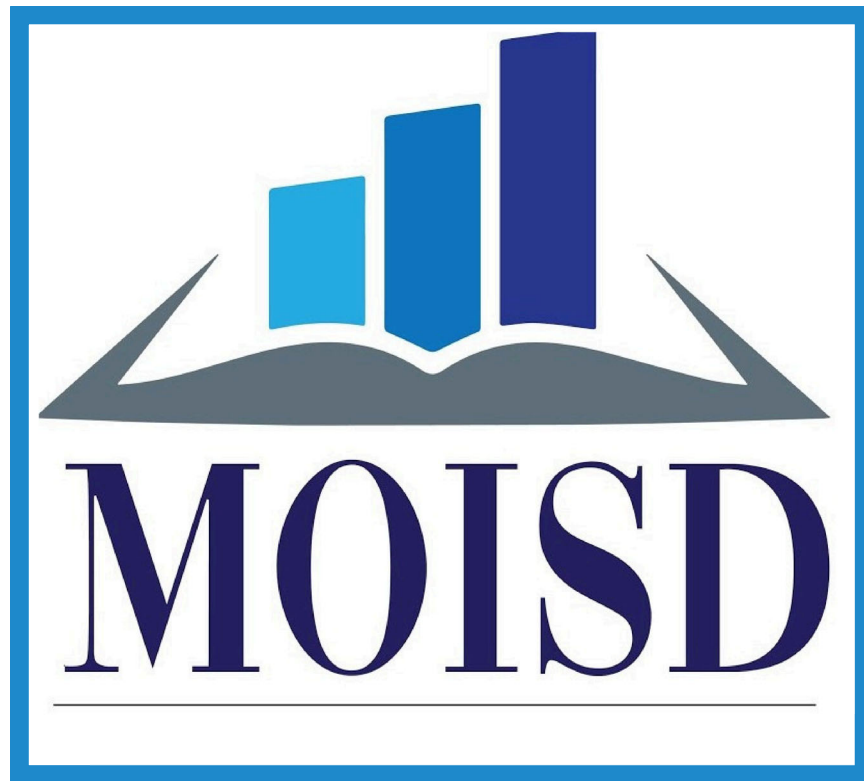


Mecosta-Osceola
Intermediate School District

EMPLOYEE HANDBOOK



2025-2026

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SECTION I: MECOSTASCEOLA INTERMEDIATE SCHOOL DISTRICT

Handbook Introduction

All employees are subject to this *Employee Handbook* as well as all Board of Education Policies, Administrative Regulations, and state and federal law. In the event the provisions of this *Employee Handbook* are inconsistent with Board of Education Policies and Administrative Regulations, the Policies and Administrative Regulations supersede this *Employee Handbook*.

Organizational Structure

The MOISD is a general powers school district, meaning the authority for the operation of the school district is vested from the electors to the Board of Education. The Board of Education approves policy, authorizes expenditures, and secures day-to-day operational leadership by the employment of a Superintendent.

The online MOISD Board Policy Manual can be viewed [here](#) **MOISD Board Policy Manual**

Superintendent

The Superintendent is employed by the Board of Education to serve as its chief executive officer and educational leader. The Superintendent is charged with carrying out the policies of the Board of Education and directives of the State Department of Education according to the provisions of the General School Laws of the State of Michigan. The Administration of instruction and business affairs is the responsibility of the Superintendent. The responsibility for placement and transfer of personnel is vested in the Superintendent, on behalf of the Board of Education, as well as the establishment and enforcement of such administrative rules and regulations as may be necessary and/or appropriate. Any employee who has concerns regarding the MOISD and has discussed these matters with their immediate Supervisor and/or association leadership with no resolution forthcoming is advised to make an appointment with the Superintendent to ensure these concerns are heard.

Local School Districts Served

The MOISD Board of Education and employees serve the following public schools located within its boundaries:

- Big Rapids Public Schools
- Crossroads Charter Academy
- Evert Public Schools
- Chippewa Hills School District

- Morley Stanwood Community Schools
- Reed City Area Public Schools

Services are also provided to non-public schools, home schools, and other educational entities within the MOISD.

Notice Of NonDiscrimination

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Assistant Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796543.

Summary Of State and Federal Laws Affecting Employees

- ***Bloodborne Pathogens***– The Occupational Safety and Health Administration (OSHA) has established a safety standard to reduce exposure to the hepatitis B virus (HBV), the human immunodeficiency virus (HIV) and other bloodborne pathogens to which employees may be exposed in the workplace. Schools are required by law to implement an Exposure Control Plan to comply with OSHA's Bloodborne Pathogen Standard. The main objective of this plan is to protect employees from potential workplace hazards by reducing occupational exposure to HBV, HIV and other bloodborne pathogens.
- ***Drug Free Workplace & Substance Abuse*** – Federal law prohibits the unlawful possession/use, distribution, dispensation, or the state of being under the influence of illicit drugs and alcohol by all school employees and students on school premises or as part of any school business, activity or function. Specific procedures, definitions and expectations can be obtained by contacting your district personnel representative.
- ***Smoke-Free Schools***– State law prohibits the use of tobacco products in buildings and vehicles, in/on real estate owned, leased or otherwise controlled by a school district.
- ***Sexual Harassment***– Any form of sexual harassment by school employees directed toward other employees, job applicants or students is expressly prohibited by federal law. Sexual harassment consists of any unwelcome sexual advance, request or sexual innuendoes. Any employee found to have

engaged in sexual harassment will be subject to immediate disciplinary action, up to and including discharge from employment in appropriate cases. Specific information about behaviors constituting sexual harassment and the procedure for reporting an incident can be obtained from your district personnel representative.

➤ ***Corporal Punishment***– School employees, volunteers or contractors are prohibited by state law from inflicting or threatening to inflict corporal punishment on any pupil. Corporal punishment ~~is~~ *the deliberate infliction of physical pain by any means upon the whole or any part of the pupil's body as a penalty or punishment for a pupil's offense.* Specific information on educational philosophies, student codes of conduct and alternatives to corporal punishment can be obtained by contacting your district personnel representative or building principal.

➤ ***Equal Employment Opportunity/No Discrimination***– In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Assistant Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 549-1356

➤ ***Reporting Suspected Child Abuse or Neglect***– School personnel are required by law to report any suspected child abuse or neglect by a parent, legal guardian, or person who has custodial care of a child. The law also protects those who report child abuse/neglect from prosecution. Child abuse is defined as *"harm or threatened harm by a person to a child's health or welfare, which occurs through physical or mental injury; sexual abuse; sexual exploitation; or maltreatment."* Child neglect is defined as *"harm to a child's health or welfare by negligent treatment such as failure to provide adequate food, clothing, shelter or medical care, or placing a child at an unreasonable risk to the child's health or welfare by failure to intervene to eliminate that risk when that person is able to do so and has knowledge of the risk."* Additional information can be found at [MOISD Mandated Reporter Guidelines for Staff](#).

➤ ***Hazard Communication*** ("Right to Know") – Provisions of the federal and Michigan Occupational Safety and Health Acts require schools to communicate information about hazardous materials to employees. Hazardous materials must be clearly labeled and information on these materials must be made available to all employees who may be exposed. In addition, schools must provide written measures to reduce the risk of exposure and procedures to follow in the event of exposure. Information on the hazard communication program for each building can be obtained from the district personnel representative.

➤ ***Asbestos***– Once commonly used as an insulating material, asbestos has been found to

cause chronic lung inflammation. Federal law requires all school buildings that may contain asbestos be inspected for possible contamination. It also requires that workers and building occupants, or their legal guardians be informed about any inspection, re- inspection, response action and post response action activities, including periodic re- inspection and surveillance activities that are planned or in progress. An asbestos management plan is located in the assistant Superintendent's office.

Non-Discrimination Grievance

If any person believes the Mecosta-Osceola Intermediate School district, school or institution or any part of the school/institution organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

*Assistant Superintendent of Instructional Services
Mecosta-Osceola Intermediate School District
15760 190th Avenue, Big Rapids, MI 49307
(231) 7963543 FAX (231) 796300*

Discrimination/Harassment Process:

Any employee who believes that s/he has been the victim of illegal discrimination or harassment, other than sexual harassment may notify MOISD's Compliance Officer/Title IX Coordinator and seek resolution of the matter through the informal or formal procedures described below.

Informal Resolution:

1. The Complainant may make an informal complaint, orally or in writing, to: the building administrator of the building to which the employee is assigned; the Superintendent or other central office administrator; or the Compliance Officer/Title IX Coordinator.
2. All informal complaints must be reported to the Compliance Officer/Title IX Coordinator within two (2) days. The Compliance Officer/Title IX Coordinator will facilitate an informal resolution, as described below, or appoint another individual to facilitate an informal resolution.
3. Depending upon the facts, circumstances, and wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:
 - o Advising Complainant how to effectively communicate the unwelcome nature of the behavior to Respondent.
 - o Distributing a copy of the anti-discrimination and anti-harassment policy and this Administrative Regulation to Respondent and other individuals.
 - o If both parties agree, the Compliance Officer/Title IX Coordinator may arrange and facilitate a meeting between the Complainant and the Respondent to work out a mutual resolution. However, such a meeting will not be held where sexual violence has been alleged.
4. The Compliance Officer/Title IX Coordinator will endeavor to complete the informal complaint

resolution procedure within fifteen (15) days of receiving the informal complaint. If the Complainant or Respondent is dissatisfied with the results of the informal complaint resolution process, s/he may file a formal complaint.

