



HASLETT PUBLIC SCHOOLS

A CARING COMMUNITY DEDICATED TO
EXCELLENCE IN EDUCATION

EMPLOYEE HANDBOOK

PREPARED FOR
HASLETT PUBLIC SCHOOL EMPLOYEES
AND CONTRACTED EMPLOYEES

August 2017

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EMPLOYEE HANDBOOK AGREEMENT

AGREEMENT

You are very important to the education of the students in Haslett. We know that education has become enormously complex, and yet successful schooling is not complex...ultimately, it is achieved through many positive relationships between an adult and a student.

Haslett Public Schools has an employee handbook that complements our union contracts. This handbook contains Board policies, administrative guidelines, regulations and procedures. A Haslett school employee is expected to have knowledge and understanding of these guidelines, regulations and procedures in order to make the experience as a staff member both productive and rewarding.

By signing this agreement, I verify that I have read and understand the expectations outlined in the Employee Handbook for Haslett Public Schools, including the Information Technologies Acceptable Use Policy.

Employee Name (please print): _____

Employee Signature: _____ Date: _____

**Return to Human Resources Department at Haslett Administration Building*

The Employee Handbook was developed to answer many of the commonly asked questions that you may have during the school year and to provide specific information about certain Board of Education policies and procedures. Become familiar with the information in the handbook and keep it available for frequent reference. If you have questions that are not addressed in the handbook, you are encouraged to talk to your building principal or immediate supervisor.

HASLETT PUBLIC SCHOOLS MISSION STATEMENT

DISTRICT VISION

We make students successful.

DISTRICT MISSION

The mission of Haslett Public Schools is to provide educational opportunities, which enable students of all aspirations and abilities to grow and learn.

DISTRICT PRIORITIES

- Provide a safe and orderly environment in which to learn.
- Employ and train the best staff.
- Develop strong curriculum, offer relevant co-curricular activities and integrate technology into student learning experiences.
- Manage and operate in a fiscally responsible manner.

DISTRICT OUTCOMES

It is the goal of Haslett Public Schools to produce competent, caring, and confident students. To that end, we will graduate students who can:

- Achieve quality results independently and with others.
- Demonstrate competency in all areas of communication.
- Demonstrate responsibility as a community member.
- Demonstrate knowledge and application of curriculum content.
- Demonstrate the ability to make wise choices regarding personal health, safety, and happiness.
- Possess the skills and self knowledge to enter college, pursue a career path and become a citizen of an ever-changing world.

BOARD OF EDUCATION

All school districts in Michigan are governed by a team of citizens elected by the community at large. Our School Board consists of seven people who meet two times a month to develop policy, consider recommendations made by the Superintendent and to provide direction to the administration and staff. Our Board of Education members are committed to providing a quality education for Haslett students.

The board has developed a set of policies and guidelines. The entire set of policies and guidelines can be accessed online at www.haslett.k12.mi.us. Several policies that have direct impact upon most employees have been summarized in the Employee Handbook.



All written communication to the public shall include our district logo. This includes student reports, district and parent newsletters, our Annual Report and other communications. The logo represents two things to us. First, it represents the quality that we have. We're very proud of the education we offer our students. Second, it reminds us that we must continue to strive to achieve excellence. Employees, in every encounter with a student or a stakeholder, have the opportunity to show the **A+** character of Haslett Schools: A Caring Community Dedicated to Excellence in Education.

DISTRICT GEOGRAPHICALLY

Our K-12 school district includes approximately 30 squares miles of land, which is mostly in Meridian Township. We also have students who live in three other townships (Bath, Woodhull, and Williamstown), representing three different counties (Clinton, Shiawassee, and Ingham).

SCHOOL ORGANIZATION

WILKSHIRE EARLY CHILDHOOD CENTER (PRE-K – GRADE 1)

Wilkshire Early Childhood Center, on Academic Way, houses all pre-kindergarten, kindergarten and first grade children in Haslett. Haslett partners with Michigan State University to offer preschool in one wing of Wilkshire for children ages 3-5, including HeadStart, the Great Start Readiness Program (GSRP) for four year olds, and Early Childhood Special Education programs (ECSE). Wilkshire's curriculum is developmentally tailored to meet the needs of young children. The staff is committed to laying a strong foundation for learning.

