



ROCHESTER
COMMUNITY SCHOOLS

PRIDE IN EXCELLENCE

Employee Handbook



Miller Johnson School Policy Services

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§1.0 GENERAL GUIDELINES FOR ALL EMPLOYEES

§1.1 Introduction

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

All Rochester Community Schools (School District) employees are expected to sign and return a copy of the attached *Employee Handbook Acknowledgment of Receipt*.

§1.2 Terms of Employment

If an employee is subject to the terms of a collective bargaining agreement (CBA), the agreement supersedes any inconsistent term, policy, procedure, or benefit contained herein. This handbook does not constitute an employment contract between the School District and its employees. The provisions contained in this handbook supersede any and all contrary representations that may have been made either by the School District or the employee.

No employee, supervisor, or other person, except the Board of Education or the Superintendent¹ has the authority to enter into any employment agreement on behalf of the School District. All employment contracts will be in writing and signed by the Superintendent and the Board of Education pursuant to [MCL 380.1231](#) of the Revised School Code.

Unless provided for through a specific CBA, the School District is an at-will employer. This means that the employment relationship is for an indefinite period of time and can be terminated at any time, with or without cause, and with or without notice, except where otherwise stated in a CBA or employment contract.

Any and all statements contained herein are subject to change, in whole or in part, by the School District at any time. The School District retains the right to change, modify, suspend, interpret, or cancel, in whole or in part, any of the published or unpublished personnel policies and procedures of the School District without advance notice and without having to give cause, justification, or consideration to any employee. The School District will make every effort to provide notice to all staff members of changes to the handbook in a reasonable time frame. The statements contained herein do not afford employees enforceable contractual rights, and employees may not rely on these statements as affording them contractual rights.

§1.3 Equal Employment Opportunity

The School District is an equal opportunity employer that supports and subscribes to a policy of non-discrimination in all aspects of employment. Specifically, Board of Education Policy 4002 provides:

- The Board is committed to equal employment opportunities in all aspects of employment, including recruitment, selection, training, promotion, and retention of staff.
- The Board is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from illegal discrimination and harassment. There will be no

¹ Unless explicitly stated otherwise, all references to the Superintendent are also references to his/her designee.

tolerance for discrimination or harassment in employment on the basis of race, color, national origin, religion, sex (including sexual orientation and gender identity/expression), marital status, pregnancy status, genetic information, disability, age, or any other illegal grounds. See also, Policy 8007.

Under Michigan law, an employee may not be discriminated against because of a disability that can be reasonably accommodated to enable that employee to perform his/her job. Employees who feel accommodations are necessary to perform their job must notify the Human Resources department in writing of the need for accommodation as soon as possible after the employee knew or reasonably should have known an accommodation was needed. The person designated to handle any complaints or requests for accommodations is the Assistant Superintendent of Human Resources.

§1.4 Confidentiality

In the course of employment, an employee may have access to information about the School District, students, parents, and other employees. The School District expects such information will be kept confidential. If an employee is uncertain about whether information is confidential, check with a supervisor before disclosing the information to any person or entity. Violations of this mandate may result in formal discipline.

§1.5 Personnel Files

Generally The [Bullard Plawecki Employee Right to Know Act](#) defines what constitutes a personnel record or personnel file, limits its use, provides for employee review, and restricts its disclosure to third parties. Employees have a right to examine their personnel files. Please contact the Human Resources department in advance and make arrangements during normal business hours and outside of scheduled work time to retrieve the personnel file.

FOIA Personnel files are considered public information and may be requested under [Michigan's Freedom of Information Act](#). If so requested, the School District will contact the employee to inform them of the request.

Social Security Numbers The School District collects and maintains social security numbers of employees, students, and others in the ordinary course of business. As required by law, the School District will implement all appropriate measures to ensure the confidentiality of social security numbers. These measures include:

- Social security numbers will only be requested or obtained when required by law or otherwise essential for a School District purpose.
- Access to documents or other forms of information containing the social security number of an employee, student, or other person will be limited to those School District employees whose specific job duties and responsibilities require such access.
- Documents containing a social security number that are no longer required for School District purposes, and that are not legally required to be retained, may be disposed of by shredding or another process that ensures strict confidentiality.

Violation of these mandates may result in appropriate disciplinary action against the violator.

Change of Name/Address If an employee has a change of name or address, please contact the Human Resources department. Employees can change their name with the Michigan Department of Education, by logging in to their MOECS account and choosing "Manage Demographics" to make such changes. Employees may then print a new certificate, if applicable.

§1.6 Outside Activities/Employment

Employees may not engage in activities which interfere with their School District duties and responsibilities or denigrate the School District or the employee's profession. Teachers are not permitted to receive pay for tutoring students currently assigned to them. Teachers may tutor other students of the School District with the prior permission of their building principal. No private tutoring may be provided during the regular school day, on School District property at any time, or using School District equipment or supplies.

§1.7 Conflict of Interest/Gifts

School District employees are prohibited from engaging in any illegal conflict of interest as determined by state law. See, e.g., [MCL 380.1203](#) and [Contracts of Public Servants with Public Entities, MCL 15.321 et seq.](#)

Employees are prohibited from using their position for private advantage or gain. Staff will refrain from receiving financial remunerations from suppliers, contractors, vendors, parents, or other persons who would have the opportunity to influence the decisions of the employee, nor participate in any activity where the employee's positions as a School District employee is used or could be interpreted as being used to sell or promote the sale of goods, services, or to grant favorable conditions, treatment, or status to students, associates, or patrons of the School District.

Employees may not use their position within the School District to sell any products, goods, or services on school property for their own personal gain. Any employee wishing to sell products or services related to a non-profit organization must discuss with and receive permission from their supervisor prior to such sales. Employees are prohibited from attempting to sell items or services to students or to solicit for or contribute to any personal activity.

§1.8 Political Activities

Employees have the right to campaign for and hold elected public office. However, political activities of any employee shall be conducted outside of District buildings, off District premises, and outside working hours. "Political Activities" include, but are not limited to, attempting to persuade or dissuade anyone to be for or against any candidate or issue. Employees shall not use Students for any Political Activity unless the Activity is student-initiated and parent approved. In accordance with Michigan law, District resources are, in no way, to be used in furtherance of any political activities.

§1.9 Student Surveys

Consistent with applicable law, parents may inspect all materials used for any student survey, analysis or evaluation conducted by the School District in connection with a program that is funded by the United States Department of Education. The School District will not, without the consent of the parents of a student, require the student to participate in such a survey, analysis or evaluation that reveals or is intended to reveal information concerning the student or the student's parents':

- Political or religious affiliations, beliefs or practices;
- Mental or psychological problems;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating or demeaning behavior;

- Critical appraisals of other individuals with whom the student or the student's parents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians and ministers; or
- Income, other than when required by law to determine eligibility for programs or financial assistance.

