

Employee Handbook



Revised 3/15/19

CARMAN-AINSWORTH COMMUNITY SCHOOLS
EMPLOYEE HANDBOOK

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PURPOSE STATEMENT

Welcome to the Professional Learning Community at Carman-Ainsworth Community Schools. We are pleased to have you as a member of this staff, and we are confident that you will find your employment here both challenging and rewarding.

The purpose of this publication is to provide a framework and establish a baseline in terms of expectations which will guide employees of the Carman-Ainsworth Community Schools in regard to the rules, regulations, policies, and practices to be followed while carrying out your duties. Although we all work under different contracts and expectations that are specific to the position that we hold, this Employee Handbook provides consistent expectations for all employees and is thus applicable to all employees of the Carman-Ainsworth Community Schools.

This Handbook does not constitute a contract of employment, nor is it a comprehensive and definitive statement of employment conditions and Board of Education Policy. Specific employment conditions appear in other documents designed for particular sets of employees. That said, should this Handbook conflict with applicable labor agreements, Board Policy, insurance carrier rules, etc., the applicable labor agreement, policy, insurance carrier rules will prevail. Otherwise, failure to meet the expectations set forth in this Employee Handbook will result in disciplinary action consistent with Board Policy and our respective employee collective bargaining agreements.

The procedures and practices noted herein are subject to change. Further development and updates will be made annually or as necessary.

We are proud of our past and present success. We are certain that you will share this pride with us and do your part to ensure our continued focus on student learning and success as a district. We want to make your role of positively impacting students as pleasant and efficient as possible; as such, your ideas and suggestions are always welcome.

BOARD POLICIES

Board policies can be found at www.carman.k12.mi.us. A bound copy can also be reviewed in the Administration Building. Board of Education meetings are generally held on the 1st and 3rd Tuesday of the month at 6:30 p.m. in the Board Room of the Administration Building (any changes to the norm will be posted on our District Website).

MISSION AND BELIEF STATEMENTS

The Carman-Ainsworth Community School District is the student-focused learning organization which unites our diverse community. The Mission of the Carman-Ainsworth Schools is to ensure that each student achieves at his or her highest academic capacity and is an exemplary citizen through a system characterized by:

- High expectations
- Successful learning opportunities
- Rich cultural experiences
- A needs-fulfilling environment
- Family and community involvement
- An environment which ignites a passion to continuously learn
- Equitable access to quality programs
- An unwavering commitment to continuous improvement.

We believe that each student, parent, and staff member...

- Has unlimited potential
- Has a right to be safe and to be respected
- Is empowered through learning
- Needs to be proficient in 21st century skills
- Needs clear expectations
- Should understand the value of service
- Must learn to communicate effectively
- Should treat others as they would want to be treated.

EQUAL OPPORTUNITY EMPLOYMENT

Carman-Ainsworth Community Schools does not discriminate on the bases of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

DIRECTORY

Board of Education Members

James Johnson, President
Lisa Koegel, Secretary
Keri Crane, Trustee
Gloria Nealy, Trustee

Gary Cousins, Vice-President
Lonney Jarnigin, Treasurer
Crystal Dahl, Trustee

(All Board Members can be contacted through the Superintendent's Office 591-3205)

Central Administrators

Superintendent of Schools Eddie Kindle - 591-3205
Assistant Superintendent Catherine McGilvery - 591-8246
Assistant Superintendent Russell Parks - 591-3206
Director of Student Support Services Robert Hetherton - 591-6237
Supervisor of Food Services Jennifer Yee - 591-3220
Supervisor of Transportation/Facilities LyDale Covert - 591-6225

Coordinators

Enrichment Programs Michele Olney - 591-3600
Information Services Angie Kowlowski - 591-8215
Early Head Start Programs Michelle Pattan - 591-3600

Principals

Carman-Ainsworth High School Charles LaClear - 591-5567
Carman-Ainsworth Middle School Taylor Chapman - 591-6257
Dillon Elementary Klaire Verbeke - 591-7088
Dye Elementary Detra Fields - 591-6708
Randels Elementary Richard Kalinin - 591-7402
Rankin Elementary Laura Garrison - 591-6762
Carman Park Baker Career Academy Chris Christensen - 591-3620
Woodland Atlantis Alternative High School Wesley Mayo - 591-3276

PROFESSIONAL RESPONSIBILITY

All staff members have a responsibility to make themselves familiar with, and abide by, state and federal laws that affect their work as well as Board policies and the administrative regulations designed to implement such policies.

Michigan Professional Educator's code of Ethics

Ethical Standards: The following ethical standards address the professional educator's commitment to the student and the profession.

1. *Service toward common good*

Ethical Principle: The professional educator's primary goal is to support the growth and development of all learners for the purpose of creating and sustaining an informed citizenry in a democratic society.

2. *Mutual respect*

Ethical principle: Professional educators respect the inherent dignity and worth of each individual.

3. *Equity*

Ethical principle: Professional educators advocate the practice of equity. The professional educator advocates for equal access to educational opportunities for each individual.

4. *Diversity*

Ethical principle: Professional educators promote cross-cultural awareness by honoring and valuing individual differences and supporting the strengths of all individuals to ensure that instruction reflects the realities and diversity of the world.

5. *Truth and honesty*

Ethical principle: Professional educators uphold personal and professional integrity and behave in a trustworthy manner. They adhere to acceptable social practices, current state law, state and national student assessment guidelines, and exercise sound professional judgment.

