



Learning For All...Whatever It Takes

Heritage Southwest Intermediate School District

Serving the Cassopolis, Dowagiac, Edwardsburg, and Marcellus Schools

Personnel Handbook

2025-2026

www.hsisd.org

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Knowing Your Organization

The Heritage Southwest Intermediate School District (HSISD) must be flexible enough organizationally and programmatically to respond to the needs of those they serve because of the constantly changing educational environment. HSISD must do the following: 1) Have an accurate assessment of the priority needs of customers, 2) Design programs and services which meet those identified needs, and 3) Perform continuous assessment and realignment of programs and services to assure that customer needs are being met.

The HSISD is an Equal Opportunity Employer and is committed to a policy of nondiscrimination on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information. The HSISD is in compliance with Title IX of the Educational Amendments of 1972 of the Department of Health, Education and Welfare.

The HSISD employs more than 180 people. It encompasses approximately 487 square miles including most of Cass County, and a small portion of Van Buren, Berrien, and St. Joseph Counties. It has within its boundaries four K-12 school districts with a public school membership of more than 6,800 pupils. Also, within the HSISD are private and parochial schools educating some children. Cass County also boasts one school of higher education: Southwestern Michigan College.

The HSISD has an operating budget of more than \$25,000,000 funded by local, state, and federal dollars. It provides many services for local schools, among which are the following: special education, instructional services, career technical education coordination, center- based preschools, playgroups, and home visiting programs.

HSISD operates programs and provides services in the following locations:

- ❖ Administrative Services Center: located at 61682 Dailey Road, Cassopolis, MI
 - Houses offices for administrators, support staff, and the business office.
- ❖ Brookside Learning Center: located at 61662 Dailey Road, Cassopolis, MI
 - Provides programs for students who are severely multiply impaired, severely cognitively impaired, moderately cognitively impaired, emotionally impaired, and early childhood special education. Itinerant offices are also housed at BLC as well as the Early On staff offices.
- ❖ North Pointe Center: Learning and Transition Center located at 704 Orchard St, Dowagiac, MI
 - Provides programs to students with moderate cognitive impairments, emotional impairments, and adult life skills programs. Most of these students are fourteen and older. Itinerant offices are also housed at NPC.
- ❖ Early Childhood Center: located at 601 N Front St, Suite B, Dowagiac, MI
 - Early Childhood Department administrative and support staff offices.
 - Each Local School District houses Early Childhood Preschool for children 3-5 years of age with Strong Beginnings and the Great Start Readiness Program (GSRP).
- ❖ Transportation/Maintenance Department: located at 61730 Dailey Rd, Cassopolis, MI
 - Transportation offices, mechanic, dispatch and deliveries

Board of Education

The Board of Education is composed of five elected members. An election is held biennially on the first Monday in June by representatives of local boards of education. Members are elected for a term of six years. The Board sets the policies and procedures governing the ISD.

Regular meetings of the Board of Education are held the third Wednesday of each month with the exception of September, January, and June, at 10:00 a.m. at the HSISD Administrative Services Center, 61682 Dailey Road, Cassopolis. An individual wishing to be included on a board meeting agenda should provide the superintendent with a written request at least seven days in advance of the meeting. The request should indicate the purpose of such appearance with supporting evidence as may be required.

The Board may release information through various media. Such information will be released through the office of the superintendent.

The Board enters into negotiations with such recognized organizations as may exist among the employees of the HSISD. The terms and stipulations of a negotiated agreement, when ratified by both parties, supersede the general policies of the Board of Education as listed in this handbook insofar as they relate to the bargaining unit members.

Superintendent

The superintendent is the chief administrative officer. The superintendent has an administrative team which advises the superintendent and assists with administrative duties.

Statement of Assurance of Compliance with Federal & State Law

The HSISD Board of Education complies with all Federal and State laws and regulations prohibiting discrimination. It is the policy of the Heritage Southwest ISD Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it receives any financial assistance from the United States Department of Education. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Instructional Leadership & School Improvement, 61682 Dailey Road, Cassopolis, MI 49031, (269) 445-6223.

Board Policies

All employees are expected to follow and adhere to the HSISD Bylaws and Policies of the Board of Education. You can locate our Bylaws and Policies on the [HSISD website](#).

Organizational Chart

Board of Education

Superintendent – Andy Hubbard

Executive Assistant to the Superintendent – Char Vaughn

Chief Financial Officer – Jeff Jasper

Supervisor of Accounting Services – Jane Butchbaker

Special Projects Coordinator – Candy Cooper

Assistant Superintendent for Special Education Services – Tina Wimberley

Special Education Supervisor of Accountability and Program Improvement

– Robert Tarantino

Transition Coordinator – Molly High

Early On Coordinator - Craig Blasko

Special Education Building Supervisors – Tracy Beatty and Allison Hoff

Special Education Staff

Director of Early Childhood Education – Christine Whitmire

Early Childhood Staff

Director of Instructional Leadership/School Improvement–Josh Townsley

Whole Child Coordinator & Supervisor – Carrie Rabbitt

General Education Instructional Staff

Director of CTE and Postsecondary Options – Mikki Spagnoli

Supervisor of CTE Academies and EMC - Jason Smith

CTE Support Staff

Director of Transportation & Operations – Kim Vaughn Sr

Transportation/Operations Staff

Director of Technology – Robert Sheffey

Director of Human Resources – Brad Geesaman

Animals in School

From time to time, we have requests from staff members to bring pets to school. While this practice is discouraged, administrative approval must be obtained if there is an educational purpose for bringing a pet to school. The teacher is responsible for informing parents prior to the pet being brought to school.

Annual Asbestos Report

Under the federal mandated Asbestos Hazard Emergency Response Act (AHERA), every public school district must annually make a report to its school community on the Asbestos Containing Materials (ACM) in all school buildings. The friable ACM in our buildings is located primarily in boiler rooms and pipe tunnels. Every six months conditions are checked and, when necessary, minor repairs are made. Our goal is to provide a safe environment for our school family by closely monitoring the conditions of the asbestos in our facilities.