Parents have the right to inspect, upon request, a survey or evaluation created by a third party before it is administered or distributed to students.

In compliance with [MCL 388.1764k](#), the School District will ensure that questions and results of District-wide surveys, state or federally mandated surveys, and surveys distributed to all students in a grade level will be made available to the public by being posted on the District's website and parents will be notified of these survey questions and results. However, the District will comply with the Family Educational Rights and Privacy Act ("FERPA") before releasing any survey results.

Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is made. "Instructional material" does not include academic tests or assessments.

§1.10 Student Medication

Administration of Medication by School District Personnel School District personnel will not administer medication to students except in accordance with Administrative Regulations 2007-AR (Medication).

The parent must submit a request to administer prescription or non-prescription medication to the building administrator on a form approved by the Superintendent and signed by both the parent and the student's physician. The request must include at least the following information: the name of the student, the name of medication, the dosage, the time and frequency of administration during the school day, and, other special instructions, if any. Upon approval by the building administrator, School District personnel will administer medication to students subject to the following conditions:

1. Medication must be submitted in its original container, whenever possible. If medication is not in its original container, the parent must label the container with the following information: the name of the student, the name of medication, the dosage, the time and frequency of administration during the school day, and other special instructions, if any.
2. Medication must be brought to and returned from the school by the parent for elementary students;
3. The parent must ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
4. The parent must ensure that the school is informed in writing of any changes in medication instructions; and,
5. In the event a student refuses medication, the parent will be notified immediately.

Storage and Monitoring The building administrator is responsible for properly storing and monitoring medications administered by School District personnel. Medications will be secured by lock and access to medication storage keys will be limited to the building principal and designated school staff. Following administration, the medication container will be properly sealed and returned to storage.

Administration of Medication by Students Students are prohibited from sharing or administering medication with or to each other, except in cases of a life-threatening emergency. The building administrator may grant a student permission to self-administer medication if the student's parent has provided written permission. For prescription medications, the parent must also provide the building administrator with written approval of the student's physician. A student who has been approved for self-medication may have in his/her possession only the quantity of medication needed for that school day, unless otherwise approved, in writing, by the building administrator.

Forms. All forms related to medication of students may be found [[here: RCS Health & Wellness.](#)].

§1.11 Epinephrine Auto-Injectors

Student Possession and Use Students may possess, when appropriate, and, if necessary, use epi-pens on School District premises and at school-related activities, programs and events if the following three conditions are met:

1. The student has permission to use the epi-pen from his or her physician and, if the student is a minor, from his or her parent(s);
2. The building administrator has received a copy of the necessary written permissions; and,
3. The school has on file a written emergency care plan (or IEP or 504 Plan that includes a written emergency care plan, however designated) prepared or approved by a licensed physician in collaboration with the student and the student's parent(s) that is updated as necessary to account for any change in the student's circumstances.

The building administrator will notify each teacher of each student in his or her classroom who is permitted to possess and use an epi-pen pursuant to Administrative Regulation 2007 (Epinephrine Auto-Injectors (Epi-Pens)).

District Acquisition and Maintenance The School District will acquire and deliver at least two otherwise unassigned functioning epi-pens to each school building. The building administrator is responsible for maintaining the epi-pens at his or her building, making them readily accessible to designated staff members, and notifying the Superintendent if the building administrator believes the necessary number of epi-pens is not available or functional.

Training and Designation The School District is responsible for training (and maintaining a record of such training) a sufficient number of staff members in each school to properly administer epi-pens, as follows: at least one staff member if the instructional and administrative staff is less than 10; and, at least two staff members if the instructional and administrative staff is more than 10. All training will be supervised, evaluated, and approved by a licensed registered professional nurse. The building administrator is responsible for designating the necessary number of staff members to administer epi-pen injections on school grounds. The building administrator is also responsible for informing other school personnel which staff members have been designated to administer epi-pen injections on school grounds and for notifying the Superintendent if there are an insufficient number of trained or designated staff members in the building.

Administration of Epi-Pen Injectors Designated staff members who have been trained in accordance with these procedures are required to administer an epi-pen injection to any person on school grounds who is believed to be suffering an anaphylactic reaction. An anaphylactic reaction is a severe, potentially life-threatening allergic reaction that may occur within seconds or minutes of exposure to an allergen. Common allergens that cause anaphylactic reactions in school include, but are not limited to, peanuts and tree nuts and venom from bee stings. All administrators and teachers are required to notify a designated staff member in the event he or she believes an individual on school grounds is suffering an anaphylactic reaction.

Reporting The building administrator is required to call 911 and then notify the parent of any student who receives an epi-pen injection. Notification is to be made to the Superintendent and the School District nurse at the same time. The Superintendent designates School District's nurse to annually report to the Michigan Department of Education the number of epi-pen injections provided to students at school each year; the number of epi-pen injections to such students who were not previously known to have allergies; and, the number of students who were administered epi-pens from the School District's stock of epi-pens.

§2.0

WORK PLACE ENVIRONMENT

§2.1

Attendance

The School District expects all employees to regularly appear for work in a punctual manner. Employees are expected to report to work on time and be prepared to begin work at their scheduled start time. Employees are also expected to work productively until the end of their scheduled shift or duties, with the exception of scheduled breaks and lunches. Excessive absenteeism, whether excused or not, is unacceptable. Each situation of excessive absenteeism or tardiness will be evaluated and resolved on a case-by-case basis.

Jury Duty Regular full-time employees who serve on a jury will continue to receive the regular daily wage for each day the employee reports for or performs jury duty, provided the employee would have normally been scheduled to work on such days. The jury duty absence will initially deduct from the employee sick leave accrual.

To be eligible for reversal of the jury duty absence from sick leave accrual, employees must furnish the payroll office with written verification of any pay received from the court and the dates the jury duty service was performed. Employees must also provide a check or money order made payable to Rochester Community Schools for the full amount of the jury fee paid, excluding any mileage or travel fees. Payment will be made as provided in the applicable CBA or employment contract for an individual employee. Once the School District receives this payment, the attendance entry will be reversed, which will refund the leave bank.

§2.2

Dress Code

All employees are expected to dress appropriately for work. The specific type of dress is primarily determined by the work an individual employee performs. All questions regarding the dress code should be directed towards an employee's immediate supervisor. If the employee's job requires protective clothing, the School District expects that all such clothing is worn while working.

§2.3

School-Community Relations

It is the expectation of the School District that every employee represents the School District in a positive and helpful manner at all times. When working with students, parents, guardians, co-workers, and community members, employees must always be courteous, polite, and patient. The School District's families are its customers and happy customers are our best referrals.

