

# Newaygo County

# RESA

## Our Mission

**S**upport

**E**ducation

**R**esponsibly, through

**V**isionary

**I**nnovative

**C**ooperative

**E**fforts

# 2019-20 EMPLOYEE HANDBOOK

# TABLE OF CONTENTS

FROM THE SUPERINTENDENT .....	6
TOP 20 SERVICE EXPECTATIONS FOR ALL EMPLOYEES .....	7
THE NC RESA EMPLOYEE HANDBOOK .....	8
THE HISTORY OF INTERMEDIATE SCHOOL DISTRICTS (ISDs) .....	9
SECTION 1 – BOARD OF EDUCATION	
1.1 – Board Meetings .....	10
1.2 – Board Members .....	10
1.3 – Board Policies, Bylaws and Administrative Regulations .....	10
SECTION 2 – ADMINISTRATION/ORGANIZATION	
2.1 – Administrators .....	11
2.2 – Business Hours .....	11
2.3 – 2019-20 NC RESA Calendar (see Appendix B) .....	11
2.4 – 2019-20 Newaygo County Common Calendar (see Appendix C) .....	11
2.5 – Organizational Chart (see Appendix D) .....	11
SECTION 3 – FACILITIES	
3.1 – Educational Service Center .....	12
3.2 – Fremont Center .....	12
3.3 – Education and Activity Center .....	12
3.4 – Maintenance Building .....	12
3.5 – Neway Center .....	13
3.6 – Newaygo County Career-Tech Center .....	13
3.7 – Newday Center .....	13
3.8 – Regional Center for AgriScience and Career Advancement .....	13
3.9 – White Cloud Center .....	14
SECTION 4 – DEPARTMENTS	
4.1 – Business/Superintendent’s Office .....	15
4.2 – Career-Technical Education Services .....	15
4.3 – Intervention and Prevention Services .....	15
4.4 – Learning Services .....	16
4.5 – Special Education Services .....	16
4.6 – Technology Services .....	16
SECTION 5 – WEBSITE .....	17
SECTION 6 – EQUAL OPPORTUNITY .....	18
SECTION 7 – WORKPLACE COMPLIANCE	
7.1 – Accessibility (ADA) .....	19
7.2 – Bloodborne Pathogens .....	19
7.3 – Compliance Training .....	19
7.4 – Control of Hazardous Energy Act (Lockout-Tagout) .....	19
7.5 – Discriminatory/Sexual Harassment .....	20
7.6 – Drug-Free Workplace .....	21
7.7 – Hazard Communications Standard (Right-to-Know) .....	21
7.8 – Health Insurance Portability and Accountability Act (HIPAA) .....	22
7.9 – Possessing, Transporting or Transmitting Dangerous Weapons .....	22

<b>SECTION 8 – EMERGENCY PROCEDURES</b>	
8.1 – Crisis Management (Lock-Down Drills).....	24
8.2 – Fire Drills.....	24
8.3 – Severe Weather (Tornado) Drills.....	25
<b>SECTION 9 – RULES OF CONDUCT</b>	
9.1 – Administration of Medications by School personnel.....	26
9.2 – Alternatives to Corporal Punishment.....	26
9.3 – Attendance.....	26
9.4 – Confidentiality of Records/Information.....	26
9.5 – Copyright Laws.....	28
9.6 – Dress and Grooming.....	28
9.7 – Ethics.....	28
9.8 – Lunch and Coffee Breaks.....	29
9.9 – Nepotism.....	29
9.10 – Outside Employment.....	29
9.11 – Political Activities.....	29
9.12 – Retaliation and Whistle Blowing.....	29
9.13 – Staff Communication.....	29
9.14 – Staff Conduct.....	30
9.15 – Staff/Student Relations.....	30
9.16 – Staff to Staff Relations.....	31
9.17 – Student Records/Data Management.....	32
9.18 – Use of Technology/Computer Network.....	32
<b>SECTION 10 – HUMAN RESOURCE</b>	
10.1 – Evaluation.....	34
10.2 – Family and Medical Leave Act.....	34
10.3 – Personnel Records.....	35
10.4 – Probationary Status.....	35
10.5 – Resignations.....	35
10.6 – Retirement.....	36
10.7 – Staff Complaints/Grievances.....	36
10.8 – Suspension and Dismissal.....	37
10.9 – Temporary Employees.....	37
10.10 – Unauthorized Work Stoppages.....	37
10.11 – Unemployment Insurance.....	37
10.12 – Workers’ Compensation and Injury Reports.....	38
10.13 – Reporting Crimes and Conviction.....	38
10.14 – Emergency Contact Information.....	39
<b>SECTION 11 – EMPLOYEE WAGES AND BENEFITS</b>	
11.1 – Holidays.....	40
11.2 – Insurance.....	40
11.3 – Salaries.....	40
11.4 – Section 125.....	41
<b>SECTION 12 – LEAVES OF ABSENCE</b>	
12.1 – Bereavement.....	42
12.2 – Jury Duty/Court Subpoenas.....	42
12.3 – Inclement Weather Day.....	42
12.4 – Maternity Leave.....	42
12.5 – Military Leave.....	43
12.6 – Other Leaves of Absence.....	43

12.7 – Personal Leave .....	43
12.8 – Professional Development.....	43
12.9 – Sick Leave.....	44
12.10 – Vacation Leave.....	44
<b>SECTION 13 – PAYROLL</b>	
13.1 – Direct Deposit/Paychecks/Payroll Schedule .....	45
13.2 – Leave Requests .....	45
13.3 – Payroll Deductions .....	45
13.4 – Social Security .....	45
13.5 – Timesheets.....	45
13.6 – 403B Accounts .....	46
<b>SECTION 14 – BUSINESS OFFICE INFORMATION</b>	
14.1 – Fraud Prevention and Investigation .....	47
14.2 – Fund Raising and Student Activity Fund.....	47
14.3 – Monies in School Buildings.....	47
14.4 – Purchasing Goods and Services .....	48
14.5 – Receipt of Shipments .....	48
14.6 – Reimbursement of Expenses .....	48
14.7 – Security .....	49
14.8 – Supplies and Materials .....	49
14.9 – Telephones .....	49
14.10 – Use of Agency Credit/Purchase Cards .....	50
<b>SECTION 15 – THINGS TO KNOW</b>	
15.1 – Arrangements for Substitutes .....	51
15.2 – Energy Policy .....	51
15.3 – First Aid/AEDs.....	51
15.4 – Gifts and Bequests .....	51
15.5 – Grant Procedures .....	52
15.6 – ID Badges .....	52
15.7 – Inclement Weather Procedures .....	52
15.8 – Mail Delivery Service .....	53
15.9 – Maintenance Requests.....	53
15.10 – Media Coverage .....	53
15.11 – Relations with Political Organizations .....	53
15.12 – Solicitations .....	53
15.13 – Technical Requests.....	54
15.14 – Use of NC RESA Equipment, Supplies, Property and Materials .....	54
15.15 – Use of NC RESA Facilities .....	54
15.16 – Visitors .....	54
15.17 – Volunteers.....	55
15.18 – Wireless Communication Devices .....	55
15.19 – Work-Related Travel .....	56
15.20 – Agency Expenditure of Funds.....	56
15.21 – Consulting .....	56
15.22 – Student Interns.....	57
<b>SECTION 16 – INSTRUCTIONAL PROGRAMS/STUDENTS</b>	
16.1 – Child Abuse and Neglect – Duty to Report .....	58
16.2 – Treatment, Care and Service of our Students.....	58
16.3 – Discriminatory Harassment of Students.....	59
16.4 – Equal Educational Opportunity .....	60
16.5 – Field Trips and Excursions .....	60
16.6 – Hand Sanitizers.....	60

16.7 – Interrogation and Investigations Conducted In School .....	61
16.8 – Interviews with Students.....	61
16.9 – Release of a Student During the School Day.....	61
16.10 – School Ceremonies and Observances .....	61
16.11 – Student Injuries .....	62
16.12 – Student Photographs.....	62
16.13 – Student Suspension from Class, Subject or Activity .....	62
16.14 – Terroristic Threats/Acts .....	63
16.15 – Tutoring for Pay.....	64
16.16 – Use of Commercially Produced Video Recordings .....	64

**SECTION 17 – TRANSPORTATION**

17.1 – Agency Vehicle Idling Policy.....	65
17.2 – Personal and Business Transportation Services .....	65
17.3 – School Vehicles.....	66

**APPENDICES**

A – Schedule of 2019-20 Pay Dates.....	67
B – 2019-20 NC RESA Calendar .....	68
C – 2019-20 Newaygo County Common Calendar.....	69
D – Organizational Chart.....	70
E – Mileage Distance Between Newaygo County Facilities .....	71

## FROM THE SUPERINTENDENT

Welcome to the Newaygo County Regional Educational Service Agency, an educational service agency dedicated to improving opportunities for all students, families and community members in Newaygo County and surrounding areas. Our primary function is one of leadership in services and programs. We serve as a vital link between the public and private schools in Newaygo County and the Michigan Department of Education. Newaygo County public schools include Big Jackson Public School, Fremont Public Schools, Grant Public Schools, Hesperia Community Schools, Newaygo Public Schools and White Cloud Public Schools. Private schools include Fremont Christian Schools, Grant Christian School, and Cornerstone Christian Academy.

According to the terms of the Michigan Department of Education, NC RESA is classified as an Intermediate School District. The NC RESA exists for one basic reason—to provide services to students and their families in our constituent school districts that will not only increase the efficiency and effectiveness of programming, but will help educators in the schools to better serve and instruct the young people in their charge.

Our slogan is SERVICE - **S**upport **E**ducation **R**esponsibly through **V**isionary, **I**nnovative, **C**ooperative **E**fforts. Our vision is that NC RESA will provide the highest quality of educational service, from birth through career(s), serving as a responsible regional center for academic and technical education; as a partner in economic, workforce and community development; and as a diverse and accessible community of learners.

As a member of the NC RESA team, you are critical to our mission—each person makes a difference. You are a member of a dedicated, hard-working, friendly and responsive organization.

Our Guiding Principles are our values that impact our key strategic decisions:

1. Each learner, employee, board member and customer can achieve their maximum potential and has the right to high expectations, a safe and secure environment, and appropriate levels of support.
2. Each employee and board member will be valued and respected as they support NC RESA in achieving its mission and realizing its vision.
3. Exemplary performance by each employee is essential to high quality service.
4. Collaboration and communication are essential to an effective organization.
5. Quality professional learning and feedback are critical to successful job performance.
6. The utilization of valid and reliable data is essential for continuous improvement.
7. Capacity-building in schools and systems is key to sustained improvement.
8. Change is expected and is an opportunity for growth.
9. It is everyone's responsibility to demonstrate leadership in advancing a safe, secure and positive culture.

## TOP 20 SERVICE EXPECTATIONS FOR ALL EMPLOYEES

- We are a team. We work together to meet the needs of each student; we all help each other out.
- To fit our NC RESA culture, a positive attitude and growth mindset is required.
- Be open to dialogue and positive collaboration with all staff.
- We are a learning organization: willing to listen, learn, teach and share knowledge.
- Be competent to function in the role you are being hired to perform and be willing to continue to grow and improve your skills.
- We are all on the same team; committed to a common vision, mission and toward a common goal.
- Embrace the challenge of constant change. Be adaptable.
- Keep a student-focus and children at the center of decisions and actions.
- Support children and families where they are at and strive to meet the needs of each individual.
- Embrace a positive culture and actively participate by giving and receiving feedback, talking positively in the community about staff, services, programs, etc.
- Be reflective and intentional about everything we do.
- Possess a service-mindset (the **want** to serve others), be service-oriented, do whatever is necessary.
- Honesty and integrity are non-negotiables.
- Be solution-minded; focus on solutions and opportunities.
- Every team member is expected to be a leader and be accountable to one another to accomplish our individual responsibilities, and can depend on one another to accomplish our goals.
- Be professional at all times to represent our great organization.
- Be a role model of soft skills: communication, creative thinking, work ethic, teamwork, networking, decision-making, positivity, time management, motivation, flexibility, problem-solving, critical thinking and conflict resolution.
- If the person works directly with children or has decision-making power regarding people or programs that impact children—that person has the understanding/knowledge of the needs of children (of today) who struggle behaviorally/emotionally and the skill to support them.
- Be empathetic and non-judgmental because you may not know what someone is experiencing beyond our interaction with them.
- Always do what is best for our students and those we serve.

These service expectations are the Top 20 expectations drafted by NC RESA team members during the 2016-17 school year as a part of the Continuous Improvement Process.

## THE NC RESA EMPLOYEE HANDBOOK

This handbook is intended to be a guide to the policies and practices of the NC RESA; it is not a contract. Information included in this handbook is gleaned from Board policies, bylaws and administrative regulations and also from Master Agreements with the MESPA and NCEA unions. Board policies, bylaws and administrative regulations may be updated at any time and corresponding information included in this handbook will be updated at reasonable intervals. Updates from changes to Master Agreements and/or letters of agreements will be made to this handbook (as needed) once the Master Agreements and/or letters of agreements are approved by the NC RESA Administration/Board and union representatives. Should any discrepancies exist between the handbook and board policies/bylaws, administrative regulations and/or master agreements/letters of agreement, the original source document shall prevail.

It is the responsibility of each employee to become familiar with the content of this employee handbook. Every effort has been made to include at least a brief description of those factors important to all employees. Use of this handbook, in conjunction with other administrative documents will ensure that every employee has a thorough understanding of their individual responsibilities, as well as the operations of the NC RESA.



## THE HISTORY OF INTERMEDIATE SCHOOL DISTRICTS (ISDs)

From the turn of this century through approximately 1947, Michigan's local educational leadership took the form of a County School Commissioner. This was a political position nominated by each party and elected by popular vote in the spring of each off-election year. Political savvy was often more important than educational expertise. Educational funding was at the mercy of the County Board of Supervisors and was directly tied to the political environment prevailing.

A modest attempt to separate education from county politics occurred after World War II, when the state legislature appropriated a small allocation to support the new County Superintendent's Office. Unfortunately, the matching funds for this office were still provided by the County Board of Supervisors and were still subject to the political whims of the politicians. It is interesting to note that the County Board of Education members were also appointed by the County Supervisors.

At about this same time following the war, other developments were occurring which were to finally nudge education from political control. School districts were being reorganized, which resulted in either new township units or in the consolidation of neighboring village or city school districts. This general reduction in primary districts served to weaken the authority of the County Superintendent and the political structure around that office. Tremendous growth in school enrollments after the war also contributed, as even more reorganization was required, and it became necessary to build more high schools.

This new growth also began to make it apparent that not all school districts could afford to employ the specialists necessary to facilitate the instructional programs they wished to follow. A need for districts to begin to cooperate and to share resources began to evolve.

In the mid 1950s another major milestone was achieved with the passage of Public Act 18. This law provided for the public education of handicapped children. County school boards were given the authority to levy a special millage by vote of the people to support the educational programs required. With this new educational commitment, it became even more important to look at cost effectiveness of all the programs and curricula being provided within a county. No longer would it be possible to allow individual schools to reinvent the wheel.

By the early 1960s, work was well underway to fashion an educational service agency within the Michigan system which would help conserve resources and provide a range of support services to local districts. The emerging "intermediate school districts" acquired some distinguishing features, which have served the State well and which set Michigan's model well above those of other states. Some of these include the authority to tax and to share in the allocation of the mills; a great degree of freedom in selecting programs and services to provide for local districts; control over its own operating budget via a board and its own treasurer; the ability to issue resolution bonds to provide offices for the superintendent and staff; and the requirement to furnish services of a management, consultant or supervisory nature to a constituent district upon request.

ISDs have been a catalyst to make things happen in education. A growing record of achievement has served to expand the spirit of inter-district cooperation and coordination. Comparing Michigan to other states without educational service agencies shows that the latter lag far behind in special education and career-technical education. It has become obvious that the intermediate school districts do a great deal to expedite the development of programs and the delivery of educational services to students and staff of all local districts.

### NC RESA (FORMERLY NCISD) SUPERINTENDENTS:

Leon Deur – 1942 to 1972

Richard Gale – 1972 to 1980

Dr. Richard Hogancamp – 1980 to 1991

Dr. Roland Marmion – 1991 to 2002

Robert DeVries – 2002 to 2007

Dr. Lori Tubbergen Clark – 2007 to present

# SECTION 1 – BOARD OF EDUCATION

## 1.1 – Board Meetings

The Board meeting schedule is posted in the East and South entrances of the Educational Service Center. All Board meetings, with the exception of closed sessions, are open to the public. If an individual wants to address the Board during public participation, it is suggested, but not required, that the individual notify the Superintendent's office so that the individual can be given the procedural regulations.

(Ref. Board Bylaw 1370)

## 1.2 – Board Members

Your 2019-20 Board members:

David Hewitt, President (term to expire 2021)  
Ed Haynor, Vice President (term to expire 2025)  
Laura Johnson, Secretary (term to expire 2023)  
Karen Kasankiewicz, Treasurer (term to expire 2025)  
Sarah Robinson, Trustee (term to expire 2023)

## 1.3 – Board Policies, Bylaws and Administrative Regulations

All NC RESA Board policies, bylaws and administrative regulations are available for employees to view on the NC RESA website. One (1) hard copy of Board policies, bylaws and regulations shall be maintained in the Superintendent's office and is available for your viewing during normal working hours of 8:00 a.m. to 4:30 p.m. or by appointment. Forms referenced in board policies, bylaws and administrative regulations are posted in the "Staff Services" section on the [www.ncresa.org](http://www.ncresa.org) website.