If you have any questions or concerns regarding the ACM in our buildings, please contact Kim Vaughn Sr., Director of Operations at 269-445-6255.

Annual Notices

Annual Notices are posted on the [HSISD website](#).

Annuities

Public school employees in Michigan are eligible to establish an IRS code 403(b) tax sheltered annuity program. These TSA programs provide the opportunity for an employee to create a self-directed retirement account. Contributions are pre-tax, meaning generally they are not subject to federal or state income taxes resulting in tax savings at the time of contribution. Operating very much like 401(k) programs in the private sector, annuity contributions and their subsequent earnings become taxable at the time of their subsequent withdrawal from the account. Employees may establish TSA accounts with any of the board approved vendors. The district's 403(b) program contracts with TSA Consulting Group, Inc. as its plan administrator.

Contact the business office for additional information.

Anti-Fraud

Fraud and fraudulent activity are strictly prohibited. The District will not tolerate such activities and disciplinary measures will be implemented as appropriate. Each employee or agent of the District shall be responsible for reporting any observed or suspected fraud or fraudulent activity to the Business Office, the Superintendent, or the Board President. This policy is implemented to advise employees about activities which may be fraudulent, illegal, or otherwise unethical. This Policy applies to any fraud, or suspected fraud, involving employees as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and any other parties with a business relationship with the District. Refer to Board Policy #8900 on the [HSISD website](#) for more details.

Attendance

Regularity of attendance and punctuality are essential functions of one's job responsibilities. As an employee, you are expected to observe working hours and days. Employees are expected to be at their work site during working hours. When employees must leave their work site, they will notify their supervisor. Personnel are expected to meet all appointments promptly.

A record of absences is maintained for each employee in Skyward. All employees are required to follow the Absence Reporting Procedure through the Skyward employee Request Time Off module.

Bloodborne Pathogens

An exposure control plan is in place at HSISD to comply with the Occupational Safety and Health Administration (OSHA) standards. Copies of the plan are located with the department director, supervisors, and school nurse. The federal OSHA standard can be found at www.osha.gov and the Michigan Standard at www.michigan.gov/mioshastandards, or the school nurse has an accessible copy. Clean up kits are available in each building and on every bus/van. All employees will complete a yearly review on line through Vector Solutions at <https://heritagesouthwestisd-mi.safeschools.com/login>.

Building Hours

Building hours for the Administrative Services Center are 8:00 a.m. to 4:00 p.m. Monday through Friday. Building hours for Brookside Learning Center are 7:40 a.m. to 3:15 p.m. and North Pointe Center are 7:10 a.m. to 2:45 p.m. Monday through Friday. If you need access after 4:00 p.m. please check with your supervisor to ensure necessary arrangements for securing the building are taken care of.

Cardiopulmonary Resuscitation (CPR)

CPR training is mandatory for all school building staff and transportation staff. The training will be at no cost to the employee.

Change of Address or Phone Number

It is important that the District always maintains accurate information with respect to an employee's home address and phone number. It is the responsibility of each employee to keep their supervisor, superintendent's office, and business office informed of any change of address, phone number, or personal changes that might affect insurance or retirement information on file.

Communicable Control Disease Policy

The Communicable Control Disease Policy adheres to the Michigan Public Health Code (Act 368 of 1978, Part 51 & 92, as amended) for the prevention, control, and containment of communicable disease at HSISD. Copies of this plan are located in our Bylaws and Policies or in the school nurse's office.

Conduct of Employees – Disclosure

Public Act 189, effective May 8, 1996, requires every applicant seeking employment with a Michigan School District to provide written authorization for current and/or prior employers to disclose any

"unprofessional conduct" while under their employment. A school district shall not hire an applicant who does not sign the statement described above. "Unprofessional conduct" means 1 or more acts of misconduct; 1 or more acts of immorality, moral turpitude, or inappropriate behavior involving a minor; or commission of a crime involving a minor. Information received under this section shall be used by the intermediate school district only for the purpose of evaluating an applicant's qualifications for employment in the position for which he or she has applied and only by those school people who would be involved in that process. School districts cannot enter into any agreement or contract that has the effect of suppressing information about unprofessional conduct of an employee or former employee or of expunging information about that unprofessional conduct from personnel records. Further information regarding this act can be obtained from the superintendent's executive assistant.

Conferences

Attendance by employees at conferences or meetings is subject to the approval of the supervisor. Approval will be granted only for conferences pertinent to the work of the employee.

It is expected that local professional development activities will be given priority in lieu of conference attendance, when appropriate.

Request for conference attendance should be presented as far in advance as practical on the approved conference or meeting request form and submitted to your immediate supervisor. This form will be returned to you. If one finds that he/she will not be attending the particular approved conference, immediate notification of one's supervisor is necessary. If the person does not attend and the conference fees cannot be refunded, the employee is responsible for the costs.

The Conference Request Form is used to estimate expenses prior to attendance at a conference or meeting.

Eligibility - If an excessive number of staff members request the same conference, it will be necessary to limit those who may attend. The appropriate administrator will do this.

The following preplanning and accounting procedures must be submitted to one's supervisor:

1. The name of conference or meeting, date(s), and overall time necessary to attend.
2. The nature of the program. Provide a copy of the program when possible.
3. An estimate of expenses for travel, lodging, meals, registration, and fees.

Reasonable approved expenses directly resulting from conference attendance will be reimbursed according to the following guidelines:

1. **If approved**, please include a copy of the registration form so the original can be sent, and the copy kept for documentation in the business office. Checks are written each Thursday if timelines necessitate this. Please indicate on the form that it is a PREPAID. Early registration, to take advantage of a lower rate, is encouraged. Generally, organizational dues and fees will not be reimbursed.
2. Reimbursement for transportation via a private vehicle will be at the IRS approved rate.