§2.4

Digital Communications

Pursuant to Policy 8009 and Administrative Regulation 8009-AR, all digital communication (including social networking) that occurs on School District premises or involves the use of School District equipment is governed by Policy 8001. These policies also apply to digital communication that occurs off School District premises and/or using non-School District equipment.

Digital communication (including social networking) provides educational and other opportunities for staff and students. The School District expects that staff and students who engage in digital communication will do so in a reasonable and appropriate manner. Specifically, digital communication between staff and students, or to which students reasonably may be exposed, should be professional and of the same content, tone, and demeanor as in-school communication between staff and students. Similarly, digital

communication between staff and parents, community members, and other adults, or to which staff members, parents, and community members reasonably may be exposed, should be professional.

The School District does not have the inclination, resources, or ability to police the off-duty behavior of staff members. At the same time, staff must be cognizant of the fact they serve as role models for our students. Furthermore, their communications and behavior may affect the reputation of the School District and their colleagues. For these reasons, staff are reminded that off-duty digital communication may result in investigation, disciplinary sanctions, or discharge when those communications, characterizations, or depictions of staff behavior, disrupt the educational environment or adversely affect or undermine their ability to perform their jobs.

§2.5 Money in the Classroom

Employees routinely collect funds from students and parents for various programs and activities. Funds are not to be kept overnight in classrooms or offices, nor taken home. Prior to leaving the building, all funds are to be deposited daily with the building's office staff, no later than 1/2 hour after student dismissal. Office staff will utilize the School District's courier services to deposit funds with the bank on a daily basis.

§2.6 Search and Seizure

From time to time, school property, such as lockers, desks, the School District email servers, classrooms, and technology devices, may be assigned to a School District employee. Employees do not acquire a reasonable expectation of privacy in such property. The School District reserves the unrestricted right to search and seize property assigned to an employee at any time, for any reason, with or without notice to the employee. The privacy rights of employees will be respected regarding any items found during a search that are not illegal or otherwise against School District policy or administrative regulation.

Any containers or packages (regardless of ownership) that an employee carries into or out of the School District's premises or at a School District function, as well as personal automobiles on School District premises or at a School District function, are subject to inspection. The School District will attempt to advise the employee at the time of a search or inspection, but reserves the right to make any investigation or search without notice to the employee and in the employee's absence. Refusal to submit to an inspection may be grounds for dismissal.

§2.7 Inclement Weather / Emergency Closings

When the School District or individual buildings are closed due to inclement weather or an emergency situation, employees are directed to follow their CBAs and/or the directions of the building supervisor.

§2.8 Personal Calls, Texts, and Emails

School District telephones are intended for the use of conducting School District business. Personal use of School District telephones during business hours is discouraged, except for emergencies. All personal calls should be brief. Cell phones should be silenced and personal emails, texting, and social media usage are prohibited in the classroom. Please restrict use of personal communication devices to lunch or break periods.

Employees must have their computers and cell phones locked when in the presence of students or when there is a possibility a student may be able to access the computer or cell phone.

§2.9 Keys, Badges, and School Supplies

Badges New employees are issued an ID badge when fingerprint and onboarding documents have been received and new hire paperwork is complete. Employees are required to wear an employee identification badge in a way which can be easily observed at all times.

Keys Employees may also be provided with keys to their work area and/or building. Keys and ID badges are School District property, may never be copied, and are never to be loaned to another employee, student, or other third party. All School District property must be surrendered upon termination of employment. If an employee loses a key or badge, they must notify their supervisor immediately.

School Supplies Information, materials, equipment, and supplies provided by the School District are for the exclusive use of employees while completing their assigned duties, and should not be used for personal projects. Employees are responsible for the loss or damage of School District property due to the employee's negligence. All assets or property must be returned to the School District in the same condition in which it was received, subject to reasonable wear and tear. If an employee's employment terminates, they must return all assets or property at the time of termination. The School District may deduct the cost of the missing property from the employee's final paycheck.

§2.10 Performance Evaluations

Performance evaluations will take place regularly and in accordance with Policy 4004, Administrative Regulation 4004-AR, and contractual agreements. The goal of performance evaluations is to provide feedback to School District personnel which provides support and room for improvement.

Specific information related to the evaluation can be found in an employee's CBA, if applicable, or their employment contract. Any questions pertaining to the evaluation process should be directed to the employee's building administrator, immediate supervisor, and/or the Superintendent.

§2.11 Exceptions When Addressing Students

All employees, as well as all individuals who work with or have contact with students, are reminded that they must be sure to draw clear and professional boundaries with their students. While the School District encourages the cultivation of positive relationships with students, employees, and all other individuals who interact with the school community, all individuals working directly with students must always use good judgment and avoid unprofessional situations. To that end, the following should be avoided:

- Meeting individually with a student behind closed doors, regardless of gender.
- Engaging in any behaviors, either directly or indirectly with a student or in the presence of a student, that are unprofessional, unethical, illegal, immoral, or exploitative.
- Giving students gifts, rewards, or incentives that are not school-related and for which it is directly or implicitly suggested that a student is to say or do something in return.
- Making statements or comments, either directly or in the presence of a student, which are not age-appropriate, professional, or which are sexual in nature, harassing, or demeaning.
- Touching or having physical contact with a student that is not age-appropriate or is outside the scope of the employee's/individual's responsibilities and/or duties.

- Transporting a student in a personal vehicle without proper written administrator and parent authorization forms on file in advance or transporting a student in a vehicle without another adult or School District staff member present.
- Taking or accompanying a student off campus for activities other than a School District-approved school event or field trip.
- Meeting with or being in the company of a student off campus, with the exception of school-authorized and/or school-approved activities.
- Communicating with a student, in writing, by phone/email/texting/electronically, via the internet, or in person, at any time, for purposes that are not specifically school-related.
- Calling or texting a student at home or on their cell phone, except for specific school-related purposes and/or situations.
- Providing a student with a personal home/cell telephone number, personal email address, home address, or other personal contact information, including personal digital accounts (social media), except for specific school-related purposes.

Questions or requests for further information should be directed to the Assistant Superintendent of Elementary and Early Childhood Education and/or the Superintendent of Secondary and Adult Education at 248.726.3180.

§2.12 Freedom of Speech in Non-Instructional Settings

The School District acknowledges the right of its employees to speak out on issues of public concern. When those issues are related to the School District or the employee's professional responsibilities, however, the employee's expression must be balanced against the interests of this School District. The following guidelines are intended to help clarify and avoid situations in which an employee's expression could conflict with the School District's interests. This is not an exhaustive list concerning employee expression. The employee should:

- State clearly that his/her expression represents personal views and not necessarily those of the School District;
- Refrain from making expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;
- Refrain from making threats or abusive or personally-defamatory comments about co-workers or officials of the School District;
- Refrain from making public expressions which s/he knows to be false or are made without regard for truth or accuracy;
- Refrain from violating confidentiality of protected information acquired during the course of employment; and
- Avoid making school-related public comments, through social media or otherwise, that do not relate to a matter of public concern protected by the First Amendment.