ELEMENTARY (GRADES 2 – 5)

Ralya Elementary School, on School Street, and Murphy Elementary School, on Lake Lansing Road, house grades 2-5. Children are assigned to one of the two buildings, based on the location of their residence. Both schools emphasize literacy; experiential learning in math and science; learning in social studies, core democratic values and economic concepts; and offer special classes in art, technology, engineering, music and physical education to all students.

MIDDLE SCHOOL (GRADES 6 – 8)

Our Middle School for grades 6-8 is located on Franklin Street. The school helps students transition from elementary to high school, fostering responsibility and good citizenship while focusing on high academic achievement. The Middle School offers an exploratory program and works to meet the unique needs of early adolescence. Students can earn high school graduation credit for Spanish I, French I, Health, Earth Science and Algebra I.

HIGH SCHOOL (GRADES 9 – 12)

Haslett High School, located on Marsh Road, houses grades 9-12. The High School offers an elective program, including advanced placement and dual enrollment courses and a comprehensive athletic and music program for boys and girls, which are proud features of the High School.

GENERAL INFORMATION AND GUIDELINES

STAFF RESPONSIBILITIES

BE ON TIME at your work site and prepared to work as outlined in your employee contract. Students should never be left alone, nor be released from the building during school hours without permission from an authoritative person in the school office. The agreement between the Haslett Education Association and the Haslett Board of Education outlines a required schedule for instructional staff.

Staff responsibilities include being **RESPECTFUL TO OTHERS**, including other employees and students. It is requested that staff not compare one school building with another, one principal with another, one work crew with another, or one group of students with another. Adaptability to each unique situation is a necessary characteristic of successful employees.

Society has charged public education with trust and responsibility that requires of all employees the highest ideals and quality service. The Board of Education and staff of Haslett Public Schools is dedicated to the **ETHICAL STANDARDS** of service toward common good, mutual respect, equity, diversity, truth and honesty. These standards of professional ethics were approved on December 3, 2003 by the State of Michigan Board of Education and address our commitment to students and the profession.

BUILDING SECURITY

Our buildings have extremely valuable materials and equipment housed in them. We try to keep the buildings as safe as possible, yet keep them open to the public and community. It is a challenge to find the right balance between these practices. If you are in the building during off hours, take care to secure the building when you leave. It is also important to look around you to see if there is anything amiss and report that immediately to the principal, superintendent, or the police.

VISITORS

We ask that all visitors to our schools report to our offices for proper welcoming and identification. Most buildings have a sign-in system to allow the recording of visitors. We welcome visitors to our schools and our community buildings. We do, however, have an important job to perform, and we take seriously our mission of performing that job without serious distractions.

During working hours, we ask that you not invite friends or family to visit you. We prohibit employee's children from being with their parent(s) during working hours. If you have questions about the policy on visitors, please consult with your principal or supervisor.

WHEN ILLNESS OCCURS OR WHEN YOU NEED TO BE OUT

When you are ill, we need to be sure that we have appropriate coverage for you. K-12 teachers and paraprofessionals should call PCMI Services (Willsub) as soon as possible, **but not after 7:00 a.m.** After 7:00 a.m., contact your building principal or supervisor. The number for PCMI (Willsub) is (877) 855.7264. Other employees should call their immediate supervisor, unless they have made prior substitute calling arrangements with their immediate supervisor.

Because we must keep detailed records of personal leave days, vacation days, sick time, or other absences, it is important that you report your absence to PCMI (Willsub), even if your position does not require a substitute.

Personal Leave forms are available in your building and can be downloaded from the Human Resources website. Unless it is an emergency, requests for personal leaves shall be given to your supervisor **no less than five days in advance of the leave request.** No more than three consecutive personal days will be approved, and these days may not be taken the day before or after a holiday or vacation period. Exceptions to the above procedure must be sought from the superintendent in writing.

