



**Certified  
Staff Handbook  
2022-2023**

Dear Employee:

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

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

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

Sincerely,  
Human Resources

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

Human Resources Contact Information:  
Phone Number – 517-925-5406 / Fax 517-925-5667

This Handbook provides guidance, only, and is not intended to be a contract between any individual or group of employees and Grand Ledge Public Schools.

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

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

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

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

***Proud to be a Comet!***

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## **ABSENCE OF EMPLOYEES**

Certified staff shall follow the protocol established by Grand Ledge Public Schools for calling into an automated substitute contracting system on a timely basis. It is the employee's responsibility to notify the automated Sub line ***no later than 6:30 am*** on the day of the absence. Early call-in is encouraged if a staff member is aware that an absence is necessary prior to the day of the absence.

Staff members are responsible for inputting complete and accurate information into the system. Training for use of the automated system will be made available each fall through the automated system contractor.

Staff attending conferences/workshops, district-initiated events, or using personal days, must indicate the proper reason for absence and budget code upon calling in an absence of any type. The absence call-in system is used to track attendance for all teaching staff. Teachers are only required to fill out an Employee Absence Report for any deviation that might occur from the regular reporting method.

If it is necessary for you to leave the building for a short period of time (not to exceed one hour), you must first arrange with the building administrator to have another teacher(s) cover the classroom assignment. Arrangements and approval must be received prior to leaving the building. **NO TEACHER SHALL LEAVE THE BUILDING WITHOUT FIRST NOTIFYING THE SCHOOL ADMINISTRATION.**

All teachers leaving the building at other than at the normal times are to check out at the main office. You are expected to log your name and time of return.

Teaching positions are essential to the district and teachers' attendance is an essential job function. So, when it is necessary for you to be out of your classroom, you are expected to provide comprehensive written lesson plans for your substitute teacher. You are also expected to supply necessary classroom management information to assist the teacher conducting your class. A folder including necessary substitute teaching information shall be maintained for each teacher. It will be updated as needed and held by the building secretary.

**Unpaid leaves of absence** are granted solely by the Superintendent or his/her designee and are reserved for special circumstances that are impossible to be scheduled at times other than the staff member's work year. Staff members requesting unpaid leaves of absence will be required to use any unused paid time off (PTO) days prior to being placed on unpaid leave status. **THE DISTRICT DOES NOT INTEND TO GRANT YEARLY REQUESTS FOR UNPAID LEAVES BY EMPLOYEES.**

## **ABSENCES – Jury Duty**

All employees must notify their immediate supervisor, personally, of impending absence because of jury duty. Employees called to jury but not selected as jurors or who are released after a partial day's jury duty ***MUST*** return immediately to work, personally report to their immediate supervisors, and complete their work schedule. At the conclusion of jury duty, employees must request a form from the court indicating the dates and times of jury duty. A copy of the court form must be attached to the employee's remittance and sent to the Human Resources Office. Forms are available in the school office. Upon return from jury duty, employees must accurately complete the Report of Absence Form indicating the absence was because of jury duty. ( ***See Appendix A*** )

## **ALCOHOL, TOBACCO, AND DRUGS**

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

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

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

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

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

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

## **BLOOD-BORNE INFECTIOUS DISEASES**

*Completion of the Safe Schools on-line Blood-borne Pathogen Exposure Prevention Refresher Course and Quiz is a **requirement for every employee, each year between July 1 and December 31.*** Staff can access the Safe Schools site by visiting the Operations area of the district webpage. Access to the program is available by staff entering their employee number listed on their pay stub.

### **Universal Precautions**

In the district, universal precautions shall be observed in order to prevent contact with blood or other potentially infectious materials (OPIM). All blood, feces, vomit, saliva, and other potentially contaminated body fluids shall be considered to be infectious. Under circumstances



in which differentiation among body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

### **Review of Hand Washing Procedures**

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

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

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

### **Housekeeping/Waste Procedures**

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

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

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

### **What To Do in Case of a First Aid Incident**

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

### **Hepatitis B**

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

The supervisor/administrator will:

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

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

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

### **BULLARD-PLAWECKI EMPLOYEE RIGHT-TO-KNOW ACT**

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

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

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

Each record may contain:

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

**Review of a personnel record:**

- An employee may review, upon request, at a mutually convenient time.
- An employee may receive copies of his/her personnel record.
- An employee may request removal of information in his/her personnel file:
  - By mutual agreement with the district.
  - In a statement explaining the employee’s position.
- Personnel records not in the personnel file may not be used in tenure proceedings.

**Divulging disciplinary reports:**

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

**CAPTURING KIDS HEARTS & CLASSROOM MANAGEMENT**

Using the framework provided by Capturing Kids Hearts training, students should consistently feel a positive connection to their teacher. Using this framework will also provide a consistent framework for

all students to succeed throughout their time in Grand Ledge Public Schools. For those who have not been trained, staff members should know that consistent classroom control reflects positive classroom management. Students arriving for class on time, staying in their seats until the bell rings, and treating other students, teachers, and school property with respect are characteristics of a well-managed classroom. Individual students may require support through Positive Behavior Plans.

#### **CHILD ABUSE/NEGLECT**

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

#### **CLASSROOM SECURITY**

All teachers are expected to secure their respective teaching areas at the close of their teaching day. This includes closing all windows, turning lights off, and locking doors in rooms and storage areas.

#### **CONFERENCE PERIOD**

Teachers who have a conference period are to use that time for a continuation of their professional responsibilities. It is a time to make parent contacts and consult with fellow staff members or support personnel concerning students. Teachers who do not have a conference period built into their day are not excused from making parent contacts or completing their other professional responsibilities.

#### **CONFLICT OF INTEREST**

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

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

Certified staff shall promptly disclose any conflicts of interest or potential conflicts of interest to their immediate supervisor.

#### **CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)**

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

## **CONTESTS FOR STUDENTS**

All contests must receive approval from the building administrator prior to initiation.

## **CONTROVERSIAL CURRICULUM**

### **Instruction in Human Sexuality:**

- Instruction in sexuality education: including family planning, human sexuality, and the emotional, physical, psychological, hygienic, economic and social aspects of family is to be taught ONLY by teachers certified to teach health education.
- Each person who teaches K-12 pupils about HIV and AIDS must be state certified in HIV education.
- At no time shall clinical abortion be discussed as a method of family planning or reproductive health. In addition, in accordance with State School Aid Act Section 166, certified staff shall comply with Revised School Code section 1507, which prohibits a staff member from referring a student for an abortion or assisting a student in obtaining an abortion while on school property or acting within the scope of their employment. If a staff member is suspected of violating this policy, the district will investigate. If a violation is substantiated, the district may discipline the employee in accordance with board policy and any other applicable agreement, and the employee will be fined a total of 3% of his/her annual compensation. Fines collected will be remitted to the state school aid fund, as directed by the policy and state law.