School Employment Legislation

There are numerous laws that are specific to school employees and their respective roles in the District. One set of legislation that all school employees are responsible for abiding by is the School Safety Legislation that went into effect January 1, 2006. Due to the fact that this legislation is relatively new and impacts all employees of the school district, a summary of this legislation is provided below. However, it is imperative that all employees recognize that this summary and even this particular legislation is just one of many laws and regulations that employees are responsible for being familiar with and abiding by as part of their employment. As such, a more complete listing of various school laws and regulations can be found at

http://www.michigan.gov/mde/0,1607,7-140-6530_6564_35176---,00.html

I. SCHOOL SAFETY LEGISLATION SUMMARY (2005 PA 129-131 and 138)

Effective January 1, 2006 the following requirements apply to local and intermediate school

districts, public school academies and nonpublic schools:

- *“School Safety Zone” prohibits individuals convicted of a “listed offense,” with some exceptions, from residing, working or loitering within 1,000 feet of school property [MCL 28.733 – 28.736].*
- *The district shall not employ, in any capacity, an individual who has been convicted of a listed offense (a crime that requires registration as a sex offender).*
- *A district may employ an individual who has been convicted of a non-listed offense felony only if the superintendent and school board each specifically approve the employment or work assignment in writing.*
- *Not later than July 1, 2008, each individual who, as of January 1, 2006, is either employed full-time or part-time or is assigned to regularly and continuously work under contract, shall to be fingerprinted for the purpose of performing a criminal history background check.*
- *If a person who is employed in any capacity by the district, or has applied for a position, or has had an initial criminal history check, or is regularly or continuously working under contract in a district, shall report to the Michigan Department of Education and the school district that he or she has been charged with certain crimes, within 3 business days after being arraigned for the crime.*
- *If the employee does not report the charge or conviction, he or she is guilty of an additional crime. If the non-reported charge or conviction is a felony or listed offense, the person is guilty of a felony. If the non-reported charge is a non-listed offense misdemeanor, the person is guilty of a misdemeanor.*
- *If the employee does not report the charge or conviction, the district may discharge the person from employment or termination of his or her contract, following notice and the opportunity of a hearing. If a collective bargaining agreement is in effect as of January 1, 2006, and the agreement is not in compliance with the requirement, the district may not discharge a person for failing to report the charge or conviction until after the expiration of that collective bargaining agreement.*
- *The Department of Information Technology (DIT) will work with the Department of Education (MDE) and State Police to develop and implement an automated program that will compare the list of Registered Educational Personnel (REP) with the conviction information database. If a person on the REP has been convicted of a crime, the MDE is required to notify the district indicated on the REP as the employing district. Convictions for listed offenses will require immediate dismissal of the employee.*

SUSPENSIONS/REVOCATIONS

- *Upon notification, the Office of Professional Preparation Services will review the criminal conviction and initiate administrative proceedings as determined by either law or administrative rule.*

- *Certificate holders or those who hold State Board approval are notified of the proceedings and their right to a hearing.*
- *It is a criminal offense to attempt to obtain employment as a teacher using a fraudulent certificate. Upon application for employment, each certificate should be reviewed for authenticity. Any discrepancies should be reported to the MDE.*

LISTED OFFENSE

A “listed offense” is a crime that requires registration as a sex offender. “Listed offense” is defined in Section 2 of the Sex Offenders Registration Act. A “listed offense” includes any of the following:

- *Accosting, enticing, or soliciting a child for immoral purposes.*
- *Involvement in child sexually abusive activity or material.*
- *A third or subsequent violation of any combination of engaging in obscene or indecent conduct in public, indecent exposure, or a local ordinance substantially corresponding to either offense.*
- *First, second, third, or fourth degree Criminal Sexual Conduct (CSC).*
- *Assault with intent to commit CSC.*
- *If the victim is less than 18 years of age, the crime of gross indecency (except for a juvenile disposition or adjudication), kidnapping, sodomy, or soliciting another for prostitution.*
- *Leading, enticing, or carrying away a child under 14 years of age.*
- *Pandering.*
- *Any other violation of a state law or local ordinance constituting a sexual offense against an individual less than 18 years of age.*
- *An offense committed by a sexually delinquent person.*
- *An attempt or conspiracy to commit one of the offenses listed above.*
- *Any offense under the laws of the United States, any other state, or any other country or tribal or military law, that is substantially similar to a listed offense.*

It is imperative that all school employees be aware of the School Safety Legislation and all other applicable laws and regulations.

Personal Conduct

In the area of personal conduct, all staff members should conduct themselves in a manner that not only reflects credit to the school system, but that sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

- Faithfulness and promptness in attendance of work.
- Support and enforcement of Board Policies in regard to students.

- Diligence in submitting required reports promptly at the time specified.
- Care and protection of school property.
- Concern and attention toward their own and the school system's legal responsibility for the safety and welfare of students, including the need to assure that students are under supervision at all times.

In order to protect the health, welfare, and safety of students, no school employee will dispense or in any way transfer, be in possession, or under the influence of alcohol or any controlled substance while on school premises, including school vehicles, or at any school-planned activity.

Conflict of Interest

Staff members shall perform their official duties in a manner free from conflict of interest. To this end:

A. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School District employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

To accomplish this, the Board of Education has adopted the following guidelines to assure that conflicts of interest do not occur. These are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees.

1. No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities. When a staff member determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered by the Board or administration, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board).
2. No staff member shall use his/her position to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.
3. If the pecuniary interest pertains to a proposed contract with the District, the following requirements must be met.

The staff member shall disclose the direct pecuniary interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct pecuniary interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the District, the staff member shall make the disclosure in one of two (2) ways:

- a. In writing, to the Board president at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165.)

- b. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The staff member must use this method of disclosure if his/her pecuniary interest amounts to \$5,000 or more.
4. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School District.

