

# Employee Handbook

Adopted by Coldwater Board of Education November 25, 2013



Making a world of difference for our students-Every student...Every way....Every day!

|                                 |                    |                    |
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## **THIS HANDBOOK—PURPOSES AND LIMITATIONS**

This handbook is intended as a general summary of rights, responsibilities, benefits and information for employees of Coldwater Community Schools (CCS). It describes in brief the expectations of employees of CCS and describes procedures currently in place. More complete details of policies may be obtained from building principals, CCS Directors, the Human Resources Department, relevant collective bargaining agreements of CEA or CESP, CCS Board policies, or documents detailing state/federal law. The handbook's provisions may be updated as needed. An up-to-date version will be maintained online <http://www.coldwaterschools.org>.

The provisions of the policies contained in this handbook, and any other similar written policy or document developed or disseminated by Coldwater Community Schools, are designed and intended to provide guidance and information. This handbook was prepared in accordance with CCS' current board policies, applicable collective bargaining agreements and applicable state and federal laws. Should any information in the handbook conflict with a collective bargaining agreement, CCS board policy, or with

any federal or state law, the applicable agreement, policy, or provision of law will take precedence. If such a conflict should be noted, the employee should contact their supervisor who may refer the question to central office administrators for resolution.

Employees are responsible for reading and understanding this handbook and for abiding by the district's policies and procedures. The final interpretation of the provisions contained in this handbook and in other similar written policies or documents developed or disseminated by Coldwater Community Schools is the exclusive responsibility of the CCS Board of Education.

If you have any questions regarding this handbook, please contact the Assistant Superintendent at 517-279-5910 ext. 247.

## **HUMAN RESOURCES**

### **STAFF EVALUATIONS**

All employees are evaluated on a regular schedule. Teachers are evaluated at least annually using board-approved rubrics and Stages management software. Support staff members may receive specific information regarding evaluation timing and procedures from their direct supervisor.

### **CHANGING PERSONAL DATA**

When there is a change in address, phone number, marital status, number of dependants, etc, a change form must be submitted to Payroll at the Administrative Service Center (ASC.)

### **TIMESHEETS**

All hourly employees must submit a timesheet by Tuesday of the week prior to the week in which payroll is distributed, i.e. usually nine work days prior to the Friday in which wages are paid. The yearlong schedule for time sheet submission deadlines and for pays is available at the beginning of the school year in each office, as are time sheets. All hours worked in excess of those described in the Fair Labor Standards Act (40 hours per week), or by bargaining agreement, must be approved in writing prior to submission to payroll. Falsification of timesheets will result in disciplinary action up to and including dismissal. Please address questions regarding scheduled work hours to your direct supervisor.

### **PERSONNEL ACTIVITY REPORTS (PARs) and ACTIVITY LOGS**

All employees who are funded through a federal grant such as Title Ia or Title III and any other funding source (split-funded personnel) must complete PARs reports to document their daily activities. These reports must be completed after the fact and submitted to the assistant superintendent bi-weekly and/or with timesheets. Refer to each building office for specific instructions.

### **PAYCHECKS**

Employees will sign up for direct deposit of their paycheck to their financial institution. For a calendar of the payroll periods, a direct deposit election form, and/or for more information, contact the payroll office.

### **ABSENCE REPORTING**

When a teacher knows he/she is going to be absent due to illness, funeral, school business, or for any other reason on a day when students are in session, the teacher must request a sub through the AESOP system. Staff members who do not require a sub must report absences to their supervisor in advance or as early as possible. Every staff member must complete an Employee Absence form to be

signed by his/her supervisor. This form is then forwarded to Payroll for processing. All use of sick leave and business days will be, when applicable, within the provisions of the contractual agreement.

## **FAMILY AND MEDICAL LEAVE ACT-FMLA**

Employees who have legitimate reason to be absent from work and are under the care of a physician for more than three days may qualify for the Family Medical Leave Act. Staff members should consult the CSPA or CEA bargaining agreement and should contact the HR department for additional information.

## **BENEFITS**

The District offers various health and non-health related benefits to employees based on employment status. Eligibility and benefit level are described in bargaining unit agreements and/or in Board policy for those non-represented employees. Questions may be referred to HR.