### **GUIDANCE REGARDING ABORTION AND BIRTH CONTROL**

1. In accordance with Board Policy PER 908, Grand Ledge Public Schools staff at any level will not refer for abortion services. A suggested response to a question about abortion services is "I am sorry, but I cannot discuss that. Please seek help from your parents or a trusted adult who does not work for the schools."
2. It is required that if abortion is discussed in Psychology, English or Speech classes that there will be NO discussion of abortion service providers or how to obtain an abortion.
3. By law, it is required that staff members not discuss or refer for abortion services anytime they are acting within the scope of their role, which includes situations outside the school day or off school property.
4. RU 486 (Mifepristone) is an abortifacient and may not be discussed. Emergency Contraception (Plan B) is NOT an abortifacient. It is a method of birth control and may be included in curricular lessons, taught by appropriately certified staff at the high school level. (Health Education and Family and Consumer Science teachers).
5. If a question about birth control is asked by a high school student, it is recommended that the staff member suggests talking to a parent or a trusted adult. If information about birth control services, or STI testing and treatment, is provided, it is recommended that THREE options be offered. These could include: Family Doctor, County Health Department, Willow Plaza Teen Clinic, or Planned Parenthood.
6. For elementary teachers, a suggested answer to a question about birth control is "Birth control may help a couple prevent the conception of a baby. If you have other questions, please ask a parent or trusted adult." A similar answer may be provided for middle school (middle school curriculum does also include a lesson on condoms).

## **CONTROVERSIAL FILMS, YOUTUBE, VIRTUAL & WRITTEN MATERIALS PROCEDURES**

- Teachers must view material prior to using to determine if it has educational value. It must have educational merit for consideration and possible use.
- As a matter of practice, movies with “R” ratings will not be shown to students less than 17 years of age and movies with “PG-13” ratings will not be shown to students in grades K-7 that are under 13 years of age.
- If staff identify a movie or other audio/visual material they believe is vital to the instruction of adopted curriculum and displaying the material would violate the above standards or students viewing “R” and “PG-13” rated materials, a review by the building administrator should occur not less than three weeks prior to the intended use. Decisions regarding the display of controversial materials should be carefully considered to ensure that our school environment in which violence, vulgar language, and sexually explicit materials are not tolerated will not be compromised with videos that counter the student handbook and community standards.
- Students and parents/guardians must be informed prior to use of any controversial material regarding what the material contains and be briefed on how it is significant to issues being studied in class. Parents/guardians must be informed that they may excuse their students from the presentation, prior to, or at any time during the presentation if the material makes them feel uncomfortable or is objectionable to them. Other arrangements for students will be made and their absence will be recorded as excused.
- A list of approved films regarding reproductive health and/or sexually transmitted diseases is available from the administration. Use of materials on this subject must appear on this list to be considered for use. ***In addition, these films and audio-visual materials may only be shown by a Certified Health Teacher.*** A parental consent form must be sent home and returned with the parent/guardian approval signature. The form is available from the school office.

## **CURRICULUM DEVELOPMENT / REVIEW OF NEW COURSES (BoE Policy #IP500)**

Any new course added to our curriculum is subject to a prescribed process and committee review.

- Development at building or district level with input from staff, principals, and assistant superintendent for academic services.
- Curriculum Council

## **CURRICULUM EXPECTATIONS / LESSON PLANS**

- ***Curriculum is not optional***. Curriculum maps ***and/or key concepts lists*** have been developed and are available for all grade levels. Teachers are to teach goals and objectives outlined in each document in accordance with adopted district curriculum.
- Teachers are expected to provide accurate and comprehensive written lesson plans as a part of their professional preparation for classes. These plans should detail the necessary information that reflects thorough, thoughtful, and comprehensive planning. Written plans are expected to be available for

substitute teachers as outlined under Absence of Employees. Principals shall read and review lesson plans as necessary.

### **CRIMINAL CHARGES – CRIMINAL HISTORY RECORD**

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

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

### **CRIMINAL CHARGES – MANDATORY SELF REPORTING**

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

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

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

11. **Internet use for the purpose of committing crime against minor (MCL 750.145d);**
12. **Selling or furnishing alcohol to minors (MCL 436.1701); and**
13. **Any listed offense under the Sex Offenders Registration Act (MCL 28.722).**

**If you fail to report your arraignment as required by law, you are guilty of a misdemeanor or felony**, depending on the crime for which you were convicted. MCL 380.1230d(3)(a),(b). Additionally, if you are a tenured teacher, failure to report is considered to be reasonable and adversely related to your ability to serve in an elementary or secondary school and is sufficient grounds to support discharge or demotion. MCL 38.101a.

#### **DISCIPLINARY PROCEDURES – CERTIFIED STAFF ( BoE Policy #PER905)**

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

The intent of correcting undesirable behavior is to improve the quality of instruction and education offered at Grand Ledge Public Schools.

When corrective discipline with any teacher is necessary, appropriate actions will be implemented following **BoE Policy PER905**.

Please note that if an employee is found to have violated board policy and state law regarding the prohibition of referring a student for an abortion or assisting a student in obtaining an abortion, the district may discipline the employee in accordance with board policy and any other applicable agreement, and the employee will be fined a total of 3% of his/her annual compensation.

#### **DISCIPLINARY PROCEDURES – STUDENTS**

##### **Step 1: Classroom Discipline**

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

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

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



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

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

- Provide direct instruction to students in social skills and problem-solving strategies.
- Use positive reinforcement to teach and maintain the use of appropriate problem-solving and social skills.
- Use social reinforcement such as teacher feedback, peer pressure, and other self-esteem enhancing activities to support and maintain the use of problem-solving and social skills.
- Apply logical consequences that will teach students personal responsibility for their actions; for example, losing the privilege of participating in special school activities.
- Consider the use of time out, which may allow students to learn to take control of their actions and ultimately, in conjunction with instruction in social skills, to cease their undesirable behavior.
- Employ problem-solving classroom meetings and/or school assemblies with honest discussion of problems to encourage student ownership of and responsibility for solutions.
- Establish a variety of strategies for communicating with parents.

- Establish and implement behavior contract agreements that clearly outline consequences with students and their parents to enhance the development of self-control behavior.
- Make use of our in-school suspension program and support staff (counselor, social worker, academic success coordinator, etc.) when appropriate.
- Evaluate and arrange appropriate curriculum and adequate support for students who need academic acceleration, special education, or alternative education services.
- Consider the use of out-of-school suspensions and/or expulsions only after taking into consideration other alternatives.

### **Step 2: Principal/Teacher/Student Conference**

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

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

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

### **Step 3: SNAP Suspensions**

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

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

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

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

### **DISTRIBUTION OF FLYERS IN SCHOOLS**

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

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

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

### **EMPLOYEE COMPLAINT PROCEDURE**

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

### **EXTRA DUTY CLUBS & ORGANIZATIONS**

- Compensation for clubs and organizations is determined by the agreed upon contract.
- Clubs and organizations that do not have the required minimum of twenty (20) students must have a waiver provided for the activity by the Assistant Superintendent of Human Resources and building administrator.
- Staff will receive a copy of their extra duty forms after a signature by the building administrator and confirmation or adjustment signature by the Assistant Superintendent for Human Resources.
- Staff responsible for clubs and organizations must keep record of attendance at each meeting by having students sign in at each meeting. Sign-in sheets will be reviewed by the building administrator for alignment with compensation. Adjustments will be made and recorded on the Extra Duty & Club Completion Form before being sent to the Human Resources Department.
- Clubs and organizations should meet a minimum of eight times per year. Some clubs, for example the Ski Club, may only meet when they are scheduled for trips, but organizational meetings should be held to offer details for students and parents.
- Staff members in charge of clubs and organizations must maintain property and positive control of students during their activities. Staff members must be aware they are under the employment

and representing the district during these activities. Employee and student conduct guidelines must be adhered to at all times.