## SECTION 2 – ADMINISTRATION/ORGANIZATION

### 2.1 – Administrators

Superintendent (ESC).....Dr. Lori Tubbergen Clark  
Chief Financial Officer (ESC) ..... Jodi DeKuiper  
CTC Principal/Director of Secondary Learning Services (CTC)..... Bernard Brown  
Director of Career & Employability Services/CEPD (CTC) ..... Gretchen Spedowske  
Director of Early Childhood Education/Elementary Learning Services (Neway) ..... Nicole Skrabis  
Director of Special Education Services (Neway) ..... Lynette Hodges  
Director of Technology and Security Services (NCATS) ..... Joel Phillips  
Physical Plant Management (Maintenance) ..... Ryan Ergang & Brian Hable  
Student Advancement Consultant (ESC) ..... Melissa Miller  
Supervisor of Center-Based Programs (EAC) ..... Jesse Gilding  
Supervisor of Special Education – Secondary (Neway) ..... Andrea Scheidel  
Supervisor of Special Education – Elementary/Tech Asst & Accountability (Neway)... Matt Koekkoek

### 2.2 – Business Hours

The normal full-time work week is considered to be at least 40 hours and the basic business hours for all NC RESA facilities are from 8:00 a.m. to 4:30 p.m., Monday through Friday. The Business Office and Superintendent’s Office is open daily from 7:00 a.m. to 4:30 p.m.

Because of the wide range of programs and services offered through the Agency, it is recognized that certain positions require slightly different schedules to fulfill responsibilities. Employees working under bargained agreements may also have different definitions of work hours. By and large, however, it is imperative that the general public have access to Agency services during the business hours established.

### 2.3 – 2019-20 NC RESA Calendar (see Appendix B)

The 2019-20 NC RESA calendar indicates the days of service for those individuals working with instructional programs. If an employee provides services on dates other than those indicated on the calendar, arrangements must be made in advance with his/her supervisor.

### 2.4 – 2019-20 Newaygo County Common Calendar (see Appendix C)

For the purpose of on-going planning, representatives from the NC RESA and our constituent K-12 districts meet on an annual basis to determine a common calendar on a five-year basis. These calendars are available on the NC RESA website.

### 2.5 – Organizational Chart (see Appendix D)

The Superintendent shall be responsible for keeping the administrative structure of the Agency up-to-date as to the goals, curricula, instructional arrangements, and services change, and shall recommend revisions in the structure to the Board. The Superintendent may reorganize lines of authority and revise the organizational chart.

## SECTION 3 – FACILITIES

### 3.1 – Educational Service Center

The Educational Service Center (ESC) is located at:

4747 W. 48<sup>th</sup> Street  
Fremont, MI 49412  
Phone 231.924.0381  
Fax 231.924.8817

Departments within the ESC include the Superintendent's Office, the Business Office, Learning Services, Pupil Accounting and NCATS (Newaygo County Advanced Technology Services). Space is also leased to other partners including The Gerber Foundation, Muskegon Community College and AAA Insurance.

### 3.2 – Fremont Center

The Fremont Center is located at:

4575 W. 48<sup>th</sup> Street  
Fremont, MI 49412  
Phone 231.924.5910  
Fax 231.924.1925

The Fremont Center operates two (2) Great Start Readiness Program (GSRP) classrooms and one (1) Building Bridges preschool classroom.

### 3.3 – Education and Activity Center

The Education and Activity Center (EAC) is located at:

4554 W. Career Pathway  
Fremont, MI 49412  
Phone 231.92  
919  
Fax 231.924.7918

The EAC houses our intensive center-based special needs programs for local students through age 26.

### 3.4 – Maintenance Building

The Maintenance Building is located at:

4490 W. Career Pathway  
Fremont, MI 49412  
Phone 231.924.8829  
Fax 231.924.8877

The Maintenance Building houses the office of Physical Plant Management.

### 3.5 – Neway Center

The Neway Center is located at:

585 Fremont Street  
Newaygo, MI 49337  
Phone 231.652.1638  
Fax 231.652.3346

The Neway Center houses all ancillary special education employees who provide services to students in our constituent districts (Speech/Language Therapists, Early Childhood Specialists, Psychologists, Social Workers, Occupational Therapists, Physical Therapists, Behavioral Specialist and Autism Spectrum Disorder Consultant), offices of our Intervention and Prevention Programs, three (3) Great Start Readiness Programs (GSRP), one (1) Building Bridges preschool classroom and the Great Parents/Great Start Collaborative offices.

### 3.6 – Newaygo County Career-Tech Center

The Newaygo County Career-Tech Center (NCCTC) is located at:

4645 W. Career Pathway  
Fremont, MI 49412  
Phone 231.924.0380  
Fax 231.924.7815

The NCCTC operates our career-technical education programs for local high school students as well as direct and dual enrollment college credit for students and community members. The CTC also includes offices of our Prevention Services Programs.

### 3.7 – Newday Center

The Newday Center is located at:

465 Clay Street  
Newaygo, MI 49337  
Phone 231.652.5324

The Newday Center houses our Enterprise program; providing life skills training for special education students.

### 3.8 – Regional Center for AgriScience & Career Advancement

The Regional Center for AgriScience & Career Advancement (RCASCA) is located at:

5479 W. 72<sup>nd</sup> Street  
Fremont, MI 49412  
Phone 231.924.1976

The RCASCA houses our Career-Tech Agriscience Program, our Robotics Lab and our Professional Technologies Training Center. Space is also leased to other partners including, but not limited to, Michigan Works! West Central, Migrant Services, and the MSU Extension Office.

### 3.9 – White Cloud Center

The White Cloud Center is located at:

500 Adda Street  
White Cloud, MI 49349  
Phone 231.689.0791

The White Cloud Center operates three (3) Great Start Readiness Program (GSRP) classrooms.

## SECTION 4 – DEPARTMENTS

*The NC RESA is organized into six (6) primary departments.*

### 4.1 – Superintendent’s/Business Office

The Superintendent’s/Business Office provides services to our constituent districts in a variety of areas including, but not limited to:

- pupil accounting & auditing
- state reporting
- truancy
- mail delivery service
- compliance consultation
- business office management/services
- Newaygo County Area Promise Zone Authority

Internally, the Business Office assumes responsibility for:

- payroll
- employee benefits
- human resources
- budget development and management
- inventory
- accounting functions

### 4.2 – Career-Technical Education Services

The Career-Technical Education Department assists our local districts in planning and implementing quality career and technical education programs offered at the NCCTC. Assistance to our local districts includes, but is not limited to:

- coordination of career preparation, technical preparation and Perkins grants
- career-technical education
- state and federal reporting, monitoring and interpretation of regulations

### 4.3 – Early Childhood Education Services

The Early Childhood Education Services Department offers a variety of services to students in our local districts including, but not limited to:

- Response to Intervention Services
- GSRP Building Bridges Preschool Programs
- Tuition-Based Building Bridges Preschool Programs
- Great Parents/Great Start Collaborative
- Health and Prevention Services
- Homeless Students Liaison
- Early On for Birth to Age 3
- Safe and Drug-Free School and Communities Services
- Bullying and Truancy Prevention Education Services
- Parents as Teacher Services for Birth Through Age 8

## 4.4 – Learning Services

The Learning Services Department provides a broad range of services and activities designed to assist our local districts with:

- compliance with the “Every Student Succeeds Act” (federal law)
- school improvement and accreditation
- curriculum development and alignment with the Michigan Curriculum Framework Standards and Expectations (GLCE & HSCE) system
- Curriculum Management e-System (CMS)
- curriculum content awareness and new content developments
- professional development opportunities for new and experienced teachers and administrators
- WE CAN! – Newaygo County’s College Access Network
- Early College Newaygo County
- Career & College Access programs, including College for Kids summer programming
- Advanced & Accelerated Programs
- SCECH offerings

## 4.5 – Special Education Services

The Special Education Department offers a variety of services to children/students with challenging disabilities. Assistance is provided to our local districts in developing and implementing programs and services for children (and their families) ages prenatal through 26 years of age. The Special Education Department provides leadership and expertise in the following areas including, but not limited to:

- behavioral concerns
- autism
- early childhood mental health, care and development
- curriculum development and implementation
- children/students with more intense medical needs
- transition from the school to the community
- a coordinated system of interagency interventions for infants and toddlers, assistance to parents in obtaining quality programming for their child(ren)
- federal and state compliance and guidance
- coordination of Medicaid eligible service reimbursement

## 4.6 – Technology Services

The Newaygo County Advanced Technology Services (NCATS) Department provides technology services for our constituent districts including, but not limited to:

- student records management
- state reporting
- technical assistance
- computer supplies and equipment
- telecommunications equipment
- AV hardware
- computer software and training
- technology planning
- voice, video and data service
- Internet service
- information security services



## SECTION 5 – WEBSITE

The NC RESA website address is [www.ncresa.org](http://www.ncresa.org). The website offers a multitude of information including, but not limited to:

- departmental/service information
- staff directory information
- Board policies, administrative regulations and corresponding forms
- Board agendas/minutes
- job postings
- links to local school district and community websites
- the NC RESA school calendar and the county-wide school calendars
- link to Employee Access (Skyward)
- link to Educator Access (Skyward)
- incident/status change requests
- maintenance requests
- technology requests
- room schedule requests
- access to e-mail and Microsoft Outlook assistance/instructions
- voice mail/phone instructions
- resources for local district staff
- resources for students and their families

## SECTION 6 – EQUAL OPPORTUNITY

The Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no staff member or candidate for a position in the Agency shall be discriminated against, excluded from participating in, or denied benefits of any program or activity for which the Board is responsible, or for which it receives financial assistance from the U.S. Department of Education, on the basis of race, color, religion, national origin, gender, age, height, weight, marital status or disability.

Furthermore, the Board shall not discriminate in its policies and practices with respect to compensation, terms or conditions of employment because of such individual's race, color, religion, gender, national origin, height, weight, age, marital status, or disability which does not impair an individual's ability to perform adequately in that individual's particular position or activity.

If an employee or candidate for employment believes the NC RESA has failed in its duty and promise of equal opportunity, those concerns should be reported immediately to the Superintendent. Complaints will be dealt with promptly and in accordance with the law. Inquiries regarding the Board's nondiscrimination policy should be directed to the Superintendent's office.

(Ref. Board Policy 2430, 5020, 5170)

## SECTION 7 – WORKPLACE COMPLIANCE

### 7.1 – Accessibility (ADA)

The NC RESA fully supports and strives to fully comply with the Americans with Disabilities Act (ADA) and other legislation protecting the rights of individuals with disabilities. The Board believes that all people should have the opportunity to participate and benefit from any of the services, programs, activities, and events sponsored by the NC RESA.

### 7.2 – Bloodborne Pathogens

The MIOSHA requires that all employees be trained annually on the potential exposure of bloodborne pathogens and precautions individuals should take when handling bloodborne pathogens. Although the NC RESA strives to provide a safe and secure work environment for its employees, some of our employees have jobs which put them at reasonable risk of exposure to bloodborne diseases. Those diseases may include Hepatitis B, Hepatitis C and HIV/AIDS. Should an employee have an exposure incident, contact the Human Resources Office for a vaccination/declination form and further instructions.

To protect the health of both students and employees, the NC RESA has implemented the use of “universal precautions” in handling all exposure or potential exposure to body fluids – urine, feces, menstrual discharge, nasal discharge, vomit, and blood. Disposable latex gloves are to be worn when diapering, toileting, and/or cleaning students. These gloves are to be discarded after use with a single student. Any surfaces on which a student is placed for diapering or on which a student has urinated, defecated, vomited, bled, or wiped his/her nose is to be cleaned in one of two ways. A fresh mixture of ten (10) parts water to one (1) part bleach may be used. This mixture needs to be disposed of at the end of the cleanup. The surface may also be sprayed with germicidal foam cleaner and then wiped. Gloves are to be worn when dealing with all types of body fluids. Cleaning and bandaging an injury requires gloves, as does cleaning a student’s wet clothes after urination. When in doubt, wear gloves. Food handling gloves are available and should be used by employees and students when food is being handled. Gloves, spray, and waterless germicidal hand cleaners are available. Follow the regular ordering procedure to secure these items. Questions regarding bloodborne pathogens training or to view the exposure control plan, please contact the Human Resources Office.

(Ref Board Policy 5340)

### 7.3 – Compliance Training

In addition to Bloodborne Pathogens training, all NC RESA employees are expected to complete other required training sessions throughout their tenure. Employees will be directed by the Human Resources Office and/or their immediate supervisor to complete on-line training(s) at the appropriate time of each school year. It is expected that employees will complete the on-line training courses in an appropriate amount of time. Questions or concerns about compliance training should be directed to the Human Resources Office.

### 7.4 – Control of Hazardous Energy Act (Lockout-Tagout)

Some NC RESA employees are required to perform work on equipment and systems which operate on one or more forms of potentially hazardous energy. When they perform such tasks, they are required to physically lock the energy source(s) in the “off” position with a heavy-duty padlock. They are also required to affix a brightly colored informational tag to that locking device. All NC RESA employees must recognize that such locks and tags are protecting other employees from

possible injury or death and must know to leave them undisturbed. For those individuals who must perform such lockout/tagout procedures, you will be informed by your immediate supervisor when to complete compliance training.

## 7.5 – Discriminatory/Sexual Harassment

Sexual or discriminatory harassment of Agency elected officials, employees, or applicants for employment by Board of Education members, Agency employees, vendors, contractors or others doing business with the Agency, students, parents, guardians, invitees, volunteers or guests will not be tolerated.

Discriminatory harassment means any harassment, intimidation, ridicule, disparagement, purposeful embarrassment, or chiding of any person because of their race, gender, color, national origin, age, religion, height, weight, marital status, or handicap/disability.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individual's gender.

Sexual or discriminatory harassment shall not be tolerated by this Agency when:

- Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, to obtain employment, or
- Submission to, or rejection of, such conduct or communication by an employee/applicant is used as a factor in decisions affecting such employee/applicant's employment, or
- Such conduct or communication has the purpose or effect of substantially interfering with an employee's employment, or creating an intimidating, hostile, or offensive employment environment, or otherwise adversely affects an employee's employment opportunities.

Any employee or applicant who believes that he or she has suffered any form of harassment for any reason shall immediately report the incident(s) to:

Supervising Administrator or Human Resources Specialist  
Newaygo County RESA  
4747 W. 48<sup>th</sup> St.  
Fremont, MI 49412  
(231) 924-0381

The Agency guarantees that an employee or applicant for employment, reporting an incident of sexual or discriminatory harassment will not suffer any form of reprisal.

In determining whether the alleged conduct constitutes sexual or discriminatory harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incident(s) occurred will be investigated. The Superintendent has the responsibility of investigating complaints of sexual or discriminatory harassment of employees or applicants. In cases where the alleged harassment involves a member of the Board of Education, the Agency will appoint outside legal counsel to investigate the complaint. The results of an investigation and any action taken thereon will be communicated to the complaining person.

In the event the complaint is against the Superintendent, the Vice-President of the Board shall be automatically designated as the recipient and investigator for such complaints. At his/her sole discretion, the Vice President of the Board may elect to employ Agency legal counsel or other qualified, independent investigators to assist him/her in the investigation. Results of the Vice President's investigation will be turned over to the President of the Board.

The Agency considers harassment based on race, gender, color, national origin, age, religion, height, weight, marital status, or other trait or characteristic protected by federal or state employment discrimination statutes to be a major offense, which will result in disciplinary action of the offender. Disciplinary action against an Agency employee may include termination of employment. Disciplinary action against a student may include expulsion. Disciplinary action against a Board of Education member may range from Board of Education public censure to removal of the Board Member from an officer position he/she may hold.

(Ref. Board Policy 5035)

## 7.6 – Drug-Free Workplace

The NC RESA Board of Education believes in the importance of a smoke-free/drug-free workplace. Agency employees shall not smoke, use tobacco products, or use any vaping/alternative nicotine product in any building, in any Agency vehicle, or on any Agency grounds at any time, or when they are involved with students or when supervising student activities.

Although medical marijuana is permissible for registered patients under the State's medical marijuana laws and after a successful vote in the 2018 General Election recreational marijuana is permissible for adults to possess and use, marijuana remains a Schedule I controlled substance under the Controlled Substances Act of 1970. Therefore, any use of marijuana at NC RESA facilities or during the work day is prohibited. Employee shall not come to work under the influence of drugs or alcohol.

The use, distribution, dispensation and/or manufacturing of controlled substances, as defined by state and federal law, alcoholic or "look-alike" alcoholic beverages, or vaping/alternative nicotine products by Agency employees on Agency grounds, in Agency buildings and/or in connection with any Agency activity or function, is prohibited. Employees who violate this directive will be subject to discipline.

Any Agency employee who violates the above policy may be subject to disciplinary action, up to and including termination of employment, and will be subject to punishments set forth in Section 722.641 of the Public Act of 2019. In addition, the employee may be required to participate, satisfactorily, in an alcohol or drug assistance rehabilitation program approved by the Board in order to continue employment with the Agency.

Any Agency employee who has been found guilty of violating a criminal drug statute in the workplace shall notify the Superintendent within five (5) days after a conviction relating to the drug offense.

The Superintendent shall notify the appropriate federal, state, or local law enforcement agency within ten (10) days after receiving notice of a workplace related drug conviction on the part of the employee.

(Ref. Board Policy 5350)

## 7.7 – Hazard Communications Standard (Right-to-Understand)

Under the Federal and Michigan Hazard Communications Standard, every employee has the right to understand the proper handling of hazardous chemicals and materials in the workplace. The law provides each employee the right to receive communication(s) and instruction regarding the labeling of all hazardous chemical containers, access to a written list of all hazardous chemicals in the workplace, access to a "Material Safety Data Sheet" for each chemical product covered under the law, and appropriate training for employees who work with chemical products. Employees who

receive and open an order which includes any possible type of chemical should search the package for an MSDS, check to see if an existing MSDS is already on file, or search online for a current MSDS for that product. Once the MSDS is available, it should be placed in the MSDS book for that building and a copy sent to the Maintenance Secretary. The Maintenance Secretary is available for assistance through this process, if needed.