- All materials generated as part of the informal complaint resolution procedure will be retained in a single location under the control of the Compliance Officer/Title IX Coordinator in accordance with the Board's records retention policy.

Formal Resolution:

1. The Complainant may file a formal complaint with: the building administrator of the building to which s/he is assigned; the Superintendent or other central office administrator; or, the Compliance Officer/Title IX Coordinator. The person with whom a complaint is filed must report it to the Compliance Officer/Title IX Coordinator within two (2) days.
 - All formal complaints must include the following information to the extent it is available:
 - Complainant's name and, if different, the name of the person reporting the allegation;
 - The allegation, including a description of relevant incident(s), date(s) and time(s) (if known);
 - The name(s) of all persons alleged to have committed discrimination or harassment, if known, or a description/identifying information if the name is not known; and,
 - The name(s) or description/identifying information of all known witnesses.
 - If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer/Title IX Coordinator will ask for the details in an interview. Thereafter, the Compliance Officer/Title IX Coordinator will prepare a written summary of the interview and the Complainant will be asked to verify the summary by signing it.
2. Within two (2) days of receiving the formal complaint, the Compliance Officer/Title IX Coordinator, or Designee (the Investigator), will initiate a formal investigation to determine whether Complainant has been subjected to discrimination or harassment.
 - The Investigator will inform the Respondent that a complaint has been received. The Respondent will be informed of the nature of the allegations and provided with a copy of the Board's anti-discrimination and anti-harassment policy and this Administrative Regulation. The Respondent will also be informed of the opportunity to submit a written response to the complaint within five (5) days. Throughout the course of the process, the Compliance Officer/Title IX Coordinator will keep the parties informed of the status of the investigation and the decision-making process.
 - Although certain cases may require additional time, the Investigator will endeavor to complete the investigation within fifteen (15) days of receiving the formal complaint. The investigation will include:
 - Interviews with Complainant and Respondent
 - Obtaining and reviewing any written statements of Complainant, Respondent, and any other witnesses
 - Interviews with any other witnesses

- Relevant documents and other information presented by Complainant, Respondent, or any other witnesses.
3. At the conclusion of the investigation, the Compliance Officer/Title IX Coordinator will, within fifteen (15) days of receiving the formal complaint, prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation, the response of School personnel, and, if applicable, the date any incident was reported to the police. The report will provide recommendations based on the evidence. The recommendations should consider the totality of the circumstances. Disciplinary recommendations, if appropriate, should be reasonably calculated to prevent recurrence of illegal discrimination or harassment. Disciplinary recommendations may range from: counseling to discharge, in the case of an employee, and censure to a complaint to the Governor, in the case of a Board member.
 4. Absent extenuating circumstances, within ten (10) days of receiving the report, the Superintendent will either issue a final decision regarding whether the complaint has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both parties.
 - If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) days. At the conclusion of the additional investigation, the Superintendent will issue a final written decision as described above.
 5. If at this point the grievance has not been resolved satisfactorily, further appeal may be made to the United States Department of Education Office for Civil Rights.

Title IX Process:

MOISD has a duty to respond to alleged sexual harassment any time an employee reports an employee or student has been sexually harassed and any time any other person makes a report of sexual harassment to the Title IX Coordinator. MOISD employees are required to report all incidents of suspected sexual harassment to the Title IX Coordinator.

Formal and Informal Resolution:

1. MOISD cannot informally resolve an allegation of sexual harassment before a formal complaint is filed. The allegations in a formal complaint may not be resolved informally unless: Claimant and Respondent have been provided notice of their rights by delivery of the applicable anti-harassment policy and [8007.3-AR](#) and, Claimant and Respondent have voluntarily consented to informal resolution, in writing, after having been informed when informal resolution may preclude the resumption of a formal complaint investigation. Informal resolution may consist of a voluntary agreement between Claimant and Respondent, facilitated and documented by the Title IX Coordinator, or his/her Designee; restorative practices, such as described at MCL [380.1310c](#); or, facilitative mediation by an experienced mediator. Informal resolution may also be reached through other conflict resolution strategies, including arbitration. Informal resolution may not be used to resolve an allegation that an MOISD employee sexually harassed a student
2. *Generally* The Title IX Coordinator will ensure that, at every step of the Grievance Procedure: the parties are treated equitably; all information and evidence is evaluated objectively; and, there are no

conflicts of interest affecting the Title IX Coordinator or any informal resolution facilitator, Investigator, Decision- Maker, or any individual resolving an appeal.

- a. *Notice.* Upon receiving or filing a formal complaint, the Title IX Coordinator will issue a notice to Complainant and Respondent. The notice will include: a statement of the allegations, in sufficient detail to permit Respondent to prepare a response; a statement Respondent is presumed not responsible unless a final decision is rendered against Respondent; the parties' right to inspect the formal complaint and all evidence gathered during any investigation; the parties' right to be represented by an advisor or advocate, who may be an attorney; and, any provision in MOISD's Student Code of Conduct prohibiting knowingly making a false statement or providing false evidence or information. If, during the investigation, MOISD decides to investigate allegations that were not included in the original notice, the Title IX Coordinator will notify Complainant and Respondent of the additional allegations.
- b. *Dismissal* The Title IX Coordinator must dismiss a formal complaint if the allegations: do not establish sexual harassment even if they are true; did not occur in connection with MOISD's programs and services; or, did not occur in the United States. The Title IX Coordinator may dismiss a formal complaint, in whole or in part, if: Complainant withdraws some or all of the allegations; Respondent's employment or enrollment in MOISD ends; or, specific circumstances prevent MOISD from gathering sufficient relevant evidence to reach a decision disposing of the formal complaint. The Title IX Coordinator will notify Complainant and Respondent, in writing, if a formal complaint is dismissed, including an explanation for the dismissal. The Complainant may appeal the dismissal.

3. Investigation:

- a. The Title IX Coordinator, or Designee (the Investigator), will investigate a formal complaint. The burden of undertaking and completing the investigation rests on MOISD. The Investigator will be appointed within two (2) days from the date the Title IX Coordinator receives or files the formal complaint. The Investigator will presume Respondent is not responsible unless a final decision against Respondent is reached. The Investigator will not require, seek, or rely on privileged information without consent of the privileged holder.
- b. The Investigator will notify Respondent of his/her right to file a written response to the formal complaint within five (5) days from the date Respondent received the formal complaint. Regardless whether Respondent files a written response, the Investigator will, within ten (10) days, complete an investigation that will include, but not be limited to: interviewing Complainant and Respondent and preparing interview summaries; interviewing all actual and potentially relevant witnesses identified by Complainant and Respondent, including expert witnesses, and preparing interview summaries obtaining, to the extent they are available, all relevant documents, data, and other items identified by Claimant, Respondent, and witnesses; preparing an investigative report that fairly summarizes the relevant evidence; and, providing the investigative report to the parties simultaneously. The parties and their advisors may attend party interviews and the Investigator will provide sufficient notice to permit them to prepare. MOISD will not interfere with the parties' ability to discuss the allegations or gather and present evidence, except to the extent a no-contact or similar order has been issued by

the Title IX Coordinator.

- c. The Title IX Coordinator will, upon receiving the Investigator's Report, notify the parties of their right to: submit relevant written questions to parties and witnesses, receive answers, and submit limited follow-up questions; and, after any such answers are received, file a written response to the Investigator's Report within seven (7) days from such receipt. If the Investigator declines to submit a question, s/he will provide a written explanation to the party who posed it.
- d. The Title IX Coordinator may permit an adjournment of the investigative timelines for good cause and, in the event of an adjournment, so notify Complainant and Respondent. Separately, if Respondent is an MOISD employee, the Title IX Coordinator will review any applicable collective bargaining agreement and grant any required adjournment of the investigative timelines

4. Decision:

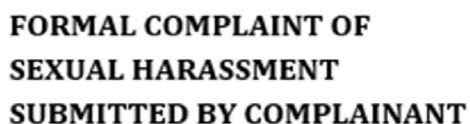
- a. The Title IX Coordinator will appoint a Decision-Maker, who is not the Title IX Coordinator or Investigator. The Decision-Maker will objectively review all inculpatory and exculpatory evidence gathered during the investigation including, but not limited to, the formal complaint, Respondent's response, if any, the Investigator's entire file and investigative report, and the parties' responses to the investigative report, if any. Credibility determinations, if any, will not be based on an individual's status as Complainant, Respondent, or witness. The Decision-Maker will not hold Respondent responsible unless a preponderance of the evidence establishes Respondent sexually harassed Complainant. Regardless of whether the Decision-Maker concludes Respondent is responsible, the Decision-Maker will issue a decision within ten (10) days of his/her appointment and will provide the decision to Complainant and Respondent simultaneously. The decision will include: Complainant's allegations; procedural steps taken with respect to the allegations, including notifications, interviews, site visits, and any other methods used to gather evidence; findings of fact; the application of the applicable anti-harassment policy, [8007.3-AR](#), and MOISD's Student Code of Conduct to the facts; and, a statement of all rationale for the result as to each allegation, including determinations of responsibility, disciplinary sanctions, whether Complainant will be provided remedies to restore or preserve his/her equal access to MOISD's education programs and activities, and the procedure and bases for appeal. Upon a finding of responsibility, sanctions for Respondent-students may range from administrative intervention to permanent expulsion. Sanctions for Respondent-employees may range from counseling to discharge. Sanctions for Respondent-Board members may range from censure to a petition to the Governor for removal from the Board.