§2.13

Religion at School

In accordance with First Amendment protection against the establishment of religion in schools, no employee may promote religion in the classroom or in the School District's curriculum, or compel or pressure any student to participate in devotional exercises. Instructional activities must not advance or inhibit any particular religion or religion generally, including non-religion.

The curriculum may include instruction about the numerous religions of the world. The School District acknowledges the degree to which a religious consciousness has permeated the arts, literature, music, and issues of morality. Instructional materials approved for School District use frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That is, however, insufficient to bar their use. The School District directs that employees using such materials be neutral in their approach.

No classroom teacher will be prohibited from providing reasonable periods of time for activities of a moral, philosophical, or patriotic theme. No student shall be required to participate in such activities if they are contrary to the religious convictions of the student or his/her parents or guardians.

Students are free to express their individual and voluntary religious beliefs. However, such exercise or expression may be limited to lunch periods or other noninstructional time periods when students are free to associate.

§2.14

School District Email

When available, the School District's email system must be used by employees for any official School District email communications. Personal email accounts may be blocked at any time if concerns of network security, spam, or virus protection arise. Employees are expected to take appropriate precautions to prevent viruses from entering the School District's network when opening or forwarding any emails or email attachments that originate from unknown sources. Employees are prohibited from sending or forwarding mass emails, even if the emails concern School District business, without prior approval of the their Supervisor and the Director of Technology..

Employees may join listservs or other email services (e.g., RSS feeds) that pertain to their responsibilities in the School District. The Director of Technology is authorized to block email from listservs or email services if the emails received by employees become excessive.

Public Records The School District complies with all relevant laws pertaining to electronic mail. Accordingly, emails written by or sent to School District employees may be public records if their content concerns District business, or education records if their content includes personally identifiable information about a student. Emails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 7001 and Administrative Regulation 7001-AR.

Emails written by or sent to School District employees via private email accounts may be public records if the content of the emails concerns School District business, or education records if their content includes personally identifiable information about a student. Consequently, employees must comply with a School District request to produce copies of emails in their possession that are either public records or education records, even if such records reside on the employees' personal email accounts only.

Retention Emails that are public records or education records, and emails that are subject to a litigation hold must be retained.

Authorized Use and Training Pursuant to Board of Education Policy 8001, employees using the School District's email system will comply with the School District's policy on acceptable use and safety.

§2.15 Access to the District's Technology Resources

Employees, students, contractors, vendors, guests, and agents are permitted to use their personal electronic devices to wirelessly access the School District's technology resources (guest or business networks, servers, projectors, printers, etc.) while they are on-site at any School District facility. Access to the business/guest network requires authentication.

For purposes of this policy, "personal electronic device" means a privately owned device that is used for audio, video, or text communications, including cell phones, personal laptops, smartwatches and other wireless device connections.

The Technology Director will develop the necessary standards for connecting personal electronic devices to the School District's technology resources and making the standards available upon request. The standards will be designed and enforced to minimize the School District's exposure to damages from unauthorized use.

The use of personal electronic devices must be consistent with the established standards for acceptable use as defined in Policy 8001 and its implementing Administrative Regulation 8001-AR. When an individual connects to and uses the School District's technology resources, s/he must agree to abide by all applicable policies, administrative guidelines and laws (e.g., the user will be presented with a "splash screen" that sets forth the terms and conditions under which s/he will be able to access the School District's technology resources; the user will need to accept the stated terms and conditions before being provided with access to the specified technology resources).

The owner of a personal electronic devices bears all responsibility and assumes all risk of theft, loss, or damage to, or misuse or unauthorized use of the device while it is on School District property. This provision applies to everyone, regardless of their affiliation or connection to the School District.

§3.0

PAYROLL AND EMPLOYEE BENEFITS

§3.1

Introduction

As a School District employee, level of pay and type and amount of fringe benefits are based on the employee classification or type. Such information is most likely contained either in an applicable CBA, individual employment contract, or applicable personnel manual. Please contact the Human Resources and/or Payroll department for any questions related to pay or fringe benefits.

§3.2

Payroll

School District employees are paid bi-weekly on Friday and according to the School District payroll schedule. Holiday schedules may result in a variation of pay dates. Depending on employee classification, some employees may have the option to elect to be paid on a 21-pay schedule (no summer pay).

Direct Deposit All employees are required to participate in direct deposit. Deposit information can be changed at any time but must be done in person at the Payroll department.

Withholdings To change the number of income tax exemptions, please fill out a new federal W-4, Michigan MI-W4, and/or city tax withholding form (located on the School District's website at [Employee Online](#)).

Garnishments Federal law limits the amount creditors can obtain through the garnishment of wages. The School District may not discipline or discharge employees because their wages have been garnished. The School District must comply with all writs of garnishment it receives. Employees will be notified at the time garnishments are made and information about the garnishment will be held in confidence.

§3.3

Fringe Benefits, Generally

The School District provides a comprehensive package of fringe benefits for its employees. Enrollment, however, is not automatic. Employees who are eligible for insurance coverage through the Board must sign applications before coverage can take effect. Application forms are available on the [benefits webpage](#).

Fringe benefits are negotiated as a part of employee contracts, CBAs, or granted by the Board to non-unionized personnel. Any questions regarding benefits should be directed to Human Resources.

An employee who is on an unpaid leave of absence will not have fringe benefit allowances paid by the Board, except for those qualified under the [Family Medical Leave Act](#). In some instances, an employee may keep group coverage in effect by making direct payments while on leave. If these arrangements are not made, insurance will lapse. In any event, it is necessary to re-enroll when returning to work. Contact the Human Resources department for information. Refer to the CBA, insurance information from the carrier, or contact the Human Resources department for answers to individual questions.

For specific questions on claims or services covered under each plan, an employee may contact their insurance company directly using the contact information provided below.

Company:	<u>BCBSM</u>
Phone:	<u>1-866-616-1684</u>
Company:	<u>BASIC Flex Reimbursement/ Dependent Care</u>
Phone:	<u>1-800-444-1922</u>
Company:	<u>Health Equity (HAS)</u>
Phone:	<u>1-877-284-9840</u>
Company:	<u>Heritage Vision</u>
Phone:	<u>1-866-852-8947</u>

A “qualifying event” is a change in an employee’s personal life which will allow the employee to make a corresponding change in their insurance benefits, outside of the annual Open Enrollment period. These include:

- Marriage or divorce;
- Birth, adoption, or guardianship;
- Death;
- A dependent who is now over the age of 26 or otherwise ceases to be a dependent; or
- A spouse gaining or losing insurance coverage through their job.

