

STAFF HANDBOOK



2025-2026

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I. INTRODUCTION

This handbook is intended for use by the staff of Highland Pines School. Operational procedures for our facility are herein explained. These procedures are needed to maintain an effective, orderly, and safe environment for our students and staff alike. Any information presented is not or should not be construed to be in conflict with the negotiated master agreements between the collective bargaining units of Tuscola Intermediate School District and its employees.

GOAL STATEMENT FOR PROGRAMS AT HIGHLAND PINES SCHOOL

Highland Pines School is designed to serve as an extension to the nine local school districts within Tuscola County to provide services to those children aged 0 to 26 who are unable to profit from an educational experience within the local education agency school setting.

Independence is a primary goal for students attending Highland Pines School. It is our responsibility as educators to provide students the “maximum” educational experience while at the same time allowing students the freedom from dependence upon others to the greatest possible extent.

Assessment of student capabilities and recommended programs and services must be viewed totally on an individual basis and cannot or will not be the same for all students. Parental and community involvement is encouraged to help maintain and further develop the programs at Highland Pines School.

HPS MISSION STATEMENT & BELIEFS

The philosophy at HPS is represented by our mission statement and basic beliefs which read as follows:

Mission statement: A commitment to serve...a promise to educate.

Belief statement: The staff at HPS will join parents and the community in assisting each student to reach his/her maximum level of independence as individuals and as responsible members of society. Each student shall have the opportunity to grow intellectually, physically, and emotionally.

As a staff, we believe:

Learning is a lifelong process, and everyone can benefit.
Staff growth/development is crucial to obtain educational excellence.
A positive environment is necessary to enhance students' self-confidence.
Self-esteem and a sense of responsibility are necessary for productive citizenship.
Adaptability assists growth and change.
The more independent students become, the less restricted their lives will be.
Each student can learn responsibility when there are opportunities to give as well as receive.
A safe and predictable environment is a necessary base for improving and learning new skills.
Each student's uniqueness and value should be recognized and provided for through individualized planning and instruction.
Students learn by doing; therefore, frequent opportunities to interact and participate must be provided.

PROFESSIONAL ENHANCEMENT PHILOSOPHY

The Tuscola Intermediate School District staff are aware of the changing expectations held for the educational community. As we meet these challenges, the Tuscola Intermediate School District staff will provide the best in learning opportunities possible for our students. Staff is encouraged to expand their roles and contribute to the learning environment.

The following guidelines have been developed in a consensus manner by a committee for the expressed purpose of improving the work environment and enhancing the image of the educational professional. Therein, all staff members are encouraged to utilize these guidelines.

EXPECTATIONS

Based on the premise that all students can learn, individual growth can be maximized by setting high expectations for each student.

Goals should be established and reviewed on a regular basis by each department.

Staff utilizes time on task effectively and will continue to review and evaluate methods of increasing educational opportunities based upon student performance data.

As professionals, the need is ever present to respect the students and parents by constantly being aware of the need for confidentiality.

Efforts to serve the local community and to participate in public presentations are encouraged and appreciated.

Positive and open communication among the total staff is important for the growth of successful relationships.

The diversity of roles and duties should be appreciated and respected.

ATTITUDES

Problem solving provides for the expression of concerns and encourages the sharing of possible solutions.

Efforts should be made to express the positive accomplishments of students, staff, and programs.

Teamwork, cooperation and kindness to fellow staff members are essential to maintaining a positive classroom atmosphere.

TISD EMPLOYEE EXPECTATIONS

Be invested/show personal ownership/have commitment to job

No smoking

Reliable transportation

Maintain confidentiality

“24-hour rule” to respond to colleagues or customers

Give personal attention to the person with whom you are dealing

Commit to the culture of TISD

Be flexible and adaptable to changing environments

Provide quality services

We are a growth organization – staff should grow too

Value others/customers

Exceed customer expectations

Perform expected job duties

Represent the organization positively at all times

Maintain a clean, organized, welcoming work environment

Maintain a professional appearance

Treat everyone in a courteous and professional manner

Maintain safety standards at all times

Support Employee Handbook

Support Style and Procedures Guide

No distracting piercings Refrain from using personal devices (cell phones, etc.) during work hours

Arrive to work and meetings on time

If you don't know the answer, find out

Treat customers with respect and hospitality

Go the extra mile

Be loyal to the organization

Work collaboratively

Demonstrate honesty and integrity
Accept feedback for personal improvement
Take pride in doing a quality job
Be honest and transparent
Team player and growth mindset
Do it right the first time
Be progressive
Meet deadlines
Professionalism
Address internal issues internally
Deliver world class customer service

II. INFORMATION FOR EMPLOYEES

WORK HOURS

Unless prior approval is given from administration, staff hours for the school year will be 8:15 a.m. to 3:15 p.m. Each staff member is responsible for meeting time requirements established in his/her respective union contracts.

ADMINISTRATIVE SUPPORT

The Principal of Highland Pines is the main administrative support for the TIEA staff. The Assistant Principal is the main administrative support for TIPPA paraprofessional and secretarial staff members. The Facilities Manager/Transportation Director is the main administrative support for the transportation secretary, dispatcher and bus drivers. The Custodial Supervisor is the main administrative support for custodial staff members. In the event that a staff member's main administrative support staff is unavailable, they are to contact these administrative support staff, if a decision is needed, in the following order: (1) Building Principal or Assistant Principal (2) Special Education Monitor/Supervisor (3) Assistant Superintendent of Special Education (4) Superintendent.

ABSENCES

TIEA and TIPPA Employee's Absence - When it is necessary for a teacher or paraprofessional staff to be absent on scheduled days of work, it is the responsibility of each staff member to report their absence to WillSub no later than 7:00 a.m. WillSub can be accessed online at www.willsub.com or by calling 1-877-945-5782. WillSub is available 24 hours a day, seven days a week by phone or internet. Teachers and paraprofessional staff are responsible to enter their absence into Skyward within 24 hours of absence. Staff illness impacting attendance at a scheduled conference must notify supervisor immediately. Notification is required if staff leave early, arrive late, or are unable to attend entire conference.

Teacher Leave Verification Form – A monthly verification form must be filled out and returned to the building secretary for the previous month to document absences.

Request for Alteration of Work Hours Form- Working hours for the school year are 8:15 a.m. to 3:15 p.m. If a paraprofessional needs to leave work early or arrives late, the appropriate form must be filled out to receive pre-approval from your supervising administrator. Please keep in mind that if you need to leave early, you may only use one 15-minute break, with Administrative approval.

LEAVING THE BUILDING

Staff members are not allowed to leave the building unless it has been pre-arranged with their supervisor and principal, or part of their classroom duties.

Any staff leaving the building must sign out and in at the front desk.

All Itinerant staff will need to provide the building receptionist and HPS supervising principal a copy of their schedule.

TOURS AND VISITORS

The Tuscola Intermediate School District welcomes and encourages visitors to all school programs.

Parental Visits - Parents are always welcome to the school. It is necessary to call ahead and make an appointment to ensure that the regular teacher is present that day and can meet with parents/guardians and any agencies. When parents come to visit, enter the building through the main entrance and check in with our receptionist to receive a visitor pass. A staff member will escort parents/guardians to the classroom. If a parent is observing their student in the classroom, they will be escorted to the observation room to be used. We ask all parents and visitors to do this so we can keep our school safe and secure.

If a student in the classroom is having a behavior that may be dangerous, the student who is being visited may be pulled from the classroom so the visitation can occur in a safe environment. If there is a substitute teacher the day of an unscheduled visitation, an administrator will escort the visitor to the room and will stay in the room while the visitation is occurring.

Outside Agencies – To ensure the safety and right to privacy of the students, all agency representatives visiting the school must have prior approval of the building principal or their designee. Agency representatives must obtain a visitor's pass from the office and have a release on file to have contact with the student that they are requesting to visit. The student will be escorted to a conference room to meet with the agency representative and escorted back to class when the visit is completed. Agency representatives are not permitted to walk freely throughout the building or enter the classroom to observe students.

Others - To ensure the safety and right to privacy of the students, all individuals and groups visiting the school program **must have prior approval of the building principal or their designee. A visitor must obtain a visitor's pass from the office before proceeding to a classroom.**

FORMER GRADUATES

Upon graduation, the student's program is complete. Graduates can only attend HPS events after graduation with their classroom per teacher discretion. We invite graduates to attend special events that are open to the public. Dances and other participation activities are reserved for students currently attending Highland Pines. Former students are not allowed to attend school dances/proms unless accompanied by a current HPS student.

NEWS MEDIA

The school community is enriched by published reports of school activities. The news media is interested and cooperative about publishing special events from the community schools.

It is recommended teachers keep in mind the potential news-worthiness of classroom activities. If a special event is to take place, the principal or the program supervisor must be notified, and they will contact the news media and make arrangements and appointments for interviews, etc.

RELATIVES IN THE WORKPLACE

Children of staff are not permitted to be at a school for more than a short visit during school hours unless prearranged with the building principal. They may be allowed in the building for longer visits as long as there are no students attending and with building principal approval. Teenage children may be permitted to come to school to help in the classrooms if approved by the principal.

The hours of 8:15-8:45 a.m. and 3:05-3:15 p.m. are considered as staff prep time, so children of staff should not be in the classrooms/building during these times. Please make arrangements to drop off and pick up your child before/after the given times.

Staff members need to make other arrangements for their sick children and should not bring them to school. Daycare is available at HPS through Pricilla's Small Wonders.

For the care, safety, security and welfare of our students, neither staff members nor substitutes are permitted to work in the same classroom as their child or relative.

EMPLOYEE ACCIDENTS

Should you be injured during the course of your working day, you should:

Immediately report the injury or accident, regardless of how minor, to the school nurse or program supervisor. Fill out the Employee Accident form and return to supervisor within 24/48 hours of injury. This form is available at the nurse's station. It must be signed by your supervisor and reviewed by the building principal. Report need for further treatment to the nurse and program supervisor.

RETURN-TO-WORK REQUIREMENT

Any employee, who is returning from maternity leave, has had major surgery, has been hospitalized, or has been off for an extended period of time MUST have a doctor's statement indicating the date they are able to return to work and if there are any restrictions upon return. If there are restrictions, the administration will make a determination whether the restrictions will keep the employee from returning or not, depending on the position and restrictions. Please be aware that an administrator has the authority to "send home any employee they consider too ill to fulfill their duties satisfactorily".

EMPLOYEE EMERGENCY INFORMATION

Each employee should report the following information to the school office to be placed on file at the beginning of each school year:

Address	Person to contact in an emergency
Phone number	Medical or physical information that would be
Emergency phone number	necessary for treatment in an emergency

Any changes in this information should be immediately reported to the building secretary.

EXPENSE REPORT

The expense report is to be utilized for any staff travel which requires the use of their private vehicle. Travel between their first workstation at the beginning of the day and other locations through the end of the day are reimbursed. A "workstation" may be interpreted as any place an employee conducts business of the Tuscola Intermediate School District; such as the Tuscola Intermediate School District offices, public schools, private or parochial schools, offices of other governmental agencies, offices of private agencies.

The expense report should also be utilized for any out-of-town conferences and/or school business, which require reimbursement for mileage, meals, lodging, and other expenses. **Original, detailed** receipts are necessary for reimbursement of all purchased food, room, and public carrier expense. This report must be turned in to your Tuscola Intermediate School District supervisor no later than the first Friday of the month in order to be reimbursed at the next Board meeting.

Any purchase of supplies over the current board-approved amount of \$50.00 **must** be pre-approved. Please see your supervisor for that approval. Reimbursement for supplies purchased should also be reported on the expense report with receipts attached.

The mileage reimbursement rate is negotiable between the Tuscola Intermediate School District Board of Education and the Tuscola Intermediate Education Association. Expense checks will be directly deposited into your bank account.

PETTY CASH

Petty cash allotments are limited to \$50.00 a month. If you are planning an outing/field trip, you will need to complete and submit a Skyward Requisition - Petty Cash (directions in Google Docs) You must complete your Petty Cash requisition with 48-hour notice to obtain the proper approval. If you are planning a trip that requires more than \$50.00, you must see our bookkeeper at least 2 weeks in advance so she can secure those funds for your planned trip.

GROOMING AND ATTIRE

All employees, including Teachers, Paraprofessionals, Custodians, Itinerants, Bus Drivers, and Substitutes are to maintain appropriate grooming and good personal hygiene habits. The goal of all Highland Pines staff should be to enhance our public perception, therefore, staff should dress for success. Casual dress will only be permitted on Fridays, however, jeans may be worn on Tuesdays. This dress code also applies to off campus field trips, unless prior approval by administration has been given.

Jeans are acceptable, but they must not be low-riders, have holes, fringe, or patches. Clothing such as low-cut tops, midriff shirts, muscle man shirts, yoga pants, and sweat/jogging pants are inappropriate dress for school. Shirts that promote bands, sex, drugs, cigarettes, alcohol, or firearms are not permitted. If a tank top is worn, straps must be at least 2 inches wide. Please be aware of showing cleavage, as it is unprofessional. Shorts may be worn during the months of April 30th through October 31. All shorts, skirts, and dresses, including sweater dresses, must measure one inch above the knee cap or longer. Leggings may be worn, but must be worn along with a dress/shirt that measures one inch above the knee cap or longer. Adapted P.E. and Pool staff should dress in professional and appropriate physical education attire. It is necessary for Bus Drivers to wear jeans due to the duties they are assigned on a daily basis.

With the exception of earrings, body piercings, should not be visible. Facial piercings must be removed during work hours. If you have a visible tattoo, it must be covered up while working. Jewelry should be worn in moderation. Wearing expensive items is discouraged since TISD cannot assume the responsibility for repair or replacement of such items. Jewelry items, which interfere with the work task or constitute a safety hazard, are not considered appropriate.

To avoid injury, it is highly recommended that open toed shoes not be worn during the school day. Due to professionalism concerns, rubber flip flops and/or sports-like sandals (i.e. Nike, Adidas) are not allowed, unless working in the pool area.

If there is a question as to the appropriateness of the dress, please consult your supervisor. Apparel should be in good condition, worn in good taste, and should be appropriate to the type and nature of duties performed by the employee. Staff members who do not dress appropriately may be asked to go home (without pay) and change into more appropriate attire. For repeat offenders, Administration will follow the Board Policy for Corrective Discipline.

INCLEMENT WEATHER

All employees will follow contractual provisions for inclement weather. For your convenience, we have an AUTOMATED CALLING SYSTEM so we can notify you of school closings or emergency situations. Whenever there are changes in school hours or school calendar, we will automatically notify you via the automated phone calling system. In addition to the automatic calling, there are also several radio and TV stations with school closing information.

If school is delayed because of inclement weather, staff does not have to report to work until the adjusted time of delay.

INCLEMENT WEATHER PROCEDURES (5 DAYS)

If Highland Pines closes for the whole day:

The day will be counted as an Inclement Weather day.