FILLING VACANCIES

Permanent positions that are vacant are posted in each building for a set number of days dependent on the union agreement. Frequently, postings are sent to the newspaper, colleges and universities, professional organizations, other school districts, and posted on our web site. Depending on the availability of qualified people, the position can be posted internally only, or posted on state and national websites.

Positions are filled according to qualifications. Often employees are involved in interviewing, with the best candidate for the position ultimately determined by the administration. Each employee union agreement specifies certain conditions that must be considered in hiring new employees.

Current employees are always welcome to apply for vacant positions. It is a practice of the administration to hire the best qualified person for a position, whether that person is currently employed with the district or is from outside of the district. Background checks, fingerprinting, the person's ability to perform the job and work with the existing people in that building or department are all considered.

Part-time teachers do not have a guaranteed right to a full-time position in Haslett, even though many full-time employees have gained their full-time status after being part time.

All applicants for positions are notified of their status and are welcome to seek more information about the hiring process by contacting either their immediate supervisor or the Associate Superintendent.

EVALUATION

When first hired, you serve a probation period, during which time your immediate supervisor evaluates you. Once you have successfully completed the probationary period, you gain permanent status. Teachers serve a probationary period of 2-5 years. Most non-certified staff have a 90-day probationary period. Check your Master Association Agreement for the length of your probationary period.

As a permanent employee, you will be evaluated periodically by your immediate supervisor. We encourage and welcome personal goals and a collaborative effort for employee evaluation. Haslett Public Schools has a long history of valuing personal growth and improvement, and believes that improvement is best done as a result of your desire to succeed and grow.

PERSONNEL RECORDS

It is important that the Administration Building have your correct name, address, and telephone number. In addition, we need a list of persons to call in case of an emergency. These lists are confidential, but are extremely useful if an emergency arises.

Employee personnel and health files contain all necessary transcripts, certificates, health records, and evaluations. You may review the contents of your personnel or health file by contacting the Associate Superintendent's office.

REPORTING ACCIDENTS

All accidents to you as an employee, or to a student, regardless of the seriousness of the accident, must be reported to your office or supervisor.

In all cases of accidents, a student or employee Accident Form must be filled out in duplicate. One copy is kept on file in your building and one copy is sent to the Administration Building. The one sent to the Administration Building should be sent once information on the actual type of injury can be verified. Employee Accident Forms should be sent directly to the Business Office. Student Accident forms should be sent to the Superintendent's Office. Forms can be found on the district website.

In the event of a serious accident, remain with the student or fellow employee until assistance arrives. Contact the building office immediately. With the exception of very minor accidents which require no medical treatment, parents of injured students must be called immediately.

CRISIS RESPONSE PLANS

School buildings have trained staff ready and willing to assist in crisis situations. Crises can include acts of serious violation or assault, deaths, or serious illness of a student or staff member, serious weather circumstances, and many other emergencies.

Crisis teams have been established in each building and trained to take immediate action to assist with the situation, dispel rumors, and establish communication and assistance to those affected. Serious situations should immediately be referred to your building crisis team through your principal, supervisor or school counselor.

BUDGETS

Each administrator participates in budgeting decisions and is responsible for the record keeping of his/her building and/or program budgets. For K-12 teachers, a supply budget is allocated for use, either in the classroom or by department. Prior approval of purchases, and documentation of actual purchases is required for reimbursement of items that are purchased by you. If you have questions about your particular budget, your supervisor or our Director of Finance would be very happy to assist you.

FUNDRAISERS

Should you be involved with a group of students or a group of supporting adults who wish to raise money for an activity that is school sponsored, you are required to complete a District Fundraiser Permission form. A copy of the form may be obtained from the District Administration Office or on the district website.

All fund-raisers must be approved **PRIOR** to the actual fundraising event. After the fundraiser is complete, a financial report must be submitted to the office of the Associate Superintendent.

RESEARCH REQUESTS

Being so close to a major university, we frequently get requests to participate in research projects. Whenever those requests are received, we contact the teacher or employee who would be involved in the research to see if there is any interest in participating. A form must be filled out by the researcher outlining the proposal prior to approval of the research. A copy of this form may be obtained from the District Administration Office or on the district website.