## **INJURIES ON THE JOB**

Employee accidents must be reported immediately to the immediate supervisor who will contact Human Resources. If medical treatment is required, employees must have prior approval before visiting a medical facility, unless it is a serious medical emergency in which case 911 should be called. An Employee Accident form must be completed to ensure proper handling of the claim. Accident forms are available from HR or from each building's secretary. While an individual is on Worker's Compensation disability leave, the individual's FMLA leave (if any exists) will run concurrently.

## **PROFESSIONAL RESPONSIBILITIES**

### **LESSON PLANNING**

Lesson planning must be thorough and timely and must be aligned to the district curriculum. Lesson plans must be visible and available for reference at all times. Written plans may be required to be submitted to a supervisor at the supervisor's request. Teachers and instructional support staff members will be expected to use adopted strategies and materials and to request support from the building administrator if obstacles to doing so present themselves.

### **SUBSTITUTE TEACHER FOLDER**

Each staff member should have, along with their lesson plan books, a folder with specific directions for a substitute teacher to be maintained in a location indicated by the building principal. The folder should include:

- A detailed daily schedule, including staff breaks and lunchtime procedures.
- Procedures related to student bathroom use, office/library visits, etc.
- An up-to-date seating chart for each section of students, if applicable.
- Specific instructions related to special needs students.
- Emergency procedures.

### **EMPLOYEE CONDUCT RELATED TO STUDENTS**

The Coldwater Community Schools regard children as our greatest assets. We pledge to do everything we can to protect our students both physically and emotionally. Keeping children safe is our top priority.

## REPORTING CHILD ABUSE AND NEGLECT

Teachers, administrators, counselors, and most other school staff members are considered to be mandated reporters of suspected child abuse and/or neglect. If a staff member suspects abuse or neglect, he/she should call 855-444-3911 any time of the day or night. This toll-free phone number allows one to report abuse or neglect of any child or adult to the Michigan Department of Human Services. The reporting person is at no liability if the report of suspected abuse or neglect is filed in “good faith”, without bias toward the suspected abuser. Child abuse and neglect is defined as harm or threatened harm to a child’s health or welfare, which occurs through non-accidental physical or mental injury including sexual abuse, exploitation, or maltreatment. Child neglect includes negligent failure to provide adequate food, clothing, shelter, or medical care and placing a child at unreasonable risk to the child’s health or welfare by failure of the parent, legal guardian, or other person responsible for the child’s health or welfare to intervene to eliminate that risk when that person is able to do so and has, or should have, knowledge of the risk.

## HARASSMENT OF STUDENTS

All staff members should be aware of the definition of harassment toward students. Generally, harassment (sexual or otherwise) is considered to have occurred when conduct:

- has the intent or effect of creating an intimidating, hostile or offensive educational environment,
- has the intent or effect of substantially or unreasonably interfering with a student’s academic performance, or otherwise adversely affects a student’s opportunities.
- involves the requirement of the individual’s submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature, whether or not the individual submits to the conduct. This generally involves a person in an authority position over a subordinate.
- involves expression of sexual attraction, inappropriate displays of affection, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature by a student including personal contact of a verbal or non-verbal nature during the school day, at extracurricular events, using social media, etc.

Harassment requires that a hostile environment be created by the offending behavior. Both objective and subjective perspectives are considered in relation to a particular type of conduct, including the victim’s age, race, gender, disability, and/or any other protected status as defined by law.

If an employee is reported as being suspected of, or in fact is, abusing and/or harassing a child, the incident(s) will be investigated and the employee will be suspended with or without pay depending on the severity and nature of the accusation against the employee. An investigation will be conducted immediately and confidentially. Employees found to have engaged in child abuse or harassment will be disciplined up to and including termination.

## BULLYING POLICIES

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

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

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. The principal shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as circumstances permit after a report or complaint is made. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for board members. Individuals may also be referred to law enforcement or other appropriate officials.

## **POLICY AGAINST DISCRIMINATION AND RETALIATION**

The District Board of Education complies with all federal, state and local statutes and laws prohibiting discrimination and retaliation, and expressly prohibits unlawful discrimination or unlawful retaliation in any form. Specifically, Coldwater Community Schools provides equal employment opportunity and treatment regardless of race, religion, color, gender, age, national origin, disability, height, weight, or any other status protected by federal, state or local law.