If Highland Pines closes early:

Staff will be dismissed at the direction of the administration. Paraprofessional staff will be paid for the time worked. The remainder of the day may be paid, depending on the availability of Inclement Weather time.

Staff Wages/Inclement Weather

Para Bus Aides:

Snow Day - called on day – if employee shows up, they will be paid 1 hour

Snow Day – called evening before – no pay

Paras and Bus Aides receive the first 6 consecutive snow days. When their 6 days are used up, there are no more snow days for bus aide time, para time, and/or combined. We will not separate 6 day para and 6 day bus aide snow days (for individual people). The logistics of this are at a minimum, taxing. It would extend snow day pay through the end of the year.

Bus Drivers:

Delay 2 hours - will be paid 2 hours (standby), but they must stay and work on their bus.

Snow Day - called on day – if driver shows up, they will be paid 1 hour.

Snow Day – called evening before - no pay.

Bus Aide/Drivers:

Same rules apply regardless of whether they are bus aiding or bus driving. Bus Aides/Drivers get 6 combined snow days (not 6 days for bus aide plus 6 days for driving).

INTOXICANTS AND DRUGS

It is expected that all employees shall be free from the influence and/or odor of intoxicants and drugs when reporting for work and during the course of the school day. Additionally, employees shall not have in their possession or consume intoxicants or illegal drugs during the school day or at school sponsored activities or events (i.e. field trips, camp, etc.). In addition, possessing or selling illegal or controlled substances while on the job or

in connection with carrying out Tuscola Intermediate School District responsibilities are prohibited. Any violation of this policy is subject to immediate disciplinary action including dismissal.

PAYCHECKS

Pay is electronically issued bi-weekly throughout the year, depending on the amount of pays you select.

LUNCH ROOM & LUNCH MONEY PROCEDURES

Classroom lunch schedules will be available at the beginning of each school year. Lunch money should be collected daily and turned in to the bookkeeper. Under no circumstances should lunch money be kept in the classroom overnight.

Staff's first scan card (ID with bar code on the back) is free. If it is lost or stolen, it will cost \$5.00 to replace it.

A full lunch for staff is \$5.11. This price includes the meal, plus either a bowl of lettuce and three \$0.25 salad toppings or a milk. This rate may be changed if food costs increase.

Lunch Prices	
Full lunch with milk	\$5.11
Salad Bar	
Bowl of lettuce	\$0.75
4oz serving of meat	\$0.75
Cheese Stick	\$0.50
Egg	\$0.25
Pickle Spears	\$0.25
Each component	\$0.25
Large package of dressing	\$0.25
Main	\$2.50

MEAL CHARGE POLICY

Highland Pines is allowed to provide meals to adults only if we follow certain requirements. This includes **not** allowing charges for adult meals. All Breakfasts and lunches for adults have to be prepaid or paid at the time of service. The rules also require a specific calculation for the cost of the meal so that we can prove to both government agencies and their respective auditors that we are not subsidizing adult meals with our Free/Reduced Funding. This is why you may see increases each year to the cost of adult meals – the minimum cost is set by the State of Michigan.

Highland Pines School has a meal charge guideline that applies to all students and staff. The District realizes that there are times when staff and students may forget their lunch money. To ensure that staff and students do not go hungry, but also to promote responsible staff, student, and parent behavior and minimize the fiscal burden to the District, the Board of Education will allow staff and students who may forget their lunch money to “charge” the cost of one meal to be paid back at a later date subject to the terms of this guideline. Food Services is a special revenue fund which means it does not receive general fund support from the district, and thus must generate funds through meal sales, snack sales, and federal and state reimbursement in order to

pay operating expenses and fees to the district. Therefore, unpaid charges affect the ability of Food Service to support itself and its employees.

Michigan Department of Education (MDE) and National School Lunch Program (NSLP) have provided schools with administrative guidelines and policy for meal charges. Following the administrative guidelines from MDE and NSLP, Highland Pines School will adhere to the following meal charge guideline:

A staff or student may charge one meal.

The school may offer an alternate meal to students who have used their one meal charge.

If a student has a charge balance, the school must provide a meal when the student is using money to pay for the current day's meal or future meals.

It is permissible for schools to serve only one (1) particular set of food items to children whose parents owe the school money, as long as the food items comprise a reimbursable meal.

A staff or student who has charged a meal may not charge or purchase "ala carte" item(s), including extra main entrees.

If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building administrator. It could be a sign of abuse or neglect and the proper authorities should be contacted. Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal.

The food service director will coordinate communications with the parent/guardian to resolve the matter of unpaid charges.

If cafeteria services staff suspects that a student may be abusing this guideline, written notice will be provided to the parent/guardian that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

All accounts must be settled at the end of a school year.

For Students: Negative balances not paid in full by June 30th will be turned over to the principal's office, and the money will be added to the student's obligations.

For Staff: Any negative balance not paid in full by the last day of school will be deducted from the employee's last pay in June.

You must make a deposit on your lunch account with the bookkeeper prior to getting a lunch from the cafeteria. You are able to view your balance on the cafeteria computer every time you scan your barcode, so please pay close attention as you are doing this. You may also inquire about your balance by calling ext. 30372.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the State or local Agency that

administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

RESIGNATION PROCEDURES

The following procedures should be followed whenever a resignation is submitted. Professional staff members who for any reason intend to resign or who intend to retire are encouraged to indicate their plans to the board of education as soon as their plans become firm and the decision to leave is made. This intention should be in writing and submitted through your supervisor. Resignations become effective upon acceptance by the board of education or its designee.

SOCIAL MEDIA

Please refer to the **Student Supervision and Welfare and Staff Technology Acceptable Use and Safety** policies, found in the Appendix of HPS Staff Handbook

PARAPROFESSIONAL STAFF BREAKS

Paraprofessionals are allowed two fifteen minute breaks which may be combined for lunch in the building with supervisor's approval. Staff members that are paid hourly wages are assigned to the building during their scheduled work hours. Breaks/lunch time are not duty free.

The staff lounge is to be used by staff for eating meals and taking breaks. Breaks are to be limited to the designated break area only. Therefore, taking breaks in other classrooms is prohibited. Personnel using the lounge are responsible for leaving it in a clean and orderly fashion.

TELEPHONE USE

Whenever possible, all staff members are expected to make calls when they are not responsible for classroom supervision. Personal cell phone calls including TEXING **will not be** allowed or tolerated during the school day unless staff is on break. Cell phones and pagers **must** be turned off during all instructional periods.

While students are on the bus, cell phones are NOT to be used by **Bus Drivers** or **Aides**. If a Bus Driver needs to use or answer their phone, they **MUST** pull over to the side of the road and then answer their phone. These calls should only be answered if staff feels it is an emergency. If cell phones continue to be used inappropriately during school hours and on the bus, administration will follow the Board Policy Staff Discipline format.

Staff members are requested to have personal phone calls go to their homes whenever possible. All calls received before 9:00 or after 3:00 will be put through. Phone messages received between 9:00 and 3:00 will be placed in voice mail (if available) or put in the classroom mailbox. When a call is related to HPS business, office staff will try to locate the person receiving the call. When a message is urgent, the office staff will locate the person receiving the call. Staff is encouraged to check the mailbox or voice mail several times per day.

TRUE TIME (Timesheet)

All paraprofessionals will need to log in and out on the True Time Reader daily. If you forget your True Time card or are more than one minute late, you will be required to sign in at the front desk and conference with administration. This must be done immediately before reporting to your classroom. If administration is not available, check in with the administrative secretary. True Time timesheets will be submitted weekly. It is the responsibility of the employee to verify for accuracy and submit his/her timesheet. Timesheets need to be verified and correctly submitted by Monday. HPS administration will approve timesheets by the end of the day Tuesday. If you are absent, you will need to submit your timesheet as soon as you return to work. If your timesheet is incorrect or denied due to selecting the wrong job, it is your responsibility to make the correction and resubmit your timesheet. HPS administration will do a final approval on Friday. If your timesheet is not submitted or denied, on Friday, your timesheet will remain unsubmitted and you may not be paid for that week's timesheet. Failure to follow this procedure could result in disciplinary actions according to the TISD Board Policy.

SpringFest – Any staff member working beyond two hours at the Spring Festival must have administrative prior approval. You must use True Time to document your hours.

LATEX AND SCENT FREE ENVIRONMENT FOR RESPIRATORY SENSITIVE STUDENTS AND STAFF

~~Due to the respiratory sensitivity of many individuals, students and staff are asked to refrain from wearing perfume, cologne, after shave, and scented lotions. No latex balloons are allowed in the school due to allergies. Balloons are not allowed on buses. It is important to remember that individuals may be sensitive to certain products (latex glue, rubber cement, etc.). Please use these products according to manufacturers' directions.~~

Due to the respiratory sensitivity of many individuals, students and staff are asked to refrain from wearing perfume, cologne, after shave, essential oils, and scented lotions. No use of latex-containing products is allowed on campus or on buses. This includes but is not limited to latex gloves, latex balloons, glue, rubber cement, etc. Departments should identify items on campus that contain latex. As existing equipment is replaced, non-latex equipment should be purchased. Notify your supervisor if you see latex containing materials in your work area. Notify your supervisor if you have an allergic reaction to latex in the workplace and complete an incident report if medical care is needed.

BUILDING MAINTENANCE AND CUSTODIAL SERVICES

All building repairs or modifications should be coordinated through the custodial supervisor, building principal, or program supervisor.

Building Modifications, Request for Equip. Construction and Repairs - Access the TISD Website and click on the TISD work order link. Upon approval by the building principal or program supervisor, the request will be forwarded to the custodial supervisor. A HPS activity form must be completed for activities requiring special equipment, tables and/or chairs. The forms are available at the HPS receptionist desk.

CLASSROOM FOOD SUPPLIES

Foods being used for instruction should be stored in the classroom or designated area. Metal or plastic containers that have sealable lids should be used. If food is used, it is the responsibility of the classroom teacher to be aware of each student's medical condition as it relates to the ingestion of food.

CONFERENCE PROCEDURES

Paraprofessionals: When attending a conference/meeting and if dismissed earlier than your regular scheduled work hours; you must report back to work unless there is an hour or less of the school day remaining.

SAFETY CARE

Staff is expected to complete and maintain their SAFETY CARE certification. In order to maintain certification, a SAFETY CARE refresher course must be taken annually. It is your responsibility to attend any recertification training you are scheduled for. The training session schedule will be emailed to all and also posted at Mindy Stine's desk when completed. Failure to maintain your certification could result in reassignment and/or disciplinary actions up to and including dismissal.

CPR

Staff is expected to complete and maintain their CPR certification. In order to maintain certification, a CPR refresher course must be taken annually. It is your responsibility to attend any recertification training you are scheduled for. The training session schedule will be emailed to all. Failure to maintain your certification could result in reassignment and/or disciplinary actions up to and including dismissal.

JOB COACHING

Staff must have Completed Job Coach Training and have certification to be considered for filling a job coach position.

COMMUNICATION PROCEDURE

Many times communication with parents, care givers, and other agency staff is needed and recommended; however, please keep the following guidelines in mind:

CONFIDENTIALITY OF EDUCATIONAL RECORDS

Tuscola Intermediate School District has an Administrative Regulation on the confidentiality of educational records. The seriousness of maintaining student confidentiality requires all Itinerant personnel to read Tuscola Intermediate School District Regulation ABD-R.

The administrators and supervisors have copies of the TISD policy on confidentiality and will be happy to assist in your understanding of information contained throughout this document. All educational professional personnel should become particularly sensitive to policies governing confidential information because of their involvement with highly confidential information. Student information is often shared casually; it should not be interpreted to mean that this information is public knowledge. It is your responsibility to be able to discriminate between information that is confidential and information that is not.

DOG THERAPY

Highland Pines began the Dog Therapy program during the 2002-2003 school year. Currently there are no dogs attending our building. If a Therapy Dog does become a part of our building, it must be trained and approved by

the Therapy Dogs International Association. All dogs should be well groomed prior to entering the school building. Dogs will be under control and with their owners or a responsible adult at all times. Dog owners are responsible for cleaning up their dogs' droppings and accidents. It is suggested to take dogs to the far side of Highland Pines, behind the Health Department, to do their business.

TISD needs on file all of the following:

Current registration with TDI

Registration is good for 1 calendar year Jan.1 – Dec. 31

School needs a copy of the 2009-10 insurance form.

The year ID card

The yellow dog tag - on the dog at all times while in the building.

1. Dog must be on a leash at ALL times when in HPS. The owner or student needs to hold the leash.
2. Owner must learn how to use the school Wet-Vac to clean up a stool or urine messes.
3. No Dog food is allowed in the building - only dog treats should be given to the TDI dogs.
4. All TDI dogs should go to the bathroom on the Southside of the playground on the outside of the fence (in the taller grass).

Consequences:

First time a verbal warning. **Second** time the dog is expelled for one month. **Third** offense the dog is no longer allowed in the building.

Dog activities and schedules are developed through collaboration with staff and dog owners. Dogs may visit rooms. Students may assist with walks and toileting. Students may visit dogs in certain rooms/areas. Dogs may interact with students in a calming or playful manner, depending on the needs of the students.

FUND RAISING PROJECTS

At times, the classrooms may engage in an unscheduled fund raising project for the children in that room. All projects must be discussed with the building principal and the appropriate form must be filled out. They need to be notified prior to making arrangements. All monies collected for fundraisers must be turned in to the office DAILY along with a deposit slip. **NO INSTRUCTOR IS TO KEEP MONEY IN THEIR ROOM FOR ANY REASON.**

OFF-CAMPUS ACTIVITIES

Field trips have always been an integral part of our students' educational and socialization process. Our HPS Shuttle Bus is available on Monday, Wednesday, and Friday, on a first come first serve basis. It travels within the Caro city limits only. For trips that are out of the city limits, a Field Trip Request form must be filled out. There must be a 30-day advanced approval by your building principal/designee and transportation director. Each classroom is allowed one field trip per year outside of a 20 mile radius of Highland Pines, in addition to the school-wide field trips. All other off-campus activities must be approved by the building principal/designee. Any field trip that involves water activities of any kind needs a certified life guard to attend. The life guard is not to be assigned to any students. A teacher needs to attend all field trips.

Field Trip Protocol

When leaving campus for field trips, each student will wear a Highland Pines School lanyard. This lanyard will have the Highland Pines School phone number printed on it and picture of the student with their first name will be attached.

Students will not be permitted to attend field trips without a signed emergency medical form on file. These forms will be kept in a binder and placed inside the classroom's emergency bag. Teachers will take their emergency bag to all off campus trips.

It will be the teacher's responsibility to complete the Field Trip Student Assignment List and turn it in to administration for all field trips. This form must be turned in to administration 24 hours prior to leaving the building.

Bus BIPs must be followed at all times, including field trips.

ROOM APPEARANCE & MAINTENANCE

All areas in the building are to be kept in a safe, functional, and attractive condition.

Responsibilities of the staff include:

Arranging furniture and equipment for instruction.

Keeping crayons, paper, pencils, scissors, books, toys, etc. stored appropriately.