5. Appeal:

- a. The Complainant or Respondent may appeal the Decision-Maker's decision by filing an appeal with the Superintendent within five (5) days from receipt of the decision. The Superintendent will provide notice to the opposite party if an appeal is filed, including a copy of the appeal and an opportunity to respond. The appeal must include all of the reasons the appealing party disagrees with the decision. The Superintendent will review the appeal and,

based on the appeal, the decision, and the entire record upon which the decision is based, will affirm the decision, in whole or in part, or reverse the decision, in whole or in part. The Superintendent may reverse the decision, in whole or in part: based on procedural irregularity affecting the outcome, including the failure to comply with 8007.3-AR; the Decision-Maker's lack of knowledge of newly discovered evidence; or, bias or conflict of interest on the part of the Title IX Coordinator, Investigator, or Decision-Maker. The Superintendent may, if warranted, remand the decision, in whole or in part, for additional investigation by the original or a different Investigator and/or further consideration by the original or a different Decision-Maker. The Superintendent will issue his/her decision within ten (10) days of receiving the appeal or response, if any, and provide his/her decision to the parties simultaneously. The grievance process is complete and a final decision is reached when no timely appeal is taken or after the appeal process is completed.

- b. If at this point the grievance has not been resolved satisfactorily, further appeal may be made to the United States Department of Education Office for Civil Rights.



Complainant:

I am filing a formal complaint of sexual harassment pursuant to the School District's Title IX policies and procedures prohibiting sexual harassment. The name of the person(s) who sexually harassed me is:

OR

I do not know the name of the person who sexually harassed me and can best describe him/her as follows:

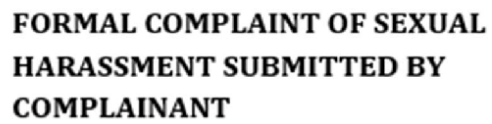
I was sexually harassed in the following way (include all relevant dates, times, places, and events, attaching additional pages as necessary):

[illegible]

Complainant

Signature

Date _____



This image shows a full page of blank, lined paper. It features approximately 28 horizontal black lines spaced evenly across the page, typical of notebook paper. The lines are thin and extend from the left edge towards the right. There is no handwriting or other markings on the page.

NON-DISCRIMINATION GRIEVANCE COMPLAINT FORM

☐ Title VI ☐ Section 504 ☐ Age Discrimination Act ☐ Title II

Name: _____ Date: _____

Address: _____
Street City State Zip

Home/Contact Phone: _____

School or Work Location: _____

Status of Person Filing Complaint:

☐ Student ☐ Employee ☐ Parent/Guardian ☐ Other

Statement of Complaint (include type of discrimination charged and the specific incident(s) in which it occurred): _____

Signature of Complainant: _____

Date Complaint Filed: _____

Signature of Person Receiving Complaint: _____

Date Received: _____

Submit all copies to the Harassment/Discrimination Coordinator. The person receiving the complaint will sign the receipt of the complaint.

One copy will be returned to the complainant, one copy will be sent to the school or department affected by the complaint, and the Harassment/Discrimination Coordinator will retain one copy.

SECTION II: PERSONNEL

Job Qualifications

All persons employed by the MOISD are expected to meet employment qualifications required by state law and/or by the Board of Education. Failure to maintain required certification may lead to dismissal. The Board of Education may adopt standards in excess of the minimum required by the State.

Job Descriptions

Job descriptions for MOISD positions are established and revised as job requirements change. Job descriptions are reviewed periodically by the Superintendent or the Designee who supervises the person(s) holding specific positions. The following format is used for all job descriptions:

- Job Title
- Classification
- Work Hours and Number of Days
- Reports To
- Location
- Professional Requirements and Essential Duties

Medical Conditions

Physical Examination: An employee may be required to take a physical and/or mental examination at the district's expense to determine if the employee is fit for duty and able to carry out the essential functions of his/her job description.

Evaluation

The primary purpose of employee evaluation is to improve the performance of the employee. Employees should realize that meaningful evaluations will always recognize strengths and indicate areas to improve. A mark of "Effective" must truly reflect that quality of performance.

All staff of the MOISD will be evaluated on a scheduled basis. Information regarding evaluation may be requested from your immediate Supervisor.

Staff Meetings

Employees are required to attend all scheduled staff meetings. Each department will announce the time and place of such meetings. If employees are unable to attend a staff meeting, they must inform their Supervisor in advance.

Employee Involvement in Decision Making

It shall be the policy of the MOISD Board of Education to encourage employee input in the decision making process of the district. Employees may recommend, in writing to the Superintendent or their Supervisor, policies and regulations for the proper functioning of the district. Employees are encouraged in staff meetings to voice their opinions regarding policies, regulations and operations. The Administration and Board of Education shall give consideration to all recommendations received, although final action and responsibility shall remain with the Board of Education, which holds the vested authority for the operation of the school district.

Outside Employment

Outside employment that does not interfere with the regular duties of a person employed by MOISD and is not in conflict with the professional position of the employee, is considered to be a personal matter of the employee. However, work outside of MOISD with MOISD students can be a conflict of interest. In these cases information about the student learned through MOISD employment is not to be shared with people outside the organization, and vice versa. The authority to determine whether such employment is in conflict rests with the Superintendent and Supervisor.

Universal Precautions- Bodily Fluids

To protect the health of both students and employees, the MOISD has implemented the use of “universal precautions” in handling all exposure or potential exposure to body fluids – urine, feces, menstrual discharge, nasal discharge, vomit, blood, etc.

Disposable gloves are to be worn with 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 their 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 ~~for~~ cleaner, then wiped.

Gloves are to be worn when dealing with all types of body fluids. Cleaning and bandaging an injury requires gloves, as does changing a student’s wet clothes after urination. **When in doubt, wear gloves and other personal protective equipment**

Food handling gloves are available and should be used by employees and students when food is being handled.

Gloves, spray and waterless germicidal hand cleaner are available. Follow the regular ordering procedure to secure these items.

Instructional Responsibilities

Curriculum development is an on-going responsibility of all Instructors and Administration across the organization. Lesson plans are essential in accomplishing one's objectives in a given subject area.

For Career Center programs, Advisory Committees play a very significant role in the establishment of each program's curriculum. Because of the Advisory Committee's importance, each instructor must be involved with these committees and take advantage of the opportunity to draw upon their knowledge of the trades and industry. Each Career Center Instructor has the specific responsibility for the continual development and revision of his/her curriculum through the use of performance objectives in order that a total curriculum guide may be developed and used for the future.

In addition to the regular lesson plans, there should be available in the office, "emergency lesson plans" that can be used in a teacher's absence. All matters pertaining to location of materials, record book, break time, safety precautions or special instructions should be contained in these emergency lesson plans. These plans are to be revised and updated on an ongoing basis to meet the needs of instruction as the weeks pass.

The Teacher/Instructor's student attendance record will be maintained accurately per building policy. Each Teacher/Instructor must also report daily student absences to the attendance secretary and/or enter in the student database system.

The State Department of Education requires exact and detailed data for the annual follow-up of Career Center graduates. Data includes gender, ethnicity, socioeconomic status, and disability.

Professional Responsibilities

Instructors are responsible for their students at all times while students are in the building or on school grounds. This includes labs, classroom and learning resource centers. Employees are to be in their assigned rooms before the students arrive and are to stay until the last student leaves at the end of the class period. Employees are accountable and liable, by law, for their students' safety and supervision should negligence be proven.

SECTION III: WORK RULES AND PROCEDURES

Work Day

Members of the recognized bargaining units should refer to their master agreement.

Generally, for hourly employees, the length of the work day is described in their approved job description and/or their letter of employment. If neither of these is the case, the immediate Supervisor will direct the employee regarding the work day.

Hours may change due to circumstances that include, but are not limited to, program modification, transportation routing, and program site moves, etc.

Ancillary/Itinerant personnel shall provide a weekly work schedule to their immediate Supervisor. This should provide the location and telephone number of where they can be reached during working hours. If an employee has a predictable work schedule, written schedules need to be submitted only on a semester basis. However, any deviation from this schedule should then be communicated to the employee's immediate Supervisor.

Work Station/Work Site

All employees are expected to be at their workstation or worksite during work hours. When employees must leave their workstations or site, notification must be provided to the immediate Supervisor. Their immediate Supervisor should approve any deviation from an employee's regular work schedule.

Attendance Procedures

Sick Time Procedure When illness prevents an employee from reporting to work, the employee must login to their Red Rover account at app.redroverk12.com to enter the absence. If the employee becomes ill and leaves the building or his/her regular work site after reporting to work, he/she must promptly notify his/her immediate Supervisor.

After three consecutive sick days, MOISD requires a doctor's note for the employee to return to work. Administration may also periodically contact an employee who is on an extended absence to inquire about an estimated return to work date as well as other information necessary to continue operations while the employee is absent.

Personal Time and Vacation Time Procedure: Employees must login to their Red Rover account to enter the absence.