UNION CONTRACTS

Employees are represented by the MEA through four employee union groups: professional staff, secretaries and library clerks, applied services (cooks, custodians, maintenance and bus drivers) and paraprofessionals. Haslett Schools has a reputation of collaboration and a history of positive working relationships with our unions. There is mutual respect and a genuine desire to work cooperatively, by both the membership and representatives of the Board of Education.

Employee contracts address conditions of employment and grievance issues. If you have a concern about your agreement, contact your local association representative.

PAY SCHEDULE

We operate on a two-week pay schedule. Ten-month employees may have the option of having pay spread over 21 or 26 weeks. Paychecks are sent to your "home" school or work site unless arrangements have been made otherwise. We encourage employees to consider the option of direct deposit. Forms may be obtained from our payroll department.

The district is required to pay into the Michigan Public Schools Employees Retirement System on your behalf, but we also encourage you to consider saving through a tax sheltered annuity. We work with a variety of companies, and the sign-up forms can be obtained from the company representatives. (Check with our Business Office for a list of approved vendors.)

COBRA RIGHTS

If you are an employee of Haslett Public Schools with insurance benefits, you have the right to choose continuation coverage for yourself if you lose group health coverage for any of the following reasons: the death of a spouse, a termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment, divorce or legal separation from your spouse, or your spouse becomes entitled to Medicare.

In the case of a **dependent child** of an employee with insurance benefits, he or she has the right to continuation coverage if group health covered under Haslett Public Schools is lost for any of the following reasons: the death of a parent, a termination of parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with Haslett Public Schools, parent's divorce or legal separation, parent becomes entitled to Medicare, or the dependent child ceases to be a dependent child.

RIGHT TO KNOW ABOUT TOXINS AND USE OF CHEMICALS

The Board of education is concerned for the safety of our students, staff, and the community. Each school building and the Director of Support Services has a notebook that contains information about every item the district uses that contains chemicals. The book lists active ingredients, poison control information and phone numbers that will assist you if an emergency arises. If you are sensitive to certain chemicals, you may wish to review the information. Check with your building principal or supervisor as to the location of this information. Occasionally, we need to use chemicals to help control pests in the buildings. We try to use non-chemical means whenever possible. When we do need to use chemicals, we post notice in advance of the application. If you are chemically sensitive and wish individual notice, please contact our Director of Support Services.

OPENNESS IN GOVERNMENT AND PRIVACY RIGHTS

In response to concerns about government and other public agencies, several laws have been enacted which define the rights of citizens to know what is going on in our schools. In doing this, some privacy rights of staff have been changed or modified through laws or court decisions based on those laws.

The **OPEN MEETINGS ACT** requires Board of Education meetings to be open to the public with certain, specific exceptions. Even if a session is closed, any action taken by the Board must be in open session. The purpose of this act was to ensure that citizens had the opportunity to know the basis for which decisions were being made. The only times that meetings may be closed are:

- To consider the dismissal, suspension or disciplining of, to hear complaints about or to conduct the evaluation of an employee or staff member **IF** the staff member requests that the meeting be closed.
- To consider the dismissal, suspension or disciplining of a student **IF** the student and/or parent requests that the meeting be closed.
- For strategy and negotiation sessions connected to the negotiation of a collective bargaining agreement.

- To consider the purchase or lease of property.
- To consult with an attorney regarding specific pending litigation.

The **FREEDOM OF INFORMATION ACT** regulates and sets requirements for disclosure of “public records” by the district. This act has been the subject of several lawsuits. When the district receives a Freedom of Information Act (FOIA) request, we have ten (10) business days to respond. “Public records” include written materials, photographs, materials stored technologically and any video or audio tapes. This wide definition has been held to include copies of e-mail and voice mail if stored on a system. Thus, it is important for you to realize that the e-mail and voice mail systems you are using belong to the district and the records that are generated are part of the “public record” of the district. Items in your personnel file, including certification records and evaluations, are also available under FOIA.