Included, by way of illustration rather than limitation are the following:

- a. the provision of any private lessons or services for a fee;
 - b. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to School District records;
 - c. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
 - d. the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.
5. Employees shall not make use of materials, equipment, or facilities of the School District in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

B. Should exceptions to this policy be necessary in order to provide services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the Superintendent before entering into any private relationship.

Staff Ethics

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence legally-confidential information as they may secure;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. avoid accepting anything of value offered by another for the purpose of influencing judgment;
- H. refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

In keeping with the ethical responsibilities of the professional staff, the Board of Education requires that staff not engage in any romantic or sexual relationship of any kind with students of this District, regardless of their age. Professional staff should not provide alcohol, drugs, cigarettes, or any other contraband to a student.

Code of Ethics

Members of the Carman-Ainsworth Community Schools organization shall:

1. *Act with honesty and integrity by avoiding conflicts of interest between what is in the best interest of the District and what could result in personal gain for themselves, and accepting improper personal benefits as a result of his or her position with the District;*
2. *Comply with all applicable laws, rules, and regulations of federal, state, and local governments;*
3. *Act in good faith, responsibly, with due care, competence, and diligence and without misrepresenting material facts or allowing independent judgment to be compromised;*
4. *Perform employment or district volunteer responsibilities with a view to providing full, fair, accurate, timely, and understandable information, whether in reports and other documents or in other public communications made to the public;*

5. *Respect the confidentiality of information acquired in the course of work and refrain from using such information for personal advantage or disclosing such information except when authorized or otherwise legally obligated to disclose such information;*
6. *Actively promote ethical behavior and refuse to tolerate unethical behavior among peers in the work environment;*
7. *Responsibly use and control District assets and resources employed by or entrusted to them;*
8. *Not take part in activities that could jeopardize the exemplary reputation of the District or its employees.*

Performance-Enhancing Drugs/Compounds

The Board of Education recognizes that the use of dietary supplements that contain performance-enhancing compounds and/or performance-enhancing drugs poses a serious health risk to students.

Accordingly, no staff member, volunteer, or contractor shall knowingly sell, market, distribute, or promote the use of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug (e.g., anabolic steroids) to a student with whom the staff member, volunteer, or contractor has contact as a part of his/her duties. Furthermore, the staff member, volunteer, or contractor shall not endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug by a student with whom s/he has contact as part of his/her duties.

Outside Activities

So that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District, the following guidelines are provided:

- Refrain from making public utterances about private associations if such remarks are likely to violate community standards of propriety.
- Avoid conduct and associations outside the school, which, if known, could have an adverse or harmful effect upon the school community.
- Do not give job time to outside activities when there is no valid reason to be excused from assigned duties.
- Do not use school property or school time to solicit or accept customers for private enterprises, without written administrative permission.
- Refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials.
- Do not engage in political activities during assigned hours of employment.
- Do not conduct unapproved solicitations on school property.
- Do not reveal confidential information to which you were privy at school.

Confidentiality

Student records, discipline and personal difficulties must be held in the strictest confidence. Employees are not to discuss the student, their problems or the employee's opinions of the students with others, especially to other students or their parents. Such discussions must only take place with appropriate school personnel. It is the expectation of the district to always adhere to confidentiality laws and regulations including the Family Educational Right to Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) requirements. As such, employees should never share students' educational record information and/or health and medication information with employees unless permissible under these guidelines. Furthermore, such information should never be shared in the presence of students. Specific language regarding FERPA and HIPAA can be found at these respective websites:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

<http://www.hhs.gov/ocr/privacy/>

When the District receives in trust from the public agency information identified to be confidential (whether such information is confidential by Michigan Compiled Laws Annotated, Common Law, Privilege, Case Law or Federal Law), the District will maintain the confidentiality of said information to the maximum extent permitted by law.

Employees must not divulge confidential information contained in the records and files of the District, except to other employees who may need such information in connection with their duties and to authorized parties in accordance with proper departmental procedures.

Neither the District nor its employee's shall permit the release of the social security number of an employee, student, or other individual except as authorized by law (see 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Freedom of Information Act (FOIA) requests shall only be responded to in accordance with the District's Policy. Such requests will be handled by the Director of Community Services.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures, and should refer the requester to the employee's immediate supervisor.

Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures.

This policy applies only to identified confidential information received from a public agency.

In order to prohibit the unauthorized disclosure of information identified as confidential

by a sending public agency, the Board may seek to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

When possible, the Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

Student Accident/Illness

In the event of a student accident or illness, staff members shall:

If properly trained, administer first aid;
report the accident to the appropriate administrator; and
complete a Student Accident Report Form.

School personnel will not diagnose illness or administer medication of any kind except in accordance with 5330.

Records are to be kept on all injuries which occur while students are on school property, in school buildings, on the way to or from school, or at school-sponsored activities.

A copy of the Student Accident Report Form is to be filed with the carrier of the District's liability insurance when requested.

Each principal shall prepare in-building procedures for dealing with illness at school, which ensure prompt attention to the child and proper communication with the parents.

Prohibition of Referral or Assistance with Abortion

In accordance with Michigan statute, any officer, agent, or employee of the Board of Education is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

Whenever it becomes necessary to discipline a member of the staff for violation of this policy, the Superintendent shall utilize related procedures described in the Staff Discipline Policy [1439](#), Policy 3139, and Policy [4139](#) or the current negotiated agreement, if applicable.

Using due-process procedures, the Superintendent shall conduct an investigation, as appropriate to the situation, including providing the employee with reasonable notice and the opportunity to respond.

If it is determined that any officer, agent, or employee of the Board has violated this policy, the Board shall apply a financial penalty against such individual that is equivalent to not less than three percent (3%) of that individual's annual compensation. The District shall refund to the State School Aid fund an amount of money equal to the

amount of the penalty or fine.

