



**Providing Services Today
For A Better Tomorrow**

Lewis Cass Intermediate School District
Serving the Cassopolis, Dowagiac, Edwardsburg, and Marcellus Schools

**Personnel Handbook
2014 – 2015**

www.lewiscassisd.org

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Knowing Your Organization

The Lewis Cass Intermediate School District (LCISD) must be flexible enough organizationally and programmatically to respond to the needs of those they serve because of the constantly changing educational environment. LCISD must do the following: 1) Have an accurate assessment of the priority needs of customers, 2) Design programs and services which meet those identified needs, and 3) Perform continuous assessment and realignment of programs and services to assure that customer needs are being met.

The LCISD is an Equal Opportunity Employer and is committed to a policy of nondiscrimination in relation to race, sex, age, religion, disability, and national background. The LCISD is in compliance with Title IX of the Educational Amendments of 1972 of the Department of Health, Education and Welfare.

The LCISD employs more than 150 people. It encompasses approximately 487 square miles including most of Cass County, and a small portion of Van Buren, Berrien, and St. Joseph Counties. It has within its boundaries four K-12 school districts with a public school membership of more than 7,034 pupils. Also, within the LCISD are private and parochial schools educating some children. Cass County also boasts one school of higher education: Southwestern Michigan College.

The LCISD has an operating budget of more than \$11,502,229 million funded by local taxpayers with local, state, and federal dollars. It provides many services for local schools, among which are the following: special education, instructional services, career technical education coordination, and family based services.

LCISD operates programs and provides services in the following locations:

Administrative Services Center houses offices for administrators, support staff, business office, and transportation department.

Brookside Learning Center houses programs for students who are severely multiply impaired, autism spectrum disorder, early childhood special education and infants/toddlers with developmental delays. Itinerant offices are also housed at BLC as well as the Early On Program.

North Pointe Center in Dowagiac houses four classroom programs for students with moderate to severe cognitive and emotional impairments, and students with autism spectrum disorder. Most of these students are fourteen and older. Itinerant offices are also housed at NPC.

Ross Beatty Jr. /Sr. High School in Cassopolis houses two programs that provide an educational and vocational environment for students with mild to moderate cognitive impairments, hearing impairments and students with autism spectrum disorder.

Sam Adams Elementary School in Cassopolis houses four programs for students with moderate cognitive impairments and emotional impairments.

Berrien, St. Joe & Van Buren Counties house offices for family based services.

Board of Education

The Board of Education is composed of five elected members. An election is held biennially on the first Monday in June by representatives of local boards of education. Members are elected for a term of six years. The Board sets the policies and procedures governing the ISD.

Regular meetings of the Board of Education are held the second Wednesday of each month at 5:30 p.m. at the LCISD Administrative Services Center, 61682 Dailey Road, Cassopolis. An individual wishing to be included on a board meeting agenda should provide the superintendent with a written request at least seven days in advance of the meeting. The request should indicate the purpose of such appearance with supporting evidence as may be required.

The Board may release information through various media. Such information will be released through the office of the superintendent.

The Board enters into negotiations with such recognized organizations as may exist among the employees of the LCISD. The terms and stipulations of a negotiated agreement, when ratified by both parties, supersede the general policies of the Board of Education as listed in this handbook insofar as they relate to the bargaining unit members.

Superintendent

The superintendent is the chief administrative officer. The superintendent has an administrative team which advises the superintendent and assists with administrative duties.

Statement of Assurance of Compliance with Federal & State Law

The LCISD Board of Education complies with all Federal and State laws and regulations prohibiting discrimination. It is the policy of the Lewis Cass ISD Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it receives any financial assistance from the United States Department of Education. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Instructional Services, 61682 Dailey Road, Cassopolis, MI 49031, (269) 445-6223.

Board Policies

All employees are expected to follow and adhere to the LCISD Bylaws and Policies of the Board of Education. You can locate our Bylaws and Policies on the LCISD website.