## **DISCRIMINATION/CIVIL RIGHTS COMPLAINT PROCEDURE**

If any staff member believes the Coldwater Community Schools or any part of the school organization is in some way discriminating on the basis of race, religion, color, gender, age, marital status, national origin, handicap, height, weight or any other status protected by federal, state or local law, in providing instructional opportunities, job placement assistance, employment practices, policies governing student conduct and attendance, or in any other services provided by the Coldwater Community Schools, he/she may bring forward an informal written complaint to his/her immediate supervisor. The supervisor will, in turn, investigate the complaint and reply with an answer to the complainant within five (5) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps.

**Step 1:** A formal written statement of the grievance signed by the complainant shall be submitted to the CCS superintendent within five (5) business days of receipt of answers to the informal complaint. The

superintendent shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

**Step 2:** If the complainant wishes to appeal the decision of the Superintendent, he/she may submit a signed statement of appeal to the Vice-President of the CCS Board of Education within five (5) business days after receipt of the superintendent's response. The Vice-President of the CCS Board of Education shall further investigate the matters of grievance and arrange to have the matter brought before the Board of Education who shall meet with the concerned parties and their representative within thirty days of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

**Step 3:** If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C., 20201.

## **STUDENT SUPERVISION AND BEHAVIOR SUPPORT**

It is the responsibility of Coldwater Community Schools to provide a suitable environment conducive to the safety and welfare of each student. Therefore, every staff member is expected to fully engage in a team effort to ensure full and effective supervision of every student reporting any significant concerns to his/her immediate supervisor. Students are not to be left unsupervised for even brief periods of time. In case of immediate need for the supervising adult to leave the children, the office must be contacted to provide adult supervision for the students. Supervision includes full engagement in and support of building discipline plans currently in effect.

## **MEDICATION DISTRIBUTION**

Medication of any kind, whether prescription or over-the-counter, will be administered to a student in accordance with district policy. No prescription medication shall be administered without written approval of the student's parent or legal guardian and physician's instructions on the original prescription container from the pharmacy. The administration of authorized medication shall be logged by the building administrator or his/her designee in the building's medical diary which shall be maintained for these purposes and filed for future reference. Over-the-counter medications may be administered to students with the parent's written permission on a form provided by office personnel. No medications may be carried by students other than those specifically prescribed with that purpose (emergency inhalers for example.) All medications, prescription and otherwise, must be delivered to school and retrieved by a responsible adult.

## **STUDENT RECORDS/FAMILY EDUCATION RIGHT TO PRIVACY ACT – FERPA**

In order to ensure compliance with FERPA, the following is expected of all employees. All personally identifiable information for a student is to be treated as confidential. The school district will disclose information from a student's record only with the written consent of the parent or eligible student except to school officials who have a legitimate educational interest in the records or as may be otherwise proscribed by law. Practices that should be avoided include posting of scores and grades that can be attributed to individual students. Protected information includes facts and anecdotes related to academic achievement, attendance, behavior, and health. Information will be shared among staff only on a "need to know" basis.

## **DISTRICT HOURS AND HOURS OF WORK**

Each school has established operational hours. Employees will follow the schedule for their school or building unless otherwise directed by their supervisor. Hours may change due to circumstances that may include, but are not limited to, program modification, transportation routing, acts of God, or other decisions at the program site. Employees are expected to be at their work site



during working hours. When employees must leave their work site, they will notify their supervisor and sign out on a sheet provided for that purpose. Any deviation from an employee's CCS regular work schedule should be approved as early as possible and noted on their time sheet. Employees are required to attend scheduled staff meetings unless excused by their supervisor with each department announcing the time and place for the meetings as early as possible. Attendance at all board-approved and scheduled professional development activities is required by affected staff members as assigned by the employee's immediate supervisor.

## DAILY PROCEDURAL GUIDELINES

Teachers and support personnel must be punctual at all times and must stay on schedule. Teachers failing to dismiss or rejoin their classes at scheduled times contribute to the loss of teaching time for other staff and to the loss of classroom learning opportunities for children. Teachers should always be present in the classroom or near his/her classroom door to greet students as they enter unless building procedures vary from this. Constant supervision, especially at transition points, is essential in ensuring the safety of the students and an effective transition to engaged learning.