Child Abuse or Neglect

In compliance with State statute, professional staff members are required to report to the proper legal authorities any sign of child abuse or neglect. Support staff members are to report to the Principal or his/her supervisor. All suspected cases are to be reported even if documentation is not available. The proper reporting procedure is to:

1. Immediately make an oral report to the State of Michigan, Department of Protective Services, phone number 1-855-444-3911.
2. Inform building principal or immediate supervisor of the report. A copy of the report must also be filed in the Main Office, but must not be included in the child's CA-60.

The law provides protection for the reporting staff member.

Reports of child abuse/neglect may include, but are not limited to, physical abuse and neglect, sexual abuse, and/or emotional maltreatment. Basically, physical *abuse* is the non-accidental, physical injury of a child; physical *neglect* is the failure to provide proper parental care, support medical attention, and education for a child; sexual abuse is any indecent sexual activity in the family; and emotional maltreatment is failure to provide warmth, attention, supervision, and/or normal living experiences for a child.

ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. Cyber stalking;
- F. Cyber bullying;
- G. physical violence;
- H. theft;

- I. sexual,
- J. religious,
- K. or racial harassment;
- L. public humiliation;
- M. or destruction of property.

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of

employment or education may be adversely affected by not submitting to sexual advances.

- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or
- I. Remarks about one's own sexual activities or sexual history.
- J. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- K. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- L. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery". The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying

stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Members of the School District community, which includes all staff, and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first convenience.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular

programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 3362 investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Assistant Superintendent of
Business & Operations
810-591-3206
G-3475 W. Court Street
Flint, MI 48532

Director of Student Support
Services
810-591-6687
G-3475 W. Court Street
Flint, MI 48532

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks and on the School District's web site.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will

prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure (See Form 3362 F1)

Any employee or other member of the School District community or third party (e.g., visitor to the District) who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.

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

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School District community, or third party who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.

Employees, other members of the School District community, or third parties who believe that they have been unlawfully harassed or retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution

through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee, any other adult member of the School District community, or a third party against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator; (2) directly to one of the Compliance Officers; and/or (3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide employees, other members of the School District community, or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual

resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

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

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the Board's records retention policy and/or Student Records policy. (See Policy **8310** and Policy **8330**)

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process shall be implemented.

An individual who believes she/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, Principal, the Compliance Officer, Superintendent, or other District employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant Administrative Guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

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

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or

request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

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

The decision of the Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School District community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the School Board's records retention policy. Any records that are considered student education records in accordance with the *Family Educational Rights and Privacy Act* or under Michigan's student records law will be maintained in a manner consistent with the provisions of the Federal and State laws.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an

employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Money/Deposits

Money from any source or reason should not be kept in classrooms or taken home. All money should be given to the bookkeeper/designee at the building on a daily basis. Money that is collected at evening/weekend events that cannot be turned in to the bookkeeper/designee should be locked up in a secured area.

If possible, a pre-numbered receipt should be issued when money is received.

When this process seems unreasonable (i.e. collecting lunch money in a classroom) staff should address concerns with their building principal or supervisor to verify the appropriate protocol to follow.

Purchase Orders

Any staff member wanting to order any item must follow the procedure below:

1. Obtain verbal permission from supervisor prior to proceeding with the ordering process.
2. Fill out a purchase order request. Provide ALL required ordering information. If an item is to be ordered "on approval", state ON APPROVAL on the purchase order request.
3. Obtain the signature of your supervisor on the purchase order request.
4. Give the signed purchase order request to the bookkeeper/business office so a purchase order may be completed. Please allow at least 5 working days for a check to be processed or an order to be placed.

Individuals who do not follow this procedure are personally responsible for the purchase.

Use of District Equipment

Employees are responsible for district equipment that they use or are accountable for, and may be required to make restitution for any lost, stolen or damaged equipment as a result of negligence on their part. Employees should never use District equipment for personal gain. District furniture and instructional materials are the property of the District and should remain in the respective building for which they were purchased. Materials, furniture, equipment, etc. should never be taken off-site unless permission is granted by the supervisor or building principal (obvious exceptions are materials used for lesson planning during the school year).

Employees are expected to be knowledgeable and adhere to laws and regulations regarding the use of such equipment. Examples of said laws and regulations include but are not limited to the use of district copiers, computers, and other media equipment.

U.S. copyright law (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials. Unauthorized reproductions beyond the scope of fair use and other copyright exemptions may be a violation of the law. Single copies may be made for use in research, instruction, or preparation for teaching. Copying the whole of a work cannot be considered fair use. The person using this equipment is liable for any infringement. In addition, any person who, with fraudulent intent, removes or alters any notice of copyright appearing on a copy of a copyrighted work shall be fined not more than \$2,500 [Section 506 (d)].

All employees are required to sign the “Network and Internet Access Agreement for Staff Members” agreement before using district computers.

Field Trips

Field trips are wonderful opportunities to enhance the curriculum and provide students with real-world learning experiences. However, it is always important to consider the impact that traveling outside of the District can have on the system as a whole. In an effort to ensure that field trips run smoothly and do not impact the regular school program or the transporting of students home from school staff should understand that the primary function of the driver is to provide safe and efficient operation of the bus to and from assigned destinations. Field trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of students to and from school. While the bus driver may assist in emergencies, he or she is not to be considered as a supervisor for field trips or activity trips. Those requesting and approving the field trip or activity trip are responsible for providing such approved adult supervision.

The school bus driver has the right (and is expected) to alter the route and/or return prior to or later than the scheduled times because of inclement weather, equipment failure, or for emergency reasons relating to transportation. Also, it may be necessary to make arrangements in advance of stops for food. The understanding, flexibility, and assistance of instructional staff when such decisions are made is expected and appreciated.

