplace policy.

The District may also prohibit the use of these products at District-related events.

INCLEMENT WEATHER POLICY

Managers are expected to report to work. An employee who will be delayed in reporting to work because of difficulties in traveling, or who may even be prevented from arriving at all, is to contact his/her supervisor to report the difficulties. Each supervisor is authorized to approve the employee's being late (or in justifiable circumstances, absent) in this situation. Such absences are to be recorded as

"miscellaneous approved absence" on the payroll records. Requests to review a decision on an employee's tardiness or absence, if necessary, should be referred to the Associate Superintendent of Administrative Services.

HOLIDAYS

The official school calendar, as annually adopted by the Board of Education, defines holidays for the Midland schools. Such holidays include July Fourth, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, and Memorial Day. Employees who need time off to observe religious practices or holidays not already scheduled by the company should speak with the Director of Human Resources. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, or take vacation time, or take off unpaid days. The company will seek to reasonably accommodate individuals' religious observances.

Employees are not expected to work on holidays unless special arrangements are made.

If any one of the foregoing holidays falls on Saturday or Sunday, the Friday preceding or the Monday following said holiday will be counted as one of the ten (10) paid holidays.

WORK YEAR, VACATION SCHEDULES

For all managers, vacation allowance is based upon the number of months of assignment. Effective July 1, 2006, after initial employment, granted days of vacation allowance follow the schedule listed below:

Fiscal Year – 11.5 to 12 Months (250 to 262 Days)		Limited Year – 10.5 to 11 months (230 to 249 Days)		School Year < 10.5 months (>189 to 229 Days)	
Completed* Fiscal Years Of Service	Granted Days Of Vacation	Completed* Fiscal Years Of Service	Granted Days Of Vacation	Completed* Fiscal Years Of Service	Granted Days Of Vacation
1-5	15	1-5	14	1-4	12
6-7	16	6-7	15	5-7	13
8-9	17	8-9	16	8-11	14
10-11	18	10-11	17	12+	15
12-13	19	12-13	18		
14-15	20	14-15	19		
16-17	21	16-17	20		
18-19	22	18-19	21		
20-21	23	20-21	22		

22-23	24	22-23	23
24+	25	24+	24

*During a fraction of the year of initial employment, for each complete consecutive month of employment prior to June 30, one and one-quarter (1 ¼) days vacation will be granted.

Vacation days are eligible for manager use the year after they are earned. For new hires effective July 1, 2006, vacation days will be granted rather than earned. At the time of initial employment as a manager, years of service in the district and years of school service, military service and/or creditable related service outside the school system may be counted as credited years for vacation up to a maximum of twelve (12) years of total credit.

Days of vacation may be borrowed up to half the vacation earned during the current year to a maximum of five (5) days. For new hires effective July 1, 2006, vacation days will be granted rather than earned. **Those with granted vacation days may not borrow**.

If all vacation is not used in any one year, unused days may be carried over to the next year. The total number of vacation days granted and accumulated by the current year's assignment, carryover and borrowing shall not exceed thirty (30) days. If the vacation days granted in a given year and carried over from the previous year exceed thirty (30), the days above thirty (30) will be added to the manager's personal illness bank.

Managers employed less than 260 days: If all vacation is not used in any one year, a maximum of five unused days may be carried over to the next year. The total number of vacation days granted and accumulated by carry-over and borrowing shall not exceed twenty-one (21). With the exception of designated holidays on the official school calendar, days not worked during periods when schools are not in session are to be counted as vacation days. Any vacation days that exceed the five day carryover limit or exceed a total of twenty-one (21) days granted and carried over from the previous year, will be added to the manager's personal illness bank.

The non-work days for managers working in an assignment that is less than 12 months are commonly called "Z" days. Managers are encouraged to take these "Z" days in blocks of full weeks if possible. All "Z" days must be used before any charge is made against the manager's vacation bank.

Vacation time is to be scheduled with the approval of the proper supervisor and when least disruptive to the work program.