- Extra Duty completion forms must be signed by the staff member and principal and returned to the Human Resources Department by the yearly deadline each spring. Compensation may be delayed if forms are turned in late.
- Fees may be charged to students involved with clubs and organization in an attempt to defray any costs that may be incurred.

## **FACILITY STANDARDS**

### **Care of district buildings, classrooms, and facility areas:**

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

### **Food distribution and consumption in school facilities:**

- Food and drinks are only allowed in designated eating areas:
  - Cafeterias for breakfast, lunch, and banquet menus
  - Student commons areas for snacks from vending machines
  - Classroom areas for curriculum based programming or staff and/or facility approved special events
  - Staff lounge and break areas, which need to be kept clean by those who use the area for eating.
- Food or drinks will only be distributed through district-approved sources such as building cafeterias, concession stands, and facility-approved vending machines.
- Food or drinks are not allowed in the swimming pool area or the auditorium. No food or drinks are allowed in the gymnasium during the school day. Limited menu concession stand items will be allowed in the gym during after school events.

- Trash created by the sale or distribution of food products either on school sites, facilities, or brought onto school sites must be properly disposed of in trash receptacles.

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

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

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

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

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

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

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

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

### **Consent**

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

### **Authorized Access**

Some people have access to records without a parent's (or student's) consent, including:

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

### **Safeguards**

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

- Keep a list of the names and positions of school employees who have access to records;
- Keep a record of all people who have seen the records, noting the following:
  - o their name,
  - o the date access was given,
  - o the purpose for authorizing the use of the records;
- Keep a list of the types and locations of educational records (each of these lists must be given to the parent, upon request);
- Ensure that all persons who collect or use personally identifiable information or computer/electronic devices receive training in procedures for safeguarding the confidentiality of records;
- A teaching assistant may file information in CA60's under the supervision of a teacher or principal; no parent volunteers are allowed access to student CA60's.

### **FAMILY MEDICAL LEAVE ACT POLICY**

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

### **FIELD TRIP GUIDELINES**

Field trips offer our students an opportunity to examine and experience how learning can be connected outside the classroom. Field trip experiences are to be directly connected to grade level curriculum, building school improvement activities, and the development of citizenship and social skills. Students should be well prepared for these experiences and demonstrate new knowledge before, during, and after the field trip. Students representing Grand Ledge Public Schools are to leave positive impressions as visits are made.

The safety of our students on a field trip is of utmost importance. Wherever there is a domestic and/or international conflict or potential conflict in counties or regions of destination, the trip may be cancelled at the discretion of the administration. Every attempt will be made to make decisions in a timely manner to reduce the financial burden placed on the participants.

All field trips must be pre-approved using the guidelines contained in the ***Grand Ledge Public Schools District Field Trip Standards and Guidelines (See Appendix E.)*** Staff should follow the procedures listed in the Standards and Guidelines and adhere to the established Code of Conduct while on field trips.

### **Travel Agency Sponsored Trips**

Travel agencies often sponsor summer, winter, and spring break educational trips for students to locales outside of the United States. Staff members are often recruited to be chaperones for these field trips. These trips are not considered district field trips because they are put together as a "for profit" venture by travel agencies themselves (as opposed to a district club or activity advisory) and often involve students other than those at Grand Ledge Public Schools.

These are wonderful opportunities for students. However, because these are **not** district field trips, any information disseminated to Grand Ledge students, either hard copy or on a teacher website must contain the following statement:

***This trip is sponsored by (Name of Agency). It is not a Grand Ledge Public Schools sponsored trip.***

Fundraising for these trips may NOT take place on school grounds during the school day (7:30 a.m. – 3:45 p.m.).

### **FUNDRAISING PROJECTS**

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

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

### **GRADING AND EVALUATION OF STUDENTS**

One of the most important tasks that educators have is the evaluation process. We have a responsibility to insure students understand our grading system and expectations regarding their academic achievements. Please develop your evaluation system, in writing, and distribute your expectations to students.

#### **Guidelines:**

- Evaluate students on many assignments.
- Get as much information as possible from parents, other teachers, CA 60 files, and student contacts to determine each student’s capabilities.
- Review individual grades with your students to inform them of their standing.
- Have justification for each report card grade.
- Students’ efforts and classroom participation may be considered in determining a grade.
- No final exams will account for more than 20% of the final grade.
- Student conduct and behavior in class are not to be a reflection of the final grade. Behavior problems will be dealt with through the combined efforts of teachers, administration, and parents.
- Parents of students who are receiving either a failing or near-failing grade must be notified. It is mandatory that parents be involved in the welfare and discipline of their child.
- Student grades should be entered on PowerSchool on a timely basis.



## **HARASSMENT THAT IS UNLAWFUL – Sexual & Other Forms**

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

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

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

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

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

### **Sexual Harassment**

- **Verbal**: The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward a fellow staff member, student, or other person associated with the district.
- **Nonverbal**: Causing the placement or electronic posting of offensive sexually suggestive objects, pictures or graphic commentaries in the school environment, or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow staff member, student, or other person associated with the district.
- **Physical Contact**: Threatening or causing unwanted touching, contact or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow staff member, student, or other person associated with the district

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

- **Verbal**: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. that are offensive to a fellow staff member, student, or other person associated with the district.

- **Nonverbal**: Placing or posting electronically, objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures that are offensive to a fellow staff member, student, or other person associated with the district.

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

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

**Reports of Sexual Harassment**

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

**Investigation Procedures**

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

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

If the investigation shows that the complaint is without merit:

- The investigation will be closed.
- No record of the accusation will be placed in the accused employee's file.
- The Superintendent will discuss the findings and rationale with the complainant.

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

If the investigation shows that the complaint has merit:

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

#### Legal References:

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

### **HOMEWORK GUIDELINES**

It is the responsibility of each teacher to assign homework activities that maximize student achievement. Each student is expected to complete those activities in a neat and timely fashion. The following must be considered when assigning homework to students:

- Homework is used to reinforce classroom instruction.
- Homework is not to be used as punishment.
- Homework increases the chances of academic improvement.

- The teacher does not assign exercises for which materials are not available to the students.
- Homework collected should be evaluated and returned to students with feedback in a timely manner.
- Homework goals are the same for all students.
- Homework exercises are to be assigned on a fair and consistent basis.
- Homework assignments should be tailored to meet the individual needs of the student.
- Homework exercises are to be consistent with class or course goals and objectives.

### **INTRUDER IN THE BUILDING**

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

### **LEGAL RESPONSIBILITIES FOR SPECIAL ACCOMMODATIONS FOR STUDENTS IN GENERAL EDUCATION**

It is the intent of the Board of Education to provide free and appropriate public education to each student with a disability within its jurisdiction regardless of the nature or severity of the disability.