## USE OF TEACHER PLANNING TIME

Planning time during the school day is expected to be used for lesson planning, preparation of teaching materials, making contact with parents, providing additional support to students, PLC conferencing, grade level meetings, and responding to other professional duties. It is not designed to be used for personal business. Special attention must be given to proper use of any planning block scheduled adjacent to a duty-free lunch to prevent loss of planning time.

## DRESS CODE

The Board of Education and the administration encourage all employees to maintain a professional appearance at all times and dress appropriately to reflect their position within the District. Employees showing good taste in their dress represent a positive example to our students and the community. The following guidelines are representative of acceptable/unacceptable clothing choices and not intended to be comprehensive. Some exceptions may occur based on job assignments, during the summer, or when students are not present. Exceptions should be arranged in direct consultation with employee's supervisor.

### ACCEPTABLE

- Suits
- Slacks
- Khaki/twill pants
- Collared (polo) shirts
- Closed toed or dressy open-toed shoes
- Sport Coats
- Capris (below the knee)
- Blouses, sweaters, knit tops
- Skirts/Dresses appropriate in length

### UNACCEPTABLE

- Jeans, jogging suits, cargo pants, camouflage clothing
- Overalls
- Shorts
- T-shirts
- Flip-flops, Crocs, very casual shoes
- Tank tops, unless worn with a jacket
- Leggings, stirrup pants, sweat pants
- Mini-skirts/short skirts
- Tight or revealing clothing
- Hats or sunglasses worn indoors
- Clothing with inappropriate writing or symbols

## ORGANIZATION AND ADMINISTRATION

### BOARD OF EDUCATION

The controlling body of the Coldwater Community School District is the Board of Education. The Board consists of seven members who are elected for a term of six years. The Board of Education provides the policies, rules, and regulations that govern the school system and hires a Superintendent of

Schools who is directly responsible for the interpretation and administration of all board policies, rules and regulations within the total school organization.

Regular meetings of the Board of Education are held on the fourth Monday of each month in the board room of the Administrative Service Center or an alternate location to be posted. All board meetings are open to the public, and citizens of the Coldwater Community School District are encouraged to present their comments, if desired, to the Board of Education at this time for review and consideration.

## **REQUEST FOR MAINTENANCE AND/OR CUSTODIAL ASSISTANCE**

All requests for work to be accomplished by maintenance/custodial staff in the staff member's area of responsibility will be submitted to the building office staff who will then submit work requests through School Dude.

## **SMOKE-FREE BUILDINGS**

No smoking is allowed in any of the Coldwater Community School District buildings, grounds, in parking lots or in vehicles. Furthermore, smoking is not permitted at any school-sponsored activity.

## **PURCHASES**

Every purchase at Coldwater Community Schools must be done through the SMART requisition system with each item purchased being specifically itemized in the description. Building secretaries and/or school principal/department administrators will be responsible for providing the correct account number to attach to the purchase.

The receiving staff member needs to account for each item ordered when the products are received, checking them in individually. It is also essential to note whether or not the items arrived in acceptable condition.

After items have been received, the packing slip or receipt shall be sent to the school administration offices to the attention of Accounts Payable. In case invoices are sent to the buildings, they are to be forwarded immediately to the Accounts Payable office.

## **STAFF PARKING**

All staff members are to use designated staff parking areas for parking their automobiles, avoiding visitor parking areas. Handicap parking spots may be used only with the proper permits.

## **OFFICE PROTOCOL**

Office space must be reserved for school business and not for social interaction. While office staff members strive always to be available to assist teachers and other staff members, secretaries have many tasks to complete, and the offices must be kept clear for use as a public reception area.

## **STAFF IDs**

Where staff ID tags are provided, they should be worn at all times.

## **STAFF WORK/BREAK ROOMS**

Work rooms and break rooms are provided for staff use. Please keep these areas pleasant and neat by following a few simple guidelines: Clean up after using the areas including throwing away trash, wiping up any spills or messes, discarding outdated items in refrigerators, and notifying custodial staff of any special needs. Be positive and mutually encouraging. Do not gossip or speak negatively, especially about students, staff, and parents. While "venting" may seem like a stress reliever, it is truly harmful to the person venting and to others and creates discomfort and negativity in the workplace.