Annual Notices

Annual Notices are posted on the LCISD website.

Public Relations

Our families, students, and local district personnel are very important to us. When dealing with anyone always be courteous, polite, and patient. Occasionally, a situation may arise that is unique. In such cases, inform the person that you will contact your supervisor and get back to them promptly.

Visitors

The Lewis Cass ISD welcomes visitors to our facilities. We ask that all visitors report to the building administrative office before entering any of the classroom areas. If groups plan to visit, advance reservation and notification is required.

Administrative staff or teachers may conduct tours. Confidentiality guidelines must be followed during all tours or visits to any program.

Staff members are encouraged to welcome visitors, but should maintain normal classroom work and procedures.

Media/News Releases

The media spokesperson will be the superintendent or designee. Media involvement will be controlled and managed *only* at the Administration Building. Staff should direct media inquiries to the Administration Building. No school pictures should be released unless the family has given its permission.

Public awareness of LCISD programs, services, and other items of public interest is desirable and encouraged. At the same time, it is imperative that the information be accurate, timely, and consistent. As such, all releases to the media must be authorized by the superintendent or designee.

Gifts/Donations

LCISD Board Policy specifies the manner in which donations may be accepted. Therefore, staff members should not accept donations unless administrative approval has been obtained. When donated items are accepted, an approximate dollar value of the item donated must accompany the item. The "Gifts/Donations To The District" form located on the shared drive in the "Forms" folder must be completed and submitted to the Business Office. This will insure that letters of recognition and receipt of value for tax purposes have been sent out.

Open Door Policy

LCISD's desire is to provide good working conditions and maintain harmonious working relationships among employees, as well as between employees and management. In order to correct any work-related problems, LCISD must be fully informed about them. Therefore, LCISD has an 'open door' problem-solving policy. Employees are encouraged to discuss concerns or suggestions with their supervisor. Employees who believe their supervisor has not or cannot adequately address the situation are encouraged to discuss the problem with their director, and then with the superintendent. This procedure should in no way foreclose the direct discussions we have always had on an informal basis.

Handbook Updates

Annually this handbook will be updated. Changes that occur during the school year are effective as of the date of their occurrence.

Organizational Chart

Board of Education

Superintendent – Robert Colby

Administrative Assistant – Char Vaughn

Chief Financial Officer – Laura Ash

Assistant Business Manager – Local LEA – Becky Smith
Accounting Supervisor – Jane Buttbaker
Financial support staff

Special Education Director – Peter Bennett

Special Education Supervisor – Susan Reynolds
Monitor/Early Childhood Coord – Tina Wimberley
Special Education staff

Instructional Services Director – Brian Wood
Instructional staff

Career Tech Ed Director/Transition Coordinator – Mikki Spagnoli
CTE support staff

Family and Children Services Coordinator – Lloyd Hamilton
Community grant service providers
Family preservation staff

Early Childhood Services Director – Kathy Stuby
Great Start staff

Director of Operations & Transportation – Jim Higgins
Transportation/Operations staff

General Procedures

Equal Opportunity Employment

Applicants for admission and employment, students, parents, employees, sources of referral for applicants for admission and employment, and all unions and professional organizations holding collective bargaining agreements with LCISD are hereby notified that the Board of Education of the LCISD does not discriminate on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it receives any financial assistance from the United States Department of Education.

In order to investigate complaints, answer inquiries and guide the implementation of compliance efforts the Superintendent or his/her designee shall appoint Grievance Coordinators, whose names shall be publicized at least annually. Any person having inquiries concerning the LCISD's compliance with the regulations implementing Title VI, Title IX, Age Discrimination Act, Section 504, Title II (ADA), and Sexual Harassment is directed to contact:

Brian Wood
Grievance Coordinator
LCISD
61682 Dailey Road
Cassopolis, Michigan 49031
(269) 445-6223

Susan Reynolds
Grievance Coordinator
LCISD
704 North Orchard
Dowagiac, Michigan 49047
(269) 782-7727 ext. 105

who has been designated by LCISD to coordinate the ISD's efforts to comply with the regulations implementing Title VI, Title IX, Age Discrimination Act, Section 504, Title II (ADA), and Sexual Harassment. The Grievance Coordinators, on request, will provide a copy of the Grievance Procedure and investigate all complaints in accordance with the procedure.