It is further the intent of the district to ensure that each student with a disability, within the meaning of Section 504 of the Rehabilitation Act of 1973, is identified, evaluated, and provided with reasonable accommodations and adaptations to ensure appropriate educational services.

The Superintendent will appoint a Section 504 coordinator who will serve as administrator for the policy within the district.

Under this law, teachers' responsibilities include:

- Attending meetings to discuss the student's handicap and educational needs.
- Collaborate with the parents, student (optional), and administration, to develop reasonable accommodations for the student.
- Carry out the developed accommodations.
- Grant or deny credit, based on the student's accommodations and ability to perform, not on the classroom curve or general criteria.
- Maintain student confidentiality in regards to the student's handicap and accommodation plan.

### **What is 504?**

Students are eligible for Section 504 protection if they have a physical or mental impairment that substantially limits one (1) or more major life activities. Teachers and administrators will refer students for accommodations or services at the building level, based upon the handicapping condition identified **outside** the Special Services program. Possible 504 eligibilities can be ADD/ADHD, chemical dependence, gross obesity, alcohol dependence, hemophilia, broken limb, asthma, allergies, and AIDS if they have a physician's record or are regarded as having such impairment(s).

An accommodation plan must be written by setting up a meeting with the teaching team, parent, and counselor designee. The actual plan may be written by the building counselor and/or teaching team.

The plan is kept on file in the designated building office. Follow-up meetings on student progress will be determined. The building principal or his/her designee shall administer the plans.

The district has internal grievance procedures to investigate and resolve alleged violations of Section 504. Concerns can be addressed to the building principal who will discuss with the Executive Director of Special Services, who is the designated grievance officer. (See **Appendix F**)

### **Homebound/Hospitalization Responsibilities**

- Attend meetings to discuss the student's homebound program.
- Adjust curriculum and assignments to accommodate a homebound student.
- Coordinate the program with homebound or hospital teacher.
- Provide materials, assignments, and tests for the homebound student to the homebound teacher in a **timely** manner.
- Evaluation of all assignments and tests.
- Grant or deny credit based on the homebound program, not on the general classroom criteria.

### **LOSS OF PERSONAL PROPERTY**

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

### **MICHIGAN OCCUPATIONAL SAFETY & HEALTH ACT (MIOSHA)**

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

- Americans with Disabilities Act (ADA)
- Asbestos Hazard Emergency Response Act (AHERA)
- Blood-borne Pathogens
- Chloro-fluorocarbons (CFC)/Cross-Connection Control/Ergonomics Program
- Grounds keeping Safety/Hazard Communications Program (Employee Right to Know)
- Hazardous Energy Sources/Hazardous Waste Operations and Emergency Response
- Indoor Air Quality (IAQ)/Integrated Pest Management (IPM)/Mercury Prevention

- Michigan Elevator Code/Michigan Fire Prevention Code
- Michigan Occupational Safety and Health Act ( MIOSHA)
- National Pollutant Discharge Elimination System (NPDES)
- Occupational Safety & Health Act (OSHA)/Permit-Required Confined Spaces
- Personal Protective Equipment (PPE)/Playground Safety/Safe Drinking Water Act (SDWA)
- Underground Storage Tanks (UST)/Workplace & Student Safety Program

Specific questions or concerns related to any of the above topics should be directed to the Director of Operations at 517-925-5315.

### **MONIES COLLECTED FROM STUDENTS**

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

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

### **NON-DISCRIMINATION POLICY**

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

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity for which financial assistance is received from the U.S. Department of Education.

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

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

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

Human Resources  
Grand Ledge Public Schools  
Central Office, Room 104  
220 Lamson Street  
Grand Ledge, MI 48837  
517-925-5406

**Coordinator of Title IX**

### **PAYROLL PROCEDURES**

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

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

### **Paychecks**

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

### **PARENT/TEACHER CONFERENCES**

Conferences will be held according to the school calendar.

### **PERSONAL DATA**

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

### **PRIZES, GIFTS AND AWARDS**

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

### **PRODUCTION OF GOODS**

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

### **PUBLIC PERFORMANCES BY STUDENTS**

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

### **PURCHASING PROCEDURES**

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

Individual teachers will submit a Purchase Order Request form to their administrator for consideration. The following information must be included on the requisition sheet:

- description of item(s);
- cost of item(s);
- number of items;
- catalog identification number(s);
- company name and website/address where order is being purchased/placed; and
- your name and department.

Teachers requesting materials for the purpose of review must do so through the purchase order procedure. (***See Appendix G***)

### **RESIGNATIONS**

Certified employees should provide at least thirty (30) days' advance written notice of their intent to resign. Once a resignation has been tendered to and accepted by the Human Resources Office, it is considered final and irrevocable.

### **RESPONSIBILITIES OF DEPARTMENT CHAIRPERSONS/TEAM LEADERS**

- Hold monthly department meetings to discuss issues dealing with curriculum, teaching methods, improvement of programs, or to assist individual teachers with their concerns with the Department. Provide a written summary of meetings to building administrator(s).
- Review and approval of all requests for purchasing along with prioritization for purchases in conjunction with department/team leaders. (***NOTE***: All department chairpersons recommendations, purchase orders, and requisitions must also be approved by the building principal prior to being considered for purchase or implementation.)
- Determine textbooks and teaching supplies needed for the school year as noted in the budgeting process. Communicate this information, in writing, to building administrator(s).



- Define and determine new or altered courses using Curriculum Council Guidelines and district guidelines.
- Communicate and facilitate concerns and ideas with all teachers within each Department.
- Attend Principals' Advisory Council meetings and other meetings as called by the administration.
- Act as liaison to communicate department chairpersons concerns.

### **REVIEW OF ADMINISTRATIVE DECISIONS**

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

- Assistant Principal;
- Principal;
- Assistant Superintendent for Academic Services;
- Superintendent

### **SCHOOL VISITATIONS**

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

### **SECURITY SYSTEM INFORMATION**

#### **Operation Procedures:**

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

#### **To disarm system when entering:**

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

#### **To arm system when leaving:**

- Open keypad panel.
- Check that the system is clear by reading information in LED information window on panel. Any faults must be addressed prior to arming the system (i.e. close door securely).
- **Please fill in your "leave time" in the Building Security Log prior to arming the system.**

- Enter your personal four-digit keypad number.
- Press the “Away” key, which is the #2 key on the keypad. A red light will appear next to the Armed indicator. You must now leave immediately.
- **You have 45 seconds to conduct your exit.**

To arm the building perimeter when staying:

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

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

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

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

*If you cannot resolve an alarm issue, contact the district’s security company, Safety Systems. **PLEASE***

***NOTE:** If you contact Safety Systems, you will be required to provide them with the six-digit code from the personal security code card. They will NOT accept your four-digit keypad pin.*

## STAFF CONDUCT

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

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

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

The essential duties and responsibilities for teaching staff include, but are not limited to the following:

- Contribution as a member of the Grand Ledge Public Schools Staff
  - o Attend and participates in faculty, department and district meetings and professional development.
  - o Cooperate with other members of the staff in planning instructional goals, objectives, and methods.
  - o Contribute to the school improvement efforts of the school.
  - o Be present and engaged in your assignments.