Conference Guidelines

1. All conferences must be approved **in advance** by completing a conference Request Form and obtaining authorization from the employee’s supervisor and the Instruction Office at least 10 days prior to the conference.
2. Employees are responsible for making their own arrangements for conferences except for group and grant-funded conferences.
3. Conference reimbursement is dependent upon building budget allocations. The percentage of reimbursement and the time of disbursement are determined at the building level. Conference expenditures are not guaranteed reimbursement at 100%, and some buildings may not submit expenditures for reimbursement until the end of the school year.
4. Appropriate conference expenditures for which the district may reimburse include:

Registration Fees	Transportation
Lodging	Meals (see limits below)
Parking Fees	Mileage (IRS approved rate)

Mileage should be counted from the employee’s work building to the conference and from the conference back to the work building. If the employee drives to the conference from home, mileage the employee would have driven to and from work should be subtracted from the total submitted.

5. Inappropriate conference expenditures for which the district will not reimburse include:

Alcoholic Beverages	Movies
Laundry	Medication
Snacks (items purchased between meals)	

6. Only expenditures for meals purchased within the time frame of the conference may be reimbursed. Expenses incurred before the conference begins and after the conference ends will not be reimbursed.

7. If a meal is provided as part of the conference and the employee chooses to purchase that meal elsewhere, they will not be reimbursed for that meal.

8. The district may reimburse for meals up to the following limits, including tips:
 Breakfast \$6.00 Lunch \$8.00 Dinner \$13.00

 Meal values cannot be combined.

9. Conference reimbursements will be made to the employee once a Report of Business Expenses form has been completed with detailed original receipts attached itemizing the expenses of the conference. The form must be signed by the employee and the employee's supervisor and forwarded to the Instruction Office for approval. Report of Business Expenses forms must be submitted within 10 days after the conference. **Expenditures for which no receipts are attached will not be reimbursed.**

10. Employees who do not follow these guidelines are responsible for all expenditures incurred.

Use of Video in the Classroom

Video clips or entire movies should only be shown in the classroom in compliance with copyright laws. As a general practice, video clips and movies are only appropriate when they are directly tied to, and enhance, the District approved curriculum. In the rare cases in which video clips or entire movies are to be shown for other purposes, teachers must obtain prior approval from their building principal. Whether curricular or non-curricular in nature, parents should always be notified when a movie will be shown in the classroom. Such notification should describe the reason for selecting the movie, the official rating (i.e. G, PG-13), and any potentially controversial/sensitive issues in the movie. Finally, the communication should explicitly provide parents with an "opt-out" and an alternative assignment for their child if they object to the content of the movie. Each of these guidelines are covered in the Request to Use Video Recording Prior Approval Form.

Cell Phones

Cell phones are not to be used by staff during school hours in the presence of students. Please use discretion at all times.

Professional Dress

All employees in the school system are to maintain a professional appearance at all times and dress appropriately to reflect their position within the school district. Good taste should be shown in your dress as an example to the students and the community.

E-mail

Much of our communication comes via e-mail, staff is expected to view email daily. Please remember that e-mails are not for private or confidential matters. E-mails sent or received by the Board, the district or the district's employees are considered a public record subject to public disclosure or inspection under the Freedom of Information Act.

Employee Call-In and Absence Reporting Procedures

Employees are expected to be on the job and on time for work. The professional expectation is that employees will notify the sick tape 810-591-3213 and/or the AESOP system 1-800-694-8807 or www.aesoponline.com (depending on your role in the district) to report their absence **at least two (2) hours** prior to their established report time. (This timeframe is a minimum expectation; certain positions in the District may require even earlier notification which should be specified by the supervisor). The district understands that unforeseen illness, emergencies, etc. can and will occur, but that such instances should be exceptions to, and not the norm. Regardless of the reason for absence, employees must call in for each day absent.

Chronic Absenteeism

Chronic absenteeism and tardiness are problems recognized by all members of the Carman-Ainsworth Community Schools. Chronic absenteeism causes serious problems not only with consistency of personnel with students and staff, but with filling vacant positions on a daily basis. Such instances of chronic absenteeism will be addressed on an individual basis.

Time Sheets – Hourly Employees

All hourly employees must complete a time sheet. Employees should not sign in on their time sheet more than 10 minutes prior to their report time and should not sign out for the day more than 10 minutes after their end time. Daily and weekly hours should be totaled. All employees must sign their time sheet and submit it to their supervisor on a weekly basis.

Professional Communication

Professional communication is imperative to the effective operation of any organization. As such, school employees are often confronted with the need to communicate with various stakeholders in the educational process such as colleagues, supervisors/administrators, students, parents, community members, etc. Moreover, in today's technology-driven era, employees usually have access to, and are responsible for communicating via telephone and email, in addition to traditional verbal and written communications. As such, all employees are expected to check their mailbox/message center, phone messages, and email messages on a daily basis. Professional courtesy suggests that responses to such messages be timely and cordial. Priority should be given to return communication involving parents and supervisors.

The advancement of technology has provided many new ways for individuals to communicate with one another. These electronic communications include social networking sites, instant messaging, text messaging, e-mailing and photo-sharing, among others. Additional methods of electronic communication can be anticipated as the technology continues to evolve.

However, use of such technology must be approached with caution by School District employees. Given the nature of the communications, there is a significant potential both for inappropriate use and for alleged inappropriate use. To protect staff and students, the following restrictions are established:

- A. Electronic communications with students should be appropriate in tone, content, and quantity. Stalking, harassment, or other unwelcome behaviors are prohibited, including any type of sexually suggestive comments, photos, or graphics.
- B. Electronic communications with other employees should be appropriate in tone, content, and quantity. Stalking, harassment, or other unwelcome behaviors are prohibited.