- In Red Rover, include the following information:
- Your Name
- The District & Building You Work In
- Your Position/ Assignment
- Date of Absence
- If you need a Sub
- Reason for Your Absence

ALL MOISD employees are required to utilize Red Rover to report they are going to be out for the day.

NOTE: Red Rover **CANNOT** grant personal leave or leave without pay. *The Special Request for Leave without Pay, Personal Leave during Extended Times, and Additional and Non-Listed Bereavement Leave Form* must be completed and signed by the Superintendent prior to any leave without pay. A substitute can be arranged when necessary, but **only** the Superintendent or his/her Designee approves personal leave or leave without pay.

Conference Attendance

Attending non-required conferences and professional development is a voluntary opportunity that will be reviewed and evaluated before being approved by Supervisors.

Step 1: Discuss the proposed conference with your immediate Supervisor. Supervisors will consider a number of factors when deciding whether to approve a conference request, including the number of conferences an employee has already attended, the number of people attending the same conference, the number of people scheduled to be absent on the day of the conference, budgetary constraints, etc. Not all conference requests will be approved.

Step 2: If the conference is verbally approved, go to this [link](#) and scroll down to the Out of District Conference/Meeting Form. Complete the top portion of the form and the bottom left side of the form which estimates the total costs to attend the meeting or conference. Once this is approved by your supervisor, you will be emailed a code. Keep this code handy.

Step 3: After the conference or meeting, click on the [link](#) and scroll down to the Out of District Conference/Meeting Form. This time simply enter the code that you were emailed in the Document ID box. After you enter the number and tab through it, OnBase will pull up your original submission. Please complete

the form filling in your actual expenses and the payment method which could be school credit card or reimbursement of employee personal funds. Receipts should also be attached for any expenses. These need to be itemized receipts, not just a credit receipt, and an email that says \$xx.xx was spent.

- Meal/Restaurant reimbursement – To be eligible for reimbursement, restaurant receipts must be itemized, showing a detailed list of all items purchased. Credit card slips or summary receipts alone are not acceptable. This protects both the employee and MOISD. Alcohol is an unallowable expense and cannot be purchased with school funds.
- Hotel Lodging - State and Federal taxes should not be charged and will not be reimbursed. Before making a reservation, get a tax-exempt form from your Supervisor or his/her Administrative Assistant and give the hotel MOISD's tax-exempt number. You may also have to give them a copy of the form when you check-in.

Step 4: Per Board Policy, the Mecosta-Osceola Intermediate School District Board of Education or its Designee must pre-approve all travel for conferences, seminars, workshops, classes, education related associations, and intergovernmental meetings that includes at least one overnight stay and is reimbursed by the MOISD.

Special Notes Conference forms must include the workshop schedule you plan to attend. Incomplete and unsigned forms cause delays. If you are proposing to stay overnight, you must make your own hotel reservations; it is suggested you reserve them with a credit card. Mileage for personal vehicle usage will be reimbursed at the standard mileage rate as established by the United States Internal Revenue Service. Absences due to conference attendance also need to be entered into Red Rover.

Personal Leave Policy

Personal leave days may be used for any purpose at the sole discretion of the employee **except on the day before or after any holiday and/or the day before or after any vacation day and/or any day during the last two weeks of school and/or any day not scheduled as a full day of student attendance** Exceptions in the case of emergency, with advance notice and approved by the Superintendent, may be made. An employee planning to use a personal leave day shall notify his/her Supervisor at least two (2) days in advance except in cases of emergency.

Jury Duty and Court Appearances

Any employee of the MOISD will be allowed absences when called to serve on a jury or when subpoenaed as a witness for an MOISD legal proceeding. The employee will receive their regular daily rate of pay but will be required to turn over the amount they receive for jury duty, less any mileage, to the MOISD.

Leave Without Pay

All personal leave and vacation time must be used prior to requesting leave without pay. Requests for leave without pay must be made in writing using the *Special Request for Leave without Pay, Personal Leave during Excluded Times, and Additional and Non-Listed Bereavement Leave* [Form](#). In the event an employee is granted a requested leave without pay, the employee will be responsible for the prorated costs of their fringe benefits for the days of leave taken without pay. Pro-rated benefits will be based on contract days and deducted from pay unless alternative arrangements are made.

Family Medical Leave Act

The Family and Medical Leave Act of 1993 requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one (1) year and for 1,250 hours in the preceding fiscal year.

The MOISD has an approved policy in place regarding FMLA. Please refer to the online Board Policy Manual found at: [MOISD Board Policy Manual](#)

Bereavement Leave

Refer to your union contract or specific employee handbook for details.

Remote Work

For those employees who are allowed to work remotely upon occasion, those days must be recorded in Red Rover and must be preapproved by the employee's Supervisor. Remote work is, in general, not permitted on Professional Development days or on days immediately before or after a holiday. An employee shall request permission from his/her Supervisor at least two days in advance of a Remote Work Day.

	Maximum Number Remote Work Days	Maximum Number Inclement Weather Remote Work Days	Stipulations	Other Important Information
Administration	260-day Administrators - 15 Non-260 day Administrators - 15	Unlimited Maximum of 6	For Administrators with direct student supervision, remote work is not permissible on days when school is in session. 260-day Administrators have the option of working remotely one day per week during the summer, which would leave five days to be used for the remainder of the calendar year.	(1) When expected, meetings should be attended in person. (2) Inclement weather days do not count toward the total permissible days. (3) If inclement weather days exceed six, less than 260-day administrators will need to take non-work days with an expectation to make days up at the end of the calendar.
Ancillary/Itinerant	6 per semester (12 total)		Through a form/process, the supervisor determines if a remote work request is viable. Staff provides tasks and responsibilities to be completed while working remotely. Staff are required to share their calendars with multiple partners, including Supervisor.	In-person attendance at meetings is the default expectation Virtual meetings are acceptable in the event of commonly established practices, i.e., parents attend virtually, space, communication, logistical efficiencies, etc.

Consultants, Coordinators, Coaches, Great Start Coordinator, Great Start Collaborative Family Liaison, Early Childhood Specialist	6 per semester (12 total)	Maximum of 6	Through a form/process, the supervisor determines if a remote work request is viable. Staff provides tasks and responsibilities to be completed while working remotely. Staff are required to share their calendars with multiple partners, including Supervisor.	In-person attendance at meetings is the default expectation
Administrative Assistants	0	If possible, up to 6		Six days are available. After that, Administrative Assistants are to take the day off with the expectation of making it up at the end of the calendar
Business Office	15	Unlimited		In-person attendance at meetings is the default expectation
Technology	0	N/A	N/A	N/A
Teachers	0	N/A	N/A	N/A
Paraprofessionals	0	N/A	N/A	N/A
GSRP	Instructional Staff- 0			In-person attendance at meetings is the default expectation

Employee Dress

MOISD strives to be a work environment where employees are comfortably and appropriately dressed to perform their assigned job tasks while also projecting professionalism and a sense of pride in the organization and its mission. It's important to note that dress guidance for each position within the organization varies. As one example, while it's acceptable and appropriate for someone who works daily with students in the welding lab to wear jeans, it's not appropriate for a person who works in an office environment to do the same. If your job requires protective clothing, the District expects that all such clothing is worn while working.

Employees visiting or working in locations outside the MOISD, including local districts, other ISDs, and conferences, should adhere to that location's dress policy. If there's any doubt, err on the side of dressing more professionally as a representative of MOISD.

Below are some general guidelines that are not all-inclusive. Supervisors will make final decisions regarding the dress of their employees.

- **CUSTODIA STAFF & BUS DRIVERS/AIDES** Jeans with MOISD issued apparel & tennis shoes are the norm. Knee-length shorts during the summer months are acceptable.
- Clothing with prominent writing/logos other than MOISD or a affiliated local school districts' logos are not generally not acceptable.
- Sweatpants, exercise gear, and shorts are generally unacceptable during the school year. With supervisor approval, knee-length shorts may be worn in the summer.
- Shoes that are not professional looking and/or unsafe for protection from environmental or behavioral hazards specific to an employee's job function (i.e., not protected from wheelchairs) are unacceptable. Flip-flops are unacceptable.

Reportable Offenses

By Michigan law, within three (3) business days, school employees must report to their employer when they have been arraigned on certain offenses. Conviction of an employee of any of the offenses listed below can result in employment repercussions and actions by the State Superintendent of Schools against the employee's credentials. MOISD employees who are arraigned on any of the following offenses must submit [this form](#) to the Superintendent within three (3) days of arraignment.

Category I

- Any felony not detailed in Category II or III
- Any of the following misdemeanors:
 - Criminal sexual conduct in the fourth degree or an attempt to commit criminal sexual conduct in the fourth degree.
 - Child abuse in the third or fourth degree or an attempt to commit child abuse in the third or fourth degree.
 - Cruelty, torture, or indecent exposure involving a child.
 - Delivery or distribution of a controlled substance listed in schedule 1 or 2 to an individual under 18 years of age who is at least 3 years younger (MCL 333.7410).
 - Breaking and entering or entering without breaking (MCL 750.115)
 - Knowingly allowing a minor to consume or possess alcohol or a controlled substance at a social gathering. (MCL 750.141a)
 - Indecent exposure, if not a listed offense (MCL 750.335a)

- Larceny from a vacant dwelling. (MCL 750.359)
- Assault or assault and battery (MCL 750.81, 750.81a)
- Use of internet or computer system to commit, attempt to commit, conspire to commit, or solicit another person to commit a crime, that is not a listed offense (MCL 750.145d)
- Selling or furnishing alcohol to a minor (MCL 436.1701)
- 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.