Hazard Communications Standard information is posted on employee bulletin boards at each facility. Employees should check with their immediate supervisor and/or Physical Plant Management for additional information or to have any questions answered. Upon initial employment, each new employee shall complete the on-line training module. The training module is available on-line, thereafter, for employees to view at their discretion, but annual training is not required.

The NC RESA will always take every reasonable precaution to protect all employees and students from hazardous substances in the workplace. Questions regarding the NC RESA Hazard Communications Plan may be directed to the Human Resources Office.

(Ref. AR4050)

## 7.8 – Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) grants individuals the right to receive notice of the uses and disclosures of their protected health information (PHI) that may be made by the Agency, and sets forth the individual's rights and the Agency's legal obligations with respect to PHI. NC RESA declares itself a hybrid entity under the law and will maintain all PHI in accordance with law. Protected health information does not include information contained in employment records held by the Agency in its role as an employer.

Protected health information will only be available to designated employees who need to have access to those records in their employment capacity with the Agency and with other authorized entities. Employees will not disclose or use PHI unless an appropriate written consent/authorization exists, an actual emergency exists, or unless otherwise authorized by law. The Agency will train all employees who may have contact with protected health information on the law and the Agency's policies and procedures as necessary and appropriate for the employee's position. Any employee failing to comply with Agency policies, procedure, or law may be disciplined or terminated.

(Ref Board Policy 5335)

## 7.9 – Possessing, Transporting or Transmitting Dangerous Weapons

No person shall possess, transport or transmit a dangerous weapon on Agency property, property used by the Agency for a school-related purpose, or in a motor vehicle used for an Agency-related purpose unless: (a) The person is an on-duty law enforcement officer or, if off duty, the officer is otherwise required by the law enforcement agency to carry a weapon; or (b) as otherwise allowed by law.

A dangerous weapon shall include, by way of description, such things as a firearm, knife, black jack, baton, iron bar, brass knuckles, martial arts devices, and incendiary and/or explosive devices. Pursuant to federal law, the term firearm includes, but is not limited to, any weapon designed to expel a projectile by the action of an explosive, the frame, or receiver of any such weapon, a muffler or silencer for such a weapon, or destructive device. Employees who violate this policy will be severely disciplined, up to and including termination.

## FACSIMILE WEAPONS:

The Board will not tolerate employee possession of any facsimile or “look alike” weapon on school property at any time. It shall be a violation of this policy for any employee or other person to carry, display, or brandish any facsimile of a dangerous weapon with the intent to scare, terrify, alarm, threaten, or intimidate any other person.

Any employee in possession of a replica or facsimile of a dangerous weapon, in violation of this policy will be placed under immediate suspension, pending an investigation of the incident by the appropriate school or legal authorities. In accordance with applicable law and collective bargaining agreements, the Superintendent is authorized to discipline any employee who violates this policy.

(Ref. Board Policy 5205)

## SECTION 8 – EMERGENCY PROCEDURES (ref Board Policy 4040)

NC RESA will comply with the required number of drills (fire, tornado, and lock-down). Employees are expected to learn and follow these procedures.

### 8.1 – Crisis Management (School Safety)

The safety of students and staff in NC RESA programs is the Board’s primary concern. It is our responsibility to anticipate potential dangers and to take precautions to protect students from those dangers. The ability to deal effectively with any crisis situation on NC RESA property is essential to providing a safe learning and working environment for students and staff. Each building has a “Crisis Management Plan” and a red Law Enforcement Emergency Action Plan (LEEAP) bag that provides guidance related to dealing with emergency circumstances in compliance with state law. Each building has a team in place with specific duties to assist staff and students to cope with crisis situations in the safest, most orderly way possible. In addition to fire and tornado drills, we practice for threatening or potentially threatening circumstances in and around the buildings by employing “safe mode”, “lock down/shelter-in-place”, and “Alert/Run-Hide-Fight” procedures.

Safe Mode – all outside and internal doors are locked and remain closed. Building activities are conducted as usual. No students or employees are to be involved in outdoor activities.

Lock Down – also known as shelter-in-place. Public school facilities are required by law to conduct three lock down drills throughout the year. Staff and students take shelter in rooms and remain out of sight from windows and doors. All doors are locked and to be opened only by authorized personnel (with keys). Rooms are to remain quiet. There is to be no use of electronic communication devices.

Alert/Run-Hide-Fight - Because “Lock Down” is no longer enough in the event of an active shooter, there are three basic options: run, hide, or fight. You can run away from the shooter, seek a secure place where you can hide and/or deny the shooter access, or incapacitate the shooter to survive and protect others from harm. If running out of building, staff should have their hands raised or behind their head, and identify to law enforcement. If running is not a safe option, staff should hide in as safe a place as possible. Students and staff are trained to hide in a location where the walls might be thicker and have fewer windows. Staff should deny the shooter access by blockading the door with contents of the room. If door swings open to hallway build a barricade with heavy objects (tables, bookshelves, etc.) slowing access to the room. In addition, staff are trained to hide along the wall closest to the exit but out of the view from the hallway allowing for an ambush of the shooter and for possible escape if the shooter enters the room. Defending oneself against an attacker should be a last resort for staff and a personal decision for each employee.

### 8.2 – Fire Drills

Public school facilities are required by law to conduct five fire drills throughout the year. Building administrators will review procedures for fire drills at the beginning of each school year. The NC RESA “Crisis Teams” will meet yearly to review fire evacuation procedures.

Each employee will review fire procedures within his/her classroom/program/office and review building fire evacuation procedures.

#### PROCEDURES:

1. Each room must have a sign indicating the fire exit.
2. Students should shut off any equipment, move quickly through the fire exits and away from the building while staying in a group.



3. Staff should turn off the main electrical switches and close the exit doors.
4. Each teacher shall count and verify the number of students in his/her class.
5. Teachers shall have their record books with them so that attendance can be taken once the students and staff are safely outside the building.
6. The building supervisor will notify students when it is safe to return to respective buildings.

### 8.3 – Severe Weather (Tornado) Drills

Each year public school facilities are required by law to conduct two severe weather drills. Building administrators will review procedures with staff for severe weather drills at the beginning of each year and prior to tornado season. Each instructor will review severe weather drill procedures with their students, including alarm recognition and safety areas. The number of potential tornado conditions may be so numerous during the tornado season that it may not be operationally or educationally practical to dismiss school each time one is announced.

Each teacher shall familiarize students with the following terms and procedures:

“TORNADO WATCH” is a term used in an area when tornados may possibly occur during the next several hours. Following a “WATCH” notice, the administrator will turn on his/her battery-powered radio, post lookouts and receive further instructions.

“TORNADO WARNING” means that a tornado has been sighted in the area. There is a strong possibility that a tornado may occur. Immediately take safety precautions. If a “TORNADO WARNING” is given, students will immediately be sent to the designated shelter areas within the school buildings and await further instructions. If a “TORNADO WARNING” comes at regular dismissal time, the students shall remain on campus and will be sent to a designated shelter area until an “all clear” is given. No student will be sent home or allowed to leave unless the local school or parent makes such request by notifying administration.

#### PROCEDURES:

1. All students are to move quickly and quietly to their designated shelter areas.
2. Before leaving classroom areas, staff should see that all open flames are extinguished and electric power is turned off.
3. Teachers are to remain with their class in the shelter areas.
4. Teachers should have their record books with them so that attendance can be taken.
5. It is critical that all staff assist each other with students who are in wheelchairs or need special consideration.

## SECTION 9 – RULES OF CONDUCT

### 9.1 – Administration of Medications by School Personnel

Whenever possible, medications for students should be administered by parents/guardians at home. As a service to family, procedures have been established for the administration of medication by school personnel in circumstances where such administration is deemed necessary for the student's wellbeing by the student's parents/guardians and physician. The student's parent/guardian must provide the school with written permission and a written request to administer medications to their child. Written instructions from a physician, which include the name of the pupil, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the pupil must accompany the request and be kept on record by the school. The parent/guardian request/permission and a physician's instructions for administration shall be renewed every school year. Each building administrator will designate an individual(s) responsible for administering medications to pupils at school.

Each building shall have a plan for handling medical emergencies and employees should be made aware of the symptoms of diabetic emergencies and asthma attacks, and should be aware of emergency procedures and contacts in case a child needs medical assistance.

(Ref Board Policy 2780)

### 9.2 – Alternatives to Corporal Punishment

Corporal punishment of Michigan students is PROHIBITED by law. The NC RESA fully supports and complies with this prohibition and will discipline employees, up to and including termination, who violate it. The Board believes that Positive Behavior Support systems ensure effective strategies that promote pro-social behavior and respectful learning environments.

(Ref Board Policy 8300)

### 9.3 – Attendance

Regular attendance is an essential part of successfully performing an individual's duties; it is also an essential part of the teaching and learning process for students. While paid time off is allowed, it is expected that employees will regularly be on time and present for work, other than acceptable absences per master agreements and benefit schedules (i.e., vacation days, personal days, sick days, etc.). Unpaid time off and/or the misuse of paid time off may be reflected in employee evaluations. Patterns of unauthorized absences or tardiness may result in disciplinary action up to, and including termination.

(Ref Board Policy 5200)

### 9.4 – Confidentiality of Records/Information

It is the policy of the Board that employees are prohibited from divulging information contained in the records and files of the Agency, except to other authorized employees who may need such information in connection with their duties and to authorized persons in accordance with law, Board policies and administrative regulations.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the Agency for personal reasons or private gain, will be disciplined in accordance with Board policies, master agreements, and/or Agency procedures. Disciplinary action may include severe penalties, up to and including termination.

Pursuant to both state and federal law, it is the policy of the NC RESA to protect the confidentiality of social security numbers. No person shall knowingly disclose, transfer or unlawfully use the social security number of any employee, student or other individual. The Superintendent shall establish rules and regulations to implement this policy. The Superintendent shall ensure that the confidentiality of social security numbers is maintained to the extent practicable, the unlawful disclosure of social security numbers is prohibited, access to information or documents containing social security numbers is limited, and documents containing social security numbers are disposed of properly. This policy and its rules shall be published in the appropriate handbooks, manuals, and other similar documents. The published document(s) may also be made available electronically. Persons who violate this policy, or the rules that implement it, may be subject to disciplinary action up to and including termination.

### Public Records

Where a social security number is contained within a document subject to a Freedom of Information Act (FOIA) release, the social security number shall be redacted.

### Information Collected

Social security numbers should only be collected where required by federal or state law. If a unique personal identifier is needed, then a substitute for the social security number shall be used such as an Agency-created student or staff identification number, thereby not using the social security number.

Whenever the Agency collects a social security number, the Agency shall inform the individual of the purpose for the collection, the intended use, whether the law requires the number to be provided, and the consequences of not providing the number.

### Public Display

Social security numbers shall not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, or any other materials or documents seen by others widely.

Documents, materials, or computer screens that display social security numbers or other sensitive information shall be kept out of public view at all times.

Social security numbers shall not be required for an Agency employee, student, or staff member to gain access to the Internet or network.

### Mailed or Transmitted Documents

Documents containing social security numbers shall only be sent where permitted by state law. Documents containing social security numbers, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.

Social security numbers shall not be sent through e-mail unless the connection is secure or the number is encrypted.

No individual shall be required to send his or her social security number through e-mail unless the connection is secure or the number is encrypted.

(Ref Board Policy 5180, 5185)

## 9.5 – Copyright Laws

Copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the Act unless the copying falls within the bounds of “fair use”, as set forth in Administrative Regulation 4250. Employees shall also adhere to the provisions of the U.S. copyright laws regarding the duplication of computer software programs.

(Ref Board Policy 4250)

## 9.6 – Dress and Grooming

NC RESA, as a service provider to students and families in Newaygo County, to staff in our constituent school districts, and to the general public, values an image of high professionalism. To the degree that the image of the Agency is based, in part, upon the appearance of its employees dealing with the public, standards of personal appearance are implemented to exude an image of professionalism.

Additionally, in order to promote a clear focus on education, the NC RESA establishes a dress code that provides dress and appearance requirements for staff. Staff dress and appearance must be safe, clean, professional, modest, respectful, and promote a positive image of our Agency. Dress that has a disruptive effect or brings criticism to our Agency is not permitted. In their roles as educational leaders, staff and faculty of the NC RESA, will follow these dress code guidelines as a minimum standard:

- Nametags must be worn at all times by all employees.
- Wearing any apparel that advertises alcohol, tobacco, drug paraphernalia or innuendos, sexual innuendos or sexually explicit or lewd conduct, or poor conduct is strictly prohibited. Clothing or any attire with inappropriate words, phrases, or graphics will not be allowed. Undergarments should not be visible at any time.
- Body art (such as tattoos) may not be visible.
- Body piercings (other than ears) or devices, must be removed or covered.

(Ref Board Policy 5200)

## 9.7 – Ethics

Each employee, in the performance of his/her duties, shall:

- Recognize basic dignities of all individuals with whom he/she interacts in the performance of his/her duties,
- Exercise due care to protect the mental and physical safety of students, colleagues and subordinates for whom he/she is responsible,
- Be accountable for maintaining his/her integrity and shall avoid accepting anything of substantial value offered by another which is known to be or which may appear to be for the purpose of influencing his/her judgment or performance of his/her duties,
- Accurately represent his/her qualifications, and
- Be responsible to present any subject matter in a fair and accurate manner.

(Ref Board Policy 5695)

## 9.8 – Lunch and Coffee Breaks

Lunch/coffee break duration and timing may vary from building to building and among the various job classifications within the NC RESA. Employees should check with their immediate supervisor to verify lunch and coffee break details.

## 9.9 – Nepotism

No Agency employee shall be placed in a position in which he/she would be in a direct supervisory relationship with a member of his/her immediate family. Members of the immediate family shall be defined as spouse, father, mother, brother, sister, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law.

(Ref Board Policy 5235)

## 9.10 – Outside Employment

When a candidate is hired, the Board expects each employee to give the responsibilities of their position(s) in the Agency precedence over any types of outside work. Employees shall not be permitted to engage in any outside employment, job, business or business venture involving profit or payment to the employee, or that provides the employee any personal gain whatsoever that, by its nature or duration, will impair the effectiveness of their service to the Agency. In addition, such employment, business, business venture, job or outside interest or responsibility shall not reflect on the Agency detrimentally, raise a question of conflict of interest, establish or imply any Agency sponsorship or responsibility, or require, or imply the use of the name of the Agency, Agency logos or insignia, or any Agency facilities, properties or equipment.

(Ref Board Policy 5640)

## 9.11 – Political Activities

Employees who intend to become candidates for political office are asked to notify the Superintendent within five (5) days of the date on which the declaration of candidacy is filed to discuss the compatibility of the office regarding continued employment with the Agency.

(Ref Board Policy 5245)

## 9.12 – Retaliation and Whistle Blowing

Employees are encouraged to report suspected illegal activity to appropriate Agency administrators or the Board of Education. The Board of Education will not tolerate any form of reprisal, retaliation or discrimination. An employee who believes he/she has suffered reprisal, retaliation, or discrimination in violation of Policy 5040 shall report the incident(s) to the Superintendent. The Board considers violation of this policy to be a major offense that will result in disciplinary action against the offender, regardless of the offender's position within the Agency.

(Ref Board Policy 5040)

## 9.13 – Staff Communication

As an educational service agency, the NC RESA is founded in the principles of accurate information and good communication. Those principles should be carried forth in the manner in which all employees of the Agency communicate with each other. The Board and administration are very conscious of the need to keep employees well-informed and aware of NC RESA plans, operating

procedures, goals and objectives and day-to-day events. Accurate information makes everyone's job easier. All NC RESA employees are urged to communicate in an honest and open manner and to avoid starting or spreading rumors and gossip.

## 9.14 – Staff Conduct

The Board encourages all employees to conduct themselves in a manner that not only reflects positively on the Agency, but also sets forth a positive model for students, parents and other employees. All employees are expected to carry out their assigned duties and responsibilities with conscientious concern.

Specific responsibilities of all NC RESA employees include, but are not limited to:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of Board policies and administrative regulations.
3. Care, protection and appropriate use of Agency property.
4. Diligence in submitting work and reports in a timely manner.
5. Concern and attention toward personal and legal responsibilities of the Agency for the safety and welfare of students.
6. Assurance that students are under appropriate supervision at all times.

Agency employees are prohibited from engaging in activities which may be construed as a conflict of interest and detract from the effective performance of their duties.

(Ref Board Policy 5230)

## 9.15 – Staff/Student Relations

All employees are expected to maintain relationships with members of the student body that are nothing but positive in their intent, conducive to an effective educational environment, do not violate appropriate staff/student interactions under law or the policies of the Board, and do not create possible liabilities to the employee or the Agency. Employees are reminded that a "friendly" approach to students must be tempered by the fact that employees are, and should remain, authority figures in the eyes of students. All employees are responsible for the regulation of student conduct.

NC RESA recognizes the importance of social media to our daily lives and to our school organization. Just as the Internet changed the way we work, we expect that social media will continue to change the way we receive and share information internally and externally with our students and their families.

### Participating in Social Media

1. NC RESA employees and students should use good judgment in their engagement of Agency resources (computers, time, I-pads, phones, etc.) for personal use, and such use shall not interfere with work.
2. NC RESA employees and students are personally responsible for their own personal posts, whether at work/school or away from work/school, and whether or not Agency resources are being used for such posts.
3. NC RESA employees and students should not post any content that:
  - a. Is or could be interpreted as containing NC RESA confidential information about employees or students or customers; or
  - b. Relates to the Agency or its employees or its students and would be in violation of the NC RESA staff and student conduct policies or the policy against harassment; or
  - c. Creates a material conflict of interest related to the Agency's interests.