3. The Administration may limit the number of vehicles to be reimbursed for a particular conference.
4. If more than one employee attends the same conference or meeting and sharing a room is appropriate, the Administration may reimburse at ½ double room rate unless other advance arrangements have been made.
5. Food costs will be reimbursed at 100% of reasonable costs as determined by the supervisor.
6. Original receipts must be submitted for all lodging, registration, food, and approved fees and attached to the travel log.
7. Miscellaneous expenses expected to be incurred as a result of attendance at conferences are subject to the approval of your supervisor.

Confidentiality

In the course of your employment, you may have access to information about our students, families, and other employees. This information **MUST** be kept confidential. If you are uncertain about whether information is confidential, check with your supervisor before discussing it with anyone. Any violation of this policy may result in discipline and possible dismissal.

Also, please respect other employee's phone numbers. These numbers are only to be given out with permission of the employee.

Criminal Records Check

Public Act 138 of 2005 requires the intermediate school district to request a criminal history check on any individual to be hired as a full-time, part-time, contracted or substitute employee. Volunteers must also be included in this check. This check is processed through the Central Records Division of the Michigan Department of State Police and Federal Bureau of Investigation (F.B.I.). In order to employ a person prior to a criminal records check being received by the intermediate school district, the district must:

- have requested the criminal records check from the Michigan State Police and the F.B.I. It is the prospective employee's responsibility to be finger printed and pay the required fee.
- have obtained a signed statement from the prospective employee indicating whether or not they have been convicted of a criminal offense.

A criminal records check includes misdemeanors, felony arrests and convictions. Civil infractions such as minor traffic violations do not have to be reported.

Until the report is received and reviewed by the school, the individual is considered a "conditional employee." If the report received from the Michigan Department of State Police or the F.B.I. is not the same as represented on the signed statement respecting either the absence of any conviction(s) or any crimes of which the individual has been convicted, the individual's contract is voidable at the option of the ISD superintendent.

The ISD will adhere to all the subsections of the laws, copies of which are available in the personnel office.

Crisis Response Plan

Staff members aware of a crisis should contact their supervisor immediately. The supervisor will notify the Administration including evenings, weekends, vacation periods, and during the summer. The Administration will determine on an individual basis whether to contact additional professional assistance.

Staff will be made aware of crisis situations. A line of communication will be kept open through memos to staff and parents. Phone usage at this time should be minimized.

The parent liaison will be the supervisor or designee.

The media spokesperson will be the superintendent or designee. Media involvement will be controlled and managed *only* at the Administration Building. Staff should direct media inquiries to the Administration Building. No school pictures should be released unless the family has given its permission.

Disclaimer

Nothing in this Personnel Handbook is intended to, nor shall it be construed to, supersede, modify, or replace any applicable Board of Education policies or any provisions contained in an applicable Collective Bargaining Agreement. In the event of a conflict between the contents of this Handbook and Board policy or a Collective Bargaining Agreement, the Board policy or Collective Bargaining Agreement shall govern and control.

This Handbook may be amended, revised, or discontinued at the discretion of the Board of Education at any time, with or without notice. Employees are responsible for reviewing and complying with all current Board policies and applicable agreements.

Educational Media Center

Materials in the Regional Educational Media Center (REMC) (Special Education Learning materials are now part of REMC) are available for use by professional personnel. The materials are located at Berrien RESA in Berrien Springs (269-471-7725) and can be delivered via REMC van. Catalogs are now on disk.

Electric Heaters/Coffee Pots/Fans/Hot Plates/Microwaves

We have been informed by our insurance carrier that portable electric heaters/coffee pots/fans/hot plates/microwaves are not allowed in our buildings housing students. Therefore, if you have any of these personal items in our buildings, please remove them immediately.

Employee Dress

The Board of Education and administration expect all employees to maintain a clean, professional appearance and good personal grooming that supports a respectful learning environment. Attire and grooming must not disrupt the educational process or pose a health or safety hazard. All staff members shall dress in a manner consistent with their position/placement within the school district in which they are working in. Acceptable clothing includes slacks, dresses, collared shirts, and appropriate footwear;

jeans that are free from distressing, holes, or frays may be permitted with supervisor approval. Clothing or grooming that is revealing, offensive, excessively casual, or inappropriate is not allowed.

Employee Elected Retirement Options

If you have specific questions regarding an employee elected Basic Plan, MIP Fixed Plan, MIP Graded Plan, MIP Plus Plan, MIP Plan, Pension Plus Plan, Pension Plus 2 Plan, and defined Contribution Plan please see the Business Office.

Family Medical Leave Act

The Family and Medical Leave Act (FMLA) of 1993 applies to all employees and provides for UP TO twelve (12) weeks of leave time during any 12 month period provided that they have worked for at least 12 months and for at least 1,250 hours over the previous 12 months. The HSISD has elected to use the “fixed” 12 month period. The fixed leave year is based on the fiscal year beginning on July 1 and ending on June 30. FMLA leave is unpaid but does provide for continuation of insurance benefits. FMLA leave furthermore is not in addition to the other leave provisions contained herein but rather runs concurrently with them.

Employees are required to use accrued paid leave days (as specified in the contract or per the provisions of this handbook) as part of the FMLA leave but only to the extent of the twelve-week entitlement. It is intended for:

1. Birth of a child.
2. Adoption of a child or placement of foster child.
3. Caring for a spouse, child, or parent with a serious medical condition.
4. The employee’s own serious medical condition which makes the employee unable to perform the requirement of the job.
5. Spouse/son or daughter/parent/next of kin of a covered service member with a serious injury or illness.

Please contact the business or human resource office for necessary forms.

Family Members at School

Family members 12 years of age or older may come to work in their parent’s classroom if there is an educational purpose for the visit. Prior approval from the administrator must be obtained.