Category II

- Felonious assault on a child, child abuse in the first degree, or attempt to commit child abuse in the first degree.
- Cruelty, torture, or indecent exposure involving a child.
- Manufacturing, creating, delivering or possessing with intent to manufacture, create, or deliver controlled substance classified in schedule 1 or 2 or that is a narcotic drug in an amount of 1,000 grams or more (MCL 333.7401(2)(a)(i))
- Knowingly or intentionally possessing a controlled substance classified in schedule 1 or 2 that is a narcotic drug in an amount of 1,000 grams or more (MCL 333.7401(2)(i))
- An individual over the age of 18 who violates MCL 333.7401(2)(a)(iv), manufacturing, creating, delivering or possessing with intent to manufacture, create, or deliver controlled substance classified in schedule 1 or 2 or that is a narcotic drug in an amount less than 50 grams (MCL 333.7410)
- Recruiting, inducing, soliciting, or coercing a minor to commit a felony (MCL 333.7416)
- A conviction or an attempt or conspiracy to commit an offense:
- Other than a listed offense, criminal sexual conduct in any degree, assault with intent to commit criminal sexual conduct, or an attempt to commit criminal sexual conduct in any degree.
- Assault with intent to commit murder (MCL 750.83)
- Assault with intent to rob and steal being armed (MCL 750.89)
- Attempt to murder (MCL 750.91)
- A felony violation of use of internet or computer system to commit, attempt to commit, conspire to commit, or solicit another person to commit a crime, that is not a listed offense (MCL 750.145d)
- A crime against nature or sodomy, if a victim is an individual less than 18 years of age, that is not a listed offense (MCL 750.158)
- First or second degree murder (MCL 750.316, 750.317)
- Except for a juvenile disposition or adjudication, gross indecency, if a victim is an individual less than 18 years of age, that is not a listed offense (MCLs 750.338, 750.338a, or 750.338b)
- Kidnapping, if a victim is an individual less than 18 years of age, that is not a listed offense (MCL 750.349)
- Use or possession of a dangerous weapon or aggravated assault (MCL 750.529)
- 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.

Category III

- An offense committed by a person who was, at the time of the offense, a sexually delinquent person as defined in MCL 750.10a
- Accosting, enticing, or soliciting child for immoral purpose (MCLs 750.145a, 750.145b)
- Child sexually abusive activity or material (MCL 750.145c)
- Use of internet or computer system to commit, attempt to commit, conspire to commit, or solicit another person to commit a crime (MCL 750.145d) except for a violation arising out of a violation of recruiting, inducing, soliciting, or coercing a minor to commit a felony (MCL 750.157c)
- Crime against nature or sodomy (MCL 750.158), committed against a minor unless either of the following applies:
 - The victim is between the ages of 13 and 16, is not more than 4 years younger than the offender, and consented to the conduct constituting the violation
 - The victim was 16 or 17 years of age, was not under the custodial authority of the individual, and consented to the conduct constituting the violation
- Indecent exposure – fondling, if the victim is a minor (MCL 335a(2)(b))
- Gross indecency committed against an individual under the age of 13 (MCLs 750.338, 750.338a, 750.338b)
- Gross indecency committed against an individual between the ages of 13 and 18 (MCLs 750.338, 750.338a, 750.338b), except if:
 - The victim is between the ages of 13 and 16, is not more than 4 years younger than the offender, and consented to the conduct constituting the violation
 - The victim was 16 or 17 years of age, was not under the custodial authority of the individual, and consented to the conduct constituting the violation
- Kidnapping committed against a minor (MCL 750.349)
- Unlawful imprisonment, if the victim is a minor (MCL 750.349b)
- Leading, taking, carrying away, decoying, or enticing away a child under 14 (MCL 750.350)
- Soliciting, accosting, or inviting to commit prostitution or an immoral act, if the victim is a minor (MCL 750.448)
- Engaging services for purpose of prostitution (MCL 750.449a)
- Certain prostitution conduct as a felony (MCL 750.455)
- Forced labor or services of a minor for commercial sexual activity (MCL 750.462e(a))
- Criminal sexual conduct in the first degree or third degree, except if the victim was between the ages of 13 and 16, is not more than 4 years younger than the offender, and consented to the conduct constituting the violation (MCLs 750.520b, 750.520d)
- Criminal sexual conduct in the second degree committed against an individual of any age (MCL 750.520c)
- Criminal sexual conduct in the fourth degree (MCL 750.520e) committed against an individual who is:
 - Under the age of 13, if the offender is 17 or older
 - Over the age of 13

- Assault with intent to commit criminal sexual conduct in the second degree committed against an individual of any age (MCL 750.520g(2))
- Assault with intent to commit criminal sexual conduct involving penetration, except if the victim was between the ages of 13 and 16, is not more than 4 years older than the victim, and consented to the conduct constituting the violation (MCL 750.520g(1))
- Surveillance of or distribution, dissemination, or transmission of recording, photograph, or visual image of individual having reasonable expectation of privacy, if the victim is a minor (MCL 750.539j)
- Any other violation of a local ordinance or state law that by its nature constitutes a sexual offense against an individual who is a minor.
- An attempt or conspiracy to commit an offense listed above.
- An offense substantially similar to an offense listed above under a law of the United States that is specifically enumerated in 42 USC 16911, under a law of any state or any country, or under tribal or military law.

Smoking and the Use of Smokeless Tobacco

No smoking is allowed in any of the MOISD buildings or grounds. Employees are not to smoke or use any smokeless tobacco in any ISD building, at any MOISD activity, or in the vicinity of students while involved in employment related activities.

Inclement Weather Closing/Delay Procedures

The announcement of school closings will be made on the following radio and TV stations: **WBRN and WYBR (Big Rapids), WCEN/SGW Newsroom (Mt. Pleasant), Fox 33 WGKI (Cadillac), WDEE, TV 7 & 4 (Traverse City), TV 9 & 10 (Cadillac), WZZM13 and WOOD TV8 (Grand Rapids)**. The decision will usually be made between 5:30 and 6:15 a.m.

The following instructions address the majority of situations that may occur. It is not possible to cover every circumstance, therefore it is important to listen carefully to TV/radio stations, communicate effectively with the appropriate personnel and use common sense.

Situation	Teachers	Itinerants	Paraeducators	Secretarial/Administration
A) ISD Closed	Don't report, except see "B"	Don't report, except see "B"	Don't report, except see "B"	Report when safe, unless otherwise notified
B) ISD Closed, but local district that you serve or work in is open	Report at regular time	Report at regular time	Report at regular time	Report when safe, unless otherwise notified

C)ISD Delayed	Report when delay ends, except see “D”	Report when delay ends, except see “D”	Report when delay ends, except see “D”	Report when safe, unless otherwise notified
D)ISD Delayed, but local district that you serve or work in is open	Report at regular time	Report at regular time	Report at regular time	Report when safe, unless otherwise notified
E)ISD Open, but local district that you serve or work in is closed	Don’t report	If district is your only assignment, don’t report. If you have services to render in another district, report to that non-closed district.	Don’t report	N/A
F)ISD Open, but local district that you serve or work in is delayed	Report at end of delay unless students from other districts will be arriving at regular time; if so, report at regular time	If district is your only assignment, report at end of delay. If you have other district assignments, report to that non-delayed district to render regularly scheduled services	Report at end of delay, unless students from other districts will be arriving at regular time; if so, report at regular time	N/A

The MOISD Early Childhood Special Education Programs (ECSEP) will be closed for the entire day when the MOISD is delayed. Employees in those programs are required to report no later than the end of the delay.

If a local school district is closed for inclement weather, no students residing in that district will be picked up. Transportation of students through districts that are closed/delayed will be limited to travel on main roads.

All MOISD staff members are supplied with a school calendar outlining the regular working days. Whenever the school district in which you are scheduled to work is closed due to inclement weather (such as snow, ice, or other conditions that make driving hazardous), you are not required to work at that school. Clerical and Administration staff need to report to work when it is safe to drive. However, whenever the school in which you are scheduled to work is closed for any other purpose, you must report to the MOISD office or one of your assigned schools for a regular workday. This policy covers all staff members. If the Superintendent has closed all MOISD programs, due to inclement weather, staff need not report to work. Every effort should be made to serve any schools at which staff are assigned that are open.

If conditions are such that you cannot safely get to your assigned school or office, even though it is open, staff is obligated to inform not only the assigned school, but the MOISD office as well. Days lost due to

inclement weather will need to be “made-up”.

Quick Reference Guide for Acceptable Use Policy

Covers Internet • Email • File Storage • Printing/Copying • Phone System

✓ Allowed Uses

- Use the network for educational and work purposes only
- Follow Board Policies and Guidelines
- Respect copyright laws.
- Keep all communications professional.

⊘ Not Allowed

- Using Technology for personal gain or engaging in illegal activities.
- Actions that could harm MOISD's reputation.
- Accessing obscene, pornographic, or violent content.
- Sharing passwords or personal contact information.
- Bypassing security measures or attempting unauthorized access.

🔒 Password Rules

- Minimum: 5 characters (letters, numbers, or both and *# \$ % @ ! ?)
- Avoid easy guesses (birth date, name, license plate, or other).
- You are responsible for all actions under your account.