## Identifying Yourself as an NC RESA Employee or Student

1. NC RESA employees and students may identify themselves as such on personal sites.
2. If employees/students identify themselves as NC RESA employees/students, the employee/student must also state that their opinions do not represent the opinions of NC RESA if their opinions could be interpreted as contrary to NC RESA's mission or established policies and procedures.
3. Employees/students must identify themselves as NC RESA employees/students if testimonials, endorsements or comments about the Agency or its services in any social media forum are posted. Employees must avoid making any claims about the Agency's services.

## Social Media Content

All NC RESA-sponsored social media sites will be subject to:

1. Policies and guidelines that will be used for determining allowable topics of discussion and the types of comments that will be prohibited (e.g. obscenity, profanity, inappropriate content, etc.)
2. Approval by administration executed by the Director of Technology.
3. A designated individual who is responsible for the maintenance of the site and to post public information. This designee will monitor user-posted content to check for posting violations at least three (3) times per week. All social media sites must be updated monthly, at a minimum. If sites are not regularly updated, they may be shut down.
4. A process to preserve or archive content posted by the school district on its social media site that are consistent to applicable laws, including the Freedom of Information Act.

All NC RESA-sponsored social media sites will include:

1. A notice that student "fans" of the Agency's social media sites understand that the sites are extensions of NC RESA programs and may not post content that is not tolerated in the school setting.
2. A waiver or disclaimer posted on the site informing the public that the views and comments posted on the social media site are not necessarily those of the Agency or its employees.
3. A 2" X 2" branding of NC RESA's logo.
4. Closed discussion posts that disable the public comment feature, allowing only designated individuals to post public information, and prohibit members from the general public from commenting. (This does not apply to class discussions on closed social media outlets such as Moodle, Blackboard, etc.)

The Agency reserves the right to investigate any use of social media that may be in violation of this Policy. Any employee who violates this Policy will be subject to discipline up to and including discharge.

(Ref Board Policy 5220, AR 5225)

## 9.16 – Staff to Staff Relationships

NC RESA strives to provide a safe and secure environment for all employees. Personal relationships between staff members must not interfere with, be seen to interfere with, or influence practices in the workplace. NC RESA expects all staff members to avoid and minimize potential conflicts arising out of personal relationships.

NC RESA requires all staff members to disclose an actual, potential or perceived conflict of interest arising from the existence of a personal relationship with another staff member. The requirement to

disclose the existence of a relationship is based on the potential for, or perception of, a conflict of interest, such that there is the possibility that a decision may be biased or prejudiced, either in favor of or against, a person with whom there is a personal relationship. This policy seeks to assure that no undue advantage or disadvantage occurs because of the existence of a personal relationship. Staff members involved in a personal relationship that may interfere with practices in the workplace must immediately cease to be involved in any decision making in respect of the person with whom they have a personal relationship until the Superintendent determines how the conflict of interest should be managed.

Personal relationships are defined as relationships which extend beyond professional relationships, based on factors irrelevant to the working competencies of staff. Personal relationships can include:

- Family relationships (siblings, parent/child, husband/wife, partner, cousins, or relations by marriage);
- Emotional relationships (including sexual relationships); or
- Financial relationships (commercial relationship where there is monetary interest).

The general principle to guide behavior is that it is unethical and undesirable for a personal relationship to intrude, or be perceived to intrude on, or influence working practices and decisions.

(Ref Board Policy 5200)

## 9.17 – Student Records/Data Management

NC RESA provides database software, information processing equipment, networks and support materials to best use computer technology in support of Agency administrative functions. A student database shall be maintained which contains student administrative and instructional information. School student records are confidential and information from them shall not be released except as provided under the Freedom of Education Rights and Privacy Act (FERPA). The information contained in student records shall be kept current, accurate, clear and relevant.

(Ref Board Policy 4500, 8940)

## 9.18– Use of Technology/Computer Network

Technology services linking computers within and between buildings and access to the International computer network (Internet) for students and employees is provided by the NC RESA. All computer network implementation shall be in line with the Board policy on technology and the Agency's educational goals. Use of the computer network(s) as a part of any class or school assignment shall be consistent with the curriculum adopted by the NC RESA. The Agency's general rules for behavior and communication shall apply when using any computer equipment.

NC RESA telephones, e-mail access, photocopiers, computers, printers, Internet access, facsimiles (FAX), and any other district acquired technology are the property of the NC RESA and exist for educational use. NC RESA technology and equipment are not for personal use except in case of emergency or approved by district administration. Employees who misuse technology or use technology for personal affairs unrelated to their work assignments may face appropriate disciplinary actions. Employees who intentionally damage or are excessively careless with the equipment assigned to them may be held financially responsible for damaged property. Students are to use district technology for educational purposes only except in an emergency.

Personal accounts and all use of Agency computer resources are considered a privilege, not a right, and are subject to the Agency's rules and policies. Electronic communications and stored



material may be monitored or read by school officials. Electronic mail in personal accounts will not generally be inspected by school officials without the consent of the sender or a recipient, except as required to investigate complaints, which allege a violation of the Agency's rules and policies.

The Agency's computer and network use rules shall be consistent with the following requirements:

- Users may not use Agency equipment to perform or solicit the performance of any activity that is prohibited by law.
- Users may not use the system to transmit or publish information that violates or infringes upon the rights of any other person, or information that is abusive, obscene, or sexually offensive.
- Agency computer equipment shall not be used for commercial purposes by any user, or for advertisement or solicitation without prior written approval from the Superintendent.
- Except with prior authorization from a system administrator or the owner of the record in question, users may not access or attempt to access the records or files of other users, or of the Agency, nor delete, alter, or otherwise interfere with the integrity of computer-based information or resources.
- Users may not use the electronic mail facility to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are an annoyance to the recipient or which may cause a degradation of system performance.
- Users may not use the network facility to access or bring into the school environment material that is inconsistent with the educational goals of the Agency, including but not limited to material which is defamatory, abusive, obscene, profane, sexually explicit, threatening, racially offensive, illegal, or which aids or advocates illegal activity other than non-violent civil disobedience.

Employees are required to change network passwords every ninety (90) days. Passwords must meet the following specifications: be at least eight (8) characters long, must not be a word found in the dictionary, must not be the same as the username and must be a combination of three out of the four following: upper case, lower case, numbers, and special characters. For example: DwJn52\$\$\$. An electronic reminder will be sent quarterly reminding employees to change their network passwords. Please note: The Human Resource and Payroll Department do not have access to passwords and cannot reset forgotten passwords. If you have forgotten your password, please contact the NCATS Help Desk at extension 8872.

To preserve system integrity, employee shall use district equipment and/or software to access student and agency information. Use of personal devices is only permissible when accessing systems that are secured by agency issued credentials for the purpose of temporary or mobile access. Storage of agency or personally identifiable information on personal devices is not authorized.

(Ref Board Policy 4510, AR4500)

## SECTION 10 – HUMAN RESOURCE

### 10.1 – Evaluation

In order to continuously strive for the improvement of Agency programs, to stress the importance of personal improvement, and to ensure individual awareness of performance factors of both a positive and negative nature, the Board has established a formal system of employee evaluation. Agency employees shall be evaluated in accordance with appropriate master agreements, Board policy and/or benefit schedules, and in compliance with Section 1249 of the Revised School Code. Formal evaluations shall be recorded on the appropriate forms or electronic software. Evaluations shall be reviewed with the employee by him/her prior to submitting it for administrative review and/or inclusion in the employee's personnel file. An employee who disagrees with his/her evaluation may request, in writing, to have a statement of disagreement filed with the evaluation.

(Ref Board Policy 5520)

### 10.2 – Family and Medical Leave Act

The Family and Medical Leave (FMLA) of 1993 allows for an individual to be absent from work under the following circumstances:

1. For the birth, adoption or acceptance of a child for foster care.
2. To care for an immediate family member (spouse, child or parent) with a serious health condition.
3. For medical leave when the employee is unable to work because of a serious health condition.

Every employee who has worked for the NC RESA for at least twelve (12) months and who has worked at least 1,250 hours during that twelve (12) month period is eligible to apply for an FMLA leave.

Eligible employees may be granted up to a total of twelve (12) workweeks of unpaid leave during a defined twelve (12) month period. Employees are required to use accrued paid sick leave, personal leave or vacation leave for all time that is medically necessary for recovery; the number of paid leave days will be dependent upon a doctor's order.

When an FMLA leave is foreseeable, an employee must provide thirty (30) days advance notice and certification from a health care provider, attesting to the nature and severity of the medical condition. An "FMLA Leave Request Form" and electronic status change form must be completed and approved.

While on an FMLA leave, group health insurance coverage will be maintained, if such insurance was provided to the employee prior to the leave, on the same terms as if the employee had continued to work. If applicable, arrangements will be made for employees to pay for their share of the health insurance premiums while on leave. In some cases, the NC RESA may recover premiums paid to maintain health coverage for an employee who fails to return to work from an FMLA leave.

At the conclusion of an FMLA leave, the employee shall be returned to the same or equivalent position. If the employee does not return as scheduled, termination from the position may result.

If an employee reaches five (5) continuous absences for illness, paperwork for an FMLA leave will automatically be generated from the Human Resource Department for individuals who qualify for this benefit.

The Superintendent reserves all rights to require proper documentation of all leaves under the FMLA and Board policy.

(Ref Board Policy 5357, AR5357)

### 10.3 – Personnel Records

Personnel files of both current and past employees are maintained in the Human Resources Department. At a minimum, the file of each active employee contains:

- an original application/resume
- recommendations for employment
- dates of employment
- required transcripts/certifications
- performance evaluations
- I-9 form and supporting documentation
- criminal history information
- 1230b unprofessional conduct forms
- signed contracts (if applicable)
- Internet/computer consent forms
- insurance applications (if applicable)

Personnel files shall be kept confidential and in a secured location. Access shall be limited to the employee, others designated to view personnel files in the course of Agency business, and/or other persons or entities only with the informed written consent of the employee or by subpoena, court order or public law provision.

(Ref Board Policy 5300)

### 10.4 – Probationary Status

NCEA:

All NCEA members who are eligible for tenure shall serve a probationary period specified in the Teacher Tenure Act. All NCEA members who are not eligible for tenure shall serve a probationary period as specified in the NCEA Master Agreement.

MESPA:

All MESPA members, upon initial employment, are subject to a sixty (60) work-day probationary period according to the master agreement, with a possible thirty (30) work-day extension if deemed necessary by the Superintendent.

NON-UNION:

All non-union employees, upon initial employment or when assigned to a new position, are subject to a sixty (60) work-day probationary period according to Board policy.

(Ref Board Policy 5780)

### 10.5 – Resignations

Professional staff may resign by giving written notice to the Superintendent at least sixty (60) days prior to September 1 of the ensuing school year, unless other arrangements are mutually agreed upon. Non-certified employees may resign by giving written notice to the Superintendent at least

ten (10) days in advance of the resignation date. NCEA/MESPA employees may resign at any time, as conditioned by applicable collective bargaining agreements. "At will" employees may resign at any time. Once a resignation is tendered to the Superintendent and has been accepted in writing by the Superintendent, the resignation shall be considered final and irrevocable. All employees must complete and sign an employee resignation form (available in the Human Resources Department) or submit a signed letter of resignation. E-mails or texts will not be accepted as an official resignation.

(Ref Board Policy 5560)

## 10.6 – Retirement

Employees of public schools in the State of Michigan are required, by law, to belong to the Michigan Public School Employees Retirement System. Depending on the date/year an individual was hired, employees are required to contribute a percentage to the MPSERS through payroll deduction. The law also requires that the NC RESA pays a percentage contribution to the system as well on all reportable compensation earned by a member employee.

These percentages are dictated each school year by the retirement system and may vary according to earnings throughout the fiscal year (July through June). Contributions are not refundable to the employer or the employee unless the employee leaves public education and requests, in writing to the retirement system, to have his/her personal contributions returned.

There are several qualification requirements which must be met under MPSERS plans to receive retirement benefits. There are also several ways in which retirement benefits may be drawn. Detailed information can be obtained by visiting the MPSERS website, [www.michigan.gov/orsschools](http://www.michigan.gov/orsschools), or by calling 800-381-5111.

## 10.7 – Staff Complaints/Grievances

The Board realizes that from time to time, misunderstandings and negative feelings may occur. It is important that problems are recognized early and that a prescribed means of communicating about and resolving the problems exist.

The procedure established for resolution of grievances in the master contracts negotiated with recognized employee organizations shall apply only to grievances as defined by the particular agreement.

Complaints by staff members concerning Board policies relating to employment or their implementation shall be resolved by the following procedures:

1. The complaint or grievance shall be discussed informally with the employee's immediate supervisor within fourteen (14) calendar days in an attempt to resolve the problem.
2. If the problem is not solved at the informal session, the employee shall formally file the complaint in writing with his/her immediate supervisor who shall answer in writing within five (5) school days.
3. If the employee is not satisfied with the proposed solution he/she shall, within five (5) school days, file the complaint in writing with the Superintendent. The Superintendent shall investigate the problem and arrange to meet with the employee (and if deemed advisable, a joint meeting with the employee and immediate supervisor), in an attempt to bring about a satisfactory solution. The Superintendent shall answer the employee in writing within ten (10) school days.
4. If the employee is still not satisfied he/she may request the Superintendent, within five (5) school days, to arrange for a meeting with the Board at which time he/she may present the

complaint or concern to the Board. The Superintendent shall schedule a meeting with the Board within ten (10) school days.

5. The Board shall answer the employee, in writing, by the Board's next regularly scheduled meeting, and the Board's decision shall be final. The Board reserves the right to extend the time for a written response as its needs dictate.

The Superintendent will provide assurances that the procedures may be utilized without fear of reprisal. Any employee who believes he/she is the subject of prohibited retaliation shall immediately report such conduct to the Human Resources Specialist or designee. The Agency shall promptly investigate, and where warranted, take corrective action, up to and including dismissal of any school official or employee who engages in such retaliation.

(Ref Board Policy 5210)

## 10.8 – Suspension and Dismissal

It is the intent of the Agency to assist employees in every reasonable way to adjust to their positions and to perform their duties in a satisfactory manner. Every effort is made to avoid the necessity of dismissing personnel at any level. It must be understood, however, that any employee is subject to suspension and/or dismissal in accordance with Board policies, administrative regulations, master agreements, and/or the Michigan Teacher's Tenure Act.

(Ref Board Policy 5540)

## 10.9 – Temporary Employees

The NC RESA, at times, hires "temporary" employees to fill short-term employment needs for specific project-related activities. The Superintendent must approve all such positions and establish compensation based upon current labor market information. Temporary employees are subject to all rules and regulations applicable to regular employees. They are considered to be "at will" employees and are subject to termination accordingly. Temporary employees are not eligible for benefits customarily provided to regular employees.

## 10.10 – Unauthorized Work Stoppages

The Board is obligated and committed to provide basic programs and services to NC RESA students. These services will be provided whenever facilities are open and students are in attendance. Although current bargaining agreements do not contain "no strike" and "no lock out" clauses, it is recognized that for various reasons the Agency could have an unauthorized work stoppage. Employees who fail to perform their normal duties due to an unauthorized work stoppage are subject to loss of pay and benefits, including paid insurance coverage, and disciplinary action in accordance with state law.

## 10.11 – Unemployment Insurance

Unemployment insurance for NC RESA employees is funded entirely by the NC RESA. Payments and benefits under this insurance plan are under the control of the State of Michigan. Detailed information concerning unemployment benefits, eligibility requirements, credit periods, etc. may be obtained from any Michigan Works office. Summer breaks and holiday breaks do not constitute a break in service.

## 10.12 – Workers’ Compensation and Injury Reports

The Board feels that it is imperative to make every reasonable effort to ensure a safe learning and working environment for students and employees of the Agency. Workers’ compensation is designed to protect employees from loss of wages incurred because of an injury or illness directly attributable to employment. To that end, and to be sure that legitimate employee claims for workers’ compensation can be expedited, all accidents and/or injuries **must** be reported in a timely manner (within 24 hours is suggested by our worker’s compensation carrier). If an injury is not reported in a timely manner, benefits and wages may be affected.

Following an accidental on-the-job injury, a “work-related injury report” **must be submitted electronically** on the [www.ncresa.org](http://www.ncresa.org) website and an immediate follow-up call must be made to Human Resources Department at extension 8853 to alert administration that an incident report has been completed. Copies of incident reports SHALL NOT be kept in building offices or classrooms. The Human Resource office will then process the workers’ compensation claim with the Agency’s workers’ compensation insurance carrier. The State of Michigan’s Workers’ Compensation law requires employees to seek treatment by an approved medical provider for the first 28 days of medical care. For NC RESA, our approved medical provider is the Occupational Medicine department at Spectrum Health Medical Group (formerly Pine Medical). The telephone number for Occupational Medicine is 231-924-6095. If you go to a medical provider other than occupational medicine, your claim may be denied. Chiropractors are not covered by worker’s compensation.

## 10.13 – Reporting Crimes and Convictions

Pursuant to law, any person employed by the Agency or who regularly and continuously works under contract in any of the Agency’s schools that is charged with a crime listed in MCL 380.1535a(1) is **REQUIRED** to notify the Agency and the Department of Education that he or she has been charged with the crime (see below) within three (3) business days.

Any person who reports being charged with a crime, and who is subsequently not convicted, may request that the Agency and the Department of Education delete the report from its records. Upon such request, the Agency shall delete the report.