FERPA

FERPA is the Family Education Rights and Privacy Act of 1974 and is designed to protect the privacy of education records. All employees will complete a yearly review online through Vector Solutions at <https://heritagesouthwestisd-mi.safeschools.com/login>. This course trains staff on rules regarding confidentiality and disclosure.

Fire/Tornado/Lock Down Drills

Annually a predetermined number of drills: (5) fire, (2) tornado, and (3) lock down must occur in buildings that house students. Building Supervisors must keep a record of all drills. Evacuation plans are

posted in classrooms, offices, and around each building. Teachers must take their attendance book and account for all students. All staff are required to familiarize themselves with their work site's Emergency Operations Plan (EOP) and follow all procedures as directed. Questions regarding emergency procedures should be directed to the building or site administrator.

Flowers

HSISD will send flowers to staff members in connection with a death in their immediate family defined as spouse/partner, child, parent, sibling, grandparent, grandchild, and legal dependent.

Garnishments

HSISD must comply with all writs of garnishment it receives. You will be notified before any deductions are taken from your paycheck if we receive a writ of garnishment requiring us to withhold and pay a portion of your wage to a court. Information about the garnishment will be held in confidence.

Gifts/Donations

HSISD Board Policy specifies the manner in which donations may be accepted. Therefore, staff members should not accept donations unless administrative approval has been obtained. When donated items are accepted, an approximate dollar value of the item donated must accompany the item. The "[Gifts/Donations To The District](#)" form which is located in Google Drive-Master Resources-Forms and Guidance-Business Office Forms" must be completed and submitted to the Business Office. This will ensure that letters of recognition and receipt of value for tax purposes have been sent out.

Handbook Updates

Annually this handbook will be updated. Changes that occur during the school year are effective as of the date of their occurrence

Hazardous Chemical & Asbestos Awareness

HSISD is in compliance with the Michigan Right to Know Laws which mandates that employees will be provided information each year regarding possible exposure to hazardous chemicals and asbestos in the workplace. Please contact your supervisor if you have any questions regarding hazardous chemical materials.

Health Insurance Portability & Accountability Act (HIPAA)

All individuals covered by the Heritage Southwest Intermediate School District's Health Plan: Please be advised that a copy of the HIPAA Notice of Privacy Practices is available upon request by contacting the business office.

Information Requests

Requests made by attorneys, doctors, or agencies need to have a release of information signed by the custodial parent with what information needs to be released.

Unless subpoenaed, do not become involved in custody issues either by written or verbal testimonies. If there are any questions, contact your Supervisor or Director.

ISD Property

HSISD supplies equipment to employees to use on the job. The equipment remains the property of the employer and is not to be used for personal projects. The employee is responsible for the loss or damage of employer-owned property due to the employee's negligence. All property provided to the employee must be returned to the employer in the same condition as when it was received. All property must be kept in the classrooms during the summer. If a staff member needs a laptop during the summer, this can be granted by the supervisor and tech director.

Jury Duty

In the event an employee is directed to report for jury duty or selection during working hours, the employee will be paid his/her regular pay upon providing court documentation. On days where the employee is directed to report for jury duty and then released, the employee must return to work unless excused by his/her supervisor. Any compensation from the court should be returned to the employer minus any travel expense.

Keys

Building keys will be issued to administrative personnel only, except in special cases. All employees who have been issued keys to a building are personally responsible for their use. Keys will not be lent to other individuals, nor duplicated. In case of separation of employment with HSISD, employee must return all keys to their supervisor.

For security reasons, employees must report any missing keys to their supervisor no later than the day after the keys appear to be missing.

Supervisors shall maintain a record identifying the location of all keys to cupboards, file cabinets, and doors.. All cupboards and file cabinets must be left unlocked for the summer except those containing student information.

Leave Use

If the need to use sick time leave is foreseeable, the Employee must provide notice to the Employer of the employee's intent to use earned sick leave time at least seven (7) days prior to the date leave is to begin. If the need to use leave is not foreseeable, the Employee must provide notice to the Employer of the Employee's intent to use earned sick time as soon as practicable. All leaves of absence must be requested in advance using Skyward. If your position requires a substitute in your absence, you need to follow the link & sign into the Red Rover Sub System.

The Employee must inform either their Supervisor or designee regarding their absence. Failure to comply with notice procedures or document requests to support use of earned leave time, or using earned leave time for a non-permissible use, may result in disciplinary action.

Employees desiring to use days needing prior approval shall make request(s) as required prior to the leave except in the case of an emergency. No leave request shall be considered approved until such time as you receive final approval. Verbal requests shall not be honored for pay purposes.

It is the employee's obligation to verify absence information upon returning to work. Failure to verify within 5 days of return to work means the record remains as originally entered in Skyward employee Request Time Off module.

Mail

Mail travels daily between Cassopolis, Dowagiac, Edwardsburg, Marcellus, North Pointe Center, and HSISD. Check with the building secretary for the location of the mailboxes in each building. The REMC van travels weekly to the following Intermediate School Districts: Berrien, Kalamazoo, Heritage Southwest, and Van Buren. Except for Kalamazoo, the van travels to each local school district in the tri-county area. Employees are strongly encouraged to use the van for sending bulk mailing and packages to schools and offices in these areas.

Marana Group picks up mail daily by 10:15 p.m. in the Administrative Services Center.

Maintenance

For maintenance requests, please send an email to the [Director of Maintenance and Operations](#) and carbon copy (cc) your direct supervisor.

Media/News Releases

The media spokesperson will be the superintendent or designee. Media involvement will be controlled and managed *only* at the Administration Building. Staff should direct media inquiries to the Administration Building. No school pictures should be released unless the family has given its permission.