Keeping floors and tables free of debris.

Keeping bulletin boards and display areas attractive and up to date.

Keeping an open route to a fire exit from all areas of the classroom.

Cleaning all classroom equipment regularly and as needed when soiled.

Keeping work areas neat.

Following universal precautions when handling soiled clothes or laundry.

Responsibilities of the custodian include being available to assist with clean-up as needed and restocking soap and brown paper towel.

Classrooms are responsible for getting all other paper products.

STUDENT DIRECTORY INFORMATION

No Child Left Behind (Section 9528) requires student directory information to be made available to military recruiters and institutions of higher education. Under the Family Education Rights and Privacy Act (FERPA) a student or his/her parents may request information not be released without prior written consent. Here is the description of the FERPA requirements:

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

ATTENDANCE REPORTING

Complete and accurate attendance reports must be kept on file with the school district for an indefinite period of time. These reports are required by school code and will be used to file periodic state and local reports.

Attendance **MUST** be kept up to date through Skyward and an attendance book by each classroom teacher.

All teachers must use the capital letter A to indicate student absence and a capital letter P to indicate student presence in the book.

Attendance should be taken for both A.M. and P.M. periods in the book and Skyward.

Reasons for extended absences should be noted.

Student attendance books must be turned in to the building secretary at the end of each school year.

All consultants and therapists are also responsible for the maintenance of attendance, activity reports, and service logs.

We have the option for taking attendance for students who do not attend Highland Pines 5 days a week. This would allow for these part-time students to be on a regular class list. The teacher attendance page has the options Absent, Tardy, Present, or No Count. The No Count option simply means that the student isn't Present, Absent, or Tardy, because they're not supposed to be in the classroom on that day or time. The teacher will have to know what the schedule is for a student, in order to know what days to use what codes.

If a student comes to school and is 1-19 minutes late, it is considered a tardy.

If a student comes to school and is late 20 minutes or more, it is considered an absence.

If a student leaves the school for more than 20 minutes between 12:00 p.m. – 3:05 p.m., they will be considered a half-day absent.

If you have a case where you have a student whose parents pick them up 20-30 minutes early on a regular basis—the parents will be notified and they will be marked absent for the entire afternoon on the next day they are pulled early.

Parents are requested to notify the school if their child is going to be absent. In the event of an extended absence and if no contact with the school has been made, the following will occur for a student under the age of 18:

After the student's third consecutive day absent, the teacher will make a phone call and document reason for absence.

After a student's fifth consecutive day absent, the teacher will notify the nurse. The nurse will contact the parents and document reason for absence.

After a student's tenth consecutive day absent, the principal will contact the student's family and do a follow up letter.

If the problem continues, the truancy officer may be asked to investigate.

For students who are 18 and older, a phone call home will be made after 15 consecutive days of being absent. If truancy continues, a meeting will be held after 19 consecutive days of absence. If the truancy problem still exists and there are 30 consecutive days of absence, a certificate of completion will be issued.

PROFESSIONAL CONDUCT

Tuscola Intermediate School District relies on the HPS staff members to maintain a professional and business-like manner during dealings with HPS staff, parents, and students. HPS staff may also be accountable for behavior outside of work hours if it adversely impacts their ability to perform responsibilities at work or creates the potential to cause harm or discredit to the Tuscola Intermediate School District.

SUGGESTIONS FOR HANDLING STAFF CONFLICTS

Go to the staff person with whom you have a conflict. Discuss your concerns with that person and attempt to resolve the issue.

Use professional discretion. **DO NOT** discuss the issue with other staff persons or school personnel.

When addressing your concerns, it would be important to share your feelings with the person.

Attempt to gain an understanding from one another as to what the problem is, one another's feelings, perception about the problem, and possible solution. (Listen and be sensitive to one another).

Brainstorm together possible solutions to the problem and look at the consequences of each solution.

After brainstorming together, decide on the solution that appears to be the most viable and discuss implementing the solution. Be sure to address the whole plan (i.e., who, what, when, where, how).

Schedule a time to meet again to evaluate the results of the plan. If problems occurred with the plan, discuss the problems and work toward developing a new plan. Remember to schedule another meeting time to assess the results of the plan and whether further adaptations need to be made. (It is recommended that a minimum of three meetings occur prior to going to another staff member for assistance).

After several attempts have been made to resolve a conflict between staff, they should ask their supervisor or another staff member to facilitate in seeking a resolution. The facilitator's role is to act as a mediator - to listen, clarify, restate what has been said, offer suggestions, and assist in developing a plan for resolution.

The facilitator and staff persons will agree on the implementation of a plan and schedule another meeting to evaluate the plan.

STUDENT FILES

The following procedures are to be implemented whenever using student files:

Complete sign out card and insert it where file was removed.

Keep file complete (DO NOT remove items from the file).

Student files must stay in office area.

When finished, return file to its proper place.

Remove sign out card.

Any items which are to be added to the CA-60 file will be filed in accordance with IDEA and FERPA.

STUDENT HYGIENE, GROOMING, & ATTIRE

As experience has shown us, it is best to leave personal hygiene concerns such as the cutting of a student's hair, clipping of nails and toenails, shampooing hair (other than at pool time), etc., to the responsibility of the parent/guardian. Do not complete these tasks unless special arrangement has been made with your supervisor.

When a staff member is concerned with the appropriateness of a student's attire, he/she should consult with the supervisor. See Student Handbook for dress code.

STUDENT PICTURES

The building will maintain a record of students who have photo releases on file. The teacher shall insure that students whose parents/guardians have not signed releases are not photographed.

Pictures are not to be shared outside of the school setting unless approved by your building principal/designee.

STUDENT SAFETY

Due to the severity of a student's cognitive impairment, staff members cannot generally expect students to recognize environmental safety hazards. For this reason, the following precautions must be taken:

All toxic materials and cleaning liquids MUST be stored in a locked cabinet or closet. Each item must also be documented on the classroom MSDS sheet. The MSDS sheet must be kept with your Emergency Procedures packet near your classroom door in case of an emergency.

Students should not be left unsupervised around audio-visual or other electric equipment.

Classroom supplies and equipment such as aluminum foil, plastic wrap, scissors, small objects, and motor equipment should not be left unattended around students who do not recognize ingestion of or playing with these objects as unsafe.

Staff cigarette lighters, matches, and medications must be kept out of student areas and are not to be left unattended in unlocked vehicles.

Students in wheelchairs are not to be left unattended around students who may move or tip the chair.

When staff members becomes aware of an unsafe situation, either fix the problem immediately or report it to the building principal/designee.

Students are not to be without adult supervision at any time during the school day.

STUDENT SUSPENSION BY TEACHER

A teacher is authorized to immediately remove and suspend a student from class, subject, or activity if the teacher has good reason to believe the student's conduct interferes with the learning efforts of other students in the classroom and warrants suspension under this policy when the student commits a violation of law or engages in disruptive behavior which includes, but is not limited to, the following conduct:

Throwing objects that can cause bodily injury or property damage.

Fighting.

Directing profanity, vulgar language or obscene gestures toward the teacher or other students.

Violating safety rules as written in the student handbook.

Expressing racial or ethnic slurs toward the teacher or another student.

Engaging in any misbehavior that gives the teacher reasonable belief that the conduct will incite violence.

Destroying/defacing school property.

Violating computer use policies, rules, or agreements.

Sexual harassment toward the teacher or another student.

At the discretion of the teacher, students may be suspended for up to one day. Further consequence for improper behavior will be determined by the Principal.

TRANSPORTATION

Transportation of Students in Vans

Under no circumstances:

Should staff transport students in their own vehicles or transport students without having a driving records check.

Should staff leave a student(s) unattended in a van or bus for any amount of time.

Should staff talk on the phone while operating a van.

The shuttle bus will continue to run on scheduled days and will only travel in the Caro area. Whenever possible, the shuttle bus should be utilized first (according to the State of Michigan a school bus is the safest means of transportation). Please keep in mind that for scheduling purposes, pre-planning is necessary when riding the shuttle. If this is not possible the following will apply:

For vans to be used for the above purpose, no more than 6 students are to be transported.

Traveling outside of the ISD boundaries in an excess of 5 times would require a certified driver.

If trips are made as part of the instructional program during the day (i.e. job coaching, community living skills, and activities of daily living), drivers must have proper driving certification, including a chauffeur's license before transporting students.

Trips made as an optional part of the instructional day will need to be approved by Administration. All vans need to be signed out on a daily basis no matter where you are going. There will be a van sign-out sheet located at the dispatch desk. Also, you will need to keep track of your mileage and log it on the sign out sheet when you get back to the school. All vans will need to be fueled and cleaned out after each use. All maintenance problems need to be written up on a vehicle maintenance request form and given to the dispatcher.

ALL VAN KEYS NEED TO BE TURNED INTO THE TRANSPORTATION DEPARTMENT ASAP

BUS AIDES

Please refer to the Highland Pines Bus Aide Manual for detailed information.

YEAR-END RESPONSIBILITIES

At the end of each school year, teachers are responsible to ensure the following:

- ◆ *A list of items that need repair is reported to the custodial staff.*
- ◆ *Attendance books are completed and turned in to the building secretary.*
- ◆ *Student files are updated.*
- ◆ *The completed Progress Report for all four marking periods is attached to the designated cover and then filed in the CA60 by the classroom teacher.*

III. GENERAL SAFETY PROCEDURES

SCHOOL WELLNESS POLICY

Highland Pines School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices. Through the coordination of the Coordinated School Health Team, Highland Pines will provide wellness activities to promote healthy eating and physical activities for both staff and students. Keep in mind, physical education promotes wellness; therefore disciplining students by withholding scheduled physical education is prohibited.

CAFETERIA SAFETY

Spilled food surrounding the salad bar and trash has created a safety issue. We are asking each room to assign one staff member to assist and teach salad bar skills to their students as they proceed through the salad bar. We also ask that you monitor and re-teach students who miss the trash how to properly dispose of their trash. If they do make a mess, students who are capable need to help clean up. Those who are less able could ask for assistance. Aside from the safety hazard caused by slippery floors, we are also teaching life skills.

GENERAL RULES FOR BEHAVIOR AND SAFETY (STAFF AND STUDENTS)

These rules are designed to enhance instructional programming that enables students to follow them independently and under supervision.

Profane or obscene language/gestures are not allowed.

Students are to be courteous to others and obey all school personnel.

Running is not allowed in areas other than the gym and playground.

Fighting, pushing, and screaming are not allowed.

Any items that may be hazardous to the safety of others are not allowed in school and are to be turned into the principal's office immediately.

Anything not needed for class should be left home (cameras, radios, recorders, skateboards, pets, knives, matches, lighters, electronic games, etc.). Toys should not be brought unless the teacher gives his/her permission for them to be brought to his/her class. CD's/radios can be used on the bus only if approved by the bus driver.

Electronic communication devices (pagers, cell phones, walkie talkies) are prohibited for use by students.

School personnel try to prevent losses, but they are not responsible for students' property. Large amounts of money or valuables should not be brought to school.

Students will be responsible for breakage, theft, and destruction of others' personal properties, within reasonable limits.

The only public display of affection between students that is allowed on school grounds is hand holding.

EMERGENCY CODES

Intruder in the Building:

Announcement of code **“THERE IS AN INTRUDER IN THE BUILDING”**.

Lock classroom doors.

Place students in a secure place out of view and cover windows.

Remain in classroom and wait for further instruction.

If a student or staff is in the hallway, they **MUST** go into the nearest room and stay there until crisis is over.

Turn your lights off and remain quiet.

Do not answer the door for ANYONE.

Secure Mode (A problem in the community)

Announcement will be made that we are in a **“SECURE MODE”**.

Remain alert and keep classroom doors and doors to the outside locked.

Continue with activities inside the building.

Supervise students in the hallways.

Staff monitors Hallways/doors during all student movements.

Keep students on campus and no outside activities.

All outside doors will be locked at this time.

HPS staff with an ID and HPS students will be allowed in the building.

All outside agencies **must show their valid ID and state their business** to enter.

Chemical Threat:

All students will be directed to report to the gym.

Gym doors will be closed and sealed by using wet towels and duct tape.

Custodians will turn the heating and cooling system off.

Bomb Threat:

Announcement will be made, “We had a bomb threat”.

Check outside your door for suspicious items.

Limit the use of cell phones/electronic bells/radios.

Collect the student’s cell phones.

Do not post anything on social media.

Account for students with attendance records.

Do not turn light switches on or off. Leave them alone.

CODES FOR PAGING THE NURSE

RED – **CODE RED TEAM ONLY RESPONDS**- Need immediate help (to be used in life threatening situations only), all others avoid the area and stay in place until cleared.

SAFETY CARE CODES

Care Team BLACK:

Mandatory Members that should Report – Nurse, Social Worker,
Administrator, Safety-Care Trainer

Announcement of “Care Team Black”

All available staff members with ADVANCED SAFETY CARE training will report to the announced area.

Shut and lock classroom doors.

Continue with activities inside your room.

Absolutely NO students allowed in the halls.

If a student or staff is in the hallway, they MUST go into the nearest room and stay there until crisis is over.

If you see a student alone in the hallway during a Care Team Black, please take the student to safety and notify the classroom teacher.

Care Team WHITE:

Mandatory Members that should Report – Nurse, Social Worker, Administrator, Safety-Care Trainer

Announcement of “Care Team White”

All available staff members with SAFETY CARE training in that area will report to the announced area.

Shut and lock classroom doors in the area of the behavior

Continue with activities inside your room.

Absolutely NO students allowed in the area of the behavior.

If students/staff are in the area of the behavior, they will be redirected to their destination.

CRITICAL INCIDENT RESPONSE AND EVACUATION PROCEDURES

Please refer to the emergency instructions handed out in the beginning of the year packets. Read through the procedures carefully and make certain you are thoroughly familiar with your responsibilities. The instructions should be placed by the door in each classroom for quick reference.

FIRE DRILL

The first responsibility of all staff members is the safety and security of the students. All staff members who normally do not have responsibility for direct supervision of students will help assist classroom teachers and therapists during fire drills.

Secretarial staff will be responsible for checking hallways, bathrooms, and other such areas in assigned parts of the school. Read through the fire drill procedures carefully and make certain you are thoroughly familiar with your responsibilities.

Drills will be given at times without warning to teachers and students. Fire drills will be given at least six times per year. The building is to be cleared every time the alarm is sounded.

Fire drills may be held during inclement weather, although attempts to avoid this will be made. If a drill is held during inclement weather, students should not take time to get their wraps before leaving the building.

Students should be escorted from the building in a class group. No students should be allowed to leave the group at any time.

Teachers and aides are responsible for escorting their classes through the assigned routes. All additional persons, i.e. student services staff, secretaries, and administrators are to report to the area previously designated by the principal. The routes and additional personnel assignments will be made during the first week of each new school year.