👁 Privacy Notice

- All Internet, email, storage, and phone use on MOISD supplied technology and the MOISD network is monitored.
- Staff should have no expectation of privacy.

⚠ Consequences for Violations

- Loss of network privileges.
- Disciplinary action.

- Possible further consequences depending on severity.

Remember:

If in doubt, ask yourself:

"Would I be okay if this action were reviewed by my supervisor?"

Full policy is available in any MOISD office or on the MOISD website.

Email Signature Guidelines

To maintain consistency, professionalism, and security in MOISD email communications, the following restrictions apply to the use of email signature lines:

1. Approved Signature Content

- The email signature line is limited to the following information:
 - Staff member's name and title,
 - Earned degrees, i.e. M.A., CGLP, are acceptable
 - Mecosta-Osceola Intermediate School District
 - MOISD address
 - Staff member's phone contact information
 - Staff member's MOISD email address
 - MOISD-approved email disclaimer (see below)

2. Prohibited Use of Add-ons & External Links in Signature Lines

- Users may not include third-party add-ons, plugins, or automated signature generators within MOISD email signatures.
- Signature lines must not contain external links to personal websites, social media platforms, or non-district-affiliated services.

3. MOISD-Approved Email Disclaimer:

- NOTICE: Emails sent to or from this address may be subject to disclosure under the Michigan Freedom of Information Act (FOIA). This email may also contain information protected under the Family Educational Rights and Privacy Act (FERPA). If you are not the intended recipient, please notify the sender immediately and delete this email. Do not forward, distribute, or copy any information that may contain sensitive student or personnel data unless authorized under applicable laws and district policies.

Personal Communication Devices

Use of personal communication devices ("PCDs") (as defined in Policies and Administrative Regulations and 8009) has become pervasive in the workplace. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and like devices), electronic readers ("e readers"; e.g., Kindles and like devices), cell phones, smartphones [e.g., iPhones, Android devices, Windows Mobile devices, etc.], and/or other web-enabled devices of any type. Whether the PCD is District-owned and assigned to a specific employee, or personally owned by the employee (regardless of whether the Board pays the employee an allowance for his/her use of the device, the Board reimburses the employee on a per use basis for their business-related use of his/her PCD, or the employee receives no remuneration for his/her use of a personally-owned PCD), the employee is responsible for using the device in a safe and appropriate manner.

Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones and Smartphones

Employees whose job responsibilities include regular or occasional driving and who use a PCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message or email, or browsing the Internet using a PCD while driving is strictly prohibited. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options (e.g. headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other PCD while driving).

Employees are responsible for operating Board-owned vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees are prohibited from using PCDs while operating such vehicles or equipment. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving.

Using a cell phone or other PCD while operating a vehicle is prohibited by Michigan's Distracted Driving Laws unless it's hands-free. Employees should plan their work accordingly so that calls are placed, text messages/instant messages/emails read and/or sent, GPS navigation destinations set/modified, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for both MOISD employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other PCD while driving).

Employees may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information and Public and Student Record Requirements

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their PCDs.

Cellular and wireless communications, including calls, text messages, instant messages, and emails sent from PCDs, may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.

Additionally, cellular/wireless communications, including text messages, instant messages and emails sent and/or received by a public employee or school official using his/her PCD may constitute public records if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Cellular/wireless communications that are public records are subject to retention and disclosure. Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's PCD may be subject to a Litigation Hold. Staff are required to comply with District requests to produce copies of cellular/wireless communication in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.

At the conclusion of an individual's employment with MOISD, the employee is responsible for informing the Superintendent or his/her Designee of all public records, student records and ESI subject to a Litigation Hold that are maintained on the employee's personally-owned PCD. The employee must transfer the records/ESI to the District's custody (e.g., server, alternative storage device) prior to the conclusion of his/her employment. The District's IT department/staff is available to assist in this process. Once all public records, student records and ESI subject to a Litigation Hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her personally-owned PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from his/her personally-owned PCD.

If a PCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the employee must immediately notify the Superintendent so a determination can be made as to whether any public records, student's records and/or ESI subject to a Litigation Hold have been compromised and/or lost. The Superintendent shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD were encrypted.

If an employee maintains records and/or information on a PCD and or cell phone that are confidential,

privileged or otherwise protected by state and/or Federal law, the employee is required to encrypt the records and/or information.

It is suggested that employees lock and password protect their PCDs when not in use.

Employees are responsible for making sure no third parties (including family members) have access to confidential, privileged, or otherwise protected records and/or information which are maintained on a PCD in their possession.

Privacy Issues

Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Personal Use of PCDs While at Work

Employees may carry PCDs with them while at work but are subject to the following restrictions:

1. Excessive use of a PCD for personal business during work hours is considered outside the employee's scope of employment and may result in disciplinary action.
2. Employees are personally and solely responsible for the care and security of their personally owned PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, personally owned PCDs brought onto its property or the unauthorized use of such devices.

District Web Page

The Board of Education authorizes staff members and students to create web content, services and apps that will be hosted by the Board on its servers or District-affiliated servers and published on the Internet. For purposes of this policy, an app is defined as a self-contained program or piece of software that enables the user to perform a specific task.

The web content, services and apps must comply with State and Federal law (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPAA)), and reflect the professional image/brand of the District, its employees, and students. Web content, series and apps must be consistent with the Board's Mission Statement and staff-created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or utilized with students.

The creation of web content, services and apps by students must be done under the supervision of a professional staff member.

The purpose of web content, services and apps hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web content, services and apps:

A. Educate

Content should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

B. Inform

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. Communicate

Content may communicate information about the plans, policies and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

All links included on the Board's website(s) or web services and apps must also meet the above criteria and comply with State and Federal law (i.e., copyright laws, CIPA, Section 504, ADA, and COPPA). Nothing in this paragraph shall prevent the District from linking the Board's website(s) to (1) recognized news/media outlets (e.g., local newspapers' web sites, local television stations' web sites) or (2) to web sites, services and/or apps that are developed and hosted by outside commercial vendors pursuant to a contract with the Board.

Under no circumstances is District-created web content, services or apps to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web content contained on the District's web site may: (1) include statements or other

items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a web site of another organization if the other web site includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Under no circumstances is a staff member-created web content, services or apps, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board-specified website, service or app (e.g., Skyward) for the purpose of conveying confidential information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, Instagram, Pinterest pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

If a staff member creates web content, services or apps related to his/her class, it must be hosted on the Board's server or a District-affiliated server.

Unless the web content, service or app contains student personally identifiable information, Board websites, services and apps that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), services and apps.

Web content, services and apps should reflect an understanding that both internal and external audiences will be viewing the information.

School website(s), services and apps must be located on Board-owned or District-affiliated servers.

The Board retains all proprietary rights related to the design of web content, services and apps that are hosted on Board-owned or District-affiliated servers, absent written agreement to the contrary.

Prior written parental permission is necessary for a student to be identified by name on the Board's website.

Instructional Use of Web Services and Apps

The Board authorizes the use of web services and/or apps to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

A teacher who elects to supplement and enhance student learning through the use of web services and/or apps is responsible for verifying/certifying to the Tech Director that the web service or app has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) and Section 504 and the ADA.

The Board further requires the use of a Board-issued email address in the login process.

Electronic Subscriptions

With Supervisor approval, employees may sign up for electronic subscriptions for a fee or that are free of charge. It's important that electronic subscriptions that charge a fee are not set up as an auto renewal using the employee's work email and purchase card. When the employee leaves the organization, these subscriptions are difficult to discontinue, and the district is bound to paying the fee.

Long-Distance Phone Calls and Personal Copies

Telephones are maintained for school business. Use of school phones and fax machines for personal convenience of employees is limited to emergencies. The employee is responsible for the cost of any necessary longdistance calls or fax transmittals.

The cost of personal copies is 5 cents per page. Payment should be sent to the Business Office.

Accountability of Supplies and Equipment

All materials and equipment owned by the MOISD must be inventoried by each Department and should be available to all employees for use within the District.

Any materials must be returned to the office within a reasonable time after being checked out. All materials and equipment must be returned no later than the last day of the school year. [The Equipment Check Out Form](#) must be used.

Mail and Official Notices

All employees are expected to check their mailboxes regularly and are accountable for notices and memorandums placed in their boxes.

Keys

Office and room keys/fobs are issued to all appropriate personnel. Building keys are issued to administrative personnel only, except in special cases.

If employees have a need for the use of other than their issued key(s), arrangements should be made with their immediate Supervisor. For security reasons, employees must report any missing key(s) to their Supervisor no later than the day after the key(s) is missing.

Care of Instructional Equipment

Teachers are directly responsible for security maintenance, cleaning, and proper use of all tools and lab equipment in their classrooms/labs. Each teacher must know his/her complete inventory at the beginning of the school year. A primary responsibility of all teachers is to devise a management and security system to keep loss, theft or inoperable equipment to a bare minimum. Particular attention must be given to protection and storage of machinery not in use. The [Money Owed by Students](#) form is to be used as appropriate.

Staff Use of Buildings

Faculty use of the building should be limited to teaching related activities only. If extra use of the building is necessary, it must be cleared through the building Administrator.

School insurance does not cover any damage or loss to personal property, and classrooms are not intended for personal storage. Storage of personal items or vehicles during the school day, overnight, during the summer or vacation periods requires approval of the building administrator.