Public awareness of HSISD programs, services, and other items of public interest is desirable and encouraged. At the same time, it is imperative that the information be accurate, timely, and consistent. As such, all releases to the media must be authorized by the superintendent or designee.

Office Supplies, Materials and Equipment

Proper procedures for requisitioning supplies will be discussed in individual department or building meetings.

Employees are responsible for the proper care of all office equipment. Office equipment not functioning properly should be reported to the designated person in each building.

Open Door Policy

HSISD's desire is to provide good working conditions and maintain harmonious working relationships among employees, as well as between employees and management. In order to correct any work-related problems, HSISD must be fully informed about them. Therefore, HSISD has an 'open door'

problem-solving policy. Employees are encouraged to discuss concerns or suggestions with their supervisor. Employees who believe their supervisor has not or cannot adequately address the situation are encouraged to discuss the problem with their director, and then with the superintendent. This procedure should in no way foreclose the direct discussions we have always had on an informal basis.

Parking

Employees are expected to use the employee parking lots in front of Brookside or at the upper or lower level parking spaces by the Administrative Services Center. To assist maintenance in lawn care and snow plowing, please park at least one foot from the sidewalk or the grassy areas. Employees not housed at either the Administrative Services Center or Brookside, should consult with their supervisor for parking locations.

Employees must observe the no parking areas marked with white, visitor parking, as well as the blue handicapped parking spaces to assure access to the buildings.

Employees of NPC are required to park in the front main lot. No parking is allowed on Orchard Street in front of school.

Payroll

Employees are paid on a biweekly basis. Electronic Direct Deposit of your pay is available to the bank of your choice. *Be sure to notify business office of any bank changes at least 10 days prior to a payroll date.* Timesheets are due in the business office by **11:00 a.m.** the Monday of payroll week. Please see that your supervisor has these in time to approve and assign account number(s). Call the business office if you have any questions.

Personal Valuables

HSISD does not assume responsibility for personal items and valuables which are lost, stolen, destroyed, or left on the premises.

Personnel Files

HSISD will not disclose to the public any evaluation information of an employee without the permission of the employee except as may be required by law or by applicable court ruling. Your file will not be disclosed to persons outside the office except as may be required by law. If we are asked to disclose a disciplinary report to a third party not employed by us (or by your collective bargaining agent), you will be given notice of that disclosure.

You have the right to examine your personnel file or to obtain a copy of your file upon a written request with 24-hour advance notice to the superintendent's office. If you wish to examine your file, you may do so during normal office hours by making an appointment provided it does not interfere with your assigned duties or we will make arrangements with you for an examination before or after work. The administration will assign a staff member to be present during a file review.

Pesticide

Heritage Southwest Intermediate School District utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize pest exclusion and biological controls. However, as with most pest control programs, chemical controls may also be utilized.

You have the right to be informed prior to any application of an insecticide, fungicide or herbicide made to the school grounds or buildings during this school year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application. If you would like to be notified by mail please contact the Director of Operations and Transportation at 269-445-6255 Please give your name, mailing address and what school(s) your child or children attend and they will put your name on the advance notification by US Mail list.

Physical Examinations

Applicants selected for recommendation to the Board for regular employment in bus driver positions must be examined by a licensed physician. The physician will provide a statement that the applicant is able to perform the duties of the position and is free from the effects of pre-existing conditions which would hamper performance of duties, or which would be worsened by working in such a capacity, or which are contagious.

The cost of the examination will be borne by the district, with the evaluation conducted by a licensed physician designated by the district.

Professional Development Days

Attendance at district sponsored professional development day activities is **mandatory**. Excuses from professional development day activities shall be at the discretion of the Administration.

Public Relations

Our families, students, and local district personnel are very important to us. When dealing with anyone, always be courteous, polite, and patient. Occasionally, a situation may arise that is unique. In such cases, inform the person that you will contact your supervisor and get back to them promptly.

Recycling

Please remember to recycle envelopes and paper that have been printed on one side whenever possible. We receive mail daily, so we always have a supply of envelopes. These items can be found in the work room. Use post-it notes or write staff names at the top of the document vs using envelopes. Also, please utilize our bus mail and REMC. When using REMC, please mark it so when the mail is sorted it will be placed in the correct basket. **DO NOT** use preprinted HSISD envelopes for interoffice mail.

Reimbursable Expenses

Each reimbursement request **must** have an original receipt containing the following information:

1. The date of the expense
2. The time of the expense
3. The name and location of the place where the expense occurred
4. The purpose and/or reason for the expense
5. The persons involved in the expense
6. For goods delivered to a client, the employee will obtain the necessary form and have the client sign the form acknowledging receipt of the goods.

Except for emergency maintenance repairs, all purchases for goods and services will be handled by a requisition and purchase order procedure, a check request, or prior arrangements approved by your supervisor. Reimbursement for expenditures can be turned in on a travel log, check request, or an invoice and should be done **minimally** once a month.

Questions relating to these procedures should be directed to your immediate supervisor.

Report of Injury

Immediately following an accident at work or upon learning of a medical condition arising out of your employment with the employer, you **must** notify your supervisor before leaving work. If no one is available – leave a message on your supervisor’s phone.

When an injury does occur, you will need to go to WellNow Urgent Care, 930 S 11th Street Suite 100, Niles. You should take an “Authorization for Treatment Form” with you. This form is in Google Drive-Shared Drives-HSISD Master Resources-Forms and Guidance- [Accident-Injury Forms](#). Your supervisor is required to follow up with a “Supervisor’s Report of Injury” form which can be found in the same file folder.

Any accident or injury should be reported on the Report of Injury Form as soon as possible following the occurrence of the injury but at a minimum within 24 hours. The document shall be completed by the employee and contain detailed information regarding the incident. The original copy must go to the business office.

The back of the Injury Report form is the Exposure Incident Investigation Form. If your accident involves someone else's blood/body fluids, fill out this side and report to the school nurse or supervisor so the appropriate steps may be taken.