ALL classes after leaving the building should move at least twenty yards away from the building and traffic or to the area previously designated. Always count your students when leaving your rooms and again once you are safely away from the building. **Make sure you take your daily attendance book with you.**

Teachers, aides, and additional helping personnel are to remain with their classes until a signal to return is given. When leaving each room and building, all windows and doors should be closed if possible with lights and equipment turned off.

The fire alarm will continue to sound until turned off by the designated staff. All classes shall remain outside until notified to return.

Escape routes are posted throughout the building and you will be provided a copy to be learned by you and your staff. Each classroom must have an escape route diagram next to the primary room exit.

If any exit is blocked by fire or debris, use any exit to provide your class the most rapid escape.

EVERY DRILL SHALL BE CONDUCTED ON THE ASSUMPTION THAT A FIRE ACTUALLY EXISTS.

TORNADO AND SEVERE STORM WARNING

Severe Weather Watch

Announcement will be made: “We are under a weather watch”.

Cancel any off campus activities.

Continue with classroom activities.

Try not to alarm your students.

Be prepared to move to safety.

Tornado Warning

Announcement will be made. “We are under a weather warning”.

All students should be taken to previously designated safety zones.

Students should sit on floor with their heads between their knees & hands clasped behind their heads.

Severe weather drills and safety zones will be reviewed annually.

STAFF GUIDELINES FOR HANDLING INAPPROPRIATE STUDENT

SOCIAL-SEXUAL BEHAVIORS

The following behaviors are considered to be inappropriate in the school setting:

Verbal and physical abuse or aggression.

Overt sexual behaviors such as kissing, petting, sexual intercourse, masturbation, or exhibitionism.

Sexual harassment or sexually-abusive behaviors.

Therefore, staff is required to immediately intervene in all situations wherein students exhibit such behaviors or suspect that inappropriate behavior has occurred.

BEHAVIOR INTERVENTION PLAN (BIP)

On occasion, it is necessary to develop a BIP for a student having behavioral difficulties. Each plan is individualized and addresses specific problem behaviors. It is mandatory that BIP’s are followed exactly as written in order to ensure the student’s success.

COMMUNICATION FORMS

This form is to be used for reporting the following:

Illness, injury, seizures, and unusual behaviors of students.

Property damage to students, staff, or building.
Behaviors unusual to a particular student.
Whenever it is necessary to physically manage a student.
Any unusual occurrence which you feel is worthy of reporting.

These forms, once completed, should be submitted to the parent/caregiver, building principal/designee, and the nurse when appropriate.

There will be times when paraprofessional staff may be called upon to complete this form. In these cases, the supervising teacher must read and sign the form prior to submission to the program supervisor.

ASBESTOS MANAGEMENT

Each building has an Asbestos Management Plan on file showing or describing the following information:

Areas of testing and location of any friable materials
Results of testing - past and present.
Results of air sampling if done or to be done.
Recommendations of the consultant.
Asbestos projects completed and final test clearance, etc.

Any questions concerning the above information may be directed to Facilities Manager/Transportation Director at (989) 673-5200, the Superintendent at (989) 673-2144, the Environmental Protection Agency at (312) 886-6003, or the State of Michigan, Department of Public Health, at (989) 335-8242.

PESTICIDE APPLICATIONS

The Tuscola I.S.D. contracts with the Orkin Pest Control Company of Saginaw for periodic inspections of our facilities and application of any required pesticides. Inspection and application, if required, are scheduled the first Thursday of each month after 3:15 p.m. If application is required, notice is posted at the main entrance to the building. Each building has on file information on the Integrated Pest Management Plan, a statement of risk benefit for pesticide application, and information on the products used by the vendor for pest control. For additional information or inspection of the materials on file, please contact the building principal.

PLAYGROUND SAFETY

Teachers and designated staff shall supervise all indoor and outdoor activities.

General Playground Rules:

Behavior and games that are not permitted include fighting, tackle games, and snowballing.
Students may not leave the playground without supervision.
All playground equipment is to be used in a safe manner.
Teachers are responsible for instruction in the proper use of playground equipment.
All staff members are to consistently enforce safety regulations on equipment.

POOL POLICIES AND PROCEDURES

Introduction

The swimming pool is probably one of the most exciting areas in our facility. It offers an opportunity for our students to learn some aquatic activities, skills, and also have fun.

There are three goals for the aquatics program:

Safety - This is the primary concern of the program. The usual pool hazards exist in any swimming program, but they are intensified in a program for the impaired where vision, balance, perception, lack of communication, and poor muscular control are factors that must be considered. The goal is to develop an environment that will be safe for both staff and students.

Swimming - The goal is to teach our students to swim or to gain a swimming skill. We are not striving to make the students conform to a set concept of swimming, but rather to adapt that skill or concept of swimming to the capabilities of each individual. The focus will be on the student's abilities and capabilities, not on their disabilities.

Fun - Another important goal is to give the student the opportunity to experience success while having fun.

Accomplishment of these goals and obtaining the maximum benefit from the program will require complete staff cooperation and participation. The following policies and procedures have been developed:

The safety of our students is our first concern. Due to the potential hazards that exist while in the pool, it is important to keep the staff to student ratio at a maximum.

Classrooms having one or two students unable to go into the water are requested to follow these procedures:

Students who are manageable and can remain seated on the pool deck without close supervision may remain on the pool deck. The student may remain fully dressed with the exception of shoes and socks.

Teachers who have students who may be unmanageable and would not remain seated on the pool deck without close supervision are requested to make arrangements to have those students watched by the assigned staff or assigned classroom during the time the classroom is in the pool.

Contact your supervisor for classroom and staff assignments and/or any problems concerning this matter.

If a student should become ill and vomits or should have a bowel movement in the pool, the students and staff should clear the pool. Classes will be temporarily canceled until the pool can be cleaned and treated.

Seizure potential students must wear a red bathing cap or armband while in the pool.

All pool activities will be coordinated through the aquatic's instructor. When you are participating in the pool program, the aquatics instructor and/or aide will provide direction and guidance as well as making assignments.

If Instructor is absent, the lifeguard becomes the Instructor/lifeguard and teaches from the deck while the sub is assisting the class in the water.

If Lifeguard is absent, the Aquatic Instructor instructs/lifeguard from the deck while the sub is assisting the class in the water.

In the case that the sub is a certified lifeguard, pool class will be run as usual.

If the pool is closed because of an unbalance of chemicals or contamination the classes will:
Come in the hot tub for no longer than 20 minutes, if it is not unbalanced or contaminated or
Work in the exercise room if available

Staff to Student Ratios

The lifeguard is not ever assigned to any students. Their job is to the safety of all the swimmers. The lifeguard may be on deck or in the pool. If the lifeguard chooses to be in the pool, he/she must be in a place for effective surveillance.

Classroom staff will assist students in the pool. It is required that staff be dressed to swim and get into the pool with the students during swim class. Classrooms will be required to send one staff member and an additional

staff member for each one-on-one in their classroom. SXI classrooms must send a staff for each student that is swimming.

If the aquatics instructor is absent and a teacher substitute cannot be secured, the teacher will be required to be present in the pool area during swim class.

Classroom staff will have to assist their students in the pool depending on the ratios created by pool staff. The Aquatic Instructor will decide if their students need flotation devices. To see a copy of staff to student ratio, see the Aquatic Instructor for more details.

Staff must have a doctor's slip on file if they are unable to assist in the pool.

Locker Room

Staff and students dressing/undressing must put clothes and shoes in a locker.

Locker rooms must be supervised by pool staff and/or paraprofessionals from the classroom. Accommodations need to be made by the classroom teacher to ensure that the students are being supervised. In the event that students of the opposite sex need assistance from staff in the locker room, discretion must be made on a class by class basis and based upon classroom ability. In the event that a staff member of the opposite sex must enter the locker room, proper introduction (i.e. knocking, yelling in) must be made before entering to ensure the privacy of those in the locker room.

Students should be toileted before entering the pool.

A shower should be taken using soap and thoroughly rinsing off all soapsuds before entering the pool.

Locker room doors entering the pool area will be locked at all times. Aquatic staff will open locker room doors at the appropriate time. Staff and students should wait in the locker room until called.

Access to the pool will only be permitted through the appropriate locker room door.

Wet towels and suits should be placed in the laundry basket.

Appropriate Pool Attire

Bathing suits and towels will be available for students and staff in the locker rooms. Suits will not be assigned to individuals. All suits must remain at school.

If you choose to wear your own suit, you must adhere to the following guidelines:

One-piece bathing suit.

Boxer-style suits for men.

Staff is encouraged to wear a swimsuit as it is the most appropriate and normal pool attire, but nice shorts and a top will be permitted.

No cut-off jeans.

Appropriateness of dress will be at the discretion of the aquatics' staff.

Pool Area

No street shoes will be allowed on the pool deck. Tennis shoes or flip flop shoes will be permitted under certain circumstances with aquatics' staff approval.

The side doors from the pool area to the hall will be used for emergency exit only.

No running or horseplay will be allowed on the deck.

No diving into the pool.

No student or staff should enter the pool until directed by aquatics' staff.
No student or staff will enter the pool area without aquatics' staff present.
Individual wheelchairs may not be taken into the pool or used in the shower. Wheelchairs and other equipment will be provided to assist the students in and out of the water and in the showers.

Emergencies & Safety Procedures

Drowning

The following procedures should be followed in case of drowning:
Start mouth-to-mouth artificial resuscitation.
Call the nurse (ext. 30371) or the office (ext. 30312) and have the nurse paged.
Call the ambulance - 911.
Continue with mouth-to-mouth until medical help arrives or normal respiration resumes.
Remove remaining students from the pool area.
The Medical Emergency Policy will be followed.

Seizure

The following procedures should be followed in case of seizure:

A staff member should at all times be within reach of a seizure prone person while in the water.
The closest staff member should grasp and support the seizure victim.
The student should be supported by the head and shoulders with the face up and out of the water until the seizure has passed.
Call the school nurse immediately.
During the seizure, the remaining students should be removed to the pool deck with at least one staff member in charge of supervising them.
After the seizure subsides, the student should then be removed from the water.

Behavior

Students who are uncooperative or misbehaving shall be escorted away from the pool area.

POWER OUTAGE COMMITTEE RECOMMENDATIONS

Assign the inner classrooms to outer classrooms by room number.
Flashlights distributed to all classrooms are available to use when needed.
No candles in the classrooms.
Emergency lights will be installed in the bathrooms, gym, cafeteria, etc. All emergency lights will be checked periodically to make sure they are working properly.
Backup generators will be purchased to operate the 2-way bus radio system and the telephone system.
We will inform local TV and radio stations of a school delay by 6:15 a.m. if possible. However, if buses are already out and cannot be notified of a power outage, they will finish their route and transport students to school.
If students are already here and we have a power outage, it takes about 2-1/2 hours to contact parents about transporting their student home early. If there is a delay and buses can be notified, we will delay transporting students to school until power has been restored.
Classroom staff will meet their students at the buses and escort them to the classroom.

SAFETY RULES FOR STAFF

In an effort to protect staff from unwarranted abuse charges and to provide our students with a safe and secure environment, staff members should avoid being alone with an individual student in a secluded area. When

classroom doors are decorated, windows must be left uncovered. Staff who are transporting students as part of classroom instruction should avoid taking just one student.

Conditions or procedures suspected to be unsafe are to be reported immediately to your supervisor.

All occupational injuries and illnesses are to be reported to your supervisor and the school nurse.

Equipment which is defective or unsafe is not to be used. Ensure that no one else will use it and report it to maintenance for corrective action.

Store and handle materials properly. All toxic substances shall be stored in areas, which are inaccessible to students. Ask your supervisor for assistance if you are in doubt about the procedure for handling and storing materials.

Obtain assistance in handling heavy and awkward objects or materials.

Clean up all spills promptly! Report any slippery spots for posting and clean up.

Running is not permitted in halls or any area where doing so may present a hazard.

Keep walking surfaces in good condition. Report loose tiles, curled mats, split carpets, and other floor problems.

Keep cords, hoses, paper boxes, and other items out of walking areas.

Ensure that you know all of the operating and safety procedures before using machinery or equipment.

SEARCH PROCEDURE FOR MISSING STUDENTS

The procedure will be as follows:

If a student is missing, the following announcement will be made immediately, “***Student name, please return to your classroom STAT***”. Following this announcement, school personnel are to search the school thoroughly.

If a student is seen running away, the following procedure should be followed:

One employee is to note the direction that the student goes and try to find another adult person to notify the principal that a student is leaving the school grounds.

At the discretion of Administration, staff would immediately notify the parents and local law enforcement agencies.

Employees may encourage the student to willingly return to campus and to the building and may assist them in doing so.

Staff will make every attempt to keep student in their line of sight.

The following information should be available for any law enforcement agencies and others as a search is made for the student:

Name of student missing

Brief description of student (i.e., race, color of hair and eyes, clothing worn, age, approximate height and weight, any identifying marks);

Length of time missing and any other appropriate general information.

If employees are sent to search for a student or are sent to specific search areas, they are to report their progress after a half hour to the building principal.

Likewise, if the student is found by any person or agency other than the building supervisor, the building supervisor should be notified immediately.

If an individual student runs away on more than one or two occasions, a plan will be developed to decrease that behavior.

School Safety Legislation

“School Safety” legislation (2005 PA 129-131 and 138) enacted into law has an impact on your employment with the school district. It requires all school employees to have a criminal history check conducted by the Michigan State Police and the Federal Bureau of Investigation upon initial employment.

The law also requires you, as an employee of the school district, to self-report to your employer and the Michigan Department of Education when you have been arraigned/charged with certain identified crimes as listed in MCL 380.1535a, MCL 380.1539b, and MCL 28.722 (section 2 of the Sex Offenders Registration Act, 1994 PA 295) by completing the Arraignment Disclosure Form (Attachment 1). You must do so within 3 business days of arraignment or you will be guilty of an additional crime. If convicted, you must also fill out the Conviction Disclosure Form (Attachment 2) within 3 business days. These forms can also be found under Employee forms on the TISD’s website.

If you have further questions or concerns, you can contact Stephanie Whiteside, Staff Consultant, Professional Standards and Practices, Michigan Department of Education, Office of Professional Preparation Services. Telephone (517) 335-1167

IV. DISTRICT RESPONSIBILITIES

Hepatitis B Vaccination

Tuscola Intermediate School District shall make the Hepatitis B vaccination series available to all employees who have occupational exposure after the employee(s) has been given information on the Hepatitis B vaccine, including information on its efficacy, safety, method of administration, and the benefits of being vaccinated. The vaccine and vaccinations shall be offered free of charge.

Right to Know

Right to Know relates to federal legislation designed to promote safe usage of hazardous materials in the work place. The Tuscola Intermediate School District recognized the implications of the federal hazard communications standard and the Michigan Public Act 80 of 1986, which incorporates this standard. This act provides for a detailed system of identifying, categorizing, labeling, and listing potential hazardous substances that employees of the district, in the course of their employ, could be exposed to.

As the employer, Tuscola Intermediate School District is responsible to perform the following:

Identify the personnel responsible. The Tuscola Intermediate School District Maintenance Supervisor will coordinate all activities relating to Right to Know.