The Employee **RIGHT-TO-KNOW ACT** establishes an employee’s right to see his or her personnel file. It also provides a process if you disagree with something that is contained in your file. Records kept or used by the employer that will be used in determining an employee’s qualifications for employment, promotions, transfers or disciplinary action must be available to the employee for review. Exceptions to this would be: records limited to a grievance investigation and records relating to a criminal investigation that are kept apart from other records, certain employee references, and medical files.

While lockers, file cabinets, e-mail and voice mail may be provided for your convenience, these remain the property of the district. Lockers and filing cabinets may be opened in your absence. Voice mail and e-mail records may be maintained and tracked. Use these tools wisely, with the idea that someone else may have access to them.

BOARD OF EDUCATION POLICIES

(POLICIES RELATED TO WORKING CONDITIONS)

COMMUNICABLE DISEASE AND BLOODBORNE PATHOGENS PREVENTION

Persons who work in the school setting may occasionally have contact with students/staff who have a communicable disease. Haslett's policy outlines procedures to assist in safeguarding the health and safety of students and school district employees. We request that you strictly adhere to the universal precautions to reduce the risk of contracting a communicable disease.

As a person in contact with students who may hurt themselves in the classroom, on the playground or in activities, you must be aware of the potential danger of bloodborne pathogens and how you can minimize the risks. Paraprofessionals are required by law to participate in a Bloodborne Pathogens course through LearnPort at <http://mi.learnport.org> and verify completion with our Human Resources department prior to employment.

SEXUAL HARASSMENT

Sexually offensive speech and conduct are inappropriate and intolerable in our workplace. Sexual Harassment, may include, but is not limited to verbal harassment or abuse; pressure for sexual activity; repeated remarks with sexual or demeaning implications; unwelcome touching, sexual jokes, posters, or cartoons; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's safety, 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 or humiliation; remarks speculating about a person's sexual activities or sexual history.

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, board members, co-workers or visitors should bring the matter to the attention of his/her supervisor. If the complaint involves a supervisor, the employee may bring their complaint to the school district's Compliance Officers. Any employee who is guilty of sexual harassment shall be subject to discipline up to and including termination.

WEAPONS

The Haslett Board of Education prohibits professional staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District. The term "weapon" means any object that is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. A staff member who violates this policy will be referred to law enforcement officials. The staff member will also be subject to disciplinary action up to and including termination.

ILLEGAL SUBSTANCES/USE OF TOBACCO/DRUG FREE WORK PLACE

The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected health problem rests with the professional staff member. Failure to do so will result in appropriate corrective or disciplinary action as determined by the Board.

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 non-user and is, therefore, of concern to the Board. The Board prohibits the use of tobacco product by staff members in District buildings, on District property (owned or leased), on District buses, and at any District-related event.

This handbook entry is our notice to employees of the drug-free workplace policies. As a condition of employment, you agree to follow the terms of these policies and will notify the superintendent or his/her designee in writing of your charge/arraignment under any criminal drug statute or ordinance no later than three (3) days after such charge/arraignment. An employee who violates these policies may be subject to disciplinary action, including termination. Alternatively, an employee may be required to successfully complete an appropriate substance abuse, employee-assistance rehabilitation program.

CRIMINAL HISTORY CHECKS

Before the District hires any employee (full or part-time) or allows any individual under contract to regularly work in the schools, a criminal history records check shall be conducted in accordance with State of Michigan law.

OUTSIDE ACTIVITIES

Staff members may not accept fees for tutoring, private lessons, or other activities related to their professional duties for students currently enrolled in one (1) or more of their classes.

BOARD OF EDUCATION POLICIES

(POLICIES RELATED TO COMMUNICATION)

ELECTRONIC COMMUNICATION/SOCIAL MEDIA CONDUCT

The advancement of technology has provided many new ways for individuals to communicate with one another. Electronic communications include social networking sites, instant messaging, text messaging, e-mailing, photo-sharing and many others. The use of such technology must be approached with caution by District employees. There is significant potential both for inappropriate use and for alleged inappropriate use. In order to protect both staff and students note the following restrictions: electronic communications with students or other employees should be in an appropriate tone, content and quality. Stalking, harassment or other unwelcome behaviors are prohibited, including any type of sexually suggestive comments, photos or graphics.