- Fulfillment of Professional Duties
  - Meet and instruct students at designated locations and times.
  - Maintain records as required by district policies and administrative regulations.
  - Assist in upholding and enforcing school rules and administrative regulations.
  - Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
  - Perform related duties as assigned by the administration in accordance with district policies and practices.
  
- Promotion of Positive Relationships
  - Work to establish and maintain open lines of communication with students, parents and colleagues concerning both the academic and behavioral progress of all students.
  - Make provisions for being available to students and parents for education-related purposes outside the instructional day when necessary under reasonable terms.
  - Establish and maintain cooperative professional relations with others.
  - Exhibit a professional demeanor through respectful behaviors and the use of sound judgment while interacting with staff, students, parents, and the public.
  
- Execution of Effective Teaching and Learning Principles
  - Correlate individual instructional objectives with the philosophy, goals, and objectives stated for the district.
  - Provide an effective program of instruction based on the needs and capabilities of the individuals or students groups involved. This should include, but not be limited to:
    - Review of previously taught materials, as needed
    - Presentation of new materials
    - Use of a variety of teaching materials and techniques
    - Evaluation of students' progress on a regular basis
  
- Prepare for assigned classes, and show written evidence of preparation and implementation on request of the administrator.
- Encourage students to set, and maintain, acceptable standards of classroom behavior.
- Develop and maintain a classroom environment in accordance with best knowledge, district expectations, building norms, the teacher's individual style, the format of the classroom activity, and resource limits delineated by the district.

### **STAFF IDENTIFICATION CARDS**

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

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

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

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

### **STAFF MEETINGS**

Staff meetings are scheduled in advance for your planning purposes. All professional staff members are expected to attend.

### **STAFF TRANSPORTATION OF STUDENTS**

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

#### **Liability:**

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

#### **Medical:**

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

### **STUDENT ACTIVITY GUIDELINES**

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

- Adequate staff and adult supervision must be provided for activities to take place. The number will be dictated by the nature of the activity.
- Facility Use Forms **MUST** be completed and on file, preferably 30 days before the activity is to take place. Necessary arrangement for custodial assistance must be complete. ( ***See Appendix C*** )
- Only one (1) entrance is to be used for admission.
- Once a student leaves an activity, he/she will not be allowed to return unless prior supervisory permission has been granted.

- All activities are intended for Grand Ledge Public Schools students only. Guest passes may be available per the building policies and practices.
- All school rules regarding student behavior are in effect during the activity.
- Any difficulties or unusual circumstances must be reported to the administrator in charge as quickly as possible.
- The faculty sponsor is expected to be at the activity for necessary arrangements prior to its beginning and is expected to remain at the activity until it is completed, including any cleanup that is necessary.

### **STUDENT ATTENDANCE**

Attendance will be taken in all classes within the first 10 minutes of each hour. Teachers are expected to discuss tardiness and absences with the student and their parents.

The teacher will keep and record hourly/daily computerized attendance records for each student as determined by pupil accounting guidelines. The teacher attendance records are the official records for the State Department of Education. **NOTE: ONLY TEACHERS MAY TAKE AND RECORD ATTENDANCE.** It is illegal to delegate this task to anyone.

Students should never be allowed to leave school property without permission from parents. Any teacher that allows such actions must assume full responsibility for the safety of each student.

### **STUDENT, VISITOR & EMPLOYEE INJURIES**

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

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

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

### **STUDENT TEACHER PLACEMENT**

All student teachers and/or related classroom placements shall be made subsequent to teacher acceptance and building principal approval.

## **TEACHER CERTIFICATION**

It is the responsibility of each teacher to attain and update his/her Michigan Teaching Certificate. Teachers who fail to maintain a valid certification will be dismissed. Teachers shall bring their new teaching certificates to the Human Resources Office to be placed in their personnel file. The MOECS system should be updated annually by all professional staff members to track their professional development (PD), SCHECs and college courses.

### **Transcripts**

No teacher candidate will be hired by the Board of Education unless the Human Resources Office receives Official University transcripts. It is the responsibility of each teacher to have up-to-date transcripts on file with Human Resources.

## **TEACHER EVALUATION**

The evaluation procedures will be followed as outlined by law and district guidelines.

## **TEACHER WORK DAY**

The teacher workday is established according to the Master Agreement. All staff will follow the agreement for the staff time to report, time on the job, and established building schedules.

## **TECHNOLOGY ACCESS & USE POLICY (BoE Policy # IP507)**

### **Agreement for Acceptable Use of Technology Resources**

#### **For Employees, Board Members, Volunteers, and Adults other than Students**

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

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

- A. Use of the district's Technology Resources is a privilege that may be revoked by the district at any time and for any reason.
- B. There is no expectation of privacy when using the district's Technology Resources. The district reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The district also reserves the right to remove any material from the Technology Resources that the district, at its sole discretion, chooses to, including, without

limitation, any information that the district determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

- C. The Technology Resources do not provide a public forum for its users. S/he may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by an appropriate administrator.
- D. The district's Technology Resources are intended to be used solely by registered employees (users). Users are responsible for account/password and any access to the Technology Resources made using assigned account/password. Any damage or liability arising from the use of the account/password is the user's responsibility. Use of user account by someone other than person assigned is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences (for employees, up to and including termination), for both user and the person(s) using your account/password.
- E. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action (for employees, up to and including termination). Misuse includes, but is not limited to:
  - a. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
  - b. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
  - c. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school materials, or school hardware or software.
  - d. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to other users or information you are not authorized to access.
  - e. Unauthorized copying or use of licenses or copyrighted software.
  - f. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
  - g. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
  - h. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
  - i. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user, unless authorized to do so by the district's administration.
  - j. Circumventing or attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA"), unless authorized to do so by the district's administration.
  - k. Misusing equipment or altering system software without permission.
  - l. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam.
  - m. Inappropriate communication with students with a social context not related to school activities, school business, or activities related to learning school related content.

- n. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or any district policy, rule, or agreement.
- F. It is the policy of the district, as a recipient of certain federal funds, to provide technology protection measures on its computers with Internet access designed to protect against access through such computers to visual depictions that are obscene or child pornography.
- G. The district does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the district be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- H. As soon as possible, user shall disclose to an appropriate school administrator any content viewed or received over the Technology Resources that makes one feel harassed, bullied, or threatened or any communication that contains sexually explicit content. User should not delete such content until instructed to do so by the Superintendent or his/her designee.
- I. User acknowledges that s/he may receive or have access to student education records and other data subject to confidentiality requirements of the Family Educational Rights and Privacy Act, Individuals with Disabilities Education Act, the Michigan Mandatory Special Education Act, and the National School Lunch Act and their underlying regulations (collectively, the “Acts”). User acknowledges that to the extent s/he receives and has access to such data and records, user is subject to the provisions of those Acts and their regulations and will not disclose student data or other education records except as permitted by law.
- J. User acknowledges and understands that correspondence or other data that is sent or received over the district’s Technology Resources may be subject to retrieval and disclosure under the Freedom of Information Act (“FOIA”) and other federal or state statutes and regulations. User will cooperate fully and promptly with the district when responding to FOIA requests or other requests for disclosure of information.
- K. User is solely responsible for all charges and fees, including outside telephone, outside printing, and merchandise purchases, made through the Technology Resources. The district is not a party to such transactions and is not liable for any costs or damages, whether direct or indirect, arising out of user’s use of the Technology Resources.
- L. User is responsible for the proper use of Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by inappropriate use.
- M. The district will backup necessary data stored on the network storage and servers. User is responsible for the backup of data stored on other equipment including without limitation of computers, tablets, other storage devices, and messaging systems not located on the district’s network storage and servers.
- N. User is responsible for removing outdated, obsolete, unusable, or otherwise unnecessary data created or managed from the district’s network storage and servers as appropriate.
- O. Any violation of this Agreement may subject user to discipline (for employees, up to and including termination), including possible suspension of user’s access to the Technology Resources.