Any person employed by the Agency or who regularly and continuously works under contract in any of the Agency’s schools that pleads guilty, no contest, or is convicted of a crime listed in MCL 380.1535a(1) shall immediately notify the court and prosecuting attorney that he or she is employed with the Agency. The person must also notify the Superintendent and the Department of Education that he or she has been convicted of the crime.

*MCL 380.1535a(1) includes a conviction for any felony and any of the following misdemeanors: 1) criminal sexual conduct in the fourth degree or an attempt to commit criminal sexual conduct in the fourth degree; 2) child abuse in the third or fourth degree, or any attempt to commit child abuse in the third or fourth degree; 3) a misdemeanor involving cruelty, torture, or indecent exposure involving a child; 4) a misdemeanor violation of Section 7410 of the Public Health Code (concerning distribution of marijuana to minors near school property); 5) a violation of section 115, 141a, 145a, 335a, or 359 of the Michigan Penal Code (concerning breaking and entering; consumption or possession of alcohol by minors, or controlled substances at social gatherings; soliciting a child for immoral purposes; indecent exposure; and damage to vacant buildings); or a misdemeanor violation of section 81, 81a, or 145d of the Michigan Penal Code (including assault and battery; domestic assault; assault and infliction of serious injury; and using the Internet to commit a crime against a minor); 6) a misdemeanor violation of Section 701 of the Michigan Liquor Control Act (concerning the prohibition of liquor sales to minors); 7) any misdemeanor that is a listed offense; and 8) a violation of a substantially similar law of another state, of a political subdivision of this state or another state, or of the United States – as amended by 2005 PA 130.*

## 10.14 – Emergency Contact Information

Employees are encouraged to make sure emergency contact information is up-to-date in Skyward's Employee Access system. This information will help administration contact family members in the event of an emergency.

## SECTION 11 – EMPLOYEE WAGES AND BENEFITS

### 11.1 – Holidays

Recognized holidays (buildings closed) for NC RESA employees are defined by master agreements and/or benefit schedules. Those holidays may include:

- July 4<sup>th</sup>
- Labor Day
- Thanksgiving Day
- the day after Thanksgiving Day
- Christmas Day
- the day before/after Christmas Day
- New Year's Day
- the day before/after New Year's Day
- Good Friday
- Memorial Day

The day recognized as a holiday before or after Christmas Day and New Year's Day will be determined by the Superintendent on an annual basis.

Employees who are paid on an hourly basis will receive holiday pay based on their normal scheduled work day. Employees who are paid a contract/salary shall not receive additional holiday pay as the hours are already calculated into the contract/salary amount.

### 11.2 – Insurance

Insurance benefits are provided for eligible employees as outlined in master agreements and/or benefit schedules. Employees who elect not to receive insurance benefits may “opt out” for a cash-in-lieu/annuity option. Employees should obtain coverage information and other details from applicable master agreements, benefit schedules and/or the Human Resource Department. Written application must be made with the Human Resource Department to receive any of the available benefits. The open enrollment period for all insurance plans will be the month of November. The Human Resources Department will notify all eligible employees of the open enrollment period on an annual basis. It is the employee's responsibility to make sure that dependents are added/deleted on a timely basis (within 30 days of the event) due to births, marriages, divorces, etc. If changes are not made on a timely basis, employee shares of the insurance premium may be affected.

### 11.3 – Salaries

All employees of the NC RESA are categorized by classification of position held. All classifications are established according to the demands of the position, level of responsibility, job functions, credentials and skills required, etc. Each classification falls into at least one established salary schedule, which takes into account such factors as seniority in the position, comparison to similar jobs elsewhere in the community, cost of living factors, etc. Employees working under bargained agreements may refer to their contract for salary information. Salary schedules and placement for non-union employees shall be reviewed by the Superintendent's office on an annual basis. Any changes in salary schedules for non-union employees shall be approved by the Board.

(Ref. Board Policy 5410, 5710)



## 11.4 – Section 125

The NC RESA Section 125 Plan allows individuals to authorize certain deductions to be taken out of their gross income PRIOR to the calculation of certain payroll taxes, thus lowering taxable income. There are four (4) components to the Section 125 plan:

- Premium Conversion – An employee’s monthly premium shares for health, dental and vision insurance based on master agreements or benefit schedules. All employees are eligible to participate.
- Health Savings Account – Money is withheld and deposited into a health savings account specifically for that employee to draw from for medical expenses. Only employees with high-deductible medical plans are eligible to participate.
- Medical Reimbursement – Money is withheld and deposited into a medical flexible spending account specifically for that individual and will be reimbursed only to that individual upon submission of documentation for IRS approved medical-related expenses. Employees must work at least 20 hours per week to be eligible for participation.
- Dependent Care Reimbursement – Money is withheld and deposited into a dependent care reimbursement account specifically for that individual and will be reimbursed only to that individual upon submission of documentation for dependent care (child care/day care). Employees must work at least 20 hours per week to be eligible for participation.

The open enrollment period for Section 125 participation is every November 1-30 with a plan year of January 1 through December 31. Contact the Human Resource Department for more information.

## SECTION 12 – LEAVES OF ABSENCE

*All leaves must be requested via Employee Access (Skyward).*

*All available leave time, as stated in master agreements and/or benefit schedules, will be converted to hours (in Skyward) based on each employee's scheduled hours per day.*

### 12.1 – Bereavement (Employee Access Code “BEREA”)

Unless otherwise agreed to in the Master Agreements or benefit schedules, each employee of the NC RESA may be granted up to six (6) paid bereavement days per year in the event of the death of the employee's spouse, child, parent, brother, sister, grandchild, grandparent, stepchild, stepparent, stepbrother, stepsister, daughter-in-law, son-in-law, brother-in-law, sister-in-law, spouse's parent or spouse's grandparent. If additional time is needed to tend to details surrounding the death, the Superintendent may approve additional days, charged against available personal or sick days. (Employee Access Code “BEREA+”). Employees must include the relation of the deceased to determine eligibility for bereavement leave.

### 12.2 – Jury Duty/Court Subpoenas (Employee Access Code “JURY”)

If an employee is summoned for jury duty, he/she will be excused to serve with no leave time charged. Employees will receive their regular daily wages, but shall remit their jury duty pay received from the court to the Payroll Department. Typically, jury duty pay is \$25 for a full day or \$12.50 for a half day. Employees shall keep the mileage reimbursement (from the court).

If an employee is subpoenaed by a court to appear for a work-related court case, the employee will be excused with no leave time charged. If an employee is subpoenaed by a court to appear for a personal court case, the employee must request a personal and/or vacation day. If the employee has exhausted all personal and/or vacation days, the time must be taken without pay.

If summoned, employees should contact the Human Resources Department to request the allocation of jury duty/court subpoena time in Skyward.

### 12.3 – Inclement Weather Day (Employee Access Code “SNOW”)

Although inclement weather days are not requested leave time, in the event that school is cancelled and employees are not required to report to work, hourly employees must enter an inclement weather day into the leave request system. By doing so, Skyward can keep track of the first two (2) forgiven inclement weather days as stated in the MESPA master agreement and in the benefit schedules for preschool program employees. It is imperative that employees enter these first two (2) inclement weather days into Skyward to ensure wages will be paid for those days.

### 12.4 – Maternity Leave

Maternity leave is available to all female employees of the Agency. Earned sick leave or vacation leave may be applied as a means of receiving compensation during the requested leave period. When sick leave and/or vacation leave is exhausted, maternity leave becomes a leave without pay.

The beginning date of a maternity leave must be determined by the employee's doctor. An employee will only receive paid leave for the dates in which the doctor determines an employee must be absent from work, unless she has formally applied for and is eligible for an FMLA leave and sick/vacation days are available. If an employee wishes to be absent beyond the return date

established by the doctor and has not formally requested an FMLA leave or is not eligible for an FMLA leave, such time will be without pay.

## 12.5 – Military Leave

Employees required to perform active duty, training or to perform emergency duty in the Armed Forces of the United States or National Guard, shall be granted a leave of absence without pay or benefits for the period of such training or emergency duty upon request and the presentation of proper documentation from the employee's commanding officer. The seniority and re-employment rights of any employee who performs such active duty or who is inducted into the Armed Forces of the United States shall be in accordance with federal and state laws governing such re-employment rights in effect at the time the individual seeks re-employment with the NC RESA.

## 12.6 – Other Leaves of Absence

Other types of leaves not listed in this handbook may be obtainable according to master agreements and/or superintendent approval. Refer to master agreements for information relating to other types of leaves (i.e., sabbatical leave, medical leave, child-care leave, extended leave, etc.) Employees should contact the Payroll Department for the appropriate leave code to enter into the leave request system for all "other" leaves of absence.

## 12.7 – Personal Leave (Employee Access Code "PERSO")

Dependent upon master agreements and/or benefit schedules, some employees may be granted personal leave days to handle personal emergencies or matters of importance that cannot be taken care of outside of normal business hours. The NC RESA reserves the right to deny personal leave requests to ensure adequate staffing to meet the educational needs of students. Refer to master agreements and/or benefit schedules for specific language regarding personal leave days taken around holidays and/or vacation periods.

## 12.8 – Professional Development (see codes below)

Employees desiring to attend a conference or meeting outside of NC RESA must submit an electronic leave request. The Employee Access codes will vary depending upon the type of conference/meeting (see below). Please submit your leave requests well in advance for professional development opportunities...PLAN AHEAD!

- Code "OUDI" should be used for attendance at meetings other than NC RESA meetings (i.e., meetings in Lansing, Grand Rapids, etc.)
- Code "PROF" should be used for attendance at one-day conferences/workshops within the State of Michigan (i.e., in Lansing, Grand Rapids, etc.) Student competitions should not be coded as professional development. Please use OUDI, OVRNT, or OUTST for absences related to student competitions.
- Code "OVRNT" should be used for attendance at conferences/workshops that are within the State of Michigan, but overnight accommodations are required either because the conference extends over a two (2) day period or because travel to the conference is not feasible in one (1) day (i.e., Detroit, upper peninsula, etc.) All overnight requests must be approved by the Board or Designee (Superintendent) under Section 380.621a of the Revised School Code.
- Code "OUTST" should be used for attendance at conferences/workshops that are outside of the State of Michigan. All out-of-state conference requests MUST receive Board approval, if the conference is overnight, so employees should plan accordingly. If the Superintendent's office is not made aware of potential out-of-state/overnight conference requests in time to be placed on a Board meeting agenda, the request MAY be denied.

Section 380.621a of the Revised School Code also requires that for all overnight travel, pre-travel estimated expenses and post-travel actual expenses must be submitted. Pre-travel expense information should be entered in the “description” section in the electronic leave request system. Board Form 1162, the Post-Travel Conference Request Form” or the “Travel and Expense Voucher” form must be completed upon an employee’s return with detailed documentation to support the actual expenses. Refer to Section 14.6 for instructions on submitting reimbursement requests.

(Ref. Board Policy 5330)

## 12.9 – Sick Leave (Employee Access Code “SICK”)

The NC RESA grants sick leave to eligible employees who become ill, injured, or disabled or whose eligible dependent (per the Paid Medical Leave Act) becomes ill, injured, or disabled. The number of sick leave days an employee receives and the date(s) sick leave is awarded is dictated by master agreements, benefit schedules, and/or the Paid Medical Leave Act.

## 12.10 – Vacation Leave (Employee Access Code “VACAT”)

Full-time/full-year MESPA members and certain non-union members are eligible for vacation leave. Vacation leave benefits are determined by the MESPA master agreement and/or benefit schedules. The NC RESA reserves the right to deny any vacation leave requests to ensure adequate staffing to meet the educational needs of students.

## SECTION 13 – PAYROLL

### 13.1 – Direct Deposit/Paychecks/Payroll Schedule

Paper checks will only be issued to students and/or temporary employees who do not have a checking/savings account. All other employees shall be required to receive wages via direct deposit. All employees shall be paid bi-weekly. The number of pays per year for instructors and year-round salaried employees is twenty-six (26).

All salaries, supplements and payments for extra duties shall be paid through the payroll office. No payments shall be made directly to any employee (for services rendered) from any supplementary school fund. No employee shall be paid in advance of services rendered.

(Ref Board Policy 3580)

### 13.2 – Leave Requests

All leave requests must be entered and approved prior to the payday in which the time is being requested. Maintaining up-to-date time off information is important for accuracy in the payroll system. For employees who submit electronic time sheets, if you submit your electronic time sheet without first having time off approved, the time off will not be included in the electronic time sheet and you may not receive pay.

### 13.3 – Payroll Deductions

The NC RESA offers various options for payroll deductions. No deductions shall be taken without the written consent of the employee with the exception of mandatory state, federal taxes, court orders and MPSERS retirement contributions. Information on payroll deductions is available from the business office.

### 13.4 – Social Security

Every employee's personal contribution to the Social Security system is matched by the employer as required under the Federal Insurance Contributions Act (FICA) for old age, disability, survivor's insurance, and under certain circumstances, for the employee's dependents in the event of the employee's death. The employee's contribution is made by payroll deduction and is determined by wages earned and current federal law.

### 13.5 – Timesheets

Hourly employees are required to complete either electronic time sheets or paper time sheets, depending upon their position and/or the nature of the assignment (i.e., preschool CDAs subbing in another classroom). An employee is the only one who can enter his/her individual time worked. Under no circumstances should employees enter time for each other. When reporting to work, employees should not "punch in" more than seven (7) minutes before his/her starting time.

All time sheets, paper and electronic, are due to your supervisor by 5:00 on the Friday prior to each payday. Time sheets received after this time/date may not be processed until the following payday. Special payrolls will not be processed for late time sheets.

(Ref Board Policy 3580)

## 13.6 – 403b Accounts

If you are interested in contributing to a personal 403b account, certain agencies have been approved by the NC RESA Board of Education to allow employees to contribute through payroll deduction. The list of agencies is available in the Human Resource or Payroll Department.

## SECTION 14 – BUSINESS OFFICE INFORMATION

### 14.1 – Fraud Prevention and Investigation

The Board expects all employees, Board members, consultants, vendors, contractors and other parties maintaining any business relationship with NC RESA to act with integrity, due diligence, and in accordance with all laws in their duties involving the Agency's fiscal resources. The NC RESA is entrusted with public dollars and no person connected with the Agency should do anything to erode that trust. Any employee who suspects fraud, impropriety, or irregularity shall immediately report his/her suspicions to his/her immediate supervisor and/or the Superintendent.

(Ref Board Policy 3520)

### 14.2 – Fund Raising and Student Activity Fund

Per Board Policy 3800, all fund-raising events must be approved by a member of the executive team or the Superintendent at least one (1) month in advance of the event. The custodian of the funds shall be responsible for making reports of the student activity fund to the Superintendent as requested, but in no event, less than once per semester. Refer to Board Policy 3800 for specific details.

(Ref Board Policy 3800)

### 14.3 – Monies in School Buildings

In order to assure the safekeeping of monies collected by employees or students, the following procedures shall be followed:

- All monies shall be properly receipted, accounted for, and directed immediately to the proper location for deposit.
- No money shall be left overnight in desks, lockers, or other such repositories.
- All money left overnight in buildings shall be placed in a locked container in the school safe.
- The accounts payable department shall arrange to make a daily deposit of funds.
- The building secretary will verify all activity account deposits. A deposit slip will be prepared. The money and the deposit slip will be placed in a bank deposit bag and locked.
- The bag will be delivered to Educational Service Center before noon each day.
- The accounts payable department will take the locked bag to the bank.
- The bank will unlock the bag and verify the deposit.
- If the counted deposit is the same as the deposit slip, the bank will issue a receipt along with the unlocked bag.
- If the counted deposit is not the same as the deposit slip, the bank teller will put the deposit slip and the money back into the bag. She/He will then lock the bag.
- The locked bag will be returned to the building secretary and request the deposit to be recounted.

The NC RESA will not be responsible for monies remaining unsecured in school buildings overnight.

(Ref Board Policy 3420)

## 14.4 – Purchasing Goods and Services

### PURCHASING GOODS:

A purchase order is the document which authorizes a vendor to deliver goods or services required for the operation of NC RESA facilities and/or programs. Whenever possible, purchases shall require an approved purchase order before a vendor can be notified that the NC RESA is buying a product or a service.

Purchase order requisitions are to be entered electronically and are processed in the business office on a daily basis. Requisitions must include the complete vendor name, address and account number(s) to be charged. If a vendor does not appear in the system, the business office should be contacted.

Employees are prohibited from making purchases through the Agency for personal use.

(Ref Board Policy 3610)

### PURCHASING SERVICES:

The purchase of a personal professional service, such as a meeting presenter, requires the execution of a contract between the service provider and the NC RESA. All contracts are to be established in consultation with the Superintendent's office and only the Superintendent can sign as the authorized signature.

### CONFLICT OF INTEREST:

Employees in a position to influence decisions on purchases shall not have a personal financial interest either directly or indirectly in purchasing for the Agency or benefit directly or indirectly from any financial transaction, unless that interest has been fully disclosed and the person involved has removed himself/herself from the decision-making process. All administrators deemed to be in a position to influence the purchase of any goods or services shall annually sign and file a conflict of interest disclosure document.

(Ref Board Policy 4005)

## 14.5 – Receipt of Shipments

When goods are received, the person accepting the delivery should notify the person or department who/that initiated the purchase order. If this is not apparent, the Business Office should be notified. The individual who originated the purchase order should examine the merchandise delivered and check it against the packing slip. Verification of correct delivery is accomplished by signing and dating the packing slip and submitting it to the Business Office. If a discrepancy is found, the individual who placed the order should make clarifications with the vendor and alert the Business Office. Employees who receive and open an order which includes any possible type of chemical should search the package for an MSDS, check to see if an existing MSDS is already on file, or search online for a current MSDS for that product. Once the MSDS is available, it should be placed in the MSDS book for that building and a copy sent to the Maintenance Secretary. The Maintenance Secretary is available for assistance through this process, if needed.