The District may require the employee to produce records for review when there is reason to believe that this policy has been violated. Records within the District's control may be reviewed periodically to assure that this policy is being complied with. These may include Internet logs, cell phone records, or other similar documentation.

News Releases/Media Contacts

The District is always interested in sharing positive events and stories regarding the work of our students and employees. However, in order to maintain a structure and process for the dissemination of such “news”, employees are asked to download the News Release Form from the District website and send the completed form to their supervisor/building principal. The supervisor/building principal will then forward the completed form to the Executive Assistant to the Superintendent.

Continuous Improvement and PLC Responsibilities

The Carman-Ainsworth Community Schools are committed to continuous improvement on an individual and district level. As such, the District has earned and seeks to maintain full District Accreditation from AdvancED (parent organization to NCA). In order to maintain this level of accreditation the District and its employees must implement a model of continuous improvement and demonstrate evidence of such efforts through internal and external quality assurance reviews. All employees may have a role/responsibility in meeting the requirements of this process.

In addition, the District is also committed to building the overall capacity of the organization through the implementation of Professional Learning Communities (PLCs). As part of PLCs and general School Improvement efforts staff members may be expected to work collaboratively, share best practices, develop and administer common assessments/measures of performance specific to their role with the District. It is the

expectation that performing such duties be done in a professional and collegial manner while also meeting the stated timelines for the completion of tasks as assigned by the building principal or direct supervisor.

SCHOOL SAFETY

As an employee of the Carman-Ainsworth Community Schools you must be aware of numerous safety protocols with regard to students and staff. Being proactive and aware can reduce or even eliminate the need to implement any accident or crisis procedures, yet knowledge of such procedures is essential for all employees.

Fire, Tornado, and Other Crisis Procedures

All employees are responsible for obtaining and having a working knowledge of all crisis procedures (Crisis Plan, Fire, Tornado, Lock-Down, Evacuation, etc.) for any position and/or building that they work in. Although very different based on the nature of their position/role, each employee has a responsibility to the well-being of students, staff, and property. Employees should gain access to crisis and other safety procedures from their direct supervisor or building administrator.

Building Security

Keys are issued from the school office to be used in the area where instructed. It is very important that these keys be accounted for at all times. Building security is of utmost importance at ALL times. Lock all windows, doors and equipment when you leave your area during the day as well as after school hours and weekends.

Carman-Ainsworth buildings are under a security system. Anyone entering the building at night, during vacations and/or weekends will activate the silent alarm which will dispatch the police to the building.

Seclusion and Restraint

Staff members may need to restrain and seclude students under certain emergency circumstances. This must be done only as a last resort if students pose a threat to themselves or others.

All such intervention shall only be done in accordance with guidelines developed by the Superintendent, which shall be based on the Standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training will be provided to staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards.

School Closing

When it becomes necessary to cancel school, the Central Administration Office will contact the local radio and/or TV stations to have appropriate announcements made over the air.

Staff Identification Badges

An integral component of safe schools is the identification of authorized staff members in a building as well as the detection of unauthorized individuals in the building. Therefore, staff members must wear picture identification badges during normal school hours and while working any school activities.

Staff Accident/Illness

Should you experience an accident on the job, please contact your building supervisor *immediately*. If it is not an emergency situation, you will be required to complete the Employee Accident Investigation Report and the Human Resources Office will be contacted. Human Resources will send the proper paperwork to the District's occupational provider so treatment can be provided. Remember that, by law, treatment must begin with the District's Worker Compensation Health Care Provider. Seeking medical services from your own physician or provider may cause you to be responsible for payment.

In case of an emergency, the employee should be sent to the emergency room.

Workers Compensation

- 1) All employees of the Board are subject to the provisions of the State of Michigan's Workers' Compensation Act. The Workers' Compensation Act is "an act to promote the welfare of the people of this state, relating to the liability employers have for injuries or death sustained by their employees providing compensation for the disability or death resulting from occupational injuries or diseases or accidental injury to or death of employees and method for the payment and apportionment of the same."
- 2) According to this Act, no compensation shall be paid until after the seventh calendar day of injury. Compensation will be paid for the duration of the absence under the terms of the Workers' Compensation Act. If the injury causes absence of over two weeks, the first seven days will also be paid.
- 3) An employee who has unused sick days may choose to receive only workers' Compensation, in which event, no charge will be made against the employees' accrued sick days.
- 4) Payment for accrued sick days used in combination with Workers' Compensation shall not exceed the regularly scheduled daily wage. Charges against accrued sick days will be made in the same ration as sick day pay is to regular daily wage.
- 5) An employee who has unused sick days may choose to use them and receive their regular daily wage. On or after the eighth calendar day of the injury, the portion of the daily wage covered by compensation funds shall not be charged against accrued sick days. If the employee is out of work over two weeks, the first week is also pro-rated. After all sick days have been used the employee shall receive only Workers' Compensation.

- 6) Each employee is responsible for completing all Workers' Compensation accident reports immediately after any occupational injury and signing a certificate outlining details of the injury.

NOTICE TO ALL EMPLOYEES

It is your responsibility to report all injuries to the Main Office promptly. Employees that are injured on the job must complete an Accident Report and report to the District-assigned Emergency Clinic. Failure to follow these procedures may result in the inability to file for Workers' Compensation.

Bloodborne Pathogens

As a condition of employment, all employees of the district must participate in Bloodborne Pathogen Training on an annual basis. Employees are thus responsible for following appropriate protocol with regard to the treating and handling of Bloodborne Pathogens as directed in the district-provided training.