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

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

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

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

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

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

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

### **TELEPHONE USE**

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

### **TORNADO/FIRE/LOCKDOWN DRILLS**

The administration will issue instructions for each teaching station. Please review group instructions with students. All drills will be conducted yearly in compliance with local, state, and federal guidelines.

- Tornado and lockdown drills will be announced over the building PA system.
- Fire drill signals will be several short beeps and flashes of light from the strobe lights in the hallways.

### **TUTORING FOR PAY**

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

### **WEAPONS**

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

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

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

### **WORKER’S COMPENSATION**

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

**GRAND LEDGE PUBLIC SCHOOLS**  
**Employee Absence Request Form**

To: \_\_\_\_\_  
(Supervisor)

From: \_\_\_\_\_

Date of Request: \_\_\_\_\_

The following dates are requested for:

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

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

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

Request is: ☐ Approved      ☐ Denied

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

## Appendix B

### DISCIPLINE GUIDELINES

Grand Ledge Public Schools (GLPS) has an obligation to deliver the best possible educational services to their students and families. The attainment of this goal requires maintaining the highest standards of conduct possible among all employees of the school system. This can be accomplished through the use of employee discipline, which is designated to address and, in appropriate cases, correct such behavior.

The GLPS Board of Education policy PER905 (Teacher Discipline) provides the standards and procedures by which administrative personnel make determinations as to whether teacher discipline is warranted and, if so, in arriving at an appropriate disciplinary response. The policy states that while discipline may be corrective, another significant purpose of it is to promote accountability of teachers to maintain proper conduct, to provide teachers of behavioral expectations, and to inform teachers of the consequences of any future disciplinary infractions, offenses, or misconduct. Teacher discipline is to never be arbitrary and capricious, but implemented as a result of the preponderance of the evidence.

When a teacher is alleged to have engaged in unacceptable behavior or conduct, the administration is obligated to recognize and address such behavior.

This requires the administrator to:

1. Investigate whether or not a teacher has engaged in an offense, infraction, or other misconduct worthy of discipline. This investigation should include interviews of any witnesses of the event(s) including witnesses or other sources suggested by the teacher.
2. Provide the teacher an opportunity to respond to the allegations (Due Process).
3. Make a determination as to the veracity of the allegations.
4. Implement discipline

Misconduct corrective disciplinary measures will vary depending upon the egregiousness of the event(s).

These include:

1. Oral Reprimand
2. Written Reprimand
3. Suspension without Pay
4. Discharge

Appendix C

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

Group Requesting Use \_\_\_\_\_ # of Grand Ledge Residents \_\_\_\_\_

Person Responsible for Facility Use (User)

\_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_

Address

City & Zip

Phone: Home      Work

Purpose of

Activity \_\_\_\_\_

\_\_\_\_\_

**Activity Day** \_\_\_\_\_ **Date(s)** \_\_\_\_\_ Number of Participants \_\_\_\_\_

Entrance Time \_\_\_\_\_ Leaving Time \_\_\_\_\_ Program Time \_\_\_\_\_

\_\_\_\_\_

School or Facility

requested \_\_\_\_\_

Room (s) requested

\_\_\_\_\_

\_\_\_\_\_ Special Requests or Equipment Needed

\_\_\_\_\_

Coffee Pot(s) \_\_\_\_\_ Coffee Set Ups for \_\_\_\_\_ (# of people)

Projector (Type) \_\_\_\_\_ VCR and Monitor \_\_\_\_\_

PA System \_\_\_\_\_ Number of Tables \_\_\_\_\_ Number of

Chairs \_\_\_\_\_ Other \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_

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

School Use Only

HOURLY RATES FOR PERSONNEL		ESTIMATED FEES	
Computer Technician	\$	Facility	\$
Custodian	\$	Equipment	\$
Food Service Personnel	\$	Personnel	\$
Lifeguard	\$	Snow Removal	\$
Security Guard	\$	Line/Drag Fields	\$
Auditorium Technician	\$	Application Fee	\$
Estimated Total	\$	Deposit Paid	\$
		Balance Due	\$

**INSURANCE REQUIRED:** Yes

No

Comments \_\_\_\_\_

**PAYMENT:** Twenty-five percent (25%) of the estimated amount must accompany this application once approved (\$20 minimum). *Balance of estimated amount due at least 24 hours before event.*

*Additional expenses will be invoiced after the event.* Charges are based on entrance and leaving time.

PLEASE MAKE CHECKS PAYABLE TO: Grand Ledge Public Schools.

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

\_\_\_\_\_  
Building Principal approval      Date

\_\_\_\_\_  
Superintendent's designee approval      Date

Copies: Principal

Community Education Dept. Head Custodian Operations Dept.

User

Business Dept. (for invoicing)

(Revised 8-12-04)

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

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

Group Requesting Use \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Purpose of  
Activity \_\_\_\_\_  
\_\_\_\_\_

**Activity Day** \_\_\_\_\_ **Date** \_\_\_\_\_ **# of Participants**  
\_\_\_\_\_

Entrance Time \_\_\_\_\_ Leaving Time \_\_\_\_\_ Program Time  
\_\_\_\_\_

School or Facility  
Requested \_\_\_\_\_

Room(s) requested  
\_\_\_\_\_

Special Facilities and/or Equipment  
Requested: \_\_\_\_\_

PA System \_\_\_\_\_

Coffee Pot(s) \_\_\_\_\_ Coffee Set Ups for \_\_\_\_\_ (# of people)

Projector (Type) \_\_\_\_\_ VCR and Monitor \_\_\_\_\_

Number of Tables \_\_\_\_\_ Number of Chairs \_\_\_\_\_

Other \_\_\_\_\_

Person Responsible \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_ Email \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Building Principal  
Date

Date

Superintendent's designee approval

**HOURLY RATES FOR PERSONNEL**

**OVERTIME CUSTODIAL COST:** YES \_\_\_\_\_ NO \_\_\_\_\_

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

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

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

(Revised 8-12-04)

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



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

**Basic Leave Entitlement**

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

**Eligibility**

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

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

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

**Notification**

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

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

**Substitution of Paid Leave Time**

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

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

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

### **Medical Certification**

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

### **Benefits**

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

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

### **Return to Work**

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

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

### **Failure to Return from Leave**

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

### **FMLA Information & Forms**

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

**GRAND LEDGE PUBLIC SCHOOLS**

March, 2003

**DISTRICT FIELD TRIP STANDARDS AND GUIDELINES**

**I. PHILOSOPHY STATEMENT :**

We believe field trips offer our students an opportunity to examine and experience how learning can be connected to outside the classroom. We believe field trip experiences are directly connected to grade level curriculum, building school improvement activities, and the development of citizenship and social skills. We believe students will demonstrate new knowledge before, during, and after the experience. We believe students representing Grand Ledge Public Schools will leave positive first impressions as visits are made.