Classroom Security

Each teacher is responsible for the security of all equipment and materials contained in classrooms and labs. All classrooms and other learning spaces are to be locked and secured daily by each teacher at the end of his/her teaching responsibilities.

Room Use and Care

During the regular school day, students and teachers have access to, and first choice of, any rooms and equipment. Please schedule equipment usage and room needs with the office. All requests for maintenance should be directed to your immediate Supervisor who will forward them as appropriate.

It is expected students under the supervision of a teacher will be responsible for maintaining their respective classroom areas. The custodial staff will complete heavy maintenance jobs, but normal classroom and

equipment maintenance and cleaning is the responsibility of the teacher and his/her students. Each department is responsible for cleaning its own working area. Supplies and cleaning equipment will be available in each teaching area.

In some buildings the classrooms/labs may be in use in the evening hours. Adult education and meetings are important to MOISD's commitment to our communities and citizens, and it is important rooms are neat and orderly, windows and doors locked.

Deliveries

Letters and packages related to an employee's work assignment can be turned in to departmental secretaries for mailing. No personal mail is ever to be metered. The MOISD Courier typically picks up and delivers mail and packages on Tuesdays and Thursdays.

Media Coverage

The only official spokesperson for the MOISD is the Superintendent.

However, employees are encouraged to work with their immediate Supervisor to secure 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 written approval of their immediate Supervisor.

Field Trips

Field trips may be allowed for classes, depending on the funds available and administrative approval. Requests for field trips and transportation requests, if transportation is needed, must be submitted to the employee's immediate Supervisor at least one (1) week in advance of the desired day of the trip. Any proposed field trip must facilitate the fulfilling of stated educational goals of the class/course of study. The MOISD Field Trip and/or Van Request form can be obtained from your Supervisor's office.

Out-of-state field trips should not be discussed with students until after consulting/reviewing the proposed field trip with the Superintendent. Please refer to Board Policy.

Consider the following mandatory:

*A student is **not** to participate in a field trip, unless the employee directly responsible for the trip holds a permission slip for the minor student or developmentally disabled adult student **signed and dated by their parent or guardian**. If there is no signed permission slip for a minor student, or a developmentally disabled adult student who has an appointed guardian, the student will **not** participate in the field trip and an*

alternative educational opportunity must be provided.

An appropriate number of chaperones must be secured for any field trip.

Safety Education and Training

Safety education should be considered a primary teaching responsibility for all employees. This instruction will contribute to the wellbeing of students while in school and during their working years on the job. It is the goal of MOISD to train students in the safe operation of tools, equipment and work habits. Safety must always take precedence over expediency.

Teachers must include safety training as an integral part of their curriculum. The teacher will be responsible for the following safety conditions and procedures:

1. Promote safe working conditions within classroom area
2. Demonstrate and enforce safe work habits
3. Conduct a continuing program of safety education
4. Develop a written safety policy and procedures for his/her program
5. Conduct periodical inspection of classroom area
6. Maintain a file of training material, student tests and equipment checks
7. Request health or C.P.R. training methods, if appropriate
8. Request fire safety training, if needed

Related Forms:

1. [Safety Report](#)
2. [Equipment Safety Check](#)

Health Emergency/Accident/Injury

Actions:

1. The teacher will direct a paraeducator or student to contact the administrator/Designee and stay with the injured or sick individual.
2. The building secretary will contact the student's parents or emergency contact person.
3. First aid will be administered as appropriate.
4. An ambulance will be called if needed. ***In this event, call the Administration office to notify them of this action.***
5. The teacher and/or any paraeducators who witnessed the accident must complete an accident report form.
6. **NOTE TO EMPLOYEES:** Whenever you believe you have a work-related injury or illness . . . complete an

INJURY REPORT FORM ~~immediately & completely~~ and turn it in to your Supervisor. It is **mandatory** an "Accident Report" form be completed ~~immediately~~, even if you never need ~~or~~ seek treatment.

If you need to seek immediate emergency care (i.e., loss of blood, loss of consciousness, etc.) your building administrator will summon an ambulance. The Emergency Room will telephone the MOISD for authorization information.

If you need to seek non-emergency treatment on the same day, or at some future point in time, call the Business Office. We will arrange an appointment with the **Corewell Health's Occupational Wellness Center** and provide you with an "Authorization for Treatment Form" based on your "Employee Accident Report Form". You will not have to wait in the Emergency Room. The Occupational Wellness Center is designed to handle work-related injuries and has a Board-Certified Occupational Health Physician on staff.

UNDER NO CIRCUMSTANCES you believe you have a work-related injury should you turn your expenses into your health insurance carrier. **ALL** bills must be sent to the Business Office for submission to our Worker's Compensation carrier.

PLEASE if you have any questions, contact the Business Office before seeking any medical attention pertaining to work related injury or illness.

Related Forms:

1. [Employee Accident Report Form](#)
2. [Student Accident Report Form](#)

Medication

Students' medication will be dispensed as outlined in the Michigan School Code. All medication **must** be kept in a locked, childproof container. If a container is needed for your classroom, contact your supervisor. The MOISD policy for appropriate permission will be followed. If a parent/guardian would like us to dispense non-prescription medication, a note (including date, dosage, time of dosage and signature) from the parent **must** accompany the medication, giving their consent, along with the Doctor's signature and order to dispense during school hours.

All classroom teachers will keep a **Medication Log** for each student. Related Forms:

1. [Student Medication Form](#)
2. Medication Log - Contact your Supervisor for this form.

Student Teachers, Apprentices, and Interns

The Mecosta-Osceola Intermediate School District cooperates with colleges and universities to provide student teaching, apprentice, and intern experiences. The following are general guidelines in recognition that each college/university has its own processes and procedures.

Guidelines

1. The employee and Administrator will cooperatively determine a n appropriate student teacher/apprentice/intern placement.
2. The employee will not receive any extra reimbursement for hosting a student teacher/apprentice/intern. If funds are received from the college/university, the instructor can use them to purchase materials or equipment for their program. An exception is remuneration for a state or grant-funded program requiring work outside the normal workday.
3. College/University/Program Coordinators should make visits at the beginning, middle, and end of the term/semester. Should there be any concerns about the student teacher/apprentice/intern, the employee should communicate those immediately to the coordinator.
4. For MOISD Employed Teacher Apprentices Any required course work or observations outside of the assigned classroom that occur during the school day must be done during personal leave time unless other arrangements are approved by the Supervisor.

Observations Associated with Coursework

When employees are completing college coursework and are required to complete observations or attend professional development during the work day, personal time must be used to cover the time away from work responsibilities.

Student Evaluations

In addition to the various certificates, each building will issue an evaluation for each student at mid-trimester and each trimester's end. The Career Center grade will be computed on a student progress report, which will indicate hours accumulated in class, days absent and assessment of student performance based on accomplished objectives. This information will be transmitted to the home school counselor, if applicable.

A student progress report may also be issued at any time in addition to the regular reporting dates. These additional reports serve as notification of outstanding performance as well as deficiencies. A student progress report will be issued in any case of excessive absenteeism and may come from the building administrator in addition to the teacher. In Special Education the report indicates progress on IEP goals.

Parent Conferences

A parent conference may be used at any time it will assist in the learning process. The establishment of good

communications between the ISD, student and parent is essential.

Notice of Rights to Access and Privacy of Records

Parents and guardians of each student under eighteen (18) years of age and each student who is eighteen (18) years of age or older, have certain rights to the records kept on the student by the Mecosta-Osceola Intermediate School District.

These rights include:

1. The right to inspect or review the student's records. Requests for inspections shall follow the following procedures:
 - a. Written request to the building administrator.
 - b. The building administrator will handle requests no later than ~~forty~~ **five** (45) days from the date of the signed request.
2. The right to have the Administration hear evidence that any part of the record is inaccurate, misleading or violates a student's privacy or other rights, to have the applicant's evidence and to insert an explanation in the record if the Administration disagrees.
3. The right to have records which personally refer to a student kept confidential except either by consent of the parent/guardian/ student, or when being used by school personnel for school business. The intent of the Mecosta-Osceola Intermediate School District is to limit the disclosure of information contained in a student's education records except:
 - (1) ~~By~~ prior written consent of the student's parent or the eligible student.
 - (2) ~~As~~ directory information.
 - (3) Under certain circumstances, as permitted by FERPA.
4. The right to obtain a copy of the Board of Education Policy on Privacy of Student Records from the Mecosta-Osceola Intermediate School District office.
5. The right to protest to:

**The Family Policy and Regulations Office
U.S. Department of Education 400 Maryland Avenue, SW
Room 1087 FB
Washington, DC 20204-605**

Student Behavior

Students are expected to display respect for themselves and other students, staff and school property. Student discipline/management or room control is an essential factor in classroom teaching. In general, it

is up to each teacher to maintain control in his/her classroom so learning can take place. It should be kept in mind that all discipline cases cannot be handled alike. The individual student must be taken into consideration. As teachers and administrators, we must do everything possible to develop each youngster and to help him/her overcome the problems that face him/her. At the same time, we must consider the entire school system and expect certain standards from each individual so other students in the building do not suffer from his/her actions.

If a serious discipline problem should occur during school hours, parents will be contacted. Time in the quiet area and/or suspension will be options considered. The classroom teacher will handle discipline problems of a less serious nature.