Individuals with disabilities who require assistance (i.e. Interpreters) or special arrangements to participate in a program or activity sponsored by LCISD, please contact Brian Wood at (269) 445-6223 or Susan Reynolds at (269) 782-7727 ext. 105. We request that you provide a 48-hour notice so that the proper arrangements may be made.

This and other written publications of the district are available in alternative accessible format (i.e. enlarged print, braille, audio tapes). Please contact the Director of Special Education, at (269) 445-6286 to request an accessible format.

Grievance Procedures for Nondiscrimination and Equal Opportunity/Access

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator:

Director of Instructional Services
Lewis Cass Intermediate School District
61682 Dailey Road
Cassopolis, MI 49031
(269) 445-6223

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114-2611.

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

- **Step 1** A written statement of the grievance signed by the complainant shall be submitted to the District Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.
- **Step 2** If the complainant wishes to appeal the decision of the District Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.
- **Step 3** If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

The District Coordinator will provide a copy of the District's grievance procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office.

Diversity Awareness

All employees will complete a yearly review on line through SafeSchools at www.lewiscassisd.mi.safeschools.com. The goals of the course are to provide staff with an awareness of how a diverse workforce strengthens a school or district.

Staff Ethics

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all staff members to maintain high standards in their working relationships, and in the performance of their duties. Refer to Board Policy #3210 on the LCISD website for more details.

Anti-Fraud

Fraud and fraudulent activity is strictly prohibited. The District will not tolerate such activities and disciplinary measures will be implemented as appropriate. Each employee or agent of the District shall be responsible for reporting any observed or suspected fraud or fraudulent activity to the Business Office, the Superintendent or the Board President. This policy is implemented to advise employees about activities which may be fraudulent, illegal or otherwise unethical. This Policy applies to any fraud, or suspected fraud, involving employees as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and any other parties with a business relationship with the District. Refer to Board Policy #8900 on the LCISD website for more details.

Confidentiality

In the course of your employment you may have access to information about our students, families, and other employees. This information **MUST** be kept confidential. If you are uncertain about whether information is confidential, check with your supervisor before discussing it with anyone. Any violation of this policy may result in discipline and possible dismissal.

Also, please respect other employee's phone numbers. These numbers are only to be given out with permission of the employee.

FERPA

FERPA is the Family Education Rights and Privacy Act of 1974 and is designed to protect the privacy of education records. All employees will complete a yearly review on line through SafeSchools at www.lewiscassisd.mi.safeschools.com. This course trains staff on rules regarding confidentiality and disclosure.

Health Insurance Portability & Accountability Act (HIPAA)

All individuals covered by the Lewis Cass Intermediate School District's Health Plan: Please be advised that a copy of the HIPAA Notice of Privacy Practices is available upon request by contacting the business office.

Attendance

Regularity of attendance and punctuality are essential functions of one's job responsibilities. As an employee, you are expected to observe working hours and days. Employees are expected to be at their work site during working hours. When employees must leave their work site, they will notify their supervisor. Personnel are expected to meet all appointments promptly.

A record of absences is maintained for each employee which becomes a part of the employee's personnel file. All employees are required to follow the Absence Reporting Procedure through the AESOP employee absence management system.

In addition to calling the AESOP system, **only** employees listed below are to follow these specific instructions:

Administrative Services Center: Call the department secretary by 8:00 a.m. and leave a message.

Bus Drivers/Attendants: Call the transportation supervisor at least one hour prior to their first run, but preferably the night prior to an absence.