CONDUSIVE WORKING ENVIRONMENT

Harassment

It is the policy of the Carman-Ainsworth Community Schools (1662, 3362, 4362 and 5517) to maintain a learning and working environment that is free from harassment. No board member, staff member or student of this district shall be subjected to any form of harassment or intimidation.

It shall be a violation of this policy for any board member, employee, volunteer, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing harassment within his/her building or office.

Any board member, employee, volunteer, or student who believes that his/her rights have been violated under the state and federal laws, and this policy, may report such violation immediately to their direct supervisor. In the event that the complaint involves the direct supervisor it shall be directed to the Civil Rights Coordinator:

Assistant Superintendent of
Business & Operations
810-591-3206
G-3475 W. Court Street
Flint, MI 48532

Director of Student Support
Services
810-591-6687
G-3475 W. Court Street
Flint, MI 48532

Nondiscrimination

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Carman-Ainsworth Community Schools that no person shall be subjected to discrimination during any program or activity or in employment, on the basis of race, color, religion, national origin or ancestry, sex, age, height, weight, marital status, or disability which does not impair an individual ability to perform adequately in that individual's particular program or activity, or employment.

Any person who believes that she/he has been discriminated against in violation of state and federal law, and this policy may report such violation immediately to:

Assistant Superintendent of
Business and Operations
810-591-3206
G-3475 W. Court Street
Flint, MI 48532

Director of Student Support
Services
810-591-6687
G-3475 W. Court Street
Flint, MI 48532

In order to facilitate filing a claim of discrimination and to document steps in the Nondiscrimination and Sexual Harassment Complaint Procedures, the complainant will first be asked to submit their claim in writing.

Public Notice: Asbestos Plan Available For Review

This notice is hereby given pursuant to Section 763.93 (E) (10) and (G) (3) of the Asbestos Hazard Emergency Response Act. (AHERA) (40 CFR Part 763) of 1986.

All Citizens, parents, students, and employees are hereby notified that Carman-Ainsworth Community Schools has fully complied with above named statute, and related rules and regulations, with respect to any asbestos-containing materials in any of the school buildings in the school district.

Furthermore, please be advised that the school district management plan pursuant to said statute is completed and has received final approval by the Michigan Department of Health. This plan is available to the parties named in the above paragraph for review at the school office by appointment only. Interested persons who have questions in this regard may schedule an appointment by contacting the Supervisor of Operations (810-591-8270). The report may not be removed from the office. The school district may charge a reasonable cost to make copies of the management plan.

Drug, Alcohol and Tobacco-Free Work Environment

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by employees on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance

with this policy is mandatory for all staff members. Any part-time or full-time employee who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including termination. When appropriate or required by law, the District will also notify law enforcement officials.

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

The Board prohibits the use or visible possession of tobacco product by staff members in District buildings, on District property (owned or leased), on District buses, and at any District-related event.

For purposes of this policy:

- A. "tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth;
- B. "use of a tobacco product" means any of the following:
 - 1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device;
 - 2. the inhaling or chewing of a tobacco product;
 - 3. the placing of a tobacco product within a person's mouth;
 - 4. the use of smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

Children and Pets in the Workplace

Children and pets in the workplace can be a distraction to the work environment as well as posing safety concerns for both the child/pet and/or others in the school setting. For these reasons children and pets should not be brought to the workplace (the official "Take Your Child to Workday" is an exception to this regulation). It is also reasonable for children to briefly visit an employee during the workday on occasion. However, it is unacceptable for a pet to be in a school building at any time or on school property during the workday. Pets used for instructional and/or therapeutic roles may be approved by the building administrator based on the certification of instructional/therapeutic benefit. However, the safety and well-being of staff and students will supersede any such instruction/therapy.

PERSONNEL AND EMPLOYMENT

Carman-Ainsworth Community Schools does not discriminate on the bases of race, color, national origin, sex, (including sexual orientation and transgender identity),

disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

Orientation

All new employees must attend a new hire orientation which will include the completion of a new hire packet. Employees must complete an application, tax forms, employment verification I-9, retirement, criminal history, unprofessional conduct release, acceptable use agreement, TB test, emergency record, and Bloodborne Pathogen Training. A physical examination is required of all bargaining unit members.

Employee Web

Employee Web is an Internet module that has a seamless interface with our Human Resources System (HRS). This provides employees with access to their basic information, certificates/degrees, accruals/attendance, benefits, deductions, tax information and payroll history. Employee Web uses 128-bit encryption for security, which is the same security level used by banks and financial institutions. Employee Web is located on the C-A website under the Staff Menu. Browse to <http://www.carman.k12.mi.us>, click on the Staff Menu > Click on Employee Web and then select either the Intra-district Employee Web or Outside Employee Web, if you are outside the district.

This will bring up the login page, where you will enter your 6-digit employee ID number and PIN. C-A recommends that you change your PIN to something unique that is more than 6 characters in length, using a combination of letters, numbers and/or symbols. If you forget your PIN, please contact the Human Resources Office (810-591-8241).

Once you have entered your ID and PIN, click the login button. This should take you to the Welcome screen. The different areas of your employee record are listed along the left-hand side of the screen once you have logged in successfully. Click on the “Log Out” button when you are ready to exit the program.

Personnel Files

You have a right to examine your personnel file or to obtain a copy of your file upon a written request to the Office of Human Resources. If you wish to examine your file, you may do so during normal office hours by calling and pre-arranging a time. All procedures, including payment for copies are in accordance with the Bullard-Plawecki Right to Know Act.

Taxes

Those with questions regarding income tax withholding or W2's should contact the Payroll Department in the Business Office. If you want to make a change in your tax withholding the forms can be found on the district website by clicking “Our District” then “Business Office” then “Payroll” then click on the link to the appropriate tax form.