Conduct appropriate training programs for employees.

Insure that materials safety data sheets are on file for hazardous substances and materials.

Label hazardous materials in compliance with the standard.

Make available the information on hazardous materials at every work site through the work site administrator.

EVALUATIONS

All professional staff members are subject to evaluations as outlined in Appendix 4404 Performance Evaluation.

REGIONAL EDUCATIONAL MEDIA CENTER (REMC 10)

REMC 10 is a service agency providing media and materials to all schools in Huron, Sanilac, and Tuscola Counties.

Some of the services provided include:

Streaming video services through United Streaming/Discovery Education

Die cuts and lamination available through the teachers corner at both Highland Pines School and Huron Area Tech Center

In-services, group and individual

Production services which includes: electric bookbinding, video, CD & DVD duplication, and lamination.

Cooperative purchasing including many adaptive and assistive technology devices at a significant discount.

REMC 10 Contact Information:

Director, Robert Frost, Tuscola Technology Center

989-673-2144x310, rfrost@tisd.k12.mi.us

Secretary, Doreen Lackowski, Huron Area Technical Center

989-269-7212, fax 989-269-7215, dlackowski@remc10.org

Visit www.remc10.org for a complete list of services and details on how to utilize the services.

Smoking

It is a State law and the policy of the Tuscola Intermediate School District to enforce and adhere to PA 198 of 1986, sometimes referred to as the “Clean Air Act”. These guidelines are established to ensure that proper steps are taken to protect the non-smokers in the school community. Smoking is not permitted on the school campus during the day.

The policy of the local school district shall be adhered to.

Copyright Policy

Reproduction of copyright materials:

All employees are expected to adhere to the provisions of the United States Copyright Code and all of its amendments.

Illegal copies of copyright materials may not be made or used on school equipment or on any other equipment.

The legal representation and insurance protection of Tuscola Intermediate School District will not be extended to employees who violate copyright laws.

When computer software is to be used on a disk sharing system, efforts will be made to secure this software from copying.

V. TUSCOLA INTERMEDIATE SCHOOL DISTRICT POLICIES

Nondiscrimination

The School Board of Tuscola Intermediate School District is committed to a policy of nondiscrimination in relation to race, sex, age, religion, and national background.

Americans with Disabilities Act

The Tuscola Intermediate School District Board of Education passed a resolution regarding the ADA and the district's compliance with it. The Board of Education and all personnel of Tuscola Intermediate School District will offer reasonable accommodations for all individuals having special needs.

For further information regarding district policies, the Tuscola Intermediate School District's "Bylaws and Policies" notebook is available for viewing in Tracey's office.

APPENDIX

Student Abuse or Mistreatment Policy

All Tuscola I.S.D. professional staff members must immediately report all incidents of suspected student abuse or neglect to the appropriate state agency as required by the mandatory reporters law and then to the appropriate administrator. All other staff must immediately report all incidents of suspected student abuse or neglect to the appropriate administrator.

In addition, it is expected that all T.I.S.D. employees follow the highest standard of professional conduct when dealing with students. Any action or behavior considered to constitute mistreatment of a student shall be reported immediately to the appropriate administrator.

Definition of Abuse (Michigan Child Protection Law):

Child Abuse is harm or threatened harm to a child's health or welfare which occurs through non-accidental injury. It includes harm caused by a parent, legal guardian, teacher or teacher's aide, or any person responsible for the child's welfare that takes the form of:

Physical Injury

Mental Injury

Maltreatment

Sexual abuse or exploitation

Definition of Neglect (Michigan Child Protection Law):

Child neglect is harm or threatened harm to a child's health or welfare which occurs through negligent treatment by a parent, legal guardian or any other person responsible for the child's health and welfare. It includes failure to provide a child with adequate:

Food

Shelter

Clothing

Medical Care

In addition, child neglect includes placing a child at an unreasonable risk to their health or welfare. Child neglect is also the failure of parent, guardian, teacher or teacher's aide or any person responsible for the child's welfare or failure to intervene to eliminate such risk to the child.

Definition of Mistreatment:

Any deliberate action, incident or behavior shall be considered to constitute mistreatment if it is physically or emotionally detrimental to the student's well-being and dignity.

Examples of mistreatment include, but are not limited to the following:

Threatening, physically striking, pushing, ridiculing, or demeaning a student.

Speaking rudely or disrespectfully to a student or any similar actions or verbalizations can also be examples of mistreatment.

Employee Responsibility:

All employees are responsible for safeguarding students from abuse, neglect, and mistreatment. It is the assigned duty and responsibility of any employee who has knowledge of student mistreatment, abuse, or neglect to immediately report such knowledge to the appropriate administrator. Failure of an employee to report mistreatment, abuse or neglect to which he/she has knowledge shall be considered grounds for disciplinary action.

Guidelines for Supporting Student Behavior: STANDARDS FOR THE EMERGENCY USE OF SECLUSION & RESTRAINT

Seclusion is a last resort emergency safety intervention that provides an opportunity for the student to regain self-control. Seclusion is the confinement of a student in a room or other space from which the student is physically prevented from leaving and which provides for continuous adult observation of the student. A room or area used for seclusion:

Must not be locked

Must not prevent the student from exiting the area should staff become incapacitated or leave that area

Must provide for adequate space, lighting, ventilation, viewing and the safety of the student.

Time and Duration – Emergency seclusion (prohibited for pre-school students) should not be used any longer than necessary to allow a student to regain control of his/her behavior, but generally:

Elementary school students – no longer than 15 minutes

Middle and high school students – no longer than 20 minutes.

If an emergency seclusion lasts longer than the suggested maximum time, the following are required:
Additional support (e.g., change of staff, introducing a nurse or specialist, or obtaining additional expertise)

Documentation to explain the extension beyond the time limit.

Physical Restraint is a last resort emergency safety intervention involving direct physical contact that prevents or significantly restricts a student's movement. Restraint is an opportunity for the student to regain self-control. Physical restraint is not intended to forbid actions undertaken:

To break up a fight

To take a weapon away from a student

The brief holding by an adult in order to calm or comfort

The minimum contact necessary to physically escort a student from one area to another

Assisting a student in completing a task/response if the student does not resist or resistance is minimal in intensity or duration

To hold a student for a brief time in order to prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car)

Time and Duration – Restraint should not be used:

Any longer than necessary to allow students to regain control of their behavior

Generally no longer than ten minutes

If an emergency restraint lasts longer than ten minutes, the following are required:

Additional support (e.g., change of staff, introducing a nurse or specialist, or obtaining additional expertise)

Documentation to explain the extension beyond the time limit

Reoccurring Behavior – Should a pattern of behavior emerge or be anticipated, which may require the use of emergency restraint, the school personnel must:

Conduct a functional behavioral assessment;

Develop or revise a PBSP to facilitate the reduction or elimination of the use of restraint;

Develop an assessment and planning process conducted by a team knowledgeable about the student, including:

The parent

The student (if appropriate)

People who are responsible for implementation of the PBSP

People who are knowledgeable in PBS

Documentation and Reporting – Each use of an emergency seclusion and the reason for each use shall be:

Documented in writing and reported to the building administration immediately

Reported to the parent or guardian immediately or as soon as possible

Documented in a written report for each use of seclusion (including multiple uses within a given day) and given to the parent or guardian within 24 hours.

Arrestment Disclosure Form

Tuscola Intermediate School District

Name (Please Print)

School Name (Please Print)

School District (Please Print)

Position (Please Print)

Date of Arrestment (Please Print)

Pursuant to Public Act 131 of 2005, I, hereby disclose that I was arrested on the aforementioned date for the criminal offense of _____ in _____ Court, located in the State of _____, County of _____.

In signing this form, I acknowledge that I understand that failure to disclose this information is a violation of Public Act 131 and can result in action being taken relative to my certification and/or employment. In signing this form, I acknowledge that I understand that should I be convicted of or pled guilty or nolo contendere (no contest) nor am I the subject of a finding of guilt by a judge or jury, it is my responsibility to disclose to the court that I am employed by a school, public or non-public. I also understand that if I am subsequently not convicted of any crime after the completion of judicial proceedings resulting from that charge, I must request, in writing, that the Michigan Department of Education and the employing school/district delete the report from my records.

Signature

Date

**Send Form to: Dr. Flora L. Jenkins, Director
Office of Professional Preparation Services
P.O. Box 30008
Lansing, Michigan 48909**

Approved, SCAO	Original - Court 1st copy - Prosecuting Attorney	2nd copy - Superintendent of public instruction 3rd copy - District, school, or academy
STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT	DISCLOSURE OF EMPLOYMENT OR CONTRACT IN MICHIGAN SCHOOL SYSTEM	CASE NO.
Court address		Court telephone no.

THE PEOPLE OF ☐ The State of Michigan ☐ _____	v	Defendant's name, address, and telephone no.
--	---	--

Superintendent of public instruction Michigan Department of Education Attn: Superintendent of Public Instruction PO Box 30008 Lansing, MI 48909

Michigan Compiled Law 380.1230d(2) states that if a person who is employed in any capacity by or is regularly and continuously working under contract in a school district, intermediate school district, public school academy, or nonpublic school enters a plea of guilt or no contest to or is the subject of a finding of guilt by a judge or jury of any crime after having been initially charged with a crime described in MCL 380.1535a(1) or MCL 380.1539b(1), then the person immediately shall disclose to the court, on a form prescribed by the state court administrative office, that he or she is employed by or regularly and continuously working under contract in a school district, intermediate school district, public school academy, or nonpublic school. The person shall immediately provide a copy of the form to the prosecuting attorney in charge of the case, to the superintendent of public instruction, and to the superintendent or chief administrator of the school district, intermediate school district, public school academy, or nonpublic school.

In accordance with MCL 380.1230d(2), I, _____, Name

having entered a plea of guilty or no contest or having been found guilty by a judge or jury of a crime, disclose that I am employed by or regularly and continuously working under contract in the school district, intermediate school district, public school academy, or nonpublic school specified below.

Name of superintendent or chief administrator
Name of district, school, or academy
Street address
City, state, and zip

I understand all of the above. I also understand that I must complete, file with the court, and provide copies of this disclosure to the prosecuting attorney, to the superintendent of public instruction, and to the superintendent or chief administrator for every school district, intermediate school district, public school academy, or nonpublic school that I am employed by or regularly and continuously working in under contract.

_____	_____
Date	Signature

Series 3000: Operations, Finance, and Property

3100 General Operations

3104 School Cameras and Monitoring

The District may monitor any building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those areas, a person has no expectation of privacy.

A. The District will not use video recording equipment that also records audio, except in the following situations:

- an open session Board meeting;
- a District or District-sponsored athletic event or performance;
- a graduation ceremony;
- assigned coursework requiring audio recording capability;
- and other circumstances appropriately posted and approved by legal counsel; ☐ any other lawful circumstance, if approved by the Superintendent or designee.

B. The District may use video recordings for any lawful purpose, including student or employee discipline, assisting law enforcement, or investigations.

C. Audio and video recordings by students are addressed in Policy 5805, and audio or video recordings of parent/guardian and student meetings are addressed in Policy 5806.

Legal authority: 18 USC 2510 et seq.; MCL 750.539a, 750.539c, 750.539d

Date adopted: May 17, 2021, to be effective July 1, 2021 Date revised: ©

2020

3116 District Technology and Acceptable Use

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

A. Children's Internet Protection Act

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - a. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.
3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.
4. Prohibit access by minors to inappropriate matter on the internet.
5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.
6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.
7. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include: obscene depictions, child pornography, and any other material harmful to minors.
8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.

B. Acceptable Use Agreement

The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement that must be signed before a user is provided access to the District's technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:

- adult users, including employees, volunteers, and Board members;
- students in grades 7 and above and their parent/guardian; and
- students in grades 6 and below and their parent/guardian.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:

1. A statement that:

- a. use of District technology resources is a privilege that may be revoked at any time;
- b. a user has no expectation of privacy when using District technology resources;
- c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;
- d. District technology resources may not be used to bully, harass, or intimidate others;
- e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and
- f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.

2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned user name and password.

3. A list of what constitutes misuse of District technology resources.

4. A prohibition against:

- a. accessing other user accounts or files without authorization;
- b. conducting personal business or activities;
- c. accessing pornography;
- d. communicating inappropriately with students;
- e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and
- f. accessing or downloading unauthorized software or programs.

5. A requirement that users report any material that is threatening, harassing, or bullying.

6. A release of all claims and liability against the District for use of District technology resources.

C. District Personnel Use

District personnel must comply with Policies 4215 and 4216.

D. State Assessments

During the administration of state assessments (e.g., WIDA, M-STEP, etc.), unless otherwise permitted by this subsection, students and District personnel, including those individuals acting as test administrators, are prohibited from possessing, using, wearing, or otherwise accessing any electronic devices not being actively used for testing purposes when in an active testing session or while on a break when in an active testing session. Pictures, videos, or other communications regarding test content are prohibited during all testing and breaks.

For the purposes of this subsection, an “electronic device” includes any electronic device that can be used to record, transmit, or receive information not used for testing, including but not limited to computers, tablets, iPads, e-readers, smart watches (including Fitbits), smartphones and cell phones, Bluetooth headphones or smart earbuds, or smart glasses.

The Superintendent and building principals are authorized to develop additional building-level rules related to state assessments so long as those rules are not in conflict with this subsection.

1. Students

- a. Students shall leave all electronic devices outside of the testing room or shall power off all electronic devices and surrender them to the test administrator for collection prior to beginning the testing session.
- b. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, unless the student is required to possess the device, in which case the test must be administered to the student by a test administrator in a one-on-one setting and the student must be actively monitored at all times while testing.
- c. During the testing sessions or breaks, students may not access any additional websites or applications on a device used for testing.

2. Test Administrators

- a. Test administrators or other District personnel monitoring or troubleshooting the administration of state assessments must:
 - i. Ensure that all background applications and alternative websites are disabled on testing devices.
 - ii. Actively monitor students in the testing room and verify that students do not have access to additional electronic devices before, during, and after testing, including breaks.
 - iii. Refrain from disturbing the testing environment, including through texting, speaking, or using electronic devices for non-testing purposes (e.g., to complete other work). Test administrators must silence all electronic devices. Test administrators are prohibited from wearing or accessing a wearable electronic device (e.g., smart watch or Fitbit).

- b. Test administrators may use electronic devices to alert other personnel of issues or emergencies requiring assistance. Such other personnel may use their electronic devices for troubleshooting purposes, but should exit the testing room when engaging in those communications.

3. Penalties

The failure to comply with this subsection may result, as applicable, in employee or student disciplinary action and such consequences as deemed necessary or appropriate by the Michigan Department of Education (e.g., invalidation of an individual student's test, or misadministration of the entire testing session and invalidation of all the students' tests).