*** Please Note: If a substitute or an employee of EDUStaff is injured, please follow the instructions stated above with one exception – replace the “HSISD Report of Injury Form” with the “EDUStaff Report of Injury Form” found in the same folder.*

Reporting Child/Adult Abuse, Neglect or Exploitation

The professional staff member or other mandatory reporter or an appropriate administrator in the presence of the staff member shall immediately notify the local office of the Central Registry of the Michigan Department of Health and Human Services (MDHHS) Family Independence Agency, by telephone, or, if available, through the online reporting system, of the suspected child abuse or child neglect. If an oral report is made by telephone, the reporting person shall file a written report within seventy-two (72) hours of making the oral report as required by the Child Protection Law and shall secure prompt medical attention to any such injuries reported. See Board Policy Policy 8462

Staff Responsibility for Child: Mandated reporters can submit a complaint regarding suspected child abuse or neglect using the Michigan Online Reporting System by going to www.michigan.gov/mandatedreporter.

If a child is at imminent risk of injury, death or serious harm – this is an emergency situation. In these situations:

- First, call 911
- Second, contact the phone hotline at 855-444-3911

If there is not sufficient information to complete the required sections in the Michigan Online Reporting System, Mandated Reporters should contact the phone hotline at 855-444-3911. Complaints made using the Michigan Online Reporting System do not require submission of a DHS-3200. Complaints made by phone still require a DHS-3200 to be faxed or emailed to Centralized Intake within 72 hours.

Staff Responsibility for Adult: If you suspect abuse, neglect or exploitation, call 855-444-3911 any time day or night to make a report. Staff will investigate allegations within 24 hours after the report is received. “Adult in need of protective services” or “adult” means a vulnerable adult not less than 18 years of age who is suspected of being or believed to be abused, neglected or exploited.

Although any individual may report to APS, the Social Welfare Act requires certain professionals to make an oral report of vulnerable adult abuse, neglect or exploitation to the Department of Human Services when they suspect or have reasonable cause to believe that an adult has been abused, neglected, or exploited. Mandatory reporters must contact the state-wide Centralized Intake for Abuse and Neglect hotline at 855-444-3911.

Staff shall immediately notify the student’s Supervisor/Director that a report has been made.

Resignation

As a matter of courtesy, employees who desire to leave the ISD are expected to give at least 14 calendar days’ notice in writing. However, due to the nature of the HSISD, employees should plan their termination at natural breaks in the year.

1. Employee should submit a written resignation to be placed in personnel file.
2. Employee must return all keys and equipment.

The employer's contribution to the health insurance plan will be made through the end of the month in which termination occurs unless other provisions are provided in bargaining unit contracts.

Employees who are enrolled in the ISD medical insurance plan at the time of their termination may be eligible to continue coverage at their own expense under the group plan for up to 18 months following the termination of their employment. See the business office for details.

Safety

HSISD is committed to protecting the safety and health of every employee and will comply with all federal and Michigan safety and environmental regulations. However, the responsibility for maintaining a safe and healthy working environment is not just that of the ISD. To be totally effective, every employee also has a responsibility to comply with all safety rules and programs established by the ISD.

School Closing

HSISD uses a group notification computer/smart phone application for notifying staff of days they do not have to report due to school closing. All staff members are set up within this app by using a cell phone number or email. Staff housed at LEA sites may experience differing schedules.

School Employee Fingerprinting

By law, all school staff employed by the school or district prior to January 1, 2006, and afterwards, are required to have a criminal history record check conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Once the criminal history check has been conducted by the MSP, a report will be sent to the Michigan Department of Education identifying all school employees with a recorded criminal conviction. The Department will in turn provide the names of individuals convicted of a crime to the district superintendent and school board of the employing district. The report will include convictions for any crime, misdemeanor, or felony. If you have been convicted of a non-listed felony, the district superintendent and the school board are required, by law, to agree in writing to continue your employment with the district/school. If you have been convicted of an offense that requires you to register your name on the sex offenders registry, your employment will be terminated and you will not be allowed employment (in any capacity) in a Michigan K-12 School, public or non-public.

The new law also requires you, as an employee of the district/school to self-report to your employer and the Michigan Department of Education when you have been arraigned/charged with certain identified crimes. You must do so within three business days of arraignment or you will be guilty of an additional crime. The crimes are listed in MCL 380.1535a. These forms are located in [Google Drive–Shared Drives – Master Resources–HR Folder](#).

If you have further questions or concerns, you may wish to view additional information available at the following website: www.michigan.gov/teachercert. Or you can contact: Coordinating Specialist, Office of Professional Preparation Services, at (517) 335-1167.

School Safety Policy

This [Emergency Operations Plan](#) is a working document that was approved in January of 2021 by the HSISD Board of Education. It should be easily accessible to anyone who would need to know policy and procedures in a crisis while they are working in the classroom or building. Quick reference emergency procedures are located in common areas throughout all ISD buildings. The Plan is located in the Master Resource folder in Google Drive.

Section 125

A Flexible Benefits Plan is in place through Employee Health Insurance Management (EHIM). Questions may be directed to the customer service department at 1-800-311-3446 or customerservice@ehimrx.com.

Sexual Harassment

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination and is unacceptable to this school district. Therefore, any employee, agent (including an independent contractor or volunteer) or student, is strictly prohibited from engaging in sexual harassment.

All employees will complete a yearly review on line through Vector Solutions at <https://heritagesouthwestisd-mi.safeschools.com/login>.

Smoking

HSISD Board Policy prohibits the use of tobacco products in buildings and on real estate owned, leased, or otherwise controlled by HSISD.

Staff Ethics

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all staff members to maintain high standards in their working relationships, and in the performance of their duties. Refer to Board Policy 3210 on the [HSISD website](#) for more details.