## **VISITORS**

Parents and other interested adults should be encouraged to come into our schools to visit and/or to volunteer, and a phone call from the visitor in advance of the visit is appreciated. It is our policy to disallow visiting school-age youngsters to come into our schools in order to avoid unnecessary distractions. All visitors must register in the office. When parents pick up students after school, they must wait in a designated area. Staff members encountering adults in the building without a visitor/volunteer sticker should politely direct them back to the office to obtain one. All personnel in the building are responsible for enforcing this policy. Only school staff members are allowed on the playgrounds unless approval has been acquired in advance through the building administrator. Persons who wish to volunteer in our buildings must submit an application to the building principal who will then forward the form to HR for processing. Volunteers must sign permission for an I-Chat check through the Michigan State Police and must complete a brief volunteer training annually.

## **SPECIAL EVENTS**

There are many special events happening in Coldwater classrooms, on athletic fields, and in other locations in and out of the district. Well-chosen and effectively planned events can be an enhancement to the educational experience of our students but it is very important to plan carefully and communicate thoroughly. Be sure to consider the effects of special plans on transportation, food service, building maintenance and use, parents, and other teachers, for example. Make certain that all dates, times, and locations are on the building calendar and consider communicating with the Administrative Service Center as well.

## **STAFF/STUDENT WELLNESS**

Coldwater Community Schools recognizes our role in promoting wellness among our staff and students. In pursuit of this goal, we will embrace, model, and support active lifestyle options and healthful food choices. We will avoid distribution of unhealthy items within the classroom such as soda pop and candy and will avoid extrinsic rewards especially those using unhealthy food items.

## **NEWS RELEASES AND LETTERS HOME TO PARENTS**

It is very important to communicate effectively with parents and the community. The principal or his/her designee should approve news releases and letters home to parents, and it is essential that these items be proofread for accuracy, correctness, and presentation. If there is something going on in your classroom and feel we ought to have some publicity on it, contact your supervisor to make arrangements.

## **USE OF CLASS TIME**

It is expected that students will be fully engaged throughout assigned teaching blocks. In order to meet this objective, it is expected that students will stay on schedule throughout the day including avoidance of early dismissal to lunch, recess, or at the end of the day.

## **TRIPS AND SPECIAL EVENTS**

A signed permission slip is required of all students participating in a trip scheduled during the school day, even if no transportation will be provided. When planning a field trip, please do your best to consider all of the effects on others including food service, transportation, other staff members who share students with you, other district calendar events that may be affected, chaperones, special needs of students, emergency preparedness, etc.

## MOVIES

Any movies, clips or films to be shown in a classroom must be G-rated unless approved in advance by the building administrator. Copyright laws related to the showing of movies must be followed. Additionally, all movies and films will have a legitimate instructional purpose, be tied to the learning objective, and documented in lesson planning.

## GRADE LEVEL RETENTION POLICY

Elementary classroom teachers considering the grade-level retention of a student must notify the principal in writing of their intention no later than the end of the third quarter. The teacher should then notify the parents/guardians and arrange to meet with them, the principal, and/or other staff members. The final decision regarding grade-level retention will always be made in consultation with the teacher, the principal, and the parents/guardians.

## HOMEWORK POLICY

As students move through the primary grades and into the intermediate grades, homework becomes an important component in the child's educational program. Teachers should monitor closely the number of students taking homework home and the amount of time required to complete it. Please keep the following in mind when assigning homework.

1. Design homework assignments carefully, always considering the need to differentiate independent practice.
2. Communicate the assignment clearly, and make sure students know how to do what is expected of them.
3. Make students aware of the need to have books, texts, outlines, notebooks, etc., home with them to complete their assignments.
4. Be reasonable. A good rule of thumb is to multiply the grade x 10 to approximate the right number of minutes per night for students.
5. Be prepared to occasionally accept a legitimate excuse for an assignment not being done while holding students accountable when homework is not completed.
6. Involve parents immediately when a pattern of incomplete homework becomes evident.