These changes must be reported to the Benefits/HR Specialist within 30 calendar days of the event, with proof. During Open Enrollment, which the School District performs annually each November, a qualifying event is not required to make insurance changes.

Cash in Lieu Married School District employees may not have double coverage for medical insurance, although there may be a coordination of benefits for dental and vision insurances. If an employee has group health insurance through a spouse or another source, the employee may qualify for a cash payment in lieu of medical benefits, depending on the language of the applicable CBA or individual employment contract.

To be eligible for cash in lieu, an employee must provide proof of other qualifying group medical coverage, which cannot be government-provided insurance (e.g., Medicare, Medicaid, Tricare, VA, MICHild), COBRA, or any plan purchased as an individual, including those purchased through the Health Insurance Marketplace. If the employee refuses School District-provided medical insurance without proof of other coverage, they are not eligible for cash in lieu.

Insurance questions should be directed to the Benefits/HR Specialist at 248.726.3112.

§3.4 Retirement

All employees of a public school district are required by law to be members of the Michigan Public School Employees Retirement System (MPERS). The Board of Education pays a set percentage amount of the

employee's gross salary and the employee pays a set amount. To find out the current contribution percentage, contact the Payroll department.

The School District recommends all employees request a retirement application at least six months before expecting to begin drawing retirement benefits.

Questions on retirement can be directed to:

Michigan Public School Employees' Retirement System
P.O. Box 30026
Lansing, MI 48909
(517) 322-6000 or (800) 381-5111
www.michigan.gov/ors

§3.5 Tax Sheltered Annuity

The School District offers all employees the opportunity to participate in the Tax Sheltered Annuity (TSA) program. Therein, employees' pay is reduced by an elected amount, free from federal and state income taxes, until the employee withdraws it at a future date. There are annual calendar year limitations for the maximum amount that can be contributed to a TSA before taxes and other penalties apply. Questions should be directed to the employee's TSA carrier representative:

Name/Company: Omni
Address: www.omni403b.com

§3.6 Health Savings Accounts

Health savings accounts (HSAs) are like personal savings accounts, but the money is used to pay for health care expenses. The employee - not the District - own and control the money in their HSA. The HSA enables participants of a high-deductible medical insurance plan to pay for healthcare expenses with pre-tax dollars. Annual contribution limits are adjusted annually. To apply or sign up for an HSA, please contact the Benefits/HR Specialist.

§3.8 Other Benefits

For any information regarding the full list of fringe benefits provided by the School District, please contact the Benefits/HR Specialist or the Human Resources department for further information.

§4.0

LEAVE

§4.1

Introduction

The School District provides paid personal/sick leave days and/or paid vacation days for eligible regular and full-time employees. Employees should refer to their CBAs, individual contracts, or other conditions of employment to determine how many leave days they are allotted each year and how such days may be utilized. Personal/sick leave days cannot be utilized on a day immediately before or after a holiday, vacation, or at the very beginning or end of a school year, without either prior approval from the Superintendent or a doctor's note.

Use of vacation and personal/sick leave days may be subject to the approval of an employee's supervisor and/or the Human Resources department depending on the terms of the employee's applicable contract.

§4.2

Sick Bank

Please see individual CBA's or Personnel manuals for eligibility and rules associated with Sick Bank utilization, for those eligible.

§4.3

Family Medical Leave Act (FMLA)

Eligibility School District employees may be eligible for up to 12 weeks of unpaid leave under the [Family and Medical Leave Act \(FMLA\)](#). Employees are eligible if they: have at least 12 months of service with the School District; and, have worked for the School District for at least 1,250 hours within the preceding 12-month period. The 12-month period will be calculated separately for each employee. It will be determined based on a rolling calendar, looking backward from the commencement of the FMLA leave.

Qualifying Events FMLA leave may be taken: for the birth of a child and to care for a newborn child; for the placement of a child with the employee for adoption or foster care; to care for a child, spouse, or parent of the employee who has a serious health condition; for the employee's own serious health condition which causes the employee to be unable to perform the essential functions of his or her job; where the employee experiences a qualifying exigency arising out of the fact that the employee's spouse, parent, or child is a covered military member on active duty or has been called to or on covered active duty status in the National Guard or Reserves; or, to care for an armed forces member or qualified veteran who is a spouse, parent, child, or next of kin of the employee and who is injured while on covered active duty, including an injury that manifests itself after completion of active duty.

Serious Health Condition A "serious health condition" for purposes of this administrative regulation is an illness, injury, impairment, or physical or mental condition that involves: an overnight stay in a hospital, hospice, or residential medical care facility; a period of incapacity for more than three consecutive days, combined with continuing treatment or supervision by a health care provider; a period of incapacity due to pregnancy or for prenatal care; a period of incapacity due to a chronic serious health condition; a period of incapacity that is permanent or long term; or, a period of absence during which the employee will receive multiple treatments from a health care provider for restorative surgery or for a condition that would likely result in a period of incapacity of more than three full calendar days in the absence of medical treatment (e.g. chemotherapy, physical therapy or radiation).

Applying for Leave Under the FMLA An employee who plans to take FMLA leave must provide the School District with written notice at least 30 days in advance. If the FMLA leave is not foreseeable, and 30 days' notice cannot be given, the employee must submit the request for leave as soon as possible (within two working days of learning of the need for leave, absent extenuating circumstances). Where an employee

fails, or is unable to provide thirty 30 days' notice of a foreseeable leave, the School District may delay the commencement of the leave for up to 30 days after the employee provides the required notice.

The School District will provide employees requesting FMLA leave with written notice specifying the expectations and obligations of the employee while on leave and explaining the consequences of failure to meet those obligations.

Intermittent Leave FMLA leave taken to care for a family member with a serious health condition or due to the employee's own serious health condition may be taken intermittently or on a reduced schedule, when medically necessary.

FMLA leave requested for the birth of a child, to care for a newborn child or for the placement of a child with the employee for purposes of adoption or foster care may not be taken intermittently or on a reduced leave schedule unless the employee and School District agree.

Instructional employees who request intermittent leave or a reduced schedule FMLA leave that constitutes more than 20% of the working days in the period during which the leave would extend may be required to choose either to: take FMLA leave for all or part of the FMLA leave period; or, transfer temporarily to an alternative position with equivalent pay and benefits that better accommodates the School District's needs during the leave.

Instructional employees who request FMLA leave that will end near the conclusion of an academic term may be required to continue the leave until the end of the term.