A manager who leaves employment with the Midland Public Schools shall receive vacation pay prorated on the basis of vacation days earned (unless days were granted after June 30, 2006) plus unused vacation days for the current fiscal or school year, not to exceed thirty (30) days. If a manager's vacation days were granted, a manager who leaves employment shall receive vacation pay based on the proration of days granted from July 1 through the last day of employment. If a manager has used more vacation days then would have been granted based on the prorated year, the employee will be responsible for reimbursing the District.

PERSONAL DAYS

Every Manager is entitled to three (3) personal days per year to be used for business that cannot be conducted off school time. Managers employed initially within a school year and/or work less than 189 days per year are allotted a prorated number of personal days based on the number of days worked per school year. The use of personal days should be determined with the employee's supervisor. One unused day may be carried over to the next year. A maximum of four (4) days could be available in any year. Unused personal days not carried over will be applied to the individual's personal illness bank.

PERSONAL ILLNESS

Managers employed more than 189 days up to 229 days per year are allotted twelve (12) personal illness days annually. Managers employed for eleven (11) months (230 to 249 days per year) are allotted fourteen (14) personal illness days annually and those managers employed for twelve (12) months (250 to 260 days per year) are allotted fifteen (15) personal illness days annually. Managers employed initially within a school year and/or work less than 189 days per year are allotted a prorated number of personal illness days based on the number of days worked per school year. Unused days are accumulative without limitation.

In cases of merit, upon recommendation of the Superintendent, the Board of Education may extend personal illness leave beyond the employee's accumulated days.

SERIOUS ILLNESS

Any manager who exhausts his or her personal sick bank, Z-days, personal days and all, except for ten (10) vacation days due to one serious illness per work year shall be entitled to additional sick days, whether consecutively or intermittently, until the manager reaches the sixtieth (60^{th}) day from the onset of the serious illness at which time the manager would be eligible to apply for long-term disability benefits.

The manager would apply for long-term disability benefits and, if eligible, be placed on an unpaid Family Medical Leave of Absence (FMLA) until such time the manager provides the District with medical certification releasing the individual back to work. (The long-term disability carrier determines eligibility of LTD benefits, not the District.)

This benefit is limited to one serious illness per work year. Any additional request for access to this Manager Sick Bank, in any one work year, may be considered for approval by the Superintendent.

FAMILY ILLNESS

To any regular employee dealing with serious illness requiring bedside or household attention by the employee of spouse, child, sibling, parent, parent-in-law, daughter-in-law, son-in-law, grandparent, grandchild or dependent of the immediate household resident, a total of ten (10) days' leave in any one year will be granted without loss of salary. Managers employed initially within a school year and/or work less than 189 days per year are allotted a prorated number of family days based on the number of days worked per school year. Such leave shall not be cumulative nor counted as part of sick leave.

In the event that a manager is dealing with an extreme situation in a single school year involving family members as defined above and if that manager has exhausted his/her family illness days, personal days,

Z-days, and all except for ten (10) vacation days, the manager may apply to the Superintendent for an extension of these days of absence.

BEREAVEMENT

Absence not to exceed five (days) in any one year for reason of death for a spouse, child, sibling, parents, parent in law, daughter in law, son in law, grandparent, grandchild, or dependent of the immediate household resident. Absence for death of others not named above will be granted on written request to the Director of HR. Such leave shall not be cumulative nor counted as part of sick leave.

FAMILY AND MEDICAL LEAVE ACT (4106)

Midland Public Schools complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The company also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources department to discuss options for leave.

Basic Leave Entitlement. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections During FMLA Leave. During FMLA leave, the Company will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or

equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Employee Eligibility. The FMLA defines eligible employees as employees who: (1) have worked for the Company for at least 12 months; (2) have worked for the Company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite which has 50 or more employees or is within 75 miles of Company worksites that taken together have a total of 50 or more employees.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

Pay while on FMLA leave. Employees will use personal or family illness bank while on FMLA leave. When the balance has been exhausted, the employee will be on unpaid FMLA leave.