Standards of Conduct

These rules governing personal conduct are intended to promote the orderly and efficient operation of the ISD, as well as to protect the rights of all of our employees. The following conduct is prohibited and will not be tolerated by HSISD. This list is for illustration purposes only; other types of conduct that may jeopardize the personal safety, security, or welfare of HSISD or its employees may also be prohibited.

1. Consuming, possessing, reporting to work under the influence of, or working under the influence of "controlled substances" or alcoholic beverages or other narcotics. If suspected of using/abusing drugs/alcohol, random drug testing can be instituted by your supervisor.
2. Theft, deliberate or careless damage or deliberate destruction of any property of HSISD or the property of any employee.

3. Insubordination or refusal to obey or willful failure to carry out verbal or written instructions of supervisory personnel.
4. Physical assault and sexual harassment.
5. Carrying firearms or any other dangerous weapons at any time on the premises.
6. Engaging in criminal conduct whether or not related to job performance.
7. Dress or appearance inappropriate to the business of HSISD.
8. Unlawful harassment including sexual harassment and discrimination.
9. Failure to observe working schedule.
10. Abuse of paid leave days.

Violation of the above standards may lead to disciplinary action up to and including dismissal.

Student Discipline

HSISD Board of Education Bylaws and Policies include the official discipline policy approved by the Board. Each department may develop discipline procedures and guidelines consistent with applicable Board Policy. (Please see your supervisor/director.) It is the responsibility of all staff who work directly with students to be informed about and utilize these documents, as well as to comply with applicable Michigan Law.

Subpoenas

If you are subpoenaed to appear in court, please advise your supervisor immediately. Michigan and federal law strictly limit disclosure of confidential information by School District staff. The ISD has information available as to how to testify in court. Please obtain this information from your supervisor.

If your position requires a substitute for the time you will be in court, please go through your immediate supervisor to obtain one.

Supplies

For custodial supply requests, please send an email through [\(HSISD Supplies\)](#).

Telephone Calls

Telephones are maintained for school business. Use of school phones for personal convenience of employees is limited to necessary calls.

Staff at the Administrative Services Center and Brookside must dial 9+1+ area code + phone number.

Staff who do not work during the summer should change their message accordingly.

Use of Facilities

Our buildings are a resource to facilitate the education of our students. Therefore, decisions regarding building use and modification of the physical environment will be made by the building educational

administrator. Consultation with the Director of Operations will be sought to ascertain the impact of changes on the physical plant.

Room facilities in all buildings may be used by employees, public institutions, and organizations under the following conditions:

- The use does not interfere with planned activities of HSISD.
- Building use forms are located in Google Drive–Shared Drives-Master Resources– Forms and Guidance - [Building Use Forms](#).
- The use is approved by the Building Supervisor, Director of Operations and Superintendent/Designee.

There is minimal cost to employees and a nonprofit organization, see Request For Use of Facilities form for more details.

Vendor Relation

School personnel shall not accept any gifts or favors from vendors which might be reasonably deemed to influence their recommendations on the eventual purchase of equipment, supplies, or services.

Visitors

The Heritage Southwest ISD welcomes visitors to our facilities. We ask that all visitors report to the building administrative office before entering any of the classroom areas. If groups plan to visit, advance reservation and notification is required.

Administrative staff or teachers may conduct tours. Confidentiality guidelines must be followed during all tours or visits to any program.

Staff members are encouraged to welcome visitors but should maintain normal classroom work and procedures.

Volunteers

Special Education Department- ICHAT form must be completed in full and submitted to the Executive Assistant to the Superintendent. The building administrator will receive the results and communicate to the classroom. Volunteering or attendance on a field trip is not permitted until results are obtained.

Early Childhood Department - ICHAT form must be completed in full, submitted to the Family Liaison, and approved by the Director of Early Childhood Education. Volunteering or attendance on a field trip is not permitted until results are obtained.

Workers' Disability Compensation

HSISD provides workers' disability compensation insurance at no cost to you. In the event of a work-related injury or condition, worker's disability compensation insurance may provide wage loss benefits. Employee **must** use their sick leave in conjunction with Workers Comp.

Immediately following an accident at work or upon learning of a medical condition arising out of your employment with the employer, you **must** notify your supervisor so that an accident report may be filed with HSISD's insurance provider.

Appendix A: NOTICE OF NONDISCRIMINATION AND INTERNAL COMPLAINT PROCEDURES (INCLUDING TITLE VI, TITLE VII, AND TITLE IX)

Nondiscrimination

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

Complaint Procedure

If a person believes that s/he has been discriminated/retaliated against or denied equal opportunity or access to the District's programs, activities or services, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

The following individual(s) is/are designated as the District's Compliance Officers (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Josh Townsley
Director of Instructional Leadership and School Improvement
Heritage Southwest Intermediate School District
61682 Dailey Road
Cassopolis, MI 49031
(269) 445-6223
josh.townsley@hsisd.org

Mikki Spagnoli
Heritage Southwest Intermediate School District
Director of CTE & Post Secondary Options
61682 Dailey Road
Cassopolis, MI 49031
(269) 445-6224
mikki.spagnoli@hsisd.org

A person may also, at any time, contact the U.S. Department of Education, Office for Civil Rights, Cleveland Office, 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44114-2611; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

Internal Complaint Procedures

Any employee who believes that s/he has been subjected to unlawful discrimination/retaliation may seek resolution of his/her complaint through the procedures described below.

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

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights, the Michigan Civil Rights Commission (“MCRC”) or Equal Employment Opportunity Commission (“EEOC”).

Informal Complaint Procedure

An individual who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to one of the COs; and/or (3) to the Superintendent or other District-level employee. The COs will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide employees who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy 1422 – Non-Discrimination as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works.
- C. If both parties agree, the CO may arrange and facilitate a meeting between the individual claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. Parties may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedures

An individual who believes s/he has been subjected to unlawful discrimination/retaliation ("Complainant"), may file a formal complaint, either orally or in writing, with a principal, the CO, Superintendent, or other District-level employee.