Leave Use

If an employee will be absent from work, the employee is required to report the anticipated absence for the day through the AESOP employee absence management system. If your position requires a substitute in your absence, you need to report into the AESOP Sub System.

Employees desiring to use days needing prior approval shall make request as required prior to the leave except in the case of an emergency. No leave request shall be considered approved until such time as you receive final approval. Verbal requests shall not be honored for pay purposes.

It is the employee's obligation to verify absence information upon returning to work. Failure to verify within 5 days of return to work means the record remains as originally entered in AESOP.

Family Medical Leave Act

The Family and Medical Leave Act (FMLA) of 1993 applies to all employees and provides for UP TO twelve (12) weeks of leave time during any 12 month period provided that they have worked for at least 12 months and for at least 1,250 hours over the previous 12 months. The LCISD has elected to use the "rolling" 12 month period measured backward from the date an employee uses any FMLA leave. FMLA leave is unpaid but does provide for continuation of insurance benefits. FMLA leave furthermore is not in addition to the other leave provisions contained herein but rather runs concurrently with them.

Employees are required to use accrued paid leave days (as specified in the contract or per the provisions of this handbook) as part of the FMLA leave but only to the extent of the twelve-week entitlement. It is intended for:

1. Birth of a child.
2. Adoption of a child or placement of foster child.
3. Caring for a spouse, child or parent with a serious medical condition.
4. The employee's own serious medical condition which makes the employee unable to perform the requirement of the job.
5. Spouse/son or daughter/parent/next of kin of a covered service member with a serious injury or illness.

Please contact the business office for necessary forms.

Standards of Conduct

These rules governing personal conduct are intended to promote the orderly and efficient operation of the ISD, as well as to protect the rights of all of our employees. The following conduct is prohibited and will not be tolerated by LCISD. This list is for illustration purposes only; other types of conduct that may jeopardize the personal safety, security or welfare of LCISD or its employees may also be prohibited.

1. Consuming, possessing, reporting to work under the influence of, or working under the influence of "controlled substances" or alcoholic beverages or other narcotics. If suspected of using/abusing drugs/alcohol, random drug testing can be instituted by your supervisor.
2. Theft, deliberate or careless damage or deliberate destruction of any property of LCISD or the property of any employee.
3. Insubordination or refusal to obey or willful failure to carry out verbal or written instructions of supervisory personnel.
4. Physical assault and sexual harassment.
5. Carrying firearms or any other dangerous weapons at any time on the premises.
6. Engaging in criminal conduct whether or not related to job performance.
7. Dress or appearance inappropriate to the business of LCISD.
8. Unlawful harassment including sexual harassment and discrimination.
9. Failure to observe working schedule.
10. Abuse of paid leave days.

Violation of the above standards may lead to disciplinary action up to and including dismissal.

Employee Dress

The Board of Education and administration expect all employees to maintain a professional appearance, good hygiene, and appropriate dress at all times to reflect their position within the school district. Employees showing good taste in their dress represent a positive example to our students and the community.

Family Members at School

Family members may come to work in their parent's classroom if there is an educational purpose for the visit. Prior approval from the administrator must be obtained.

Sexual Harassment

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination and is unacceptable to this school district. Therefore, any employee, agent (including an independent contractor or volunteer) or student, is strictly prohibited from engaging in sexual harassment.

All employees will complete a yearly review on line through SafeSchools at www.lewiscassisd.mi.safeschools.com. SafeSchools Sexual Harassment course provides background information on sexual harassment; offers several scenarios for staff to staff sexual harassment; identifies indicators of inappropriate behaviors; states the legal rights, responsibilities, and liabilities of employees; and uses the Internet, pdf files, and SafeSchools documents to provide specialized reference materials.