WORKPLACE ACCOMMODATIONS FOR EMPLOYEES AND APPLICANTS WITH DISABILITIES (4105)

The District complies with the ADA, Section 504, the MPDCRA, and other federal, state, and local laws that prohibit discrimination in employment against qualified persons with disabilities. The District does not unlawfully discriminate against otherwise qualified employees or applicants for employment with a physical or mental impairment that substantially limits one or more major life activities, those regarded as having a disability, or those with a record of a disability.

An applicant or employee with a disability, like all other applicants and employees, must meet the District's requirements for the job, including education, training, employment experience, skills, or licenses/certifications. An applicant or employee with a disability must be able to perform the job's essential functions with or without reasonable accommodation(s). After an applicant has been given a conditional job offer, the District may ask disability-related questions about the applicant's ability to perform the essential functions of the position with or without reasonable accommodation.

An employee who requires a reasonable accommodation to perform essential job functions must promptly inform the employee's supervisor or the Superintendent or designee. An applicant who

requires a reasonable accommodation to perform essential job functions must promptly inform the Superintendent or designee after receiving a conditional offer of employment. A reasonable accommodation is defined as a change in the work environment or in the methods of performing work to enable an otherwise qualified applicant or employee to perform the essential job functions of a position and to enjoy equal employment opportunities.

An applicant or employee who believes he/she has been discriminated against under this Policy must promptly file a complaint using the Employment Complaint Procedure in **Policy 4104**.

JURY DUTY

Any employee chosen for jury duty shall be excused without penalty or loss of salary.

MILITARY LEAVE (4107)

The District complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA), Michigan's Military Leaves Reemployment Protection Act (MLRPA), and Michigan's Public Employees Entering Armed Forces Act (MPEEAFA). The term "military service" as used in this Policy includes the "uniformed services'' as defined in the USERRA, "service" as defined in the MLRPA, and "military duty" as defined in the MPEEAFA.

Military service also includes service and training in the Army, Navy, Marine Corps, Air Force, Coast Guard, applicable reserve forces, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service, and other categories of persons designated by the U.S. President in times of war.

In qualifying circumstances, eligible full- and part-time employees may take leave related to military service and are entitled to reemployment and other rights during and at the conclusion of military leave. Military leave is unpaid, but employees may use accrued applicable paid leave for all or a portion of their military leave in accordance with a collective bargaining agreement or individual employment contract.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

BENEFITS

Managers who are scheduled to work 30 hours or more per week (75%) are eligible for and are automatically covered by the district's term life and accidental death and dismemberment insurance plans upon designation of beneficiary(ies). The coverage is for an amount equal to twice the manager's annual contractual salary rounded off to the next higher one thousand dollars. The district pays the entire cost of the life and AD&D insurance programs.

A group hospital-medical-surgical insurance program is available to eligible managers and their spouses and dependents upon application during the enrollment period. The district offers MESSA high deductible Health Savings Account (H.S.A.) Plan. The district shares the cost of coverage with the employee. Employee's share is based on a pre-tax percentage of annual salary.

A group dental insurance program is available to eligible managers upon application during the enrollment period. The district pays 100% of the premium for this coverage.

Managers are automatically enrolled and covered by the district's long-term disability insurance program. The district pays 100% of the premium for this coverage.

A vision insurance plan is available to eligible managers upon application during the enrollment period. The district pays 100% of the premium for the employee's coverage. However, employees have the option to purchase vision coverage, at the full premium cost, for their spouses and dependents.

RETIREMENT

Refer to the ORS website for further information www.michigan.gov/orsschools or call 1-800-381-5111.