Group health plan benefits will be maintained for the employee during the FMLA leave and the School District will contribute the same portion of the premium as it did while the employee was working. If the employee fails to make timely payment of his/her portion of the premium, the School District reserves the right to cease to maintain the employee's health benefits, provided the School District notifies the employee in writing at least 15 days before health coverage will lapse. If the employee fails to return from leave, the employee may be required to reimburse the School District for all premiums paid by the School District during the leave.

FMLA leave is generally unpaid. The employee may choose, or the School District may require, that any of the employee's available accrued paid vacation or personal leave be substituted for any part of the twelve (12) week FMLA leave period. An employee may choose, or the School District may require, that an employee's available sick leave be substituted for any part of the FMLA leave if the employee or a family member of the employee has a serious health condition for which sick leave is otherwise available. FMLA leave may run concurrently with workers' compensation or disability insurance coverage for a serious health condition.

The School District may require that any FMLA leave request be supported by certification (and, in appropriate cases, by periodic re-certifications) from a health care provider. The certification should be provided before the leave begins, if foreseeable, and must, in any event, be provided within 15 calendar days of a request made by the School District. The failure to provide a required medical certification in timely fashion may result in denial of the leave until the certification is provided.

An employee is not entitled to the accrual of any seniority or employment benefits that would have otherwise accrued during the period of leave unless specifically provided by the applicable collective bargaining agreement or an individual contract of employment.

The School District is prohibited from terminating or in any other manner discriminating against an employee for exercising rights under the FMLA.

Return from Leave The School District may require that an employee returning from FMLA leave due to a serious health condition obtain certification from his/her health care provider that the employee is able to resume his/her duties and responsibilities.

Upon returning from FMLA leave, the employee may be returned to the same position he/she previously held or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. However, an employee on FMLA leave has no greater right to reinstatement or other benefits than if he or she had been continuously employed during the leave period. An employee on FMLA leave remains subject to legitimate job changes and reductions in force that occur during the leave, and such changes may result in the employee being denied reinstatement. The School District may, after notice, deny reinstatement to the highest paid 10% of all employees ("key employees") where necessary to prevent substantial and grievous economic injury to the School District.

§4.4 Earned Sick Time Act (ESTA)

Earned Sick Time Unless specifically enumerated by a collective bargaining agreement, contract, or handbook, eligible full-time employees will be provided 72 hours or more of sick time (EST) which may be used consistent with the [Earned Sick Time Act](#) (ESTA) per benefit year. The School District's benefit year begins on July 1. Eligible employees hired after the beginning of the benefit year and part-time employees will be provided EST on a pro-rata basis depending on the month hired or position full-time-equivalent. Eligible employees may not carry over EST from one benefit year to the next. Days when school is closed will not be considered closed due to a public health emergency unless specifically designated as such by the School District's Superintendent. EST must be used in one-hour increments. Eligible employees are required to follow all rules for calling in to report absences, tardiness, or leaving early. When foreseeable, employees must provide at least seven days' notice, or as soon as practicable if such notice is impossible. Eligible employees who use or wish to use EST may be required to provide documentation acceptable to the School District after more than three consecutive absences to determine EST is being used only for reasons permitted by Michigan law. EST has no cash value and accrued but unused time shall be forfeited upon separation from employment.

Positions Ineligible for ESTA. In addition to unpaid trainees or interns, individuals employed in accordance with the Youth Employee Standards Act, and public officials, the Superintendent may designate certain positions as ineligible to earn EST because they are permitted to schedule their own working hours. The School District is prohibited from taking adverse personnel action against an employee in these positions for the sole purpose that the employee does not schedule a minimum number of working hours. The following positions are ineligible to earn EST:

- Coaches
- Game Workers
- Daily Substitutes

§4.5 Military Duty Leave

Employers are required by law to allow regular employees job-protected, temporary leaves of absence without pay for military leave. In general, employees who enter active military duty are entitled to return to the same positions they held at the time they left, if the active duty does not exceed four years. Additionally, an employee may not be discharged from employment without cause within one year after returning to the School District.

§5.0

HEALTH AND SAFETY

§5.1

Drug and Alcohol Free Workplace

In accordance with Board of Education Policy 4003, the School District maintains a workplace free of alcohol and illegal drugs, as well as prescription drugs for which the employee does not have a current, valid prescription. An employee who is found to have unlawfully manufactured, distributed, dispensed, possessed, or used alcohol or any drug in the workplace shall be disciplined, up to and including discharge from employment. Similarly, an employee who is found to have been present in the workplace while under the influence of illegal drugs, prescription drugs for which the employee does not have a current, valid prescription or alcohol will be subject to discipline, up to and including discharge from employment. The Superintendent may require an employee to submit to a medical examination when there is a reasonable suspicion that the employee is under the influence of drugs or alcohol while performing job duties or on school grounds.

Notwithstanding state permissibility, the use and possession of marijuana and marijuana-induced intoxication are prohibited on school grounds.

§5.2

Reporting Requirements

All employees must notify the School District, in writing, if charged with a violation of a criminal drug statute occurring in the workplace. Notification must be provided no more than three (3) business days after being arraigned for the crime. All employees agree to abide by this policy as a condition of employment.

This notification requirement does not eliminate the obligation of School District employees or volunteers to report convictions of felonies and/or listed offenses, as otherwise required by law.

§5.3

Drug and Alcohol Testing

Employees may undergo alcohol and drug testing any time the District has reasonable suspicion to believe the employee has violated Board of Education Policy 4003. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.

School District employees who test positive for alcohol, marijuana, and/or other controlled substances and who are not hired or are terminated for violating School District policy are not eligible for reemployment.

The District is will comply with the [Omnibus Transportation Employee Testing Act of 1991](#). For details concerning the District's process for conducting alcohol and drug testing of employees working in safety sensitive transportation positions, please see Administrative Regulation 4003-AR, posted on the School District's website on the [policies and regulations page](#).

§5.4

Employee Assistance Program

The School District offers an employee assistance program which provides counseling services to all employees of the School District. Services are provided by Bronson HelpNet in a private, confidential setting. State and federal law prohibit Bronson HelpNet from disclosing anything told to a Rochester Community Schools employee or agent during a counseling session.

Please visit [Bronson HelpNet's website](#) to learn more about the services provided.

§5.5 Hazardous Materials

The School District has established a program to ensure employees are made aware of the hazards of chemicals found in the workplace, please see Administrative Regulation 6005-AR. Each District building has posted a Materials Safety Data Sheet (MSDS) with information concerning any chemicals that could be found hazardous therein.

§5.6 Bloodborne Pathogens

For the safety of themselves and other School District staff members, students, and visitors, employees are encouraged to practice universal precautions to prevent the transmissions of bloodborne diseases. This includes the use of gloves when dealing with or handling the bodily fluids of another individual.