Conduct of Employees – Disclosure

Public Act 189, effective May 8, 1996, requires every applicant seeking employment with a Michigan School District to provide written authorization for current and/or prior employers to disclose any "unprofessional conduct" while under their employment. A school district shall not hire an applicant who does not sign the statement described above. "Unprofessional conduct" means 1 or more acts of misconduct; 1 or more acts of immorality, moral turpitude, or inappropriate behavior involving a minor; or commission of a crime involving a minor. Information received under this section shall be used by the intermediate school district only for the purpose of evaluating an applicant's qualifications for employment in the position for which he or she has applied and only by those school people who would be involved in that process. School districts cannot enter into any agreement or contract that has the effect of suppressing information about unprofessional conduct of an employee or former employee or of expunging information about that unprofessional conduct from personnel records. Further information regarding this act can be obtained from the superintendent's secretary.

Crisis Response Plan

Staff members aware of a crisis should contact their supervisor immediately. The supervisor will notify the Administration including evenings, weekends, vacation periods, and during the summer. The Administration will determine on an individual basis whether to contact additional professional assistance.

Staff will be made aware of crisis situations. A line of communication will be kept open through memos to staff and parents. Phone usage at this time should be minimized.

The parent liaison will be the supervisor or designee.

The media spokesperson will be the superintendent or designee. Media involvement will be controlled and managed *only* at the Administration Building. Staff should direct media inquiries to the Administration Building. No school pictures should be released unless the family has given its permission.

Termination

As a matter of courtesy, employees who desire to leave the ISD are expected to give at least 14 calendar days notice in writing. However, due to the nature of the LCISD, employees should plan their termination at natural breaks in the year.

The employer's contribution to the health insurance plan will be made through the end of the month in which termination occurs unless other provisions are provided in bargaining unit contracts.

Resignation Procedure

1. Employee should submit a written resignation to be placed in personnel file.
2. Employee must return all keys and equipment.

Employees who are enrolled in the ISD medical insurance plan at the time of their termination may be eligible to continue coverage at their own expense under the group plan for up to 18 months following the termination of their employment. See the business office for details.

Keys

Building keys will be issued to administrative personnel only, except in special cases. All employees who have been issued keys to a building are personally responsible for their use. Keys *will not* be lent to other individuals, nor duplicated. In case of separation of employment with LCISD, employee must return all keys to their supervisor.

For security reasons, employees must report any missing keys to their supervisor no later than the day after the keys appear to be missing.

Keys to cupboards, file cabinets, and all doors **must** be turned into your supervisor for the summer by school year personnel. All cupboards and file cabinets must be left unlocked for the summer except those containing student information.

Flowers

LCISD will send flowers to staff members in connection with a death in their immediate family defined as spouse/partner, child, parent, sibling, grandparent, grandchild, and legal dependent.

Professional Development Days

Attendance at district sponsored professional development day activities is **mandatory**. Excuses from professional development day activities shall be at the discretion of the Administration.

School Closing Fan-Out

LCISD has a fan-out system for notifying staff of days they do not have to report due to school closing. All staff members are given a fan-out sheet with instructions on how to use it. Staff housed at LEA sites may experience differing schedules.

When you get your call, please call the first person listed below your name. ***If you are unable to reach them, do not break the chain; call the next person on the list.*** Go back and try to call your assigned person. Those staff members who do not work a five day schedule are expected to participate regardless of what day the fan-out may have to be implemented. Those staff members with unlisted numbers need to give the phone number to the person above your name in order to be contacted. If your phone number has been changed since the distribution of the fan-out, please contact the person listed above your name so they will have your correct phone number.

Change of Address or Phone Number

It is important that the District always maintains accurate information with respect to an employee's home address and phone number. It is the responsibility of each employee to keep their supervisor, superintendent's office, and business office informed of any change of address, phone number, or personal changes that might affect insurance or retirement information on file.