RETIREMENT NOTIFICATION

Managers will receive a retirement stipend of .40 percent (.0040) of the yearly Level L base salary for the manager group multiplied by years of service with Midland Public Schools. Retiring employees will have their stipend placed in a 403(b) account of their choosing, providing they are an approved vendor of Midland Public Schools. To be eligible for this benefit, managers must: (1) be eligible to retire; (2) have worked with the Midland Public Schools for at least ten (10) years, (3) retire by June 30; (4) give notice of retirement to the Director of Human Resources as follows:

- If notice is received in human resources before February 1, employees must give a minimum of 60 days notice to receive the enhanced (.40%) stipend.
- If notice is received in human resources on February 1, employees must work until June 30 to receive the enhanced (.40%) stipend.
- If notice is received in human resources between February 2 and June 30, an employee is ineligible for the enhanced stipend. Eligible employees will receive $50 per year of Midland Public Schools' service with a maximum stipend of $1,000.

APPENDIX

Midland Public Schools, Midland, Michigan

Board of Education Policies, Administrative Guidelines and Forms

TABLE OF CONTENTS

SERIES 1000: POLICY OVERVIEW, MISSION STATEMENT, AND DEFINITIONS

1100 Policy Overview
1101 General Policy Statement

1200 Mission Statement
1201 Mission Statement

1300 Creation, Amendment, and Posting of Policies
1301 Creation, Amendment, and Posting of Policies

1400 Definitions
1401 Definitions

SERIES 2000: BYLAWS

2100 Official Description, Purpose, and Board Organization
2101 Roles of the Board and Board Members
2102 School District's Legal Name and Status
2103 School District Boundaries
2104 Intentionally Left Blank

2200 Board Powers
2201 Board Powers
2202 Authority to Enter into Contracts
2203 Authority to Establish Curriculum

2300 Board Member Conduct
2301 Conflict of Interest
2302 Board Code of Ethics
2303 Violation of Board Code of Ethics
2304 Gifting
2305 Board Member Reimbursement and Travel Expenses
2306 Board Member Compensation

2400 Board Membership and Duties
2401 Board Member Elections
2402 Acceptance of Office and Oath of Office
2403 Board Member Terms of Office
2404 Board Member Vacancies and Appointments
2405 Board Officers
2406 Board Officers' Duties

2500 Board Meetings and Open Meetings Act Compliance
2501 Meetings
2501A Electronic Board of Education Meetings
2501A-F-1 Electronic Meetings Checklist

2501A-F-2 Electronic Meetings Advance Notice of Remote Participation and Script
2501A-F-3 Electronic Meetings Notice
2501A-F-4 Electronic Meetings Affidavit of Website Posting
2502 Board Meeting Agenda
2503 Voting Requirements
2504 Public Participation at Board Meetings
2505 Board Committees
2506 Organizational Meetings

SERIES 3000: OPERATIONS, FINANCE, AND PROPERTY

3100 General Operations

3101 Insurance
3102 Smoking, Tobacco Products, Drugs, and Alcohol
3103 Copyright Compliance
3104 School Cameras and Monitoring
3105 Visitors and Volunteers
3106 Booster Clubs, PTOs, and Other Support Groups
3106-F Booster Clubs, PTOs, and Other Support Groups
3107 Use of Detection Dogs
3108 Service Animals
3109 Non-Service Animals
3110 Data Breach Response
3111 Drones
3112 Hours and Days of School Operations
3113 Social Security Numbers
3114 Litigation
3115 Nondiscrimination and Retaliation
3116 District Technology and Acceptable Use
3117 Intellectual Property
3118 Title IX Sexual Harassment Policy
3118-F-1 Formal Complaint
3119 Experimental or Pilot Programs or Intentionally Left Blank
3120 Intentionally Left Blank

3200 Finance and Borrowing

3201 Accounting
3202 Budget and Truth in Budgeting/Taxation Hearings
3203 Deposits
3204 Investment of Funds
3205 Disbursements
3206 Property Tax Levies
3207 School Activities Fund
3208 Intentionally Left Blank
3209 Debit/Credit Cards
3210 Borrowing
3211 Post-Issuance Tax Compliance
3212 Post-Issuance Disclosure Compliance
3213 Electronic Transactions of Funds and Automated Clearing House Arrangements