Formal complaints should include the following information to the extent it is available: the identity of the individual believed to have engaged in; or be engaging in, the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the

resolution sought by the Complainant. If the Complainant is unwilling or unable to provide a written statement, the CO shall interview the Complainant and prepare a written summary of the oral interview, and ask the Complainant to verify the accuracy of the reported charge by signing the document.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory/retaliatory conduct ("Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 1422 – Non-Discrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. As part of the investigation, the CO will:

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

At the conclusion of the investigation, the CO/designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or the designee, the Superintendent will either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the

discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the Superintendent's final decision may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. At the Board's discretion and as may be appropriate to the circumstances, the Board may meet separately with each of the concerned parties. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The complainant may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, MCRC or EEOC, or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

The CO will provide a copy of the District's complaint procedure to any person who files a complaint and will 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 CO's office.

Prohibition Against Retaliation

The Board will not retaliate against, coerce, intimidate, threaten, or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights laws, or because that individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

2/13/13

9/10/14

8/25/16

10/28/16

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Appendix B: NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

The District's notice of nondiscrimination shall read as followings:

The Board of Education of the Heritage Southwest Intermediate School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX Coordinator[s] are:

Josh Townsley
Director of Instructional Leadership and School Improvement
Heritage Southwest Intermediate School District
61682 Dailey Road
Cassopolis, MI 49031
(269) 445-6223
josh.townsley@hsisd.org

Mikki Spagnoli
Heritage Southwest Intermediate School District
Director of CTE & Post Secondary Options
61682 Dailey Road
Cassopolis, MI 49031
(269) 445-6224
mikki.spagnoli@hsisd.org

The Board's nondiscrimination policy and grievance procedures can be located at [Policy 2266](#).
<https://go.boarddocs.com/mi/lcisd/Board.nsf/goto?open&id=BYHTED76FDF1>

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the Title IX page on our website.
<https://www.hsisd.org/resources/title-ix>

Contact information for OCR is available here: <https://ocrcas.ed.gov/contact-ocr>

If necessary, due to the format or size of any publication, the District may use the following statement of nondiscrimination:

The Board of Education of the Heritage Southwest Intermediate School District prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The full notice of nondiscrimination is located at <https://www.hsisd.org/>

Appendix C: NOTICE OF NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

The Board of Education prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information. Harassment of a person because of his/her genetic information is also prohibited. Likewise, retaliation against an applicant or employee for engaging in protected activity is prohibited.

In accordance with the Genetic Information Nondiscrimination Act (GINA), the Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with this Act, employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be acquired as part of the certification process for FMLA leave, when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application process.

The District recognizes that genetic information may be acquired through commercially and publicly available documents like newspapers, books, magazines, periodicals, television shows or the Internet. The District prohibits, however, its employees from searching such sources with the intent of finding or obtaining genetic information, or accessing sources from which they are likely to acquire genetic information.

"Genetic information," as defined by GINA, means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

If the District either legally and/or inadvertently receives genetic information about an employee or applicant for employment from the employee, applicant for employment or a medical provider it shall be treated as a confidential medical record in accordance with law.

Appendix D: BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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

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

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

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

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

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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

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

Reporting

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

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

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

Implementation

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

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

Procedure

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

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

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

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required

by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

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

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

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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

Definitions

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

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

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

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

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

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

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

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

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

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

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

Harassment, see Policy 5517;

Hazing, see Policy 5516.

Revised 8/15/07

Revised 6/13/12

Revised 12/18/13

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Appendix E: MEMORANDUM TO STAFF MEMBERS ON FEDERAL REGULATIONS CONCERNING DRUG PREVENTION

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all staff members. Any part-time or full-time employee who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including termination. When appropriate or required by law, the District will also notify law enforcement officials.

The District is concerned about any staff member who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. A staff member should contact his/her supervisor or the Superintendent's office whenever such help is needed.

Appendix F: STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

To access and use District Technology and Information Resources, including a school-assigned e-mail account and/or the Internet at school, staff members must sign and return the HSISD Personnel Handbook Acknowledgement document.

Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, Internet connection and online educational services/apps, are provided for business, professional and educational purposes only. Unauthorized or inappropriate use may result in loss of this privilege and/or other disciplinary action.

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of staff members in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or designee may disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources. The Board reserves the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

To the extent that a staff member has the proprietary rights to the design of a web page, site, service or app hosted on Board-owned or District-affiliated servers, the staff member agrees to license in perpetuity the use of the web page, site, service or app by the Board without further compensation.

The Superintendent is responsible for determining what is unauthorized or inappropriate use. The Superintendent may deny, revoke or suspend access to and use of the Technology Resources to individuals who violate the Board's Staff Technology Acceptable Use and Safety Policy and related Guidelines and take such other disciplinary action as is appropriate pursuant to the applicable collective bargaining agreement, State law and/or Board Policy.

2025 - 2026
HSISD Personnel Handbook
Acknowledgment

I _____ hereby acknowledge that I have read and understand the
Name (Please Print)
contents of the 2025-2026 HSISD Personnel Handbook on the HSISD website (www.hsisd.org).

Furthermore, by signing this document, I agree to be bound by the provisions set forth in the personnel handbook and abide by the rules and regulations outlined within.

Initial:

_____ I have read and agree to abide by the Staff Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and/or Guidelines is inappropriate and may constitute a criminal offense. As a user of District Technology Resources, I agree to communicate over the Internet and the computer network in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I understand that individual users have no expectation of privacy related to their use of District Technology Resources.

_____ I understand that by law I am required within three (3) business days to self-report to my employer and the Michigan Department of Education if I have been arraigned/charged with certain identified crimes.

Employee Signature

Date

Please initial/sign and return to Char Vaughn
within one week of receiving this form