E. Public Access to Technology

1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a "Qualifying School Library") will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor's parent/guardian, may access a school library terminal that is not restricted from receiving such material, if any.
2. Only when a Qualifying School Library offers public access as described in subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.
3. As used in this Policy, "terminal" means a device used to access the internet or a computer, computer program, computer network, or computer system.

Legal authority: 47 USC 254; MCL 397.602, 397.606

Date adopted: May 17, 2021, to be effective July 1, 2021

Date revised: April 17, 2023

3118 Title IX Sexual Harassment

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and its implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or antiharassment policies. Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment and retaliation, through this Policy will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, DecisionMaker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and any person designated to facilitate an informal resolution process cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

A. Definitions

For purposes of this Policy, the below terms are defined as follows:

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:
 - a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
 - b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
 - c. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).
 - i. "Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes

unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or fondling, directed against another person without the consent of that person, including when that person is incapable of giving consent.”

- A) Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - B) Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - C) Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - D) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - E) Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - F) Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.
- ii. “Dating violence” means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - iii. “Domestic violence” means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of Michigan.
 - iv. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.

2. “Actual Knowledge” means notice of sexual harassment or allegations of sexual harassment to the District’s Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.
3. “Appeals Officer” is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.
4. “Complainant” is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.
5. “Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.
6. “Day,” unless otherwise indicated, means a day that the District’s central office is open for business.
7. “Decision-Maker” is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker’s conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.
8. “Education Program or Activity” means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.
9. “Formal Complaint” means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.
10. “Grievance Process” is the process by which the District handles Formal Complaints.
11. “Investigator” is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator has a conflict of interest or bias.
12. “Report” means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. “Respondent” is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.

14. “Supportive Measures” are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment.
15. “Title IX Coordinator” is the person(s) designated by the District to coordinate the District’s Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on any matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

B. Posting Requirement

The Title IX Coordinator’s contact information (name or title, office address, electronic mail address, and telephone number), along with the District’s Title IX nondiscrimination statement, must be prominently posted on the District’s website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator’s name or title, office address, electronic mail address, and telephone number.

C. Designation of Title IX Coordinator

The District designates the following person(s) as the Title IX Coordinator(s):

Assistant Superintendent, Special Education
Tuscola Intermediate School District
1385 Cleaver Road, Caro, MI 48723
989-673-2144 ext. 30367 ekunisch@tuscolaisd.org

Special Education Supervisor/Coordinator of Planning,
Monitoring & Data Collection
Tuscola Intermediate School District
1385 Cleaver Road, Caro, MI 48723
989-673-2144 ext. 30355 hmain@tuscolaisd.org

D. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of possible sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

E. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

2. Response to Report of Title IX Sexual Harassment

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

3. Formal Complaint Filed

Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using the Title IX Sexual Harassment Formal Complaint Form.

4. Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

5. Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

6. Supportive Measures

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge to all parties and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- e. No-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

7. Respondent Removal

- a. Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

- b. Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

F. Grievance Process

1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

2. Notice of Allegations

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

- a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;
- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.

If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

3. Informal Resolution

During the Grievance Process, *after* a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative

justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and
- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

4. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

a. Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, in any meeting or Grievance Process proceeding. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Superintendent or designee may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the DecisionMaker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the DecisionMaker must:

- a.** Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and
- b.** Provide each party with the answers, and allow for additional, limited followup questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

- a. Identification of the sexual harassment allegations;
- b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
 - i. Notification to the parties; ii. Party and witness interviews; iii. Site visits;
- iv. Methods used to collect evidence; and
- v. Hearings held.
- c. Factual findings that support the determination;
- d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
- e. A statement of, and rationale for, the result as to each allegation, including:
 - i. A determination of responsibility;
 - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
 - iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.
- f. Appeal rights.

6. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

- a. A procedural irregularity that affected the outcome.
- b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.
- c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

d. Reserved

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

G. Dismissal

1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if proven, would not constitute sexual harassment as defined in this Policy;
- b. The Formal Complaint's allegations did not occur in the District's programs or activities; or
- c. The Formal Complaint's allegations did not occur in the United States.

2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or
- c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

H. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable.

I. Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant’s or the Respondent’s locker or work space;
6. Issuing a “no contact” directive between the Complainant and Respondent; 7. Providing counseling memoranda with directives or recommendations.

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. Additional staff training;
3. A climate survey; or
4. Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

J. False Statements

Any person who knowingly makes a materially false statement in bad faith during a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

K. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

L. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

M. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

N. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

O. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights
1350 Euclid Avenue, Suite 325 Cleveland, Ohio
44115
Phone: (216) 522-4970
E-mail: OCR.Cleveland@ed.gov

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR Part 106

Date adopted: May 17, 2021, to be effective July 1, 2021

Date revised: August 21, 2023

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4106 Family and Medical Leave Act (FMLA)

This Policy will be interpreted and applied consistent with the FMLA, as amended, and its regulations. This Policy should not be interpreted to conflict with an applicable collective bargaining agreement where the collective bargaining agreement provides rights or obligations beyond those conferred by FMLA and that are not prohibited by FMLA.

A. Qualifying for FMLA Leave

1. Employee Eligibility

- a. To be eligible for FMLA leave, an employee must:
 - i. have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave (full-time instructional employees are presumed to meet the 1,250 hour requirement);
 - ii. have completed 12 months (cumulative) of work for the District before the commencement of the leave. This includes non-consecutive intervals of employment with the District occurring up to 7 years before the commencement of the FMLA leave; and
 - iii. make the request at a time when the District has 50 or more employees at, or within 75 miles of, the worksite.
- b. The applicable 12-month period to calculate an employee's use of FMLA leave (i.e., the FMLA leave year) is a fixed 12-month period measured forward from the date the employee first takes FMLA leave.
- c. An eligible employee taking FMLA leave to care for a covered service member or veteran with a serious injury or illness is allowed to take up to 26 work weeks of leave in a single 12-month period measured forward from the date the employee first takes leave.

2. Qualifying Events

- a. An eligible employee may take FMLA leave, up to a total of 12 work weeks, during any 12-month period for any one or more of the following:
 - i. the birth or care of the employee's newborn child;
 - ii. the employee's care for a newly adopted child or child placed in the employee's home for foster care;
 - iii. to care for a spouse, child (who is younger than age 18, or over 18 but incapable of self-care), a parent (but not parent-in-law), or an individual
for whom the employee stands *in loco parentis* who has a serious health condition; iv.
the employee's own serious health condition; or

- v. a qualifying military exigency about an employee, the employee's spouse, child (regardless of age), or parent.
- b. An eligible employee may take up to 26 work weeks of leave during a single 12-month period to care for a covered service member who is receiving medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list for a serious injury or illness. The employee must be the spouse, child, parent (regardless of their child's age), or next of kin of the covered service member. This subsection applies to veterans of the Armed Services who suffered an injury or illness, or aggravated an injury or illness, in the line of duty on active duty if the veteran was a member of the Armed Forces at any time during the 5 years before receiving treatment.

3. Limitations on FMLA Leave

- a. The entitlement to leave for the birth of a child or placement of a child with an employee for the purposes of adoption or foster care expires at the end of the 12-month period beginning on the date of the birth or placement, and these circumstances do not qualify for intermittent or reduced schedule leave.
- b. Concerning spouses who are both employed by the District, and both eligible for FMLA leave, they are limited to a combined total of 12 work weeks of FMLA leave for the birth or placement, or related care, of a child for adoption or foster care with the employees or the care of a parent with a serious health condition. This limitation does not apply to the care of a spouse or child with a serious health condition or to an employee's own serious health condition.
- c. Concerning the entitlement to 26 work weeks of leave to care for a covered service member with a serious illness or injury, the 26 work week allotment may include other reasons for FMLA leave authorized by the Act. But in that allotment, an employee is not entitled to more than 12 work weeks of leave for reasons unrelated to the care for a covered service member with a

serious illness or injury.

- d. Concerning spouses who are both employed by the District, and both eligible for FMLA leave to care for a covered service member, they are limited to a combined total of 26 work weeks of leave for all leaves authorized by the Act during the 12-month period commencing with FMLA leave to care for a covered service member. The spouses are subject to the 12 work week limitation for leave related to the birth or placement, or related care, of a child for adoption or foster care with the employees or the care of a parent with a serious health condition.

B. FMLA Notice

1. An employee must give the District notice of FMLA leave as follows:

- a. When the need for FMLA leave is foreseeable (e.g., for the birth of a child, placement for adoption or foster care, or planned medical treatment), 30 calendar days' notice is required. If the employee fails to give 30 calendar days' notice with no reasonable excuse, the District reserves the right to deny or to delay the employee's FMLA leave. If the FMLA leave is for planned medical treatment, the employee must make reasonable efforts to schedule treatment so as not to unduly disrupt the District's operations.

- b. When the need for FMLA leave is unexpected, the employee must provide notice to the District as soon as practicable.
2. For both foreseeable and unexpected leave, employees must comply with District Policies, work rules, collective bargaining agreement provisions, and customary absence reporting procedures. Failure to comply with these requirements may be grounds to delay or deny the employee's FMLA leave request and may result in discipline.
3. Absent extenuating circumstances, within 5 work days after an employee requests FMLA leave or the District has reasonable information that an employee may qualify for FMLA leave, the District will provide to the employee a copy of this Policy and the U.S. Department of Labor's (DOL) "Notice of Eligibility and Rights & Responsibilities" DOL Form WH-381 (as updated).
4. Once the District receives sufficient notice, including any requested medical certification (see below), that an employee's leave qualifies as FMLA leave, the District will, absent extenuating circumstances, within 5 work days, notify the employee in writing whether the leave is designated as FMLA leave using DOL Form WH-382 (as updated).

C. Certification

1. If an employee requests FMLA leave due to the employee's serious health condition or to care for a parent, child, or spouse with a serious health condition, the employee must provide medical certification from a health care provider of the serious health condition involved and, if applicable, verification that the employee is needed to care for the family member and the expected duration of the leave. Employees requesting leave for a qualifying exigency or leave to care for a covered service member with a serious injury or illness must provide the appropriate certification. The District will provide the employee with the appropriate DOL form applicable to the employee's requested leave.
2. Employees must return the requested certification within 15 calendar days after the request. The District may delay or deny FMLA leave if submission of the certification is not timely.
3. Failure or refusal to provide requested medical certification within 15 calendar days may result in denial of the leave being designated as FMLA leave.
4. If an employee provides an incomplete or insufficient certification, the District will advise the employee, in writing, of the deficiencies and what additional information is needed. An employee must return the requested additional information within 7 calendar days. The District, but not the employee's direct supervisor, may contact an employee's health care provider for clarification or authentication of a certification. The District may not contact the employee's health care provider if a complete and sufficient certification, signed by the health care provider, is submitted.
5. If the District has reason to doubt the medical certification an employee submits, the District may require, at its expense, that the employee obtain a second opinion from a health care provider of the District's choice. If the second opinion differs, the District may require, at its expense, that a third opinion be obtained from a health care provider who is mutually selected by the employee and the District. The third medical certification will be final and binding on both parties. If the employee refuses to be examined by the third health care provider, the employee will be bound by the second opinion. The District may not request a second opinion for leave to care for a covered service member or veteran with a serious injury or illness.

The District may request recertification consistent with FMLA regulations. Recertification will be at the employee's expense.

The District may request recertification in less than 30 calendar days if: an employee requests an extension of FMLA leave; circumstances stated in the prior certification have changed significantly; or the District receives information that casts doubt upon the employee's stated reason for the absence or the certification's validity.

D. Concurrent Leave and Substitution of Paid Leave

FMLA leave provided to employees is unpaid, unless the employee has applicable paid leave. Applicable paid leave (e.g., sick, personal, business, vacation, paid time off, leave under Michigan Paid Medical Leave Act (MPMLA), or workers' compensation) will run concurrently with FMLA leave at the election of either the District or the employee. The ability to use paid leave concurrently with FMLA leave is subject to compliance with the procedures and conditions normally associated with the paid leave. A medical leave of absence covered by workers' compensation runs concurrently with FMLA leave and consistent with an applicable individual employment contract or collective bargaining agreement. FMLA leave beyond an employee's applicable accrued paid leave is unpaid.

E. Intermittent and Reduced Schedule Leave

1. Eligible employees may take FMLA leave intermittently or on a reduced schedule when leave is taken to care for a family member with a serious health condition, for an employee's own serious health condition, because of a qualifying exigency, or to care for a covered service member or veteran, an eligible employee may take leave intermittently or on a reduced schedule when medically necessary.

2. Intermittent or reduced schedule leave will not result in a reduction in the employee's total amount of leave beyond the amount of leave actually taken. Intermittent and reduced schedule FMLA leave will be accounted for in the shortest increment used to account for leave generally within the employee's classification.

Employees must follow the District's absence reporting procedures when using intermittent leave.

3. When an instructional employee seeks to take intermittent or reduced schedule leave to care for a family member with a serious health condition, to care for a covered service member or veteran, or for the employee's own serious health condition which is foreseeable based on planned medical treatment, and the employee would be on leave for more than 20% of the total number of work days over the leave period, the District may either require the employee to take leave on a full-time basis for the duration of the requested intermittent or reduced schedule leave or temporarily transfer the employee to an alternate position with equivalent pay and benefits.

4. If an eligible employee requests intermittent or reduced schedule leave for a

foreseeable medical treatment, including during a period of recovery from a serious health condition, the District may require the employee to transfer temporarily to an available alternate position for which the employee is qualified and which better accommodates recurring periods of leave than the employee's regular position. The alternate position must have equivalent pay and benefits as the employee's regular position.

F. Group Health Plan Benefits

1. Eligible employees are generally entitled to the continuation of District-provided group health plan benefits while on FMLA leave. Group health plan benefits include medical, dental, and optical insurance coverages in which the employee is enrolled at the time that FMLA leave is taken.
2. The District will continue paying its portion, if any, of the employee's group health plan costs and insurance premiums or representative premiums while the employee is on FMLA leave and in accordance with any applicable collective bargaining or individual employment contract. Any share or portion of the group health plan costs, insurance premiums, or representative premiums paid by the employee before FMLA leave must continue to be paid by the employee during FMLA leave. See DOL Form WH-381. An employee's failure to pay his/her portion of group health plan costs, insurance premiums, or representative premiums during FMLA leave may result in loss of coverage if the employee's contribution is more than 30 calendar days late. The District will provide the employee with written notice at least 15 calendar days before cancelling the employee's coverage because of a failure to make employee contributions.
3. As addressed in subsection I below, an employee who fails to voluntarily return to work after FMLA leave may be required to repay the District for his/her group health plan benefit costs.

G. Return to Work

1. At the expiration date of an employee's FMLA leave, the employee will be returned to that employee's former position or an equivalent position with the same pay, benefits, and working conditions. An employee taking FMLA leave has no greater right to reinstatement than if the employee had been continuously employed during the FMLA leave period.
2. If an employee was unable to renew a license or certification because of FMLA leave and is no longer qualified for the employee's former position, the District will provide the employee reasonable time, on unpaid status, to fulfill the necessary return to work conditions.