## SCHOOL CLOSING POLICY

Notice of school closing for the Coldwater Community School District will be given over local TV and radio stations. In addition, School Messenger will be used to call staff and parents.

## HATS/CAPS

Except for special designated days or cultural/religious requirements, it is not appropriate for staff or students to wear hats/caps in school.

## BUILDING EMERGENCY PROCEDURE

In the event of an emergency, call the building office and explain the emergency to the office personnel. Office staff will respond according to the district crisis response plan and/or the MERT plan. If the emergency is life threatening and a call to the office is not possible, call **911 for assistance**. As soon as possible, notify the secretary and/or the building administrator of the details of the emergency.

## MULTI-TIERED SYSTEMS OF SUPPORT AND SPECIAL EDUCATION REFERRALS

Any student who is struggling to achieve core academic learning objectives must be provided with interventions appropriate to their need. The first cycle of interventions should take place within the Tier One instructional block including differentiation by the teacher, engagement with parents, and

extra support. When assistance is needed beyond those available during Tier One instruction, additional tiered interventions may be provided at the request of the teacher. Decisions regarding interventions will be made according to building and district policies through each building office. If a student has received extensive targeted support over a significant period of time with the multi-tiered system of support and has failed to respond adequately, the teacher may request a TAT meeting which may result in referral to Branch ISD for psychological testing. Each building principal will provide consultative support throughout the intervention process.

## **CRISIS/EMERGENCY RESPONSE**

Each supervisor will review the crisis response plan for the appropriate school or building with staff members assigned there. Included in the plan are the school safety response and the structure to address various levels of threat identified in the school safety legislation.

## **APPROPRIATE USE OF TECHNOLOGY**

District telephones, fax machines, e-mail access, photo copiers, computers, printers, internet access, iPads and other technology equipment items are provided to further the District's goals for student achievement. Those who use technology are expected to use common sense and adhere to the norms of behavior in the school community. Use by a district employee for purposes that are illegal, immoral, to solicit others to break the law, or for commercial purpose is a violation of administrative rules. No expectation of privacy exists for employees using the technology systems of the district. The use of electronic information resources is a privilege, not a right. The District's Technology Use Agreement must be completed and returned to the Technology Director for approval before computer network access is granted and must be resubmitted annually. Inappropriate use of technology resources may result in disciplinary action up to and including discharge. Special Note: Copies are made at significant cost to the district and should be used only when necessary for teacher planning and student learning. Color printing is especially expensive and should be used discriminately. Copy machines are not available for personal use.

## **LONG DISTANCE TELEPHONE CALLS**

Telephones are maintained for school business. Use of school phones for personal convenience is limited to necessary calls and should not be used during the times that students are present. The employee is responsible for the cost of any personal long distance calls or fax transmissions.

## **EMPLOYEE MAIL**

Employee mailboxes are located where practical in each building. These boxes are for employees' school-related mail and communications. All employees are expected to check their mailboxes regularly or as directed by their supervisor(s) and will be held accountable for notices and memorandums in their boxes.

## **EMAIL, ONLINE PRESENCE, SOCIAL MEDIA**

Each employee is provided an e-mail account for school-related communications. All employees are expected to check e-mail daily.

## **US MAIL**

Letters and packages related to an employee's work assignment can be turned in to the building secretary for mailing. No personal mail shall be submitted through the contracted mail service.

## **CLASSROOM FURNISHINGS, EQUIPMENT, AND SUPPLIES**

All contents contained within a classroom, excluding those personally purchased by an employee, are the property of Coldwater Community Schools. In the event of reassignment to another school, the employee understands classroom furnishings and contents will remain in their current setting and will not be relocated across the district. Administration, however, reserves the right to place furnishings and contents throughout the district. Individual buildings and departments purchase their own supplies. The supervisor is responsible for monitoring requests so that expenditures are within budgeted amounts. The purchase of personal items with district funds or use of the district's name to acquire discounts on personal purchases is prohibited.

## **FUNDRAISERS & SOLICITATIONS**

Selling items to benefit various non-profit organizations (Girl Scouts, Choirs, Bands, Churches, etc.) may take place only with the permission of the building principal and only during non-duty hours such as before/after school and/or during duty-free lunch periods.