## 14.6 – Reimbursement of Expenses

Employees who incur expenses in carrying out their authorized duties shall be reimbursed, via direct deposit, by the Agency to the extent approved or provided under law, in Board policies, or master agreements upon submission of an approved expense reimbursement form and appropriate documentation/receipts. Such expenses may be approved and incurred in line with budgetary



allocations for the specific type of expense. NC RESA will pay for eligible mileage reimbursement at the federal mileage reimbursement rate. All expense reimbursement forms must be submitted to the business office within the fiscal year in which the expense occurred. Any sales tax paid to vendors by an employee on a work-related purchase will not be reimbursed to the employee. Expense reimbursement forms received after June 30<sup>th</sup> may not be processed. Employees must submit expense reimbursement requests by June 15<sup>th</sup> to allow time for processing before the end of the fiscal year.

(Ref Board Policy 3600)

## 14.7 – Security

NC RESA owns and operates several valuable facilities which contain expensive furnishings, fixtures and equipment. Consequently, the security of NC RESA property and the safety of its employees are of paramount concern. Security devices and measures, such as, but not limited to, video cameras, audio surveillance devices, motion detectors, metal detectors (stationary or portable) and alarms, may be installed in any or all Agency facilities or in Agency vehicles to protect personnel, students and property.

Outside lighting and/or video surveillance devices may be installed and maintained at each Agency facility to provide illumination and observation of the immediate grounds. An adequate access control system has been established to limit building access to authorized individuals and will safeguard against the potential entrance into buildings by unauthorized personnel. The NC RESA shall cooperate with all law enforcement agencies in enforcing security measures.

(Ref Board Policy 4110)

## 14.8 – Supplies and Materials

If an employee is in need of purchasing supplies and/or materials to be used in the course of his/her duties, he/she must first check with the immediate supervisor and then follow the requisition/purchase order process.

## 14.9 – Telephones

*Visit the NC RESA website for a list of current employee extensions.*

The ability to communicate effectively with colleagues, parents and the general public enhances the working relationship and presents a positive image of the NC RESA. We often judge the competence and courtesy of a business by the way someone answers the telephone or the quality of the voice mail greeting. To this end, these simple rules should be followed:

- Every attempt should be made to answer each phone call within three (3) rings.
- A friendly, professional voice will be used at all times.
- All call handling will be done quickly and successfully, such as transfers to other departments and voice mail.
- Calls should be returned in a timely manner.

Employees should limit personal calls to important matters and emergencies. Personal calls, when made or received, should be brief. At no time should personal long-distance calls be made unless a personal calling card is utilized.

Employees will be provided with instructions on the use of the telephone system features and the use of voice mail. Copies of the instruction guides are available in the NCATS Department or on the NC RESA website.

## 14.10 – Use of Agency Credit/Purchase Cards

At the discretion of the Superintendent, Agency employees may use Agency credit/purchase cards for the purchase of goods and/or services needed for official business of the Agency. Credit/purchase cards must be checked out of the Business Office with the assistance of authorized business office employees. Proper itemized documentation for purchases made with Agency credit/purchase cards MUST be returned to the Business Office. If proper itemized documentation is not received, the employee may be held responsible for the charges.

(Ref Board Policy 3605)

## SECTION 15 – THINGS TO KNOW

### 15.1 – Arrangements for Substitutes

Whenever a teacher, teacher aide or paraprofessional is to be absent from teaching duties, he/she shall use the sub calling system, notify the building administrator or program director as early as possible, or shall arrange to have some other responsible person use the sub calling system and notify the building administrator or program director as early as possible of the teacher's inability to report for work. Arrangements for preschool substitutes shall be made by the employee, instructor, and/or building secretary.

(Ref Board Policy 5685)

### 15.2 – Energy Policy

Employees are encouraged to make suggestions to the Superintendent and/or program directors which might aid in the conservation of energy.

(ref Board Policy 4060)

### 15.3 – First Aid/AEDs

The NC RESA may provide appropriate first aid, CPR and AED training for identified personnel. Only those school employees who have received qualified training, and then only in case of an emergency, may administer first aid and CPR to students. School employees shall not attempt to treat any student injury after the initial treatment of emergency first aid. First aid shall be limited to the applying of simple bandages or infection preventatives and to any justifiable emergency aid such as stopping excessive bleeding to prevent further injury, disability or death. Neither diagnosis nor treatment, except under emergency conditions, are within the responsibilities of school personnel, since school personnel are not trained to make what are essentially medical decisions. The NC RESA will not assume liability for employees acting outside the scope of their authority.

The NC RESA has acquired AED units for use by qualified and trained personnel in the schools and for use at events hosted by the NC RESA. Employees will be authorized to utilize an AED only after successfully completing initial and recurrent training courses as approved by the American Heart Association for AEDs and CPR.

(Ref Board Policies 8660, 8665)

### 15.4 – Gifts and Bequests

The Board will consider the acceptance of gifts to the NC RESA from the public.

- Any organization or individual wishing to make a gift to the Agency must have prior approval of the Superintendent. The Superintendent, in general, will not accept gifts with conditions attached, except as otherwise noted in statute.
- Donors shall be officially thanked, in writing, by the Superintendent on behalf of the Agency.
- Income derived from gifts shall be credited, if possible, to the fund requested by the donor. If the request of the donor cannot be fulfilled, the gift shall be deposited in the capital fund of the Agency or any other fund specified by the Superintendent.
- Employees are discouraged from giving gifts to any student or class of students when such gifts arise out of a school or program situation, class, or school or program-sponsored activity unless approved by the Superintendent.

- The giving or receiving of gifts between faculty or staff and students is discouraged.
- Employees are prohibited from receiving gifts of substantial economic value from vendors, salespersons, or other such representatives that could be viewed as improper influence.

(Ref Board Policy 9350)

## 15.5 – Grant Procedures

The following grant procedures shall be followed:

1. Prior to writing the grant, the grant writer will consult with his/her immediate supervisor to:
  - a) assure that the grant is in compliance with the mission of the NC RESA
  - b) assure that the grant posts no conflicts within the organization
2. Write the grant
3. When the grant is completed, including proofing and editing, provide copies of the grant to:
  - a) the NC RESA Superintendent's office (both the original and one copy) to the attention of Brenda Burt, Executive Administrative Assistant to the Superintendent at the ESC
  - b) your immediate supervisor (one copy)

*GRANT APPLICATIONS ARE DUE TO THE SUPERINTENDENT'S OFFICE **ONE WEEK** PRIOR TO THE GRANT'S FINAL DUE DATE.*

4. The Superintendent's office will:
  - a) review the grant and provide signature(s) for approval (if approved)
  - b) submit the grant to the funding organization
  - c) house copies of all grant applications, award letters and final evaluations
5. Upon receiving the grant award, the Grant Writer will receive notification from the Superintendent's Office and will be required to:
  - a) send a thank you note to the granting institution, if from Newaygo County
  - b) submit mid-point and final evaluations in a timely fashion to the Superintendent's office **one week prior** to each due date (Brenda Burt will send you an electronic reminder ten (10) days prior to the evaluation due date.)

## 15.6 – ID Badges

All NC RESA employees shall be required to wear a district-issued name badge at all times during the course of employment. Badges may be obtained through the Human Resource Department.

## 15.7 – Inclement Weather Procedures

NC RESA programs will be cancelled when all Newaygo County K-12 districts are cancelled. On occasion, school may be delayed due to inclement weather. The announcement will be made by radio and by TV on WZZM-TV13 and WOTV-8. The decision will usually be made by 7:15 a.m. Staff who report to a local school district will follow the cancellation schedule of the local district. Refer to master agreements or benefit schedules for further details regarding inclement weather days.

(Ref Board Policy 4080)

## 15.8 – Mail Delivery Service

The NC RESA offers a mail delivery service between each NC RESA facility and our local public school districts. It is recommended that all mail be inserted in large envelopes and labeled with the recipient's name, location and date. The mail delivery service between NC RESA facilities operates on a daily basis. The mail delivery service between NC RESA and local public school districts typically operates one (1) day per week during the school year only.

## 15.9 – Maintenance Requests

Requests for general maintenance and custodial work must be submitted via the electronic maintenance request system on the NC RESA website. Individual requests (phone calls) to the Maintenance Department to request custodial services will not be processed unless it is an emergency situation. Emergency situations, however, should first be reported to an employee's immediate supervisor.

## 15.10 – Media Coverage

The only official spokesperson for the NC RESA is the Superintendent. The Superintendent must approve all news releases, interviews, etc.

If an employee is approached by the news media, he/she shall work with his/her immediate supervisor to discuss/secure permission for any media coverage believed to be appropriate. Employees are not to provide any news release or information related to their work assignment to the media without prior approval of their immediate supervisor.

If an employee wishes to initiate a feature story for the news media, he/she should discuss the story with his/her immediate supervisor. Instructors are asked not to contact the media directly, but to work through their immediate supervisor on all news releases and feature stories.

Department or classroom newsletters may be published. Classroom newsletters must be shared with the appropriate immediate supervisor prior to distribution. The purpose of newsletters should be to provide citizens throughout Newaygo County with information regarding NC RESA operations, its students, and related events.

(Ref Board Policy 9020)

## 15.11 – Relations with Political Organizations

Political candidates or political parties are prohibited from promoting candidates or political party activities in NC RESA facilities during school or program hours except as they might be invited to speak, either as part of a class project or as part of the instructional program, as provided in the policy on controversial speakers. The circulation of petitions is not permissible when done during an employee's working hours or student instructional time.

(Ref Board Policy 9620)

## 15.12 – Solicitations

All persons seeking to sell, solicit or display an item relating directly to expenditures of Agency funds to any school or employee on school premises must first secure permission from the program director or Superintendent before any appointment is made. All other solicitations of or by

employees are prohibited except where expressly approved by the Superintendent. The Board discourages all solicitations of and by employees during regular school or program hours.

Solicitations OF students by anyone within the school or programs or on school grounds for any cause is prohibited. Solicitations BY students within the school or programs or on school grounds for any cause is prohibited except as they relate to school or program-sponsored activities.

(Ref Board Policy 5640, 9170)

### **15.13 – Technical Requests**

Requests for technical services must be submitted via the electronic technical request system on the NC RESA website. Individual requests (phone calls) to NCATS to request technology services will not be processed unless it is an emergency situation. Emergency situations, however, should first be reported to an employee's immediate supervisor.

### **15.14 – Use of NC RESA Equipment, Supplies, Property and Materials**

Permission must be gained from the appropriate immediate supervisor before agency equipment, supplies, property or materials may be removed from school grounds. Employees using Agency equipment, supplies, materials and software shall comply with all copyright laws. Employees authorized to use Agency equipment assigned to them for use off school grounds (i.e., laptop computers, cell phones, etc.) shall assume responsibility for said equipment. All equipment issued to teachers or administrators shall be returned to the Agency at the end of their annual work year (if requested) or upon return from a conference in proper working order and free of damage.

In no case shall employees be authorized to borrow, remove, or utilize Agency equipment, materials, office/classroom space, or supplies in connection with any outside employment or any other personal interest. Employees who intentionally damage or are excessively careless with the equipment assigned to them may be held financially responsible for damaged property.

Bargaining unit members may use Agency equipment as provided for in current master agreements.

(Ref Board Policy 5203)

### **15.15 – Use of NC RESA Facilities**

The Board encourages the utilization of Agency facilities or grounds by properly organized and responsible groups. Such use of any Agency facility or grounds, however, shall not interfere with the daily school or program routine or program-sponsored student activity. Agency facilities and equipment shall not be used or made available for political campaigns. Recognized bargaining groups may use Agency facilities and equipment as outlined in the current negotiated master agreement. The contact person for scheduling events in NC RESA facilities is Brenda Burt in the Learning Services Department.

(Ref Board Policy 9250)

### **15.16 – Visitors**

The NC RESA welcomes visitors to our facilities. All facilities shall be posted to require all visitors to first make their presence known to the appropriate office personnel before proceeding to contact any other person in the building or on the grounds, with the exception of the Culinary Arts and Cosmetology Programs at the Career-Tech Center. If groups plan to visit, advance reservation and notification to an employee's immediate supervisor and/or the Superintendent is required. Students,

teachers or the administrative staff may conduct tours. Visitors may be asked to wear safety glasses. Confidentiality guidelines must be followed during all tours or visits to any program. Teachers are encouraged to welcome visitors, but should maintain normal classroom work and procedures.

(Ref Board Policy 9400)

## 15.17 – Volunteers

Volunteers are welcome in NC RESA programs and facilities and shall be assigned to a school or program only upon the request of the teacher or program supervisor.

The purpose of a volunteer is:

- to increase the educational attainment of students,
- to provide enrichment experiences beyond those that the school or program can provide, and
- to promote greater community involvement in the academic and co-curricular programs of the NC RESA.

Volunteers shall only serve in an auxiliary capacity under the direction and supervision of the program director or other certified school or program personnel. A volunteer is not a substitute for a member of the school or program, but does supply supplemental and supportive services. Volunteers are prohibited from having access to confidential files and records. All volunteers must have an on-line criminal history check (ICHAT) completed and on file. ICHAT forms are available in the Human Resources Department.

(Ref Board Policy 9230)

## 15.18 – Wireless Communication Devices

Employees may carry electronic communication devices, either agency-issued or personally owned.

Agency-issued communication devices may include, for example, cell phones, two-way radios, PDAs, laptop computers, pagers/beepers, etc.) Any such devices shall be issued with the expectation that they are to be used, almost exclusively, for NC RESA business and are not intended for personal use except in emergencies involving employee health or safety. Agency-issued equipment shall be used in a manner that does not disrupt instruction.

Employees may possess and carry personally-owned cell phones, pagers/beepers, PDAs or laptops during the school day on school property. Such equipment should not be used during the employee's normal working hours for personal reasons; such use is allowable during normal break periods, lunch periods and prep periods.

While many cell phones and/or communications devices also have the capability to capture audio recordings, unauthorized recordings shall be prohibited at all times. Electronic devices and platforms (i.e., FaceTime, AngelSense, etc.) that live stream audio, video and/or location of student/classroom activities are prohibited in order to comply with FERPA requirements and student safety guidelines.

Personally owned hand-held citizens band radios, portable police scanners and long or short-range two-way radios should not be used or carried by employees on school property during the school day unless specific permission is given by their immediate supervisor based on a personal health or safety need.

Employees operating any Agency-owned or leased vehicle are prohibited from operating the vehicle while using a cell phone or two-way radio (either agency-issued or personally owned) except for:

- during an emergency situation,
- to call for assistance, after stopping the vehicle, if there is a mechanical breakdown or problem, or
- when the vehicle is stopped or parked.

Employees are prohibited from text messaging or e-mailing while driving an agency-owned vehicle, or while driving their own privately owned vehicle during official business.

Any employee violating the above rules may be subject to disciplinary action.

(Ref Board Policy 5250, AR8280)

## 15.19 – Work-Related Travel

Certain employees shall be authorized by their immediate supervisor to travel locally in the performance of their duties and submit a Travel & Expense Voucher form for reimbursement without completing an on-line leave request (i.e., speech pathologists, psychologists, etc.) The Board shall provide reimbursement for such mileage expenses when approved by the Superintendent and/or immediate supervisor. Local travel as authorized under these regulations is to be recorded on a daily basis and submitted to the business office at the end of each month for reimbursement. If such travel is less than 100 miles per semester, reimbursement may be requested at the end of the semester. The Travel & Expense Voucher form must include, date, destination, purpose of travel, and number of miles for each trip. For travel from building to building through Newaygo County school facilities, employees should refer to the mileage chart in Appendix E.

For travel to conferences/meetings, mileage reimbursement should be calculated on the shortest distance between the employee's home or office. Please refer to section 12.8 regarding leave codes that **must** be entered in Skyward for various work-related travel/time-off.

All mileage reimbursement should be submitted by June 15<sup>th</sup> to allow for processing before the end of the fiscal year.

(Ref Board Policy 5330)

## 15.20 – Agency Expenditure of Funds

Newaygo County RESA funds or other public funds under the control of the Newaygo County RESA may not be used for purchase of any of the following.

- alcoholic beverages
- jewelry
- gifts
- fees for golf (or other leisure activities)
- any item for which the purchase or possession is illegal

(Ref Board Policy 3590)

## 15.21 – Consulting

Employees may be excused by the Superintendent to perform technical or instructional services as consultants to other RESAs, government agencies or private industry. Requests for approval to



serve as a consultant shall be submitted in writing to the Superintendent, who may forward the same together with his/her recommendation to the Board for consideration.

(Ref Board Policy 5645)

## 15.22 – Student Interns

If teachers/instructors/ancillary staff wish to have a college student intern in their classroom/program, Board Form 9840 – Request for Student Intern must be completed and approved, *in advance*. College student interns should not begin until all appropriate paperwork is on file in the Human Resource office.

(Ref Board Policy 9840)

## SECTION 16 - INSTRUCTIONAL PROGRAMS/STUDENTS

### 16.1 – Child Abuse and Neglect – Duty to Report

One of the most important responsibilities of every employee of the NC RESA is to protect the health and welfare of all students. A part of that responsibility is to be aware of potentially abusive or neglectful situations and to report them immediately when they are suspected. Any employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect **will immediately report**, or cause a report to be made, to the Department of Human Services, and then to their immediate supervisor.

### 16.2 – Treatment, Care and Service of our Students

NC RESA is entrusted every day with the education and care of our students; we act in the place of the parents and guardians who rely on us while they are at home or at work. We endeavor to provide our students with an environment which promotes the highest practicable attainment of their individualized educational goals, physical, psychological, emotional and social well-being while in our care. Our standards of high quality service and exemplary performance by each employee include the expectation that students are treated with appropriately high standards of care and respect, and without unnecessary, excessive or unreasonable physical force or roughness. At all times, we must be responsive to our students' needs and be sure that care is taken to maintain the personal dignity and respect of each student.