Employees should maintain appropriate professional boundaries with students, parents and colleagues; personally identifiable student information, including photographs, is subject to FERPA and should not be included on personal sites; be mindful that what you publish will be public; ensure that content associated with you is consistent with your work at the District. When inappropriate use of computers and websites is discovered, the school principals, supervisors and/or Superintendent will review the information and consider appropriate disciplinary action.

PARENT INVOLVEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. The Board supports a Parental Involvement Plan by which a school-partnership is established and provided to the parent of each child committed to: relationships with families, effective communication, volunteer opportunities, learning at home, involvement of families in decision making and advocacy and collaborating with the community.

INFORMATION TECHNOLOGIES ACCEPTABLE USE

The Board expects staff to utilize Education Technology in order to promote educational excellence in our schools by providing students with the opportunity to develop the resource, sharing innovation and communication skills and tools that are essential to both life and work. Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security and will monitor students' online activities while at school.

BOARD OF EDUCATION POLICIES

(POLICIES RELATED TO STUDENTS)

EQUAL OPPORTUNITY

It is the policy of Haslett Public Schools to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, age, religion, gender or gender identity, national origin or any other protected characteristics, while at school or a school activity should contact the school district's Compliance Officers. Complaints will be investigated in accordance with the procedures described in Board Policy.

SUSPICION OF NEGLECT AND ABUSE

School administrators, counselors and teachers are among the persons expressly charged with a legal obligation to report suspected cases of abuse or neglect. The responsibility to report arises when an educator has reasonable cause to suspect child abuse or neglect.

Suspected cases of abuse or neglect must be reported to the Child Protection Division of the Michigan Department of Social Services in the county in which the child resides. Always alert the building principal, counselor or social worker when you have concerns about neglect or abuse.

MEDICATION

All students must have an Emergency Medical Authorization Form on file with the school. This form is provided to parents at the time of enrollment and the beginning of the school year. In those cases where a student must take prescribed medication during the school day, the following guidelines are to be observed: all medications must be registered with the principal's office, medication that is brought to the office must be properly secured in an original container, a log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day.

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any students. Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office.

STUDENT RECORDS

The District maintains many student records including both directory information and confidential information. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Directory information can be provided upon request to any individual other than a for-profit organization, even without the written consent of a parent. Other than directory information, access to all other student records is protected by (FERPA) and Michigan law, unless prior written consent has been given by the parent(s), guardian(s) or the adult student.

BULLYING

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. Bullying or other aggressive behavior toward a student or staff member is strictly prohibited. This prohibition includes written, physical, verbal and psychological abuse, hazing, gestures, comments, threats, or actions to another, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

The policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle and any school-sponsored, school approved, or school-related activity or function, such as field trips or athletic events where employees are engaged in school business. Misconduct occurring outside of the school may also be disciplined if it interferes with the school environment.

CORPORAL PUNISHMENT

Michigan’s Revised School code prohibits school personnel from inflicting or causing to be inflicted corporal punishment upon any pupil under any circumstances. In addition, Michigan’s Child Protection Act prohibits adults from threatening physical harm to a child, which may include the threatened use of corporal punishment.

This same section of the School Code, however, establishes that a teacher “may use reasonable physical force upon a pupil as necessary to maintain order and control in a school or school related setting for the purpose of providing an environment conducive to safety and learning.”

“Reasonable force” may include: for self-defense or the defense of another, to prevent a pupil from inflicting harm on himself or herself, to quell a disturbance that threatens physical injury to any person, to obtain possession of a weapon or other dangerous object upon or within the control of a pupil and to protect property.

When a teacher has used physical force with a student, the teacher is **required** to report the matter verbally to his/her supervisor or the building principal.

SECLUSION AND/OR RESTRAINT

The Michigan Department of Education standards for emergency use of seclusion and restraint allow for this intervention in a situation where a student's behavior poses an imminent risk to the safety of an individual student or the safety of others. Emergency seclusion is a "last resort safety intervention" that provides an opportunity for the student to regain self control. The student is confined in a room or other space from which the student is physically prevented from leaving and which provides for continuous adult observation of the student by a trusted adult. Specific rooms have been created in our schools where emergency seclusion can be provided in a setting that meets the requirements of Michigan Department of Education standards. There are specific protocols outlined for managing a student in such situations.