3. Instructional Employees

- a. "Instructional" employees are those whose principal function is to teach and instruct students in a class, small group, or individual setting.
- b. If an instructional employee begins FMLA leave more than 5 weeks before the end of a term or semester, the District may require the employee to take FMLA leave until the end of the term or semester if the FMLA leave is to last at least 3 weeks and the employee would return to work during the 3-week period before the end of the term or semester.
- c. If an instructional employee begins FMLA leave during the 5-week period before the end of a term or semester because of the birth or placement for adoption or foster care of a child, to care for a spouse, child, or parent with a serious health condition, or to care for a covered service member or veteran, the District may require that FMLA leave be taken until the end of the term or semester if the instructional employee would return to work during the 2-week period immediately before the end of the term or semester and the leave is to last more than 2 weeks.
- d. If an instructional employee begins FMLA leave during the 3-week period before the end of a term or semester because of the birth or placement for adoption or foster care of a child, to care for a spouse, child, or parent with a serious health condition, or to care for a covered

service member or veteran, the District may require the employee to take FMLA leave until the end of the term or semester, if the leave will last more than five (5) work days.

- e. Any additional FMLA leave required of an instructional employee by the District will not count against the employee's allotment of FMLA leave.

4. Fitness for Duty

The District may require that an employee returning from FMLA leave submit a fitness-for-duty certification from a health care provider which addresses the employee's ability to return to work and perform the essential functions of the employee's position. The District must provide the employee with notice of the requirement to provide a fitness-for-duty certification and the essential functions of the employee's position when the District provides the employee the designation of FMLA leave notice (DOL Form WH-382, as updated). If the employee fails to submit the fitness-for-duty certification in a timely manner, return from FMLA leave may be delayed by the District. The employee may be terminated if he/she fails to submit the fitness-for-duty certification.

- 5. Unless a collective bargaining agreement provides otherwise, an employee on unpaid FMLA leave is not entitled to accrue seniority, employment benefits (other than medical insurance), or any benefit conditioned on length of service or work performed.

H. Denial of Key Employee Restoration

1. The District reserves the right to deny restoration to the same or equivalent position to any eligible employee who is a key employee, meaning any employee who is paid a salary and is in the highest paid 10% of employees. The District may deny restoration if necessary to prevent substantial and grievous economic injury to the District's operations. If the District intends to deny restoration to a key employee, it will:
 - a. use DOL Form WH-381, as updated, to notify the employee of his/her status as a key employee in response to the employee's request for FMLA leave and provide the employee with an explanation of the consequences for the employee if the District determines that substantial and grievous injury will result to its operations if the employee is reinstated after FMLA leave;
 - b. notify the employee, in person or by certified mail, as soon as the District decides it will deny restoration and the reasons for the denial;
 - c. offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice;
 - d. make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration; and
 - e. the District must maintain its group health plan cost, contributions, premium, or representative premium contributions for the employee's group health plan benefits for the entire term of the employee's FMLA leave, even after giving the employee notice that restoration will be denied.

I. Failure to Return to Work

1. An employee's unexcused failure to return to work upon expiration of FMLA leave will subject the employee to discharge unless the District grants an extension of leave as required by law or under a collective bargaining agreement, employee handbook, or individual employment contract. An employee who requests an extension of leave due to the continuation, recurrence, or onset of the employee's serious health condition, or the serious health condition of the employee's spouse, child, parent, or covered service member or veteran, must submit to the employee's supervisor a written request for an extension. This written request must be made as soon as possible before the expiration of the employee's FMLA leave. Medical certification or recertification will be required to support any request for leave extension.
2. If an employee is unable to perform the essential functions of the position or an equivalent position at the end of FMLA leave, the District will comply with ADA requirements, as applicable.
3. If an employee fails to return to work after his/her FMLA leave expires, the employee must reimburse the District for any group health plan costs, contributions, premiums, and representative premiums that the District paid for continuation of the employee's group health benefits coverage during FMLA leave, unless the employee does not return due to: (a) the continuation, recurrence, or onset of the serious health condition which entitled the employee to FMLA leave and the employee provides the District with sufficient certification from the proper health care provider of the continuation, recurrence, or onset of the serious health condition; or (b) other circumstances beyond the employee's control. This provision does not apply to any group health plan cost, insurance premium, or representative premium contributions made by the District for periods during which the employee used paid leave concurrently with FMLA leave.

J. Recordkeeping

1. The District will maintain the following records related to FMLA requests and use:
 - a. basic payroll information;
 - b. dates (or hours) during which eligible employees take FMLA leave;
 - c. copies of all notices, requests, and other documents related to FMLA leave;
 - d. copies of documents evidencing group health plan cost contributions, insurance premium, and representative premium payments made by the District on behalf of an eligible employee on FMLA leave; and
 - e. documents related to disputes about eligibility or designation of FMLA leave.
2. Medical certifications and other medical documentation related to FMLA leave will be maintained in a separate, confidential file from an employee's personnel file. See Policy 4224.

K. Notice to Employees

The District will post the appropriate notice of rights poster in a location easily seen by employees and include a general notice of employee FMLA rights in applicable employee handbooks or by providing employees notice at their time of hire.

Legal authority: 29 USC 2601 et seq.; 29 CFR 825.100 et seq.

Date adopted: May 17, 2021, to be effective July 1, 2021

Date revised: August 16, 2021

4201 Employee Conduct and Ethics

Employee Ethics and Standards

Employees must act professionally and model high standards of behavior at all times. Employees shall perform their respective duties and responsibilities in a professional manner, using appropriate judgment. Employees must maintain a standard of behavior that reflects positively on their status as District representatives in the community and is consistent with the Michigan Code of Educational Ethics, which is incorporated herein by reference. See:

https://www.michigan.gov/documents/mde/Code_of_Ethics_653130_7.pdf

If an employee is uncertain as to a potential course of conduct, the employee should seek advice from a supervisor before proceeding.

A. Employee Ethical Conduct

Employees must exercise objectively sound and professional judgment when engaging with students, parents/guardians, colleagues, administrators, Board members, and community members. This standard extends to employee conduct on and off school property. Ethical behavior generally includes, but is not limited to:

1. supporting the physical and emotional welfare and safety of students, parents/guardians, colleagues, administrators, Board members, and community members; 2. complying with federal and state law;
3. competently and appropriately performing duties and responsibilities for which the employee is trained or assigned;
4. assigning tasks to personnel who are qualified and hired to perform the assigned task;
5. refraining from unlawful discrimination, including unlawful harassment, and retaliation as defined by Policy; 6. immediately reporting suspected child abuse or neglect;
7. maintaining confidential information, including student, medical, personnel, financial, and security information, as protected by statute; 8. appropriately using District funds, resources, and technology;
9. maintaining consistent and reliable work attendance, unless excused by the employee's supervisor or the Superintendent or designee, as applicable;
10. engaging in activities or behaviors that enhance the operational and instructional environment;
11. professionally communicating with students, parents/guardians, colleagues, Board members, and community members, including through electronic means;

12. Completing time and effort reporting under 4201-AG.

13. abiding by professional, ethical, and licensing standards established by relevant governmental agencies, professional licensing boards, and professional associations, including the Michigan State Board of Education; and 14. self-reporting a criminal charge and plea or conviction, as required by law.

B. Conflict of Interest

Employees shall perform their duties and responsibilities free from a prohibited conflict of interest, unless authorized by the Board or designee. Prohibited conflicts of interest include, but are not limited to:

1. soliciting or accepting anything of value (such as a gift, loan, contribution, or reward), other than compensation received from the District in exchange for services provided to the District, that would influence the employee's judgment when performing the employee's duties;
2. using public funds to purchase alcoholic beverages, jewelry, gifts, fees for golf, or any item the purchase of which is illegal, except as consistent with and permitted by Policy 3205 and Revised School Code Section 1814;
3. using or authorizing the use of the employee's public employment or any confidential information received through public employment to obtain personal, professional, political, or financial gain other than compensation received from the District in exchange for services provided to the District for the employee or a member of the employee's immediate family, or a business with which the employee is associated;
4. using or authorizing the use of District personnel, resources, property, or funds under the employee's care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures, or using those items for personal, professional, political, or financial gain;
5. providing private services, lessons, tutoring, or coaching for students assigned to the employee for additional remuneration, except as permitted by Policy 4214;
6. engaging in any activity of a sexual or romantic nature with another employee(s) or contractor(s) that the employee supervises, unless the individuals are engaged to be married, married, or cohabitating;
7. engaging in any activity of a sexual or romantic nature on school property or at school-sponsored events;
8. directly or indirectly supervising, making, or contributing to an employment decision pertaining to a relative or significant other, or relative of a relative or significant other (as defined by Policy 4213);
9. engaging in any other activity that promotes an employee's financial and pecuniary interests over those of the District; and
10. entering into a proposed contract in which an administrator has a substantial conflict of interest (for Board members, see Policy 2301). Employees shall comply with the disclosure requirements in Policy 2301E(1).

C. Student Fraternization

Employees must establish and maintain professional boundaries with students, including while using personal or District technology. Employees are prohibited from direct or indirect interactions with students that do not reasonably relate to an educational purpose. Employees will behave at all times in a manner supportive of the best interests of students and the District.

Conduct identified below constitutes unprofessional conduct, subjecting the employee to discipline, including discharge, absent express Board or designee authorization. The following list illustrates prohibited behavior involving students but does not describe every kind of prohibited behavior:

1. communicating about alcohol use, drug use, or sexual activity when the discussion is not appropriately related to a specific aspect of the curriculum or the employee's duties;
2. providing drugs, alcohol, tobacco, e-cigarettes, or other items students cannot possess under the District's Student Code of Conduct;
3. commenting about matters involving sex, using double entendre, or making sexually suggestive remarks with no appropriate educational purpose;
4. displaying sexually inappropriate images, materials, or objects;
5. offering or soliciting sexual advice, whether written, verbal, or physical;
6. engaging in any activity of a sexual or romantic nature, including following graduation where the relationship arises out of an employee-student relationship;
7. inappropriate kissing;
8. inappropriately intruding on a student's personal space, such as by touching unnecessarily, moving too close, or staring at a portion of the student's body;
9. communicating directly or indirectly (e.g., by phone, email, text messaging, or social media) on a matter that does not pertain to school unless the employee obtained prior parental consent. Electronic communications with students generally are to be sent simultaneously to multiple recipients and not just to one student except when the communication is clearly school related and inappropriate for persons other than the individual student to receive (e.g., grades);
10. permitting a specific student to engage in conduct that is not permitted or tolerated from other students;
11. inappropriately discussing with a student the student's personal issues or problems that should normally be discussed with a parent/guardian or counselor unless the employee is the student's family member;
12. inappropriately giving a student a personal gift;
13. allowing a student to live in the employee's residence without prior parent/guardian consent unless the student is the employee's family member, a foreign exchange student placed with the employee, or if the employee serves as the student's foster parent or legal guardian;
14. giving a student a ride in the employee's vehicle without appropriate authorization;
15. taking a student on an activity outside of school without first obtaining the

express permission of the student's parent/guardian and a District administrator;

16. inviting a student to the employee's home or residence without first obtaining the express permission of the student's parent/guardian;
17. going to a student's home when the student's parent/guardian or an adult chaperone is not present unless the employee is the student's family member; or
18. engaging in any other conduct which undermines the special position of trust and authority between a District employee and a student.

Employees suspecting child abuse or neglect must: (a) immediately contact Children's Protective Services, (b) file an appropriate report with that agency as required by the Child Protection Law and Policy 4202, and (c) notify the Superintendent or designee and the building principal or supervisor that the report has been filed.

Legal authority: MCL 380.11a, 380.601a, 380.634, 380.1308a, 380.1814; MCL 722.621et seq.

Date adopted: May 17, 2021, to be effective July 1, 2021

Date revised: August 15, 2022

Series 4000: District Employment

4200 Employee Conduct and Ethics

4203 Corporal Punishment and Limited Use of Reasonable Force

A. Definition

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

B. Prohibition

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

C. Alternatives to Corporal Punishment

The Board has reviewed and approved the administration's list of alternatives to the use of corporal punishment. District administrators will distribute the list of alternatives to employees, volunteers, and contractors. See 4203-AG.

District employees must implement alternatives to corporal punishment. An employee may request assistance from other employees or administration when addressing student conduct.

D. Limited Use of Reasonable Force

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

1. to remove a student whose behavior is interfering with the orderly exercise and performance of school functions within a school or at a school-related activity, if that student has refused to comply with a request to refrain from further disruptive acts; 2. for self-defense or the defense of another; 3. to prevent a student from inflicting self-harm; 4. to quell a disturbance that threatens physical injury to any person; 5. to obtain possession of a weapon or other dangerous object upon, or within the control of, a student; or 6. to protect property.

Use of reasonable force upon a student must not, in light of all known factors, be excessive, unnecessary, or take place for a longer duration than is necessary to address the circumstance justifying the use of reasonable force.

E. Training

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

F. Seclusion and Restraint

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

Legal authority: MCL 380.1307, 380.1307a-h, 380.1312 Date adopted: May 17, 2021, to be effective July 1, 2021

4203-AG Corporal Punishment and Limited Use of Reasonable Force

A list of alternatives to corporal punishment includes the following:

- provide direct instruction to students in social skills and problem-solving strategies;
- use positive reinforcement to teach and maintain the use of appropriate problem solving and social skills;
- use social reinforcers, such as teacher feedback and other self-esteem enhancing activities, to support and maintain the use of problem-solving and social skills;
- apply logical consequences that will teach students personal responsibility for their actions (e.g., losing the privilege of participating in special school activities);
- consider the use of time out, which may allow students to learn to take control of their actions and, ultimately, in conjunction with instruction in social skills, to cease their undesirable behavior;
- employ problem-solving classroom meetings and/or school assemblies with honest discussion of problems to encourage student ownership of and responsibility for solutions;
- establish a variety of strategies for communicating with parents/guardians;
- establish contractual agreements that clearly outline consequences with students and their parents/guardians to enhance the development of self-control behavior;
- establish an in-school suspension program, supervised by a responsible adult, in which the student performs curricula-related activities;
- when necessary, refer students to a counselor, social worker, or psychologist at the local or intermediate level and coordinate services with other units of state government (e.g., public health, social services, mental health). Also, seek assistance from private institutions or agencies with appropriate services;
- evaluate and arrange appropriate curriculum and adequate support for students who need academic acceleration, special education, alternative education, or services for achieving English proficiency;
- consider and take action, in accordance with the applicable student code of conduct and due process of law, when disruptive behavior occurs; or
- consider the use of suspensions or expulsions only after other alternatives have been considered.

The Board adopts the above list. District administration will distribute this list to each employee, volunteer, and contractor.