Our employees should always show courtesy, respect and a positive attitude to students, families, visitors and staff, and act in accordance with our training, best practices, and applicable laws, Board policies, rules and regulations. Consistent with our SERVICE slogan, the Agency relies on each employee to serve our students every day in a caring and committed environment.

#### Reporting Your Concerns

The Agency believes that it best serves our students and staff to create an environment in which there is timely, personal resolution of perceived problems, concerns or misunderstandings. In addition to State law reporting requirements, all NC RESA employees are expected to immediately report any violations of our Agency's standards or expectations about student care or services to an Agency supervisor, and to fully cooperate in any ensuing investigation. Upon substantiation of violation of our standards or expectations, employees are subject to appropriate counseling and/or discipline up to and including dismissal and/or legal action may be taken.

Employees who make reports will be treated respectfully and with as much confidentiality as is reasonably permitted by the situation. The Agency will not tolerate retaliation or retribution against anyone for making a good faith report or supplying information about their concerns; nor will the Agency tolerate bad faith or knowingly false reports as a form of retribution. If you feel that you are subject to retribution for a good faith report, or that you are a victim of a false report, you are expected to immediately notify your supervisor or other Agency management.

#### Use of Seclusion and Restraint

Pursuant to Section 1307a of the Michigan Revised School Code, MCL 380.1307a, 2016, the Board of the Newaygo County Regional Educational Service Agency ("District") shall adopt and implement a local policy that is consistent with the policy issued by the Michigan Department of Education in connection with the requirements of Public Act 394 regarding restrictions on the use of seclusion and restraint in public schools. This policy is to accomplish the following objectives:

- Promote the care, safety, welfare and security of the school community and the dignity of each pupil.
- Encourage the use of proactive, effective, evidenced- and researched-base strategies and best practices to reduce the occurrence of challenging behaviors, eliminate the use of seclusion and restraint, and increase meaningful instructional time for all pupils.
- Ensure that seclusion and physical restraint are used only as a last resort in an emergency situation and are subject to diligent assessment, monitoring, documentation and reporting by trained personnel.
- The key terms used in this policy, including but not limited to, “seclusion,” “restraint,” “emergency seclusion,” and “emergency physical restraint” are the same definitions used in Section 1307h of the Michigan Revised School Code, MCL 380.1307h. The term “department” refers to the Michigan Department of Education.

Consistent with Public Act 394 and the policy issued by the Michigan Department of Education, the Superintendent and/or his/her designee is directed to develop administrative regulations to implement the requirements of Public Act 394 in regard to the use of seclusion and restraint, including identification of prohibited practices, permissible use of emergency seclusion and physical restraint; procedures for documenting and reporting the use of emergency seclusion and/or restraint; procedures for the development and implementation of emergency intervention plans for students who pose a substantial risk of creating an emergency situation that could result in the use of emergency seclusion or emergency physical restraint; requirements for data collection in connection with the use of any seclusion and/or restraint, and the implementation of a comprehensive training framework for school personnel who have regular contact with pupils and for key identified personnel who are generally available for an emergency situation.

### **Abortions**

Per Section 388.1766 of the Michigan Revised School Code, employees shall not refer a pupil for an abortion or assist a pupil in obtaining an abortion. If an employee is found to be in violation of this law, a financial penalty may be applied against the employee of not less than 3% of that employee’s annual compensation.

(Ref Board Policy 5201, 8580, 8595)

## **16.3 – Discriminatory Harassment of Students**

Discriminatory harassment of students by Agency elected officials, employees, vendors, contractors or others doing business with the Agency, students, parent(s)/guardian(s), invitees, volunteers or guests will not be tolerated. Similarly, student-on-student discriminatory harassment is prohibited, equally, and will not be tolerated.

Discriminatory harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individuals’, race, color, religion, national origin, gender, age, height, weight, marital status or disability when:

- Submission to such conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the Agency,
- Submission to, or rejection of, the conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the Agency, or
- The harassment substantially interferes with the student’s education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student’s educational opportunities.

Sexual harassment, may include, but is not limited to, the following:

- Verbal harassment or abuse,
- Pressure for sexual activity,
- Repeated remarks with sexual or demeaning implications,
- Unwelcome touching,
- Sexual jokes, posters, cartoons, etc., and/or
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

If an employee has been found to have violated Policy 8018, disciplinary action against an Agency employee may include termination of employment.

(Ref Board Policy 8018)

## 16.4– Equal Educational Opportunity

Every child, regardless of race, color, religion, national origin, gender, age, height, weight, marital status or disability, is entitled to equal opportunity for educational development.

No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the NC RESA. The Board shall treat its students without discrimination as this pertains to course offerings, counseling, employment assistance, co-curricular and extracurricular activities.

(Ref Board Policy 8010)

## 16.5 – Field Trips and Excursions

Field trips and excursions are encouraged when a reasonable educational objective can be established. By no later than November 1<sup>st</sup> of each school year, instructors will commit to potential participation in student organizations and participation on regional, state and national competitions through a written e-communication with the Superintendent's Office. After November 1<sup>st</sup>, instructors who have not expressed intent for their program to participate will not be considered for instructor or student participation in regional, state or national competitions for the school year. If partnering with another CTC program, both programs must commit their involvement by November 1. All trips to foreign countries and overnight trips must be approved in advance by the Board.

(Ref Board Policy 7490)

## 16.6 – Hand Sanitizers

Due to the high alcohol content of hand sanitizers and the risk it poses to small children, all hand sanitizers will be kept out of the reach of young children. The dispensation of hand sanitizer to our younger students will be closely monitored.

(Ref Board Policy 8450)

## 16.7 – Interrogation and Investigations Conducted in School

It is the policy of the NC RESA that a reasonable cooperative effort is maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary within their respective jurisdictions. The Agency's administrators shall at all times act in a manner which protects and guarantees the rights of students and parent(s)/guardian(s) and shall cooperate with law enforcement officials as provided in Administrative Regulation 8140.

(Ref Board Policy 8140)

## 16.8 – Interviews with Students

Any representative of the news media seeking to interview any student during regular school or program hours or on school property must first gain the approval of the program director/supervisor or designated representative and the parent(s)/guardian(s).

(Ref Board Policy 9190)

## 16.9 – Release of a Student During the School Day

Teachers, paraprofessionals, teacher aides, secretaries, etc. shall refer any requests for an early release of a student during the school day to their immediate supervisor. Program directors or supervisors shall not release a student during the school day except in emergencies or to a student's lawful custodian as defined by Michigan law. The identification of the student's lawful custodian and all written or verbal requests of the lawful custodian shall be verified to the satisfaction of the program director or supervisor. The name, address and telephone number of the lawful custodian shall be entered on the permanent record of the student in accordance with Board Policy 8040 and 8090.

(Ref Board Policy 8040, 8090)

## 16.10 – School Ceremonies and Observances

### OPENING EXERCISES:

Classrooms may open the school day with appropriate exercises; such exercises may include the pledge to the flag, patriotic songs, and reading of excerpts of material, which will implement the development of moral values, patriotism, and high standards of conduct. A student who expresses a religious objection to repeating the pledge to the flag shall not be required to participate. However, such students shall not cause a disturbance or interfere with the participation of others.

### RECOGNITION OF RELIGIOUS BELIEFS AND CUSTOMS:

Employees of the Agency shall neither promote nor disparage any religious belief or non-belief. The Board encourages all students and staff members to appreciate and to be tolerant of each other's religious views. Employees may be excused from participating in practices that are contrary to their religious beliefs unless there are clear issues and overriding concerns that would prevent it.

(Ref Board Policy 7800)

## 16.11 – Student Injuries

In the event a student is injured in an NC RESA facility or while participating in NC RESA programs, an on-line injury report form **must** be completed by the employee who witnessed the incident or by the employee's immediate supervisor with input from the witness. Such report **must** be completed and submitted to the Superintendent's office within 24 hours of the occurrence.

## 16.12 – Student Photographs

### COMMERCIAL PHOTOGRAPHERS:

The Board allows the practice of contracting with commercial photographers to take student pictures and make them available to parent(s)/guardian(s) as a part of the total school program.

The school may contract with commercial photographers to take pictures of students for specific purposes such as class pictures, student records, or identification cards.

No student shall be required to have his/her picture taken by school contracted commercial photographers and shall not be pressured for the purchase of photographs. Students may substitute photographs taken by photographers of their choice to be used in yearbooks or for official school records. The school may establish reasonable specifications for such pictures.

### OTHER PHOTOGRAPHIC OR VIDEO IMAGES:

Permission to shoot close-up pictures of students via regular film or digital imaging, or to videotape students participating in school-related activities, and to identify those students, may be granted to the media (newspapers and television stations) only with parental approval for students less than eighteen (18) years of age.

Parental approval also shall be required before pictures of students may be used, or students identified, in non-school publications with the exception of photographs or video images taken by news media in the normal course of news coverage of NC RESA activities.

(Ref Board Policy 8740)

## 16.13 – Student Suspension from Class, Subject or Activity

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to effectively teach the class a subject or activity, or the student's behavior interferes with the ability of other students to learn. Such activities might include, but are not limited to:

- Throwing objects that can cause bodily injury or property damage;
- Directing profanity, vulgar language, or obscene gestures toward the teacher or other students;
- Failing to comply with directives given by the teacher for the safety of the student or others;
- Expressing repeated racial or ethnic slurs toward the teacher or another student;
- Engaging in any misbehavior that gives the teacher a reasonable belief that such conduct will incite violence;
- Destroying/defacing school property; and/or
- Violating computer use policies, rules, or agreements in such a manner as to cause immediate risk of damage to Agency property or the work of others.

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended from or participate in after school extracurricular activities until the passage of one (1) full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension.

Students attending separate class periods throughout the school day shall be permitted, during the term of the suspension, to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Board of Education Policy and the school's Student Code of Conduct.

As soon as possible after a suspension initiated by a teacher under this policy, the teacher shall ask the parent or guardian of the student to attend a parent-teacher conference concerning the suspension. Where practicable, a school counselor, psychologist or social worker shall also attend the conference. The teacher shall inform the supervisor of his/her program of the conference when it is scheduled.

Any student suspended from the same class, subject, or activity for ten (10) accumulative days during the school year shall be given a formal procedural hearing for each additional suspension beyond the tenth (10<sup>th</sup>) day in accordance with due process requirements required by Board of Education policy for suspensions of ten (10) days or more.

For Students with Disabilities:

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services. Students shall be informed of the reasons for which a teacher may initiate a one (1) day suspension.

(Ref Board Policy 8350)

## 16.14 – Terroristic Threats/Acts

The Board prohibits any Agency student, at any time, regardless of whether school is in session, from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member, school building, or property. Any such threat, either real or intended as a joke, or any terroristic act will not be tolerated in or around the NC RESA, its properties or in or on any owned, leased or rented vehicle used in connection with any school activity and hereby adopts a "zero tolerance" of any such actions.

A terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk causing such terror or inconvenience. A terroristic act shall mean an offense against property or involving danger to another person.

Employees shall be responsible for informing his/her direct supervisor, the Superintendent, or School Safety Leadership members regarding any information or knowledge they may have relevant to a possible or actual threat or act. Reports should be both verbal and written (e-mail) to assure the situation is addressed immediately. In the unlikely event an immediate supervisor, the Superintendent or school safety team member is not available, staff shall contact law enforcement to report knowledge of threats of violence by or against students, then continue efforts to contact the Superintendent's office. Depending on the nature of the threat, 911 (emergency) or 231-689-5288 (non-emergency) lines should be used to contact central dispatch/law enforcement. Failure to bring forward information or knowledge relative to a possible or actual threat or act shall result in

disciplinary consequences for students up to and including permanent expulsion and for staff members up to and including termination.

(Ref Board Policy 5201, 8255, AR5201)

### 16.15 – Tutoring for Pay

No teacher shall tutor his/her own students for pay unless otherwise specifically set forth as allowable in the negotiated master agreement.

(Ref Board Policy 5650)

### 16.16 – Use of Commercially Produced Video Recordings

Videotapes, DVDs, or other media will be selected and assigned to give support directly to instructional learning objectives contained within Board approved curriculum and programs.

Videotapes, DVDs, or other media, when used, shall be selected for its direct relevance to the curriculum or program. General selection criteria should include quality of the overall work and its individual parts, fair and accurate representation of the facts, the reputation, and significance of the writer, director, and/or performer.

Videotapes, DVDs or other media shall not be used for recreation or entertainment, or for other than planned instructional purposes.

Instructors who bring video recordings from home to be used for educational purposes in the classroom must receive approval from their immediate supervisor prior to sharing with students.

(Ref Board Policy 7463)



## SECTION 17 – TRANSPORTATION

### 17.1 – Agency Vehicle Idling Policy

Exhaust from idling vehicles, especially those that burn diesel fuel, can accumulate in and around the vehicle and pose a health risk, to both students and drivers. Exposure to diesel exhaust can cause lung damage and respiratory problems. Diesel exhaust also exacerbates asthma and existing allergies, and long-term exposure is thought to increase the risk of lung cancer. Idling buses also waste fuel and financial resources.

It is the intent of the Board to eliminate unnecessary idling of NC RESA vehicles so that idling time is minimized in all aspects of school bus and other Agency vehicle operation. Delivery, service, and maintenance employees are to follow these rules when operating any Agency vehicle:

- When drivers arrive at loading or unloading areas to drop off or pick up passengers and/or supplies, they should turn off their vehicle as soon as possible to eliminate idling time and reduce harmful emissions. Vehicles should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area.
- Idling time during early morning warm-up is to be limited to what is recommended by the manufacturer (generally 3-5 minutes) in all but the coldest weather (meaning 30 degrees Fahrenheit or less.)
- All Agency employees shall turn off the engine after arriving to make deliveries, perform service for customers, or perform maintenance of school buildings.

(Ref Board Policy 4440)

### 17.2 – Personal and Business Transportation Services

The Superintendent is authorized to determine the extent to which Agency owned vehicles might be used for official school business. Such vehicles shall not be used for personal travel unless expressly approved by the Board. Drivers of school-owned vehicles shall be properly licensed and maintain a satisfactory driving record as determined by the Superintendent.

The use of privately owned vehicles for school business must be approved in writing by the Superintendent and/or Directors. The permission may be a standing permit for those who use their own cars regularly for school purposes (i.e., administrators, speech/language pathologists, psychologists, etc.).

Employees who use their privately owned vehicles for school business shall be required to maintain minimum insurance coverage for liability and property damage, which shall be the primary coverage. Employees shall provide a copy of their driver's license to the Human Resources Department, upon request, for validation purposes. The school non-ownership insurance shall provide the secondary coverage. School non-ownership coverage shall not apply unless the employee has been given the authorization described above.

Reimbursable mileage shall be according to a rate approved by the Board and the driver shall possess a valid Michigan driver's license before any reimbursement shall be made. In no instance shall mileage reimbursement be claimed for travel for any purpose other than for Agency business.

Employees are forbidden to transport students for school purposes without authorization by the Superintendent and/or designee. If transporting students in a private vehicle is authorized, the driver MUST be at least 21 years of age.

A student shall not be sent on school errands with his/her motor vehicle, an employee's motor vehicle, or an Agency-owned motor vehicle. Additionally, students should not be allowed to drive other students in an emergency situation (i.e., emergency room).

No teacher or other employee shall be authorized to drive a van or bus to transport students unless properly licensed and qualified to drive such vehicle as determined by the Michigan Department of Education.

When Agency-owned vehicles, which are equipped with seatbelts, are used to transport students, it is required that the number of passengers is limited to the number of seatbelts available and that seatbelts shall be used when the vehicle is operative.

(Ref Board Policy 4430, AR4350)

### 17.3 – School Vehicles

Agency owned or leased vehicles shall not be loaned, leased, or subcontracted to any person, groups of persons or organizations except as allowed by law and subject to Board approval.

No public funds shall be spent by the Board to hire, rent, or lease any form of transportation to be used by any student, school employee, patron, or any organization to transport anyone to or from a religious activity.

Every driver shall have authority and responsibility for the passengers riding in school vehicles.

At the end of every route driven, every driver shall do a thorough inspection of the van or any vehicle used for transporting students for any reason, to be certain that no students or any other passengers remain in the vehicle. Any driver failing to adhere to Board Policy 4320 policy or administrative regulation shall be subject to disciplinary action as determined by the Superintendent.

If an employee is involved in a motor vehicle accident involving a school vehicle, a police report must be filed while at the scene of the accident. A follow-up call to the employee's supervisor shall be made immediately thereafter.