The School District's Bloodborne Pathogen Plan is available within each school building for review. The Plan contains details for complying with the federal Occupational, Safety and Health Administration and Michigan Occupational, Safety and Health Administration standards on blood borne pathogens. Additionally, each School District employee is required to complete annual online training in the handling of bloodborne pathogens.

§5.7 Accidents and Injuries

Employee Accidents and Injuries Any employee who is injured while at work or on School District-related business must adhere to the following procedures:

All District employees involved in work-related injuries or illnesses REQUIRE the completion of the Employee Injury Report which is available from your supervisor, building secretary or online in the [Employee Injury Packet](#). This form must be completed by your supervisor and returned to the Human Resources/Benefits Department within 7 days of the incident.

If medical attention is needed, authorization for treatment must be obtained from your Principal, Supervisor or Human Resources/Benefits Department. The authorization form MUST be filled out in order for the employee to be seen at Concentra. You must then report to the authorized District Medical Clinic:

Concentra

[About Concentra](#)
[Various Locations](#)

Hours vary by location, please visit the most convenient location to you. If an injury is life threatening, please proceed to your nearest emergency room

Student and Visitor Accidents and Injuries All reasonable efforts must be made to ensure a safe learning and working environment for students and School District employees. To that end, employees must report all accidents so they may be evaluated. Any accident that results in an injury, however slight, to a student or a visitor to the schools must be reported promptly and in writing to the Executive Assistant to Business Operations, Meg Remy.

The injured visitor or employee responsible for an injured student will complete a [form](#) that includes the date, time, and place of the incident; the names of all persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

§5.8 Firearms and Other Weapons

Firearms and weapons are prohibited from school property, except as permitted by Board of Education Policy 6003. Except as noted therein, the District prohibits all persons – including employees, agents, volunteers, visitors, and students – from possessing a firearm or weapon on any school property to the full extent permitted by law.

§6.0 DUTIES AND RESPONSIBILITIES

§6.1 Student Code of Conduct

The School District's *Student Code of Conduct* is contained within the *Student Handbook* and can be found at [Code of Conduct](#). All School District employees are expected to read and follow the policies contained in the *Student Code of Conduct*. In addition, all School District employees are expected to read and follow all Board of Education Policies and Administrative Regulations which can be found on the School District's website at [Policies and Administrative Regulations](#) as well as the [RCS Respect Code](#).

Student Conduct – Classroom Rules and Expectations To reduce the number and severity of *Student Code of Conduct* violations, teachers should define and review individual classroom rules and expectations with students. When a student exhibits ongoing behavior which interferes with the learning environment, a teacher should follow the following overarching principles and procedures:

A teacher may exclude a student from one class when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation makes the continued presence of the student in the classroom intolerable. In such cases, unless an emergency arises, the teacher will furnish the principal, full particulars of the incidents. Prior to the next meeting of that class period, unless an emergency arises, the building administrator will inform the teacher of the course of action which will be taken to eliminate the disruptive situation.

- For elementary students, this will be an age-appropriate time that allows for de-escalation and re-entry to the classroom.
- In cases where a student of any age has been disciplined for behavior issues in a teacher's classroom, that teacher will be afforded the option to be part of the re-entry process.
- Once all classroom strategies have been exhausted, the student can be referred to the school office. Please provide administration with a copy of the documented interventions.

§6.2 Child Abuse and Neglect Reporting

The [Michigan Child Protection Law](#) provides, in part, that all School District staff who have reasonable cause to suspect a child is being abused or neglected must immediately, by telephone or otherwise, make an oral report of suspected child abuse or neglect to the Michigan Department of Human Services (DHS). DHS should maintain the confidentiality of the reporting person's identity. Any person acting in good faith in making such a report, cooperating in an investigation, or assisting in any other requirements of the Act, is immune from civil or criminal liability.

Reporting Process for Mandatory Reporters All mandatory reporters must:

- Notify their immediate supervisor, prior to reporting to DHS;

- Call DHS' Centralized Intake at (855) 444-3911 to provide a verbal report;
- Fill out Report of Actual or Suspected Abuse or Neglect form located on the School District's website at [Crisis Resources](#) or at the [DHHS site](#) and send the form to DHS within 72 to either by email to DHS-CPS-CIGroup@michigan.gov or fax to (616) 977-1154 or (616) 977-1158 or 616-977-8900; and
- Provide one copy of the written report to his/her supervisor, to keep on file.

The employee's immediate supervisor, or his/her designee, must:

- Verify that a written report has been made to the DHS within 72-hours;
- Notify the Superintendent as soon as possible;
- Allow access to the child without parental consent, if such access is necessary to complete the investigation or to prevent abuse or neglect; and
- Involve the social worker and other appropriate personnel to work on the case

Indications of Neglect Indications of neglect include, but are not limited to: facial and bodily cuts, bruises and welts; repeated wearing of torn and dirty clothing; lack of personal hygiene; inadequate or seasonally inappropriate clothing; a child who always appears to be hungry; frequent absences or tardiness; untreated medical problems; failure to seek appropriate care and treatment for disabilities; statements made by the child; statements made by friends and classmates of the child; inability to concentrate on school work; inappropriate classroom behavior; impairment of development for other than organic reasons

Failure to Report An employee's failure to report abuse or neglect could result in possible disciplinary action and other sanctions under the law.

§6.3 Bullying and Cyberbullying

The Board of Education has adopted a policy on bullying and cyberbullying, Policy 2006 and a Discrimination and Harassment Policy, Policy 8007. These Policies are intended to protect students from bullying, including cyberbullying, and harassment regardless of the subject matter or motivation for the behavior. School District employees must immediately report any incidents of bullying or cyberbullying to the building principal or direct supervisor.

Complaint Procedure The School District's complaint procedure regarding discrimination and harassment can be found under Administrative Regulations 8007.1-AR – 8007.3-AR.

In order to implement the bullying policy, the District has developed the following complaint procedure:

A student who believes that he/she has been the victim of bullying or cyberbullying must immediately report the incident(s) to the building principal. A student's parent must also report any such incident(s) on behalf of the student. Upon receipt of a report (complaint), the principal or his/her designee (the investigator) will conduct a prompt investigation. At the request or with the permission of the complainant, the investigator may first attempt to resolve the matter informally, such as through restorative practices. Informal steps will not, however, cause a substantial delay in the investigation. The complainant may, at any time, request that the matter move to a formal investigation. Where the bullying activity is alleged to have been based, in whole or in part, on the protected classifications of race, color, sex, national origin, or disability, the building principal will notify the School District's designated Compliance Officer or Coordinator pursuant to Board of Education Policy 8007.