3300 Facilities, Real and Personal Property

3301 Purchasing and Procurement
3302 Acquisition of Real Property
3303 Gifts and Donations
3303-F Gifts and Donations Form

3304 Use of District Property
3305 Sale or Lease of District Property
3306 Construction Bidding
3307 Construction Administration
3308 Distribution of Printed Material and Advertising in School
3309 Bus Inspections

3400 School Safety and Security

3401 School Cancellation, Delay, and Early Dismissal
3402 Drills, Plans, and Reports
3403 Reporting Accidents
3404 Communicable Diseases
3405 Bloodborne Pathogens
3406 Integrated Pest Management
3407 Asbestos Management
3408 Firearms and Weapons
3409 Intentionally Left Blank

3500 FOIA Requests and Record Retention

3501 Freedom of Information Act
3501-AG Freedom of Information Act Procedures and Guidelines
3502 Record Retention

SERIES 4000: DISTRICT EMPLOYMENT

4100 Employee Rights and Responsibilities

4101 Non-Discrimination
4102 Anti-Harassment, Including Sexual Harassment
4103 Whistleblowers' Protection
4104 Employment Complaint Procedure
4104-F-1 Discrimination-Retaliation Complaint Form
4105 Workplace Accommodations for Employees and Applicants with Disabilities
4106 Family and Medical Leave Act (FMLA)
4107 Military Leave
4108 Union Activity and Representation
4109 Break Time for Nursing Mothers
4110 Reimbursement
4111 Professional Development
4112 Extracurricular Employees or Volunteers

4200 Employee Conduct and Ethics

4201 Employee Ethics and Standards
4202 Children's Protective Services (CPS) Reporting and Student Safety and Welfare
4203 Corporal Punishment and Limited Use of Reasonable Force
4203-AG Corporal Punishment and Limited Use of Reasonable Force
4204 Confidentiality of Student Information
4205 Hiring and Background Checks
4205-AG-1 Criminal Justice Information Security (Non-Criminal Justice Agency)
4206 Employment Contracts
4207 Third-Party Contracting of Non-Instructional Support Services
4208 Applicant and Employee Criminal Arrest, Charge, Conviction
4209 Prohibition Against Abortion Referrals and Assistance
4210 Drug and Alcohol Free Workplace
4211 Alcohol and Controlled Substances for Transportation Employees Subject to the Omnibus Transportation Employee Testing Act
4212 Employee Assistance Program

4213 Anti-Nepotism
4214 Outside Activities and Employment
4215 District Technology and Acceptable Use Policy
4216 Personal Communication Devices
4217 Social Media
4218 Employee Dress and Appearance
4219 Attendance
4220 Use or Disposal of District Property
4221 Employee Speech
4222 Unauthorized Work Stoppage and Strikes
4223 Resignation
4224 Personnel Files and Payroll Information
4225 Temporary Remote Work
4226 Temporary COVID-19 Vaccination, Testing, and Face Covering

4300 Non-Exempt Staff

4301 Definition
4302 Minimum Wage and Overtime
4303 Compensatory Time
4304 Timekeeping and Payroll Information
4305 Michigan Paid Medical Leave Act (MPMLA)
4306 Assignment and Transfer
4307 Performance Evaluation
4308 Reduction and Recall of Non-Exempt Staff
4309 Discipline and Termination

4400 Professional Staff

4401 Definition
4402 Assignment and Transfer
4403 Performance Evaluation
4404 Performance Based Compensation for Teachers
4405 Reduction in Force and Recall
4406 Professional Improvement Sabbaticals
4407 Discipline
4408 Termination
4409 Non-Renewal

4500 Administrators/Supervisors

4501 Definition
4502 Assignment and Transfer
4503 Performance Evaluation
4504 Performance Based Compensation
4505 Reduction and Recall
4506 Discipline
4507 Termination
4508 Administrator Non-Renewal