## **FACILITIES AND INVENTORY MANAGEMENT**

Protection, care, and maintenance of district property are the responsibility of all district employees. All equipment shall be operated safely, and stored in a safe place when not in use.

## **EXPENSE REIMBURSEMENT**

It is the District's policy to reimburse employees for reasonable expenditures incurred as a result of required district travel or business in line with the employee's duties and responsibilities. Only necessary and reasonable business expenditures will be reimbursed. A request must be submitted to Accounts Payable with proper approvals before any trip or conference plan is finalized. Supervisors are responsible to assure expenses conform to appropriate statutes and regulations, as well as Board Policy. It is necessary to submit detailed receipts for expenses to be reimbursed. Meal guidelines, updated September 2014 are as follows: \$8 for breakfast, \$10 for lunch, \$18 for dinner with maximum tips to be reimbursed capped at 20%. Alcoholic beverage charges and taxes will not be reimbursed.

## **PUBLIC RELATIONS**

The official spokesperson for the Coldwater Community Schools is the Superintendent or her designee. All official statements will be handled through the Superintendent's office. In the event that the media or other individual or group makes contact with a staff member regarding any issue, that staff member is required to refer the request for information to the Superintendent's office.

## **BUILDINGS AND GROUNDS / SAFETY & SECURITY**

### **MAINTENANCE OF IMMEDIATE ENVIRONMENT**

Each employee is responsible for maintaining a neat, organized, and safe condition within his/her assigned work area.

### **KEYS**

Office, external door and/or room keys will be issued to employees by supervisors when appropriate and are intended for the sole use of the employee. All keys and fobs must be returned when employment is ended or at the request of an administrator. An employee will be charged for the keys

and / or lock changes that may be necessary due to mismanagement of keys or failure to return them in a timely fashion.

### **DISTRICT EMERGENCY OPERATIONS PLAN**

Each building or facility has a specific crisis operations plan. It is important for all employees to be aware of the plan details and their role in the case of an emergency. Each building administrator will cover individual staff responsibilities under the district policy and procedure with all staff members. Please check with the building administrator for a copy of the plan and address any questions or concerns to him/her.

### **SAFETY IN THE WORKPLACE/REPORTING ACCIDENTS**

Employees will take every reasonable precaution to avoid falls and other injuries and will be required to complete annual Safe Schools training as assigned by our HR department. Employees will be notified by email regarding required trainings for their specific work assignments. Notification will occur in August or upon hire. If an employee is aware of any accident involving a student, guest, member of the public and/or an employee, it must be reported as soon as possible to his/her supervisor. The accident should be reported using the appropriate form available in each building office and submitted to the appropriate supervisor within 24 hours.

### **POSSESSION, TRANSPORTING, OR TRANSMITTING DANGEROUS WEAPONS**

No employee shall be in possession of any weapon or facsimile on school property at any time.

### **HAZARDOUS MATERIALS**

State, Federal, and school board policy require proper handling and disposal of hazardous materials and chemicals. It is imperative, to ensure the employees' safety as well as students and other employees, that each staff member is familiar with the hazardous materials and chemicals in his/her workspace, how they pose potential risk, and procedures to eliminate or reduce exposure. Employees will not bring hazardous materials into the workplace without explicit permission from their supervisor. Material Safety Data Sheets are available for review at the CCS Administrative Service Center and in each school office.

### **BLOODBORNE PATHOGENS/BODY FLUIDS**

The District has adopted an exposure control plan that observes the practice of universal precautions to prevent contact with blood and other potentially infectious materials in body fluids. All human blood and other body fluids are to be treated as if they are known to be infectious. All employees are given review sessions each year to ensure they have current information about this topic. Disposable latex gloves are to be worn when cleaning up after injuries and accidents. These gloves are to be discarded after use with a single individual. Any surface on which an individual has bled, vomited, urinated, defecated, or wiped their nose, must be cleaned using an approved cleaning substance and a disposable cloth.

### **USE OF DISTRICT VEHICLES**

District staff may request use of a district vehicle for the transport of students and/or employees for field trips and meetings. Only a properly licensed driver may drive these vehicles. All traffic laws and Board policy and regulations must be observed while driving a district vehicle. Please communicate any problems with the operation of the vehicle to the transportation supervisor.