We believe that the safety of our students on a field trip is of utmost concern. Whenever there is domestic and/or international conflict or potential conflict in countries or regions of destination, the trip may be cancelled at the discretion of the administration. Every attempt will be made to make decisions in a timely manner to reduce financial burden placed on families.

**II. LEVELS OF FIELD TRIPS :**

- A. Walking field trip – leave campus for 1 hour or more during the day.
- B. During whole school day.
- C. More than one school day (overnights).
- D. Extra-curricular field trips – not to be scheduled during the school day (i.e. – athletic trips, amusements parks, etc.)
- E. Outside of school year (breaks, summer vacations).

**III. FIELD TRIP STANDARDS :**

**INSTRUCTIONAL**

- 1. Show a connection to grade level curriculum and content area K-12 benchmarks.
- 2. Show how the experience expands classroom objectives by helping students to make real-world connections to class objectives.

3. Develop lesson plan(s) for pre, during, and post field trip experience.
4. Attach an itinerary to the field trip forms if the trip is for two days or more.
5. Commit to follow Grand Ledge Public Schools standards for appropriate behavior and consequences indicated in the district's Student Handbooks.

A. INSTRUCTIONAL (con't):

6. Provide the opportunity for all students to participate at that grade level or class. Students who previously displayed inappropriate behaviors may be excluded from the field trip upon review of the building administration and staff.
7. If more than one day is needed for a field trip event, the expectation is to schedule the field trip so that it is tied to a weekend, school break, or summer vacation. Whenever possible, use only one school day per overnight field trip.
8. Follow the same code of behavior as the regular school day expectations for employees. It is highly recommended that staff and/or administration in service chaperones regarding their field trip responsibilities before the event.
9. Use age-appropriate and developmental considerations when planning locations for field trips during the school week as follows:

K-5 *Tri-County and state of Michigan*

*preferred* Out of State, if needed

No overnights Monday through Thursday

6-8 *Tri-County and State of Michigan preferred*

Out of State, if needed

Overnights, if needed

9-12 *Tri-County and State of Michigan preferred*

Out of state, if needed

Out of Country, if needed

Overnights, if needed

10. Follow adult (teacher/parent/guardian)/student ratios:

K-5 1:6

6-12 1:10 (1:6 with overnight)

11. Displaying of inappropriate behavior on the part of students will not be tolerated during the field trip. Student handbook and district policy will be followed. Students may be sent home at the expense of the parents.

#### OPERATIONAL

1. Discuss field trip plans early each year with your building principal. This will allow for proper planning, student fundraising, and parent support for field trips throughout the year.
2. Follow "Field Trip Standards" before submitting documents.
3. Fill out "Field Trip Request" packet completely before submitting to building principal for final approval.

#### B. COST GUIDELINES

1. School related field trips are planned for the educational benefit of all students in the class and/or grade level. Costs will be reasonable and attainable for all students.
2. Consider yearly building fundraisers K-8 to defray costs of planned field trips.
3. Itemize costs for all participants (student, teacher, parent/chaperone) using the field trip form.
4. Follow expectations for out-of-country trips.

#### C. OUT - OF - COUNTRY / FIELD TRIP TOUR GUIDELINES

Students who sign up to go on out-of-country trips are students that have a very clear sense of the behavior that is expected of them in a variety of situations. Students are expected to be courteous, respectful, and considerate to each other, to other travelers, and to the country cultures. Out-of-Country guidelines are not set to restrict the enjoyment of the trip, but to allow students to explore and learn within predetermined and safe perimeters.

Failure to abide with the guidelines has the potential not only to ruin the trip for a reckless individual, but also to unfairly spoil the adventure for the rest of the group. When guidelines are followed, students enjoy the freedom to appreciate a journey of a lifetime in the company of good friends.

1. Attend a pre-travel meeting with parents to discuss trip procedures, out-of-country etiquette and district guidelines regarding student travel.
2. Always travel in pairs or in groups.

3. Hotel Behavior/Etiquette - Remember, when guests in the hotels:
- Always keep voices down in the rooms and especially when walking in the hallways.
  - Running in the halls is not permitted.
  - Slamming of doors is not permitted.
  - Call ahead before visiting other rooms. (Room# is also intercom phone #)
  - Only tour members are allowed in the rooms. All other individuals must be pre-approved by the field trip/tour coordinators and advisors.
  - Leave rooms in the same, or in better condition, than found. Notify tour coordinators/advisors if there are problems with room accommodations.
  - Show extreme respect for all hotel personnel. (Before embarking on the tour, review out-of-country etiquette.)
4. Restaurant Etiquette - It is considered very bad taste to imply (through use of body language or verbal expression) that the food is not to a persons liking. Often foods that are served will not resemble anything that has been tasted before. Do not prejudice the food before tasting it.

Follow the international traveler's food rule: Take at least one bite of all the food offered to you.

5. Curfew for Students - Curfew time will vary each night and is not negotiable. It will be announced daily by the tour adviser(s) and will be set according to the following:
- a. Availability and appropriateness of evening activities in that location.
  - b. Energy level of the majority group; discretion of the tour adviser(s).
  - c. Ability to responsibly adhere to the guidelines and previously set curfews; discretion of the tour adviser(s).
6. Tours - Tour guides in every country are extremely proud of their profession and their job. They take offense when disrespectful behavior is shown such as, uninhibited yawning and stretching, rolling eyes, acting bored and uninterested, talking and laughing, popping gum, etc. Students are expected to always stay with the group during the scheduled tour.
7. Discos - Disco nights will be limited to cities that offer appropriate and safe dance facilities.
- a. Never leave your soda/water drinks or valuables (purse, backpacks, cameras, wallets, etc.) unattended.
  - b. Drinking of alcoholic beverages is not allowed.
  - c. Use the pre-arranged distress signals when there is a need to communicate with the group and be ready to step in to other group member's signals.
  - d. Do not leave the premises without permission.

- e. "Time to go" means time to go. No negotiating, no whining.

## 8. Transportation

### a. Planes

- i. Listen carefully and pay close attention to the instructions of the tour coordinator, the tour advisor(s), and the flight personnel.
- ii. Be respectful toward airline personnel and toward other passengers.
- iii. Notify the trained airline when an unpleasant or uncomfortable situation occurs with another passenger. Also notify the flight attendants if there are questions regarding the seats, food, temperature, on-board entertainment, or if you feel any physical discomfort.
- iv. Remain seated unless there is a need to use the lavatory. Visiting with friends in a different seat is allowed; however, ask to trade seats with the person next to them. Do not loiter in the aisle.
- v. Have your carry-on ready and move efficiently when boarding or departing the aircraft.