4600 The Superintendent

4601 General
4602 Hiring
4603 Performance Evaluation
4604 Absence/Incapacity
4605 Gifts and Donations
4606 Discipline and Termination
4607 Non-Renewal

SERIES 5000: STUDENTS, CURRICULUM, AND ACADEMIC MATTERS

5100 Student Rights

5101 Student Expression
5102 Lockers
5103 Search and Seizure
5104 Age of Majority
5105 Collaboration with Outside Entities
5106 Transgender Students

5200 Student Conduct and Discipline

5201 Investigations, Arrests, and Other Law Enforcement Contact
5202 Unlawful Discrimination, Harassment, and Retaliation Against Students
5203 Hazing
5204 Student Appearance and Dress Code
5205 Student Handbooks
5206 Student Discipline
5206A Due Process
5206B Students with Disabilities
5206C Reinstatement Following Expulsion
5206D Enrollment Following Misconduct at Another Public
5206E Suspension from Class, Subject, or Activity by Teacher
5207 Anti-Bullying Policy
5208 Student Acceptable Use and Internet Safety Policy
5209 Student Use of Cell Phone and Electronic Communication Devices
5210 GPS Tracking Device with Audio Surveillance Capabilities
5211 Emergency Use of Seclusion and Restraint
5212 Registered Sex Offenders
5213 Personal Protection Orders Against Students

5300 Student Enrollment, Attendance, and Records

5301 Compulsory Attendance, Absenteeism, and Truancy
5302 Intentionally Left Blank
5303 Student Enrollment and Withdrawal
5304 Nonpublic School Students; Part-Time Attendance
5305 Schools-of-Choice
5306 Foreign Students
5307 Homeless Students
5308 Protection of Pupil Rights
5309 Student Records and Directory Information

5400 Curriculum, Instruction, and Parent/Guardian Involvement

5401 Parent/Guardian Involvement in Education
5402 Communication with Parents/Guardians
5403 Rights of Non-Custodial Parents/Guardians
5404 Free Textbooks, Materials, and Charging of Fees and Fines
5405 Title I Parent and Family Engagement Policy
5406 Title I Funds
5407 Instructional Program and Curriculum Development
5408 Intentionally Left Blank
5409 Academic Credits
5410 Commencement/Completion Ceremony
5411 Student Promotion, Retention, and Placement
5412 Class Rank
5413 Senior Recognition
5414 Completion Certificates

5415 Summer School
5416 Homebound and Hospitalized Instruction
5417 Homework
5418 Grades
5419 Reading Assessments, Instruction, Intervention, and Retention
5420 Sex Education
5421 Work-Based Learning Experience

5500 School Sponsored and Extracurricular Activities

5501 Fundraising Activities
5502 Student Government
5503 Bulletin Boards and Other Student Postings
5504 School-Sponsored Publications and Productions
5505 Intentionally Left Blank
5506 Field Trips
5507 Extracurricular Activities
5508 Extracurricular and Athletic Trips
5509 Public Appearances of School Groups
5510 Student-Initiated, Non-Curricular Clubs
5511 Secret Organizations

5600 Student Support Services

5601 Special Education
5602 Independent Educational Evaluation
5603 Section 504
5604 Student Assistance Process

5700 Student Health and Safety

5701 Child Abuse and Neglect
5702 Student Illness and Injury
5703 Medications
5704 Student Insurance
5705 Emergency Anaphylaxis
5706 Opioid Antagonist
5707 School Wellness Policy
5708 Do Not Resuscitate Orders
5708-AG Do Not Resuscitate Orders
5709 Lice, Nits, and Bed Bugs
5710 Student Suicide Prevention
5711 Toilet Training
5712 Concussion Awareness
5713 Immunizations and Communicable Diseases

5800 Miscellaneous

5801 Closed Campus
5802 Student Transportation
5803 Student Driving and Parking
5804 Work Permits
5805 Student Audio and Video Recording
5806 Recording of District Meetings
5807 Flag Display and Pledge of Allegiance
5808 Intentionally Left Blank