Adoption date: May 17, 2021, to be effective July 1, 2021 Revised date:

4208 Applicant and Employee Criminal Arrest, Charge, Conviction

A. Criminal Charge

If an applicant or employee is charged with any felony or crime listed in Revised School Code Section 1535a(1) or 1539b(1), or a substantially similar crime in another jurisdiction, the person must report to MDE and to the Superintendent that the person has been charged with that crime. The person will abide by all reporting requirements in Revised School Code Section 1230d. The reports to MDE and the Superintendent must be made within 3 business days after being charged with the crime. Failure to appropriately report will result in a referral to law enforcement and possible discipline, including discharge.

B. Tenured Teacher Salary Pending Criminal Charge

If criminal charges are pending against a tenured teacher, the Board may act to: (a) suspend the teacher from active performance of duty; (b) proceed on tenure charges filed against the teacher; and (c) place the teacher's salary in an escrow account. Health or life insurance benefits, or both, may be discontinued during the suspension at the Board's option.

Before placing a tenured teacher's salary in an escrow account, the Board must provide the teacher with: (a) notice of tenure charges; (b) an explanation of the District's evidence; and (c) an opportunity to respond to the charges, either in writing or in person.

If an administrative law judge issues a preliminary decision and order to reinstate the teacher or for payment of salary lost by the teacher during the suspension, the Board will release the money in the escrow account to the teacher.

C. Employee Criminal Convictions

An employee convicted of a "listed offense," as defined in MCL 28.722, whether a felony or misdemeanor, will be discharged after appropriate due process. An employee convicted of a felony that is not a listed offense may only continue employment with the written approval of the Superintendent and the Board. An employee convicted of a misdemeanor that is not a listed offense may be discharged, in the Board's discretion, consistent with law and the applicable collective bargaining agreement or individual employment contract.

D. Tenured Teacher Salary Upon Criminal Conviction

If a teacher is convicted of a felony that is not a listed offense or a misdemeanor that is a listed offense, the Board may discontinue the teacher's salary effective on the conviction date. If the teacher is convicted of a felony that is a listed offense, the Board will discontinue the teacher's salary effective on the conviction date.

E. This Policy does not limit the Board's or designee's discretion to proceed with employee discipline, including discharge, before completion of any criminal proceedings.

Legal authority: MCL 38.103; MCL 380.1230, 380.1230a, 380.1230d, 380.1230g, 380.1535a(1), 380.1539b(1)

Adoption date: May 17, 2021, to be effective July 1, 2021 Revised date:



Tuscola ISD's

Criminal Charges and Arraignment Reporting

Requirements for all School Personnel

Tuscola ISD's Board Policy 4208 is to help ensure the safety and well-being of students and staff at Tuscola ISD. All employees and contracted personnel must adhere to the following reporting requirements regarding criminal convictions:

Disclosure Requirement and Legal Obligation:

- In compliance with Michigan Compiled Law – Revised School Code Section 380.1230d, any school employee or contracted staff who is regularly and continuously under contract must report within 3 days an arraignment (aka: Charge) for a crime described in Michigan Compiled Laws Section 380.1230a, 380.1535a or 380.1539b, to their supervisor at Tuscola ISD and the Michigan Department of Education.

*** Failure to disclose this information may lead to disciplinary actions, including termination.

- Any school employee or contracted staff who is regularly and continuously under contract must immediately report any conviction for an enumerated offense to the TISD Superintendent, their TISD Supervisor and the Michigan Department of Education.

To view a list of enumerated offences, visit:

<https://www.michigan.gov/mde/services/ed-serv/educator-conduct/enumeratedoffenses>

*** Failure to disclose this information may lead to disciplinary actions, including termination.

Questions regarding Michigan's professional practices, criminal convictions reporting, or school safety laws should be directed to MDE-Professional-Practice@Michigan.gov.

4200 Employee Conduct and Ethics

4217 Social Media

Employee use of social media while on District property, during work hours, or while using District-owned devices must not interfere with District educational purposes or work performance and must not be used in any manner that violates this Policy, Policy 4201, or federal or state law.

“Social media” refers to any publicly accessible internet-based service that enables a user to share communications, images, or videos with others or participate in social networking. Social media includes blogs and social networking sites.

While using social media on or off duty, an employee must:

- A. not engage in criminal activity;
- B. make clear that the employee’s views or endorsement of political candidates and political parties are their own, not the District’s, as applicable;
- C. refrain from using a District email address to register on social networks, blogs, or other online tools for personal use;
- D. engage in appropriate communications with students, parents/guardians, and District stakeholders and community members; E. maintain student privacy and not disclose confidential student information;
- F. report to the appropriate administrator(s) any behavior or activity which endangers student or staff security, safety, or welfare; and
- G. refrain from engaging in behavior that disrupts or adversely impacts the efficacy of the District’s operations.

Employee use of social media in violation of this Policy detracts from the District’s educational mission, adversely impacts the District, and may result in discipline, including discharge.

Legal authority: MCL 380.11a(3), 380.601a

Date adopted: May 17, 2021, to be effective July 1, 2021

Date revised: August 15, 2022

4218 Employee Dress and Appearance

Employee attire conveys an important image to students and the community. Employees must maintain professional dress and appearance, including appropriate hygiene, cleanliness, and grooming.

Employees must, at a minimum, dress in accordance with the student dress code.

A. Administrators, Professionals, Paraprofessionals, and Office Employees

Administrators, professionals, paraprofessionals, and office employees must dress in business casual attire except as otherwise appropriate to their individual assignments. Attire must not distract other employees or students from the learning environment or pose a safety risk. Employees shall not dress in a manner that expresses partisan or political speech unless expressly permitted by law, a collective bargaining agreement, or approved in writing by a building administrator.

The building administrator may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for employees (e.g., designated “casual days” or “spirit days”).

B. Food Service, Custodial, Maintenance, Mechanic, and Transportation Employees

Subject to any applicable collective bargaining agreement, food service, custodial, maintenance, mechanic, and transportation employees must dress in attire appropriate to the work the employee is performing and will not pose a safety risk to the employee or others.

Closed-toe shoes are required. Steel-toed shoes may be required for custodians, maintenance, and mechanics. The District reserves the right to require uniform clothing as may be appropriate.

C. Enforcement

The Superintendent or designee has the discretion to make determinations about appropriate staff dress and appearance. Any violation of this Policy may result in discipline, including discharge.

Legal authority: MCL 380.11a(3), 380.601a

Date adopted: May 17, 2021, to be effective July 1, 2021

Date revised: August 15, 2022

4219 Attendance

Regular, reliable, and in-person attendance is an essential job function for employees, unless the Superintendent or designee approves the absence in writing. Employee absences or tardiness negatively impact the education of students and may impose unnecessary burdens on coworkers. Employees will be held accountable for adhering to their assigned schedule. Any deviation from an employee's assigned schedule must be approved in advance by the employee's supervisor or designee.

Consistent with any applicable collective bargaining agreement or individual employment contract, an employee must report absences as directed by the employee's supervisor or designee. The Superintendent or designee reserves the right to request verification for absences if reasonable grounds exist to believe that an employee is misusing leave, has misrepresented the reason(s) for the employee's absence, or a pattern of absenteeism exists. When possible, leave must be requested in advance per an applicable collective bargaining agreement, individual employment contract, employee handbook, Policy, or law.

An employee who violates this Policy may be subject to discipline, including discharge.

Legal authority: MCL 380.11a(3), 380.601a

Date adopted: May 17, 2021, to be effective July 1, 2021 Date

4400 Professional Staff

Performance Evaluation

Performance evaluations are essential to provide quality educational services and to measure competency. This Policy does not diminish the Board's authority or ability to nonrenew a professional staff member's contract at the end of the contract's term, consistent with applicable statutes, collective bargaining agreements, Policies, and individual employment contracts. This Policy must be implemented consistent with Policy 1101.

A. Teachers as Defined by Revised School Code Section 1249 (K-12 certified teachers of record)

Teachers will be evaluated pursuant to a performance evaluation system consistent with Revised School Code Section 1249 and the Teachers' Tenure Act. This performance evaluation system will include, as appropriate, the following:

1. a year-end evaluation process that meets statutory standards;
2. an evaluation tool that incorporates components required by law, including:
 - a. locally agreed-on student growth and assessment data or student learning objectives, as defined by Revised School Code Section 1249;
 - b. the teacher's performance; and
 - c. objective criteria.
3. an individualized development plan (IDP) with performance goals developed by the evaluator in consultation with the teacher and recommended training designed to improve the teacher's effectiveness for:
 - a. all probationary teachers;

- b. teachers rated needing support or developing; or
 - c. at the evaluator's discretion when performance deficiencies are noted.
4. classroom observations of at least 15 minutes each which include, at a minimum, a review of the teacher's lesson plan, the state curriculum standard used in the lesson, and pupil engagement, with appropriate written feedback and a post-observation meeting between the teacher and the school administrator conducting the observation to discuss those items;
 5. a mid-year progress report, if required by law, which aligns with the teacher's individualized development plan, includes specific performance goals developed by the evaluator, and any recommended training identified by the evaluator;
 6. a year-end performance evaluation effectiveness rating, of effective, developing, or needing support;
 7. tenured teachers rated as highly effective or effective on the 3 most recent consecutive year-end evaluations may be evaluated biennially, but if the teacher is not rated as effective on one of the biennial year-end evaluations, the teacher must receive year-end evaluations;
 8. a mentor for teachers rated developing or needing support or for teachers in the first year of probation;
 9. opportunity for a tenured teacher rated needing support on a year-end evaluation to request a review consistent with Revised School Code Section 1249;
 10. a tool approved by MDE, a modified MDE tool, or a local evaluation tool if adopted in compliance with Revised School Code Section 1249 and corresponding regulations;
 11. website posting of required information for the evaluation tool;
 12. training on the evaluation tool for teachers and evaluators as required by law; and
 13. other components that the Superintendent or designee deems relevant, important, or in the District's best interests.

If a tenured teacher is rated ineffective or needing support on 3 consecutive year-end evaluations, the teacher must be discharged consistent with due process. The District is not precluded from discharging a teacher at other times as provided by the Teachers' Tenure Act.

If a teacher receives an unevaluated rating, the teacher's rating from the school year immediately before the designation must be used.

B. Non-Teaching Professionals Subject to the Teachers' Tenure Act

The performance evaluation system for a Non-Teaching Professional with a teaching certificate subject to the Teachers' Tenure Act must include multiple observations. An IDP will be developed during the employee's probationary period. Except during the probationary period, which must include annual evaluations, the Superintendent or designee will evaluate the employee's performance at intervals determined by the Superintendent or designee. The Superintendent or designee has discretion to select and use an evaluation tool that serves the District's best interests.

The Superintendent or designee also has discretion to implement an IDP if performance deficiencies are noted, regardless of the employee's effectiveness rating.

To the extent required by law, a tenured Non-Teaching Professional subject to the Teachers' Tenure Act rated as needing support may request a review consistent with Revised School Code 1249.

C. Non-Teaching Professionals and Teachers Not Subject to Revised School Code Section 1249

For Non-Teaching Professionals and teachers not subject to Revised School Code Section 1249, the Superintendent or designee will evaluate the employee's performance at intervals determined by the Superintendent or designee, except annual evaluation will be performed during the employee's probationary period. The Superintendent or designee has discretion to select and use an evaluation tool that serves the District's best interests.

An IDP may be established at the Superintendent's or designee's discretion.

Legal authority: MCL 38.71 et seq.; MCL 380.11a, 380.601a, 380.1233b, 380.1248, 380.1249; 380.1249a(2); MCL 423.215

Date adopted: May 17, 2021, to be effective July 1, 2021

Date revised: August 18, 2025

Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5211 Emergency Use of Seclusion and Restraint

The Board adopts MDE's Policy for the Emergency Use of Seclusion and Restraint, as approved and amended by the Michigan State Board of Education and MDE. Consistent with MDE policy, the Board directs all District personnel to use positive behavior interventions and supports to enhance the academic and social behavior outcomes of all students.

In accordance with state law and MDE policy, the use of emergency seclusion and emergency physical restraint is a last resort intervention that may be used only when a student's behavior poses an imminent risk to the safety of the student or others and an immediate intervention is required. Any use of emergency seclusion or emergency physical restraint must be consistent with state law, MDE policy, and MDE guidelines.

The Board directs the Superintendent to ensure that all District personnel receive training pursuant to MDE policy.

Legal authority: MCL 380.1307 et seq.

Date adopted: May 17, 2021, to be effective July 1, 2021

Acknowledgement of Receipt **2025-2026 HPS Staff Handbook**

The handbook contains important information about the school district/Itinerant Staff. I understand that I should consult with my supervisor regarding any questions not answered in the handbook. Since the information, policies, and procedures described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur and will generally be communicated through notices. I understand that revised information may supersede, modify, or eliminate existing policies and procedures.

Furthermore, I have had an opportunity to read this handbook and I understand that I may ask any questions I might have that are of concern. I understand that it is my responsibility to comply with the policies contained herein and any revisions made to it.

I have received a copy of the handbook on this date listed below, and I understand that I am expected to read the entire handbook. I will submit my signed acknowledgement of receipt to my supervisor's secretary, and I understand that this form will be retained in my personnel file.

I have read, understand, and agree to the following:

1. The Tuscola Intermediate School District **2025-26 HPS Staff Handbook**.
2. The Tuscola ISD procedure regarding **Student Abuse, Neglect or Mistreatment Policy**, found on page 33 in the HPS Staff Handbook.
3. The Tuscola ISD Guidelines regarding **Supporting Student Behavior: Standards for the Emergency Use of Seclusion and Restraint**, found on pages 34-35 in the HPS Staff Handbook.
4. The **State of Michigan's School Safety Legislation**, found on page 30 in the HPS Staff Handbook.
5. The Tuscola ISD Policy on **School Cameras and Monitoring**, found on page 38 in the HPS Staff Handbook.
6. The Tuscola ISD Policy on **District Technology and Acceptable Use**, found on pages 39-42 in the HPS2
7. The Tuscola ISD Policy on **Title IX Sexual Harassment**, found on pages 43-57 in the HPS Staff Handbook
8. The Tuscola ISD Policy on **Family & Medical Leave Act (FMLA) Rights**, found on pages 58-65 in the HPS Staff Handbook.
9. The Tuscola ISD Policy on **Employee Ethics and Standards**, found on pages 65-68 in the HPS Staff Handbook.
10. The Tuscola ISD Policy on **Corporal Punishment and Limited Use of Reasonable Force**, found on page 68 in the HPS Staff Handbook.
11. The Tuscola ISD Policy on **Applicant and Employee Criminal Arrest, Charge, Conviction**, found on pages 71-72 in the HPS Staff Handbook.
12. The Tuscola ISD Policy on **Social Media**, found on page 73 in the HPS Staff Handbook.
13. The Tuscola ISD Policy on **Employee Dress and Appearance**, found on page 74 in the HPS Staff Handbook.
14. The Tuscola ISD Policy on **Attendance**, found on page 75 in the HPS Staff Handbook.
15. The Tuscola ISD Policy on **Emergency Use of Seclusion and Restraint**, found on page 75 in the HPS Staff Handbook.

Staff – Printed Name

Staff Signature

Date

Please return to Sarah Wieland
CC: Employee Personnel File