### b. Train

- i. Stay in the group car. If it is necessary to go to a different car (i.e., restaurant car) please ask the tour coordinator and advisor(s).
- ii. Be courteous of other passengers and advisor(s).
- iii. Do not leave luggage and valuables unattended.

### c. Bus

- i. Always stay seated while the bus is in motion. If there is a need to visit with another passenger, exchange seats with the person next to them.
- ii. The bus will leave promptly, so please be on time.
- iii. Keep track of all personal luggage.
- iv. Do not disturb the driver of the vehicle. The driver decides bus temperature and type of music. It is not negotiable. The bus driver will also determine the rest stops, so please take full advantage of scheduled stops.

## 9. Airport

- a. Be at the transit departure gate at the terminal at least one hour before departure.
- b. Do not leave the airport.

- 10. Smoking - Students are not allowed to smoke at any time during the field trip. This includes smoking in hotel rooms, on the buses, trains or other enclosed locations.

11. Student Behavior - Students who abuse privileges may be sent home at their parents' expense. If long distance calls need to be made by the advisor to the parent, due to student's inappropriate behavior, the parents will reimburse the advisor. The tour company and the advisor will develop alternative written plans before the trip to share with parents, in the event of emergencies or inappropriate student behavior during the field trip.





## District Field Trip Request Form

(Day, Overnight, Out-Of-State and/or Out-Of-Country)

### DISTRICT FIELD TRIP CHECKLIST

- Have a conversation with building principal regarding field trip.
- Complete Part I: Steps 1-3 of the "District Field Trip Request Form" and submit to building principal.
- Action will be taken by the building principal and, if authorized, he/she will forward to the Assistant Superintendent for **final approval**.
- After review, the Assistant Superintendent's office will return the request back to the building principal.
- A building representative will then provide you with a copy of your request, complete with status (approved or not approved).

### PART I: Complete Steps 1-3 for Building Principal's Review

#### Step 1: General Information

Date Submitted: \_\_\_\_\_ Name of Group, Class or Organization: \_\_\_\_\_

Teacher or Advisor(s): \_\_\_\_\_

Destination(s): \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Number of Students Participating: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Names of Additional Staff Participating:

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

Date and Time of Departure: Date \_\_\_\_\_ Time \_\_\_\_\_

Date and Time of Return: Date \_\_\_\_\_ Time \_\_\_\_\_

Advisor or Teachers Signature: \_\_\_\_\_ Date \_\_\_\_\_

#### Step 2: Curriculum Connections

Benchmark(s) Addressed in Grade Level Curriculum Area:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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

**Section I**

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

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

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

Direct all other inquiries related to discrimination to:

Director of Human Resources  
Grand Ledge Public Schools  
Central Office, Room 104  
220 Lamson  
Grand Ledge, MI 48837  
517-925-5406 / 517-925-5410

**Coordinator of Title IX:**

**Section II**

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

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

Step 1

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

Step 2

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

Step 3

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

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

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

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

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

## Appendix G

Grand Ledge Public Schools  
Business & Finance Department  
PURCHASE ORDER REQUEST

Vendor #: \_\_\_\_\_

Date: \_\_\_\_\_

**Computer Generated PO #:** \_\_\_\_\_

Fiscal Year: \_\_\_\_\_

(From AS/400)

Account Number

**(MANDATORY)** :

Vendor's Name:

Vendor's Address:

Vendor's Phone Number:

Vendor's Fax Number:

Ordered By/Building:

ITE M	QTY	CATALOG NUMBER	DESCRIPTION	UNIT PRICE W/ DISCOUNT	AMOUNT
1				\$	\$
2					\$ -
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -
<b>SHIPPING &amp; HANDLING</b>					\$
<b>TOTAL</b>					\$

Submitted by:

Date:

Expense Authorized by:

Date:

Director, Principal or Supervisor

## Appendix G

**GRAND LEDGE PUBLIC SCHOOLS**  
**Student / Visitor Accident Report Form**

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

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

Name of Injured Visitor _____	Sex _____
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Injured Person's Resident Address \_\_\_\_\_

Date & Time of Accident \_\_\_\_\_

Type of Injury \_\_\_\_\_

Building and/or Location Incident Occurred \_\_\_\_\_

Description of Accident/Cause of Injury \_\_\_\_\_

Were you exposed to blood or bodily fluids? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

Was Supervision Being Provided? \_\_\_\_\_ Yes \_\_\_\_\_ No

Was Accident the Result of Unsafe Act? \_\_\_\_\_ Yes \_\_\_\_\_ No

Was Safety Hazard Involved? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, Please Describe \_\_\_\_\_

\_\_\_\_\_  
 Administrator/Supervisor/Director Signature

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Person Making Report (Sign & Print)

\_\_\_\_\_  
 Position Held

\_\_\_\_\_  
 Date of Report

Original = Human Resources

Copy #1 = Student's School of Attendance

Copy #2 = Parent/Guardian of Student

# GRAND LEDGE PUBLIC SCHOOLS

## Employee Injury Report Form

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

Name of Injured Staff \_\_\_\_\_ Claim # \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_ Married / Single \_\_\_\_\_ Sex \_\_\_\_\_

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

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

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

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

Date of Injury \_\_\_\_\_ Time of Injury \_\_\_\_\_ Date Injury Reported \_\_\_\_\_

Accident Reported to \_\_\_\_\_ Reported by (Name) \_\_\_\_\_

Who Witnessed the Accident? \_\_\_\_\_

Describe Fully how Accident / Injury Happened \_\_\_\_\_

(Continue on back if necessary)

What part(s) of your body were injured \_\_\_\_\_

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

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

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

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

If not, last day for which you were paid \_\_\_\_\_

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

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Original = Human Resources  
Copy #1 = Employee

**GRAND LEDGE PUBLIC SCHOOLS**  
**Administrator's Report of Accident Form**

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

Name of Injured Person \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Home Address \_\_\_\_\_

Occupation of Injured Person \_\_\_\_\_

Is injured person an Employee? Yes ☐ No ☐

If Yes, Occupation \_\_\_\_\_ Building \_\_\_\_\_ Department \_\_\_\_\_

Employment Date \_\_\_\_\_ How long on this job? \_\_\_\_\_

Date of Accident \_\_\_\_\_ Time of Accident \_\_\_\_\_ ☐ a.m. ☐ p.m.

Describe how accident occurred \_\_\_\_\_

Was any machinery or equipment involved? Yes ☐ No ☐

Was person exposed to blood or bodily fluid? Yes ☐ No ☐

If Yes, was Exposure Incident Report completed? Yes ☐ No ☐

Did accident result in fatality? Yes ☐ No ☐

Was the accident the result of an unsafe act? Yes ☐ No ☐

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

What should be done to prevent Repetition of this accident? \_\_\_\_\_

Has this been done? Yes ☐ No ☐ If not, give reason \_\_\_\_\_

\_\_\_\_\_  
Name of Physician

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Hospital

\_\_\_\_\_  
Address

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed By

\_\_\_\_\_  
Date

Original = Human Resources