Prior to the use of this emergency intervention, a behavior plan is developed in partnership with the parent or guardian. Parents/guardians are fully informed of the condition under which these interventions will be used.

STUDENT SUPERVISION AND WELFARE

Professional staff members, because of their proximity to students, are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the staff member.

The Superintendent shall maintain and enforce the following standards:

- Staff members should immediately report to the principal or supervisor any knowledge of threats by students.
- Staff members shall not send students on any personal errands.
- Staff members shall not transport students in a private vehicle without the approval of the principal or supervisor.
- Staff members should not inappropriately disclose personally identifiable information concerning a student to third persons not specifically authorized by law.

BOARD OF EDUCATION POLICIES

(POLICIES RELATED TO CURRICULUM)

CURRICULUM GUIDES

The Board of Education provides a comprehensive instructional program to serve the educational needs of the students of the district. In pursuant to law, the Board shall adopt courses of study. No course of study shall be taught in the schools of this District unless it has been adopted by the Board. The Board is committed to continuous review of curriculums, adequate and appropriate materials to supplement these curriculums and extensive staff development for training to teach the curriculums.

Occasionally, there are innovative, creative programs that could become pilot programs. Haslett welcomes opportunities for experimenting and has a procedure for trying, on a limited scale, programs outside of the written curriculum. The first step in the procedure is to discuss the plan or idea with your principal and get the principal's support. Your principal or the Associate Superintendent can assist in the procedures for developing and implementing a pilot program.

HEALTH RELATED CLASSES

Michigan law requires that parents be informed prior to their children being taught any reproductive health curriculum. Prior to teaching these units, parents must be notified of the content of the units and be offered the option of having their child removed from the class. All health or reproductive health curriculum changes must be approved by the District Sex Education Advisory Board (SEAB).

RELIGION IN THE CLASSROOM

We are fortunate to be located in a community with people of widely varying backgrounds, interests and beliefs. No employee will promote religion in the classroom or in the District's curriculum. Instructional activities shall not be permitted to advance or inhibit any particular religion. Accordingly, no student shall be exempted from attendance in a required course of study on the grounds that the instruction therein interferes with the free exercise of his/her religion.

INTELLECTUAL PROPERTY

Professional staff are encouraged to contribute articles to professional publications, however any materials which might be considered for publication which identifies the District in any manner, shall be cleared with the Superintendent prior to publication. Staff members should make such action known to the Superintendent prior to the time such work is started in order that proper procedures can be established to assure that District interests and the interest of the staff member are protected.

All materials which result from paid work time and/or prescribed duties of professional staff members shall remain the property of the District. Publications of staff shall be subject to the following copyright provisions: materials developed by staff members on their own time will be relinquished by the Board upon the request of the staff member, the District has the privilege of purchasing the materials free of any copyright charges.

BOARD OF EDUCATION POLICIES

(POLICIES RELATED TO PROFESSIONAL RESPONSIBILITIES)

FIELD TRIP REQUESTS

All trips requiring a school bus should be requested *five days* prior to departure. A form can be found on the district web-site. Students must have written permission from their parent or guardian to go on a field trip, except for athletes attending athletic events. Whether students ride on buses or are driven by parents, a written permission slip is required. To ensure absolute safety and prevent liability, the use of parent driven cars is discouraged.

LESSON PLANS (ADMINISTRATIVE GUIDELINES)

Students come to school to learn and deserve appropriate and challenging lessons daily. When it is necessary for a teacher to be absent, the District expects that students will continue to learn with a guest teacher. Lesson plans are required and critical to a guest teacher's success.

Because a teacher does not always know when they will be absent, the District requires lesson plans be prepared ahead so unexpected absences do not unfairly affect student learning. Each building has its own procedures and safe keeping of lesson plans, and it is important for the teacher to be familiar with their building's procedures.