Step 1: Formal Investigation. The investigator will interview the complainant and document the interview. Generally, the complainant will be asked to reduce the complaint to writing, to provide the names and contact information, if known, of any persons who witnessed and may be able to substantiate the allegations of the complaint, and to produce any documents or other things supporting the complaint. The complainant will be directed not to discuss the complaint with other students while the investigation is pending.

The investigator will interview the accused and document the interview. Generally, the accused will be asked to reduce his/her response to writing and to produce any documents or other things supporting his/her response. The investigator should not disclose the identity of the complainant unless this is necessary to enable the accused student to respond to the allegations. The accused will be directed not to contact the complainant, if the complainant's identity is known or suspected, or retaliate or threaten to retaliate in any way against the complainant or any potential witnesses

In the event of a significant discrepancy between the complainant and the accused, the investigator will interview other persons reasonably necessary to resolve the discrepancy.

Step 2: Decision.

Complaint Found Valid. If the investigator concludes that the complaint is valid (i.e., bullying or cyberbullying in violation of School District policy has occurred), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The results of the investigation will be reported to the Superintendent;
- The Superintendent will consider whether restorative practices may be appropriate and, if so, invite the complainant and the accused to participate in a restorative practices team meeting;
- The Superintendent will consider whether disciplinary action may be appropriate and, if so, initiate disciplinary action in accordance with the Student Code of Conduct; and
- The Superintendent will determine whether relief to the complainant is feasible and available.

Complaint Found Not Valid. If the investigator concludes that the complaint is not valid (i.e., no bullying or cyberbullying in violation of School District policy has occurred or can be substantiated), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The complainant and the accused will be reminded the School District prohibits retaliation or threats of retaliatory action;
- The results of the investigation will be reported to the Superintendent; and
- Any references to the complaint will be removed from the education records of the accused. The investigator will retain the investigative file for at least three years.

Annual Report. The Superintendent will prepare an annual written report to the Board, including all verified incidents of bullying or cyberbullying and the resulting consequences that were imposed.

§6.4 Discrimination and Harassment

The Board of Education has adopted a Discrimination and Harassment policy, Policy 8007, which prohibits illegal harassment and other forms of illegal discrimination within the District. The Board of Education's policy prohibits illegal harassment and discrimination by, among others, Board members, school district employees, and students. The School District's policies are also inclusive of Title IX, which prohibits discrimination on the basis of sex.

A student or employee who believes that s/he has been the victim of illegal discrimination or harassment may seek resolution of his/her complaint through the applicable Complaint Procedure, which is contained in the School District's Administrative Regulations 8007.1-AR – 8007.3-AR and which can be found on the [School District's website](#).

The School District recognizes its obligation under the law to investigate reported instances of sex-based discrimination and harassment. Staff members are expected to report instances of sex-based discrimination that they are made aware of and/or instances in which the staff member suspects may involve sex-based harassment.

While it is expected that all instances of sex-based discrimination and harassment will be reported to School District administration, consistent with School District policy, instances may arise where a person does not report the concern to the School District. If the School District becomes aware that an allegation of sex-based discrimination or harassment occurring on school grounds has been made to law enforcement, the School District will investigate such claims, even if local law enforcement is independently investigating the claim and/or the complainant did not inform the School District directly of the concern.

§6.5 Student Promotion and Retention

Students typically advance to the next grade after the end of the school year. The building administrator will use the following process if a student's teacher or parent recommends retention:

- Teachers should identify students who are not meeting grade level objectives in one or more subjects and notify the building administrator and the students' parents by the end of the first semester of each school year. When such notification occurs:
 1. The teacher, building administrator, and parents should meet to review the student's academic record, current test scores, work samples, and anticipated progress; and
 2. Follow-up meetings may be scheduled between the teacher, building administrator, and parents.
- The building administrator is responsible for making a final decision on retention, after consulting the teacher and the parents, and considering the following factors, among others:
 1. The student's academic achievement in all subject areas, especially attainment of grade level objectives, as determined by the School District's curriculum, assessments, progress reports, tests, assignments, and work samples;
 2. The student's chronological age;
 3. The student's attendance; and
 4. The student's social and emotional maturity.

§6.6 Alternatives to Corporal Punishment

The School District prohibits any employee, volunteer, or contractor from inflicting corporal punishment on any student and from causing corporal punishment to be inflicted upon a student under any circumstances. Violation of this mandate may result in discipline of the employee, volunteer, or contractor, up to and including dismissal from employment.

State law ([MCL 380.1312\(9\)](#)) requires school districts to distribute a list of alternatives to corporal punishment. The list is not exhaustive and is not presented in order of priority:

- Provide direct instruction throughout the school year to students in social skills and problem-solving strategies.
- Use positive reinforcement to teach and maintain the use of appropriate problem-solving and social skills.
- Incorporate self-esteem enhancing activities to support and maintain the use of problem-solving and social skills.
- Apply logical predetermined procedures, plans, and consequences that will teach students personal responsibility for their actions.
- Employ problem-solving classroom, small group, and/or individual meetings with students to honestly discuss problems and appropriate solutions.
- Continually support and encourage student ownership of and responsibility for solutions to problems.
- Establish a variety of strategies for communicating with parents.
- Communicate with school counselors, school administrators, or student assistance teams to develop action plans which address specific student needs and behaviors.
- Evaluate and arrange appropriate support for students who need academic acceleration, special education, alternative education, or services targeted to individual student needs.
- Take action in accordance with District and building approved student codes of conduct and due process of law when disruptive behavior occurs after all other alternatives have been exhausted.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT OF RECEIPT

Rochester Community Schools
2026-2027 School Year

By signing and returning this form to my immediate supervisor, I acknowledge that I have received a copy of the *Employee Handbook*, have read it, and understand I am bound by the expectations, rules, and guidelines set forth therein. I also understand I am still bound by the *Employee Handbook* even if I have not read it or did not return a signed copy of this form to my immediate supervisor.

The *Employee Handbook* may be amended throughout the year and, if so, I understand I am also bound by any amendments.

I understand that I should consult my immediate supervisor, building administrator, Superintendent or the Human Resources department with any questions I may have regarding the handbook.

I have entered into my employment relationship with the School District voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the School District can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law and in accordance with applicable collective bargaining agreements or employment contracts.

This handbook and the information contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with the School District, unless otherwise addressed by my applicable collective bargaining agreement or employment contract. By distributing this *Employee Handbook*, the School District expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand and agree that nothing in the handbook creates, or is intended to create, a promise or representation of continued employment. I acknowledge that this *Employee Handbook* is neither a contract of employment nor a legal document, and that its contents are simply guidelines subject to the Board of Education Policies and Administrative Regulations, as well as state and federal law.

Employee Name (print)

Employee Name (signature)

Date