(Ref Board Policy 4320)

# Appendix A – Payroll Calendar – 2019-20

**July 2019**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**August 2019**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**September 2019**

S	M	T	W	T	F	S
						0
						2
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**October 2019**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**November 2019**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**December 2019**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**January 2020**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**February 2020**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**March 2020**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**April 2020**

S	M	T	W	T	F	S
		1	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**May 2020**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**June 2020**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**July 2020**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**August 2020**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Electronic time sheets are due to your supervisor each Friday!**

**Late time sheets will not be processed until the following payroll!**

**Paper time sheets are due to your supervisor on the Friday prior to payroll Friday.**

# Appendix B - NC RESA 2019-20 School Year Calendar

<u>July 2019</u>						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

<u>August 2019</u>							T-8
S	M	T	W	T	F	S	S-4
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

<u>September 2019</u>							T-20
S	M	T	W	T	F	S	S-20
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

<u>October 2019</u>							T-23
S	M	T	W	T	F	S	S-23
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

<u>November 2019</u>							T-19
S	M	T	W	T	F	S	S-19
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

<u>December 2019</u>							T-15
S	M	T	W	T	F	S	S-15
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

<u>January 2020</u>							T-20
S	M	T	W	T	F	S	S-20
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		



<u>February 2020</u>							T-19
S	M	T	W	T	F	S	S-18
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	


<u>March 2020</u>							T-22
S	M	T	W	T	F	S	S-22
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					


<u>April 2020</u>							T-16
S	M	T	W	T	F	S	S-16
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

<u>May 2020</u>							T-20
S	M	T	W	T	F	S	S-20
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

<u>June 2020</u>							T-5
S	M	T	W	T	F	S	S-
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

 FIRST DAY/LAST DAY – Aug 26; June 5       NO SCHOOL – Aug 30

 PROFESSIONAL DEVELOPMENT DAYS - 187 Teacher Days  
Aug 19-22; Feb 17 (no students)      Student Days

 HOLIDAYS/BREAKS – Sept 2; Nov 28-29;  
Dec 23-Jan 3; Feb 14; April 3-10; May 25

# Appendix C – Newaygo 2019-20 Common Calendar

<u>July 2019</u>						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

<u>August 2019</u>						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

<u>September 2019</u>						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

<u>October 2019</u>						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

<u>November 2019</u>						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

<u>December 2019</u>						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

<u>January 2020</u>						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

<u>February 2020</u>						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

<u>March 2020</u>						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

<u>April 2020</u>						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

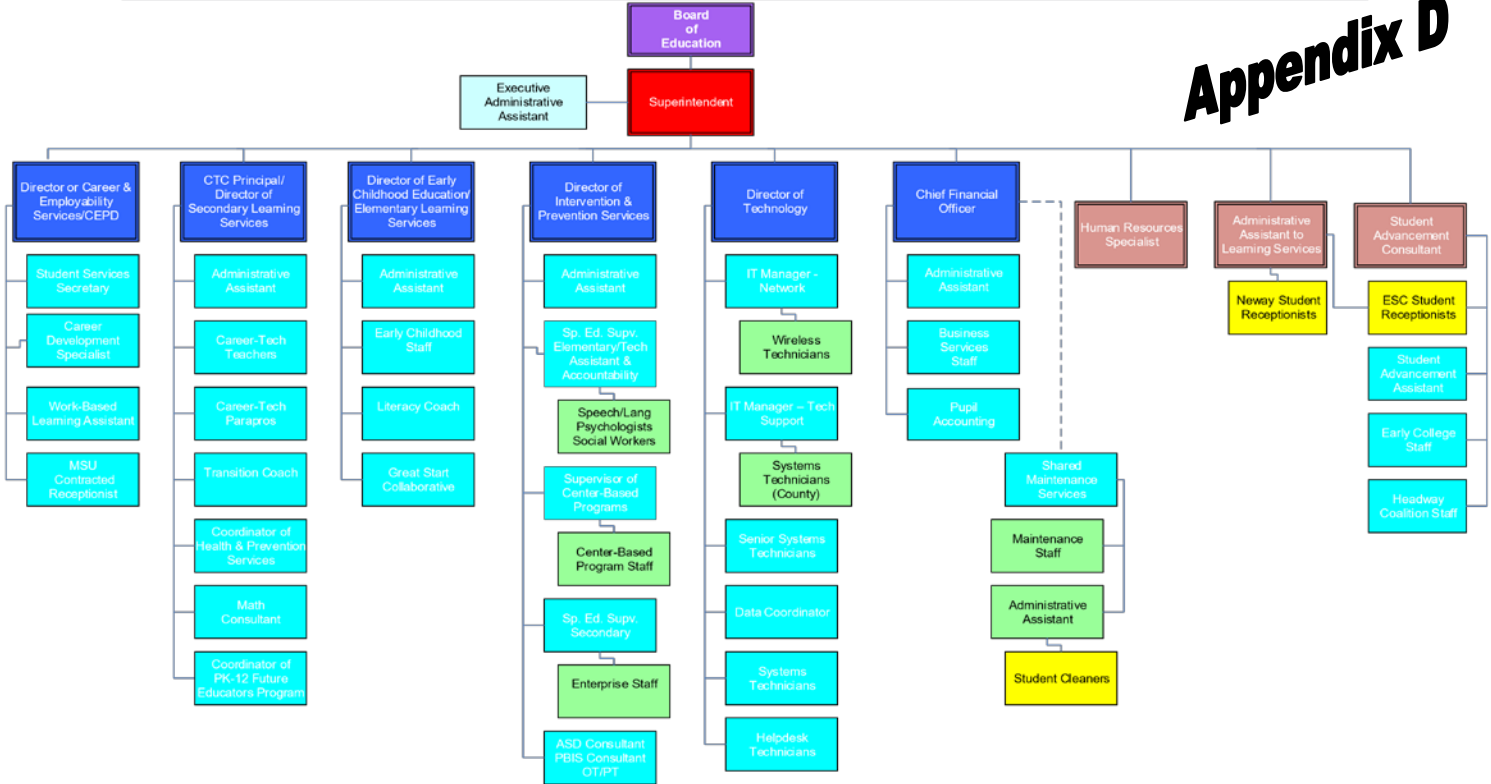
<u>May 2020</u>						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

<u>June 2020</u>						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- FIRST DAY OF SCHOOL – Aug 26
- NO SCHOOL – Aug 30
- PROFESSIONAL DEVELOPMENT DAYS -  
Aug 19-22; Feb 17 (no students)
- HOLIDAYS/BREAKS – Sept 2; Nov 28-29;  
Dec 23-Jan 3; Feb 14; April 3-10; May 25

**Newaygo County Regional Educational Service Agency  
Organizational Chart 2019-20 – Administrative Regulation 2020**

**Appendix D**



## Appendix E – Mileage Distance Between Newaygo County Facilities (part 1)

Facility	Address	Big Jackson	Pine Street Center	Pathfinder Elementary	Daisy Brook Elementary	Fremont Middle School	Fremont High School	Quest	Fremont Bus/Maint	Grant Primary Center	Grant Elementary	Grant Middle School	Grant High School	Grant Administration	Grant Bus Garage	Hesperia Campus
Big Jackson School	4020 13 Mile Road, Paris		30.5	31.8	31.4	31.7	30.6	31.7	32.3	33.3	32.6	33.0	32.8	33.3	33.3	29.1
Pine Street Center	450 E. Pine St., Fremont	30.5		1.4	1.0	.8	.5	.8	1.4	17.4	16.7	17.1	16.8	17.4	17.4	12.3
Pathfinder Elementary	109 W. 44 <sup>th</sup> St., Fremont	31.8	1.4		.4	.9	.9	1.0	1.5	18.4	17.7	18.2	18.0	18.4	18.4	10.9
Daisy Brook Elementary	502 N. Division, Fremont	31.4	1.0	.4		.9	.8	.1	.8	17.8	17.1	17.6	17.4	17.8	17.8	11.7
Fremont Middle School	500 Woodrow, Fremont	31.7	.8	.9	.9		.8	.1	.7	17.7	17.5	17.3	17.8	17.8	17.8	11.8
Fremont High School	5421 S. Warner Ave., Fremont	31.3	.7	1.7	1.3	1.1		1.2	1.6	16.7	16	16.4	16.1	16.7	16.7	12.6
Quest	350 W. Cedar St., Fremont	31.7	.8	1.0	.1	.1			.8	17.8	17.1	17.6	17.4	17.8	17.8	11.7
Fremont Bus/Maintenance	616 Lake St., Fremont	32.3	1.4	1.5	.8	.7	1.4	.8		17.8	17.1	17.5	17.4	17.8	17.8	11.3
Grant Primary Center	12085 S. Elder, Grant	33.3	17.4	18.4	17.8	17.7	17.5	17.8	17.8		.7	.8	1.2	.1	.9	31.4
Grant Elementary	156 E. State St., Grant	32.6	16.7	17.7	17.1	17.5	16.8	17.1	17.1	.7		.4	.5	.7	.7	30.7
Grant Middle School	96 E.120 <sup>th</sup> St., Grant	33.0	17.1	18.2	17.6	17.3	17.3	17.6	17.5	.8	.4		1.0	.8	.3	29.8
Grant High school	331 E. State St., Grant	32.8	16.8	18.0	17.4	17.8	17.1	17.4	17.4	1.2	.5	1.0		1.2	1.2	28.9
Grant Administration	12192 S. Elder, Grant	33.3	17.4	18.4	17.8	17.8	17.5	17.8	17.8	.1	.7	.8	1.2		.9	30.1
Grant Bus Garage	300 E. 120 <sup>th</sup> St., Grant	33.3	17.4	18.4	17.8	17.8	17.5	17.8	17.8	.9	.7	.3	1.2	.9		30.1
Hesperia Campus	96 S. Division, Hesperia	29.1	12.3	10.9	11.7	11.8	11.8	11.7	11.3	31.4	30.7	29.8	28.9	30.1		
Velma Elementary School	29 E. Post St., Newaygo	26.8	10.8	11.9	11.3	11.2	11.0	11.3	11.3	7.3	7.0	7.1	6.8	7.3	7.3	22.7
Newaygo Middle School	850 E. 76 <sup>th</sup> St., Newaygo	27.2	11.3	12.3	11.9	11.7	11.4	11.7	11.7	8.5	7.8	8.2	7.9	8.5	8.5	23.2
Newaygo High School	200 East St., Newaygo	27.2	11.2	12.3	11.7	11.6	11.4	11.7	11.7	6.8	6.1	6.5	6.2	6.7	6.7	23.2
Newaygo Administration	360 S. Mill St., Newaygo	27.2	11.2	12.3	11.7	11.6	11.4	11.7	11.7	6.8	6.1	6.5	6.2	6.7	6.7	23.2
Newaygo East	940 E. 76 <sup>th</sup> St., Newaygo	27.3	11.3	12.4	11.9	11.7	11.5	11.8	11.7	8.4	7.7	8.2	7.9	8.4	8.4	23.2
Career-Tech Center	4645 W. Career Pathway, Fremont	29.9	1.2	2.1	1.7	1.9	1.2	2.0	2.6	18.6	17.9	18.3	18.1	18.6	18.6	13.0
FEAC	4554 W. Career Pathway, Fremont	29.9	1.2	2.1	1.9	2.1	1.4	2.2	2.8	18.4	17.7	18.1	17.9	18.4	18.4	13.2
Neway Center	585 Fremont St., Newaygo	26.7	9.2	10.2	9.8	9.6	9.3	9.7	9.6	8.2	7.5	7.9	7.6	8.2	8.2	21.1
Fremont Center	4575 W. 48 <sup>th</sup> St., Fremont	29.7	1.4	2.3	1.9	2.1	1.4	2.2	2.8	18.4	17.7	18.1	17.9	18.4	18.4	13.2
Educational Service Center	4747 W. 48 <sup>th</sup> St., Fremont	29.9	1.2	2.1	1.7	1.9	1.2	2.0	2.6	18.6	17.9	18.3	18.1	18.6	18.6	13.0
Newday	465 Clay St., Newaygo	27.2	11.2	12.3	11.9	11.6	11.4	11.7	11.7	6.7	6.0	6.5	6.2	6.7	6.7	23.2
NC RESA Maintenance	4490 W. Career Pathway, Fremont	29.9	1.2	2.1	1.7	1.9	1.2	2.0	2.6	18.6	17.9	18.3	18.1	18.6	18.6	13.0
Reg Ctr for Agri/Career Adv	5479 W. 72 <sup>nd</sup> Street, Fremont	32.9	2.9	3.9	3.6	3.2	2.2	3.2	3.5	13.8	13.8	14.3	14.0	13.8	14.5	14.9
White Cloud Campus	555 E. Wilcox Ave., White Cloud	17.4	13.4	14.5	13.9	14.2	13.4	14.2	15.3	17.1	16.4	16.9	16.6	17.1	17.1	15.5

## Appendix E – Mileage Distance Between Newaygo County Facilities (part 2)

Facility	Address	Newaygo Elementary School	Newaygo Middle School	Newaygo High School	Newaygo Administration	Newaygo East	Career-Tech Center	FEAC	Neway Center	Fremont Center	Educational Service Center	Newday	NC RESA Maintenance	Regional Ctr for Agriscience & Career Advancement	White Cloud Campus
Big Jackson School	4020 13 Mile Road, Paris	26.8	27.2	27.2	27.2	27.3	29.9	29.9	26.7	29.7	29.9	27.2	29.9	32.9	17.4
Pine Street Center	450 E. Pine St., Fremont	10.8	11.3	11.2	11.2	11.3	1.2	1.4	9.2	1.4	1.2	11.2	1.2	2.9	13.4
Pathfinder Elementary	109 W. 44 <sup>th</sup> St., Fremont	11.9	12.3	12.3	12.3	12.4	2.1	2.3	10.2	2.3	2.1	12.3	2.1	3.9	14.5
Daisy Brook Elementary	502 N. Division, Fremont	11.3	11.9	11.7	11.7	11.9	1.7	1.9	9.8	1.9	1.7	11.9	1.7	3.6	13.9
Fremont Middle School	500 Woodrow, Fremont	11.2	11.7	11.6	11.6	11.7	1.9	2.1	9.6	2.1	1.9	11.6	1.9	3.2	14.2
Fremont High School	5421 S. Warner Ave., Fremont	10.1	10.6	10.5	10.7	10.6	2	2	8.5	2.1	2	10.5	2	2.2	14.2
Quest	350 W. Cedar St., Fremont	11.3	11.7	11.7	11.7	11.8	2.0	2.2	9.7	2.2	2.0	11.7	2.0	3.2	14.2
Fremont Bus/Maintenance	616 Lake St., Fremont	11.3	11.7	11.7	11.7	11.7	2.6	2.8	9.6	2.8	2.6	11.7	2.6	3.5	15.3
Grant Primary Center	12085 S. Elder, Grant	7.3	8.5	6.8	6.8	8.4	18.6	18.4	8.2	18.4	18.6	6.7	18.6	13.8	17.1
Grant Elementary	156 E. State St., Grant	7.0	7.8	6.1	6.1	7.7	17.9	17.7	7.5	17.7	17.9	6.0	17.9	13.8	16.4
Grant Middle School	96 E.120 <sup>th</sup> St., Grant	7.1	7.2	6.5	6.5	8.2	18.3	18.1	7.9	18.1	18.3	6.5	18.3	14.3	16.9
Grant High school	331 E. State St., Grant	6.8	7.9	6.2	6.2	7.9	18.1	17.9	7.6	17.9	18.1	6.2	18.1	14.0	16.6
Grant Administration	12192 S. Elder, Grant	7.3	8.5	6.7	6.7	8.4	18.6	18.4	8.2	18.4	18.6	6.7	18.6	13.8	17.1
Grant Bus Garage	300 E. 120 <sup>th</sup> St., Grant	7.3	8.5	6.7	6.7	8.4	18.6	18.4	8.2	18.4	18.6	6.7	18.6	14.5	17.1
Hesperia Campus	96 S. Division, Hesperia	22.7	23.2	23.2	23.2	23.2	13.0	13.2	21.1	13.2	13.0	23.2	13.0	14.9	15.5
Newaygo Elem. School	29 E. Post St., Newaygo		1.0	.6	.6	1.0	12.0	12.0	1.6	11.8	12.0	.6	12.0	8.2	10.6
Newaygo Middle School	850 E. 76 <sup>th</sup> St., Newaygo	1.0		1.0	1.0	.1	12.5	12.5	2.1	12.3	12.5	1.0	12.5	8.5	11.0
Newaygo High School	200 East St., Newaygo	.6	1.0		.1	1.0	12.4	12.4	2.0	12.2	12.4	.2	12.4	8.7	11.0
Newaygo Administration	360 S. Mill St., Newaygo	.6	1.0	.1		1.0	12.4	12.4	2.0	12.2	12.4	.2	12.4	8.5	11.0
Newaygo East	940 E. 76 <sup>th</sup> St., Newaygo	1.0	.1	1.0	1.0		12.5	12.5	2.1	12.3	12.5	1.0	12.5	8.6	11.1
Career-Tech Center	4645 W. Career Pathway, Fremont	12.0	12.5	12.4	12.4	12.5		.1	8.3	.2	--	12.4	--	4.5	12.2
FEAC	4554 W. Career Pathway, Fremont	12.0	12.5	12.4	12.4	12.5	.1		8.1	.2	.2	12.6	.2	4.5	12.0
Neway Center	585 Fremont St., Newaygo	1.6	2.1	2.0	2.0	2.1	8.3	8.1		8.1	8.3	2.0	8.3	6.4	10.5
Fremont Center	4575 W. 48 <sup>th</sup> St, Fremont	11.8	12.3	12.2	12.2	12.3	.2	.2	8.1		.2	12.6	.1	4.3	12.0
Educational Service Center	4747 W. 48 <sup>th</sup> St., Fremont	12.0	12.5	12.4	12.4	12.5	--	.2	8.3	.2		12.4	.2	4.1	12.2
Newday	465 Clay St., Newaygo	.6	1.0	.2	.2	1.0	12.4	12.6	2.0	12.6	12.4		12.4	9.0	11.0
NC RESA Maintenance	4490 W. Career Pathway, Fremont	12.0	12.5	12.4	12.4	12.5	--	.2	8.3	.1	.2	12.4		4.2	12.0
Reg Ctr for Agri/Career Adv	5479 W. 72 <sup>nd</sup> Street, Fremont	8.2	8.5	8.7	8.5	8.6	4.2	4.2	6.4	4.3	4.1	9.0	4.2		16.9
White Cloud Campus	555 E. Wilcox Ave., White Cloud	10.6	11.0	11.0	11.0		12.2	12.0	10.5	12.0	12.2	11.0	12.0	16.9	