ATTENDANCE RECORDING PROCEDURES

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. Students may be excused from school for health reasons and other reasons deemed necessary by their parents. Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

COPYRIGHT LAWS

It is illegal to duplicate materials that are protected by copyright laws. This includes most books, workbooks, videos and computer software. All computer software purchased by the District is covered by site licenses. Individuals should not install any software on their school computers without specific permission from our Director of Technology. School districts and individuals pay heavy fines for violating copyright laws. If you have questions regarding this policy, please direct them to the Administrative staff.

Appendix A

INFORMATIONAL TECHNOLOGIES

ACCEPTABLE USE POLICY

Haslett Public Schools provides access to and encourages the use of technology resources for educational purposes. Use of these resources is a privilege and not a right. Users have no reasonable expectation that any information contained on District technology resources is confidential or private. The District makes no warranties of any kind regarding the availability of its technology resources and is not responsible for damages incurred, including but not limited to the loss of data resulting from an interruption of service or the loss of data stored on District technology resources.

The District will designate a system administrator who will manage the system and make final determination as to what is inappropriate use based on the Technology Acceptable Use Policy. The system administrator has the right to access and review all electronic and voice mail communications, computer files, databases, audit trails and any other electronic transmissions contained in or accessed by District technology resources. The system administrator may suspend or close an account at any time for inappropriate use, and the user may face other disciplinary action and/or legal action.

In compliance with the Children’s Internet Protection Act, Haslett Public Schools will implement Internet filtering software intended to block minors’ access to materials that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors or that the District determines to be inappropriate for minors. Staff members will supervise and monitor student use of the Internet, but the District does not guarantee that inappropriate material will not be accessible.

Haslett Public Schools will issue student and staff accounts for **Google Apps for Education**, an online suite of applications designed for schools that includes email, word processing, spreadsheets, presentations, calendars, web pages and more. While these accounts will be created on servers that are hosted off-site by Google, Haslett Public Schools maintains the ability to manage users and settings like other locally hosted systems to ensure a safe and secure environment for students and staff. The rules contained in this Technology Acceptable Use Policy apply to the Google Apps for Education service as well.

Users may bring personally owned electronic devices (i.e. laptops, tablets, smart phones, etc.) to school and may use them for educational purposes at the discretion of the classroom teacher and/or building principal. The District shall not be liable for the loss, damage, misuse and/or theft of any personally owned electronic device brought to school. The rules contained in this Technology Acceptable Use Policy apply to personally owned electronic devices used at school.

User Responsibilities

Users are responsible for:

- abiding by the rules set forth in this policy pertaining to the use of hardware, software, networks and other District technology resources
- using technology resources for educational purposes only
- maintaining the privacy of their passwords
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization

- obtaining permission from the Director of Technology prior to installing, removing, relocating or modifying hardware or software
- maintaining the integrity of the electronic messaging systems (voice, e-mail, etc.), by deleting files or messages if they have exceeded their established limit
- adhering to copyright laws and applicable licensing agreements while using District technology resources
- complying with all other applicable laws, both state and federal, with respect to their use of the District's technology resources
- payment and all financial obligations associated with the personal purchase of goods or services while using District technology resources
- financial restitution for damages or repairs necessitated by inappropriate use of District technology resources
- damages to their personally owned technology equipment incurred while on district property and any necessary repairs to the equipment

User Restrictions

Users are prohibited from:

- using District technology resources to disrupt the use of technology by others or to infiltrate unauthorized computer systems
- using District technology resources to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law
- participating in harassment, discriminatory remarks, bullying or other aggressive behaviors
- logging into or using network accounts of any user other than their own
- using anonymous proxy web sites or other methods to bypass the District Internet filter and/or proxy server
- connecting devices (switches, routers, hubs, computer systems, and wireless access points as examples) to the network without receiving the prior consent of the Director of Technology
- using the technology for a "for-profit" business, for product advertisement or political lobbying
- vandalizing District or any other technology resources, including, but not limited to, the creation or intentional receipt or transmission of computer viruses

Consequences of Inappropriate Behavior

Any user who does not comply with the District Technology Acceptable Use Policy will lose technology use privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges. Users violating any of the terms of this agreement may face additional disciplinary action consistent with the disciplinary policies of the school and/or legal action.