Refer to your department's student handbook for specific information on addressing student behavior.

Physical Intervention with Aggressive Students It is the administrative policy of the district to follow the seclusion and restraint laws and techniques established under the training of the Crisis Prevention Institute, Inc. (CPI). It is the goal of the district that all staff be trained in nonviolent crisis intervention techniques using the CPI approach and techniques.

The goal of nonviolent crisis intervention is to provide the best possible care, welfare, safety and security for everyone involved in the crisis. The training includes discussions and practice in areas of prevention, de escalation, physical intervention, team approaches in crisis and followup.

Situations which result in the use of physical intervention need to be documented and reported to the immediate Supervisor.

Interrogation of Students

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's service agencies.

When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students.

Investigation of Child Abuse/Neglect Under the Child Protection Act by a Public Children's Service Agency or Law Enforcement Agency

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's service agency or law enforcement agency.

An official of a public children's services agency or law enforcement agency may interview a student on school property during school hours in order to investigate a claim of child abuse/neglect involving such student or a member of the student's family. If neither the student nor a member of his/her family is the subject of the child abuse/neglect investigation, such agency shall be encouraged to contact the student during non-school hours and investigate the matter off school property, if at all possible.

The building administrator shall attempt to contact the parent prior to questioning, unless the investigator specifically requests that s/he not make such contact due to the potential impact on the investigation.

The building administrator or designated employee will remain in the room during questioning of the student unless prohibited by the agency investigator.

Investigations of Violations of Law by Law Enforcement Agencies

Law enforcement agencies investigating complaints other than under the Child Protection Act should contact a student during non school hours and investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property during school hours at the request of the building administrator if the alleged violation of law took place on school property or involves other situations affecting school safety or in emergency situations.

Before the student(s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent and shall remain in the room during the questioning unless compelling reasons for exclusion are provided by the law enforcement agency.

Notification and Release of Records

Attempts to notify the parents regarding investigations of child abuse/neglect and other law enforcement investigations shall be documented.

When an authorized law enforcement officer or the State's children's service agency removes a student, the building administrator shall also notify the parent(s) and the Superintendent.

No school official may release personally identifiable student information in education records to the police or the State's children's services agency without prior written permission of the parent, a lawfully-issued subpoena, a court order or a health or safety emergency.

Student Supervision and Welfare

Staff shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain

professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards:

- A. Each administrator shall report immediately to the Assistant Superintendent any accident, safety hazard, or other potentially harmful condition or situation s/he detects.
- B. Each administrator shall immediately report to the Superintendent any knowledge of threats or violence by students.
- C. Staff members shall not send students on any personal errands.
- D. Staff members shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- E. If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a staff member attempt to diagnose or treat the student's problem or behavior, nor should a staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.
- F. Staff members shall not transport students in a private vehicle without another adult present.
- G. A student shall not be required to perform work or services that may be detrimental to his/her health.
- H. Staff members shall only engage in electronic communication with students via email, texting, and Professional Networking Sites, when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the Superintendent.

Since most information concerning a child in school, other than directory information, is confidential under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Customer Service

In order to give students experience in working with the public, all programs at the Mecosta-Osceola Career Center will be open to outside customer service whenever possible. Specific guidelines for working with the public will be developed by each instructor for their program and approved by Administration.

Work orders should be prepared and signed by the customer whenever repair or fabrication work is done on vehicles or machinery. Whenever feasible, customers should purchase their own parts and supplies. It is unreasonable to expect that the MOISD will assume the cost of any parts and supplies necessary for customer service. Therefore, customers and students should expect to pay on delivery for materials supplied by the Career Center.

All customer sales, including student sales, will be subject to Michigan Sales Tax. Receipts for payment must accompany all exchanges of money with the Mecosta-Osceola Career Center.

Visitors

The MOISD welcomes visitors to our facilities. We require all visitors to stop at the administrative office before entering any of the classroom areas. If groups were to visit, we require advanced reservation and notification.

Students, teachers or the administrative staff may conduct tours. Visitors may be asked to wear safety equipment as directed by the Administration.

Teachers are encouraged to welcome visitors but should maintain normal classroom work and procedures.

SECTION IV: BUSINESS OFFICE PROCEDURES

Payroll Information

Time Sheets

All time sheets must be submitted by the Friday before payroll week. **Timesheets must be complete and accurate.** Failure to submit a timesheet **on time** may result in the postponement of payment until the next payroll. Your Supervisor must submit the approved timesheet to the Business Office no later than noon on Monday of payroll week. Time sheets can be found [here](#). Scroll down to find the Timesheet that pertains to your position. **Falsifying information on a timesheet will result in disciplinary action.**

Distribution of Paychecks

Employee pay will be distributed through direct deposit. Payroll vouchers (paystubs) will be disbursed via MOISD email.

If payday falls on a holiday, payroll will be dated and made available the day prior to the holiday, unless otherwise noted.

Payroll Points to Remember

- Any changes affecting payroll must be submitted in writing to the Business Office by the end of the workday on the Friday preceding payroll.
- It is imperative that timelines are adhered to as failure to do so may backup the entire process.

Educational Status Salary Change

Salary adjustments for additional credits and/or degrees earned prior to the first day of each school year will only be made after the employee submits proof in the form of transcripts and/or certifications/degrees within thirty (30) days after the start of the school year.

Salary adjustments for credits and/or degrees earned after the start of each school year will not be made until the subsequent school year.

Professional staff requesting **lane** changes must submit the [Educational Status Salary Change Request Form](#) to the Superintendent.

A bachelor's degree plus thirty (30) semester hours in acceptable courses in a planned program, which can be applied to an advanced degree, shall be considered on a master's schedule.

Purchase Order Requisition Procedure

1. [Purchase Requisitions](#) are completed at the department or building level.
2. If a vendor does not appear on the current vendor list or there is an address change, please type NEW or CHANGE in the vendor number line on the purchase order requisition. If a vendor is not in the financial software, the Administrative Assistant will contact the Business Office to add the vendor.
3. The originating department should retain a copy of the purchase order requisition.
4. If a purchase order is required, the Administrative Assistant will enter the purchase order into the financial software. The Administrative Assistant will print the numbered purchase order and give it to the administrator to sign. Either the Administrative Assistant or Administrator will send the purchase order to the vendor. All items on the requisition should be complete and funds should be available within the budget line item.

****NOTE** – If vendors request applications, tax identification numbers or tax -exempt certification, please contact the Business Office Specialist Accounts Payable.

5. In circumstances where goods or services are needed on an emergency basis, department **MUST** get **PRIOR** administrator approval to place an order verbally without a purchase order. In this instance, request that the vendor must reference the administrator's ~~same~~ issuing approval on the invoice and send it to the Business Office.

April 15th is the last date requisitions will be accepted and purchase orders issued for the current school year.

Requisition Points to Remember

- Any special instructions must be clearly noted on the purchase order requisition.
- Unless clearly marked otherwise, all purchase orders will be emailed.
- Verbal orders are not proper Business Office procedure (except in extreme emergency situations) and may expose an employee to liability.
- **PLAN AHEAD WHEN ORDERING** purchase orders are computer generated, therefore, cannot always be processed the day it is needed.

Reimbursement for Approved Expenditures

After making approved purchases using your own money, complete the [Expense Reimbursement Form](#) to be

reimbursed. Reimbursements are processed once per month through Accounts Payable.

Donations

In order to express prompt and appropriate thanks for the various donations received at the MOISD, please notify the Administration of all/any donations received or promised by completion of the Donation Report form. All donors will receive a letter of appreciation, listing the items donated.

Related Form: [Donation Report](#)

Sales Tax

MOISD is a tax-exempt institution. Therefore, we cannot pay state or federal taxes on any purchases whether made on credit cards or with cash. We do make an exception for purchases at restaurants because they are usually not equipped to handle tax-exempt purchases.

When making a purchase, use [this form](#) to provide documentation or the tax-exempt ID number to the vendor.

Use of Full Legal Name

Whenever completing official forms for MOISD, employees must use their full legal name. Often that name is used to submit information to the Office of Retirement Services and other agencies, so for accuracy employees' full legal name is required.

Time and Effort Reporting

As a recipient of Federal funds, the District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects. This process is intended to verify that compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries.

Compensation for personal services may also include fringe benefits, which are addressed in 2 C.F.R. 200.431 Compensation - fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

- A. is reasonable for the services rendered, conforms to the District's established written policy, and is consistently applied to both Federal and non-Federal activities; and
- B. follows an appointment made in accordance with the District's written policies and meets the requirements of Federal statute, where applicable.

Time and Effort Reports

The reports:

- A. are supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
- B. are incorporated into the official records of the District;
- C. reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;
- D. encompass both Federally assisted and other activities compensated by the District on an integrated basis;
- E. comply with the District's established accounting policies and practices;
- F. support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The District will also follow any time and effort requirements imposed by the pass-through entity to the extent that they are more restrictive than the Federal requirements. The Payroll Office is responsible for the distribution, collection, and retention of all employee effort reports. Individually reported data will be made available only to authorized auditors.

Budget Reconciliations

Budget estimates are not used as support for charges to Federal awards. However, the District may use budget estimates for interim accounting purposes. The system used by the District to establish budget

estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the District and entered into the District's records in a timely manner.

The District's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.