Retirement

As an employee of the district you are a member of the Michigan Public School Employees Retirement System (MPERS). The MPERS retirement plan is designed to provide you

with a monthly income, called a pension, when you retire. If you need more information about any Retirement Plan feature or program, please contact the Office of Retirement Services (ORS) 1-800-381-5111 or 517-322-5103. Information is also available on their website at www.state.mi.us/dmb/ors.

403(b) Retirement Plan

As an employee of Carman-Ainsworth Community Schools, you are permitted to participate in a 403(b) tax deferred retirement program as long as you contribute at least \$200 annually. In this plan, you can make pre-tax contributions for retirement savings. To obtain more information, including information about how to participate, and about the savings products made available under the plan, contact the Business Office.

Neither your employer nor the investment providers offering savings products under the plan can provide you with tax or legal advice.

Benefits – Medical/Dental/Vision/Life Insurance

Employees who qualify for benefits and have questions regarding their benefits can contact the Benefits Department in the Business Office 591-3207 or MESSA at 1-888-888-4167.

Flexible Spending Accounts (FSA)

The Carman-Ainsworth Community Schools offers flexible spending accounts to employees who work regularly at least 25 hours per week. There are two plans, 1) Health (health, dental and vision) care expenses, and 2) Dependent care expenses. FSAs are designed to allow employees to set aside a portion of their salaries in a pretax reimbursement account to pay for health care expenses that are not paid by a health, dental, or vision plan and dependent care expenses. To obtain more information, including information about how to participate, contact the Business Office.

Family Medical Leave Act Of 1993

FMLA requires covered employers to provide up to a total of 12 weeks of job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months. Application for such a leave should be submitted to Human Resources Office by the employee and must be done in a timely fashion. FMLA leaves shall run concurrently with any other leave paid or unpaid granted by the district. The following link provides additional information regarding FMLA including new amendments (specifically addressing military personnel) added to FMLA effective January 2009: <http://www.dol.gov/esa/whd/fmla/>.

Nondiscrimination Based on Genetic Information of the Employee

The Board of Education prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee,

based on genetic information. Harassment of a person because of his/her genetic information is also prohibited. Likewise, retaliation against an applicant or employee for engaging in protected activity is prohibited.

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

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

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

The Superintendent shall appoint a compliance officer who shall be responsible for overseeing the District's compliance with Federal regulations and promptly dealing with any inquiries or complaints. S/He shall also verify that proper notice of nondiscrimination for Title II of the Genetic Information Nondiscrimination Act of 2008 is provided to staff members, and that all District requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) is accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning shall read as follows:

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II, including the Board of Education, from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. To comply with this law, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a

serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Termination of Employment

When an employee terminates their employment with the district they should provide written notification to the Human Resources Office. Within that notification the employee should state a reason for the termination along with an effective date.

WHO DO I CONTACT?

Accounts Payable	Alisa Montague	3207
Address Change	Bonnie Crist/Kelly Dekoski	3212/8241
Annuities	Barbara Owens	8212
Assessment/Testing/Surveys	Jennifer Thornton	8234
AYP/Education YES! Requirements	Jennifer Thornton	8234
Bank Deposits	Michelle Paul	8282
Benefit Authorization	Kelly Dekoski	8241
Benefit Questions	Alisa Montague	3207
Board of Education Information	Lisa Murphy	3205
Breaking News	Jennifer Coon	3208
Community Education	Jennifer Coon	3208
Help Desk	Stormy Ray	5516
Conference Requests	Seann Renwick	8246
Courier	Jennifer Coon	3208
District Curriculum Committee	Seann Renwick	8246
E-mail	Help Desk	5516
Employee Web	Bonnie Crist/Kelly Dekoski	3212/8241
Extended Sick Leave	Bonnie Crist/Kelly Dekoski	3212/8241
Field Study Requests	Seann Renwick	8246
Final Salary Affidavits	Barbara Owens	8212
FOIA	Jennifer Coon	3208
Homeless Liaison	Talisa Gauthier	3206
Instructional Materials	Seann Renwick	8246
Insurance Claims-Lost or Stolen Property	Michelle Paul	8282
Job Postings	Kelly Dekoski	8241
Mentor/Mentee	Seann Renwick	8246
Mileage Reimbursement	Seann Renwick	8246
New Hire Packets	Bonnie Crist/Kelly Dekoski	3212/8241
Parent Appeals	Lisa Murphy	8246
Payroll/Direct Deposits/Taxes/W2's	Barbara Owens	8212
Petty Cash	Michelle Paul	8282
PIC #	Kelly Dekoski	8241
Professional Development	Seann Renwick/Jennifer Coon	8246/3208
Pupil Accounting	Talisa Gauthier	3206

WHO DO I CONTACT?

(continued)

Purchase Order Processing	Alisa Montague	3207
Retirement/Buying Years/TDP's	Barbara Owens	8212
Salary Adjustments	Kelly Dekoski	8241
Scholarship	Seann Renwick	8246
School of Choice Programs	Talisa Gauthier	3206
State & Federal Grant		
Accounting/Reporting	Sue Warren	3636
Sick/Personal Day Forms	Bonnie Crist	3212
Student Discipline	Lisa Murphy	8246
Student Residency	Talisa Gauthier	3206
Student Teachers	Seann Renwick	8246
Student Transcripts/Records	Sue Bryant	8283
Substitute Calls/Packets	Bonnie Crist	3212
Superintendent's Contact	Lisa Murphy	3205
Teacher Certification	Kelly Dekoski	8246
TSC/IEPC Entries	Bonnie Crist	3212
Verbal Verifications of Employment	Bonnie Crist/Kelly Dekoski	3212/8241
Worker Compensation	Kelly Dekoski	8241