ISD Property

LCISD supplies equipment to employees to use on the job. The equipment remains the property of the employer and is not to be used for personal projects. The employee is responsible for the loss or damage of employer-owned property due to the employee's negligence. All property provided to the employee must be returned to the employer in the same condition as when it was received. All property **must** be returned to the ISD by school year personnel for the summer.

Supplies

For custodial supply requests, please send an email through (LCISD Supplies).

Maintenance

For maintenance requests, please send an email through (LCISD Maintenance).

Educational Media Center

Materials in the Regional Educational Media Center (REMC) (Special Education Learning materials are now part of REMC) are available for use by professional personnel. The materials are located at Berrien RESA in Berrien Springs (471-7725) and can be delivered via REMC van. Catalogs are now on disk.

Student Discipline

LCISD Board of Education Bylaws and Policies include the official discipline policy approved by the Board. LCISD Behavior Management Guidelines have been developed and are also available for your review. (Please see your supervisor.) It is the responsibility of all staff who work directly with students to be informed about and utilize both of these documents, as well as to comply with applicable Michigan Law.

School Safety Policy

This Crisis Plan is a working document that was approved in January of 2000 by the LCISD Board of Education. It should be easily accessible to anyone who would need to know policy and procedures in a crisis while they are working in the classroom or building.

Electric Heaters/Coffee Pots/Fans/Hot Plates/Microwaves

We have been informed by our insurance carrier that portable electric heaters/coffee pots/fans/hot plates/microwaves are not allowed in our buildings housing students. Therefore, if you have any of these personal items in our buildings, please remove immediately.

Safety

LCISD is committed to protecting the safety and health of every employee and will comply with all federal and Michigan safety and environmental regulations. However, the responsibility for maintaining a safe and healthy working environment is not just that of the ISD. To be totally effective, every employee also has a responsibility to comply with all safety rules and programs established by the ISD.

Report of Injury

Immediately following an accident at work or upon learning of a medical condition arising out of your employment with the employer, you **must** notify your supervisor before leaving work. If no one is available – leave a message on your supervisor's phone.

When an injury does occur, you will need to go to Borgess-Lee Memorial Clinic/ER in Dowagiac. You should take an "Authorization for Treatment Form" with you. This form is on the shared drive in the 'forms' folder. Your supervisor is required to follow up with a "Supervisor's Report of Injury" form which can be found in the same file folder.

Any accident or injury should be reported on the Report of Injury Form within 24 hours. The original copy must go to the business office.

The back of the Injury Report form is the Exposure Incident Investigation Form. If your accident involves someone else's blood/body fluids, fill out this side and report to the school nurse or supervisor so the appropriate steps may be taken.

These forms are available on the shared drive in the 'forms' folder, in the nurse's office, Brookside office, business office, North Pointe Center, Ross Beatty Jr./Sr. High school rooms, Sam Adams Elementary school rooms, and through the Administrative Secretary for the Career Technical Education Department.

*** Please Note: If a substitute or an employee of EDUStaff is injured, please follow the instructions stated above with one exception – replace the "LCISD Report of Injury Form" with the "EDUStaff Report of Injury Form" found in the same folder.*

Workers' Disability Compensation

LCISD provides workers' disability compensation insurance at no cost to you. In the event of a work-related injury or condition, worker's disability compensation insurance may provide wage loss benefits.

Immediately following an accident at work or upon learning of a medical condition arising out of your employment with the employer, you **must** notify your supervisor so that an accident report may be filed with LCISD's insurance provider.

Reporting Child Abuse

LCISD recognizes that child abuse and/or child neglect can impair the normal development of children. LCISD further recognizes the responsibilities concerning child abuse and/or child neglect mandated by the Child Protection Statute; Public Act of 1975.

Staff Responsibility: Employees are required by law to report all suspected child abuse and/or child neglect cases immediately to Child Protective Services (1-800-382-4277) for investigation by that department. After placing the phone call a 3200 form must be filled out and faxed to CPS at 445-0299. A copy of this form should be given to your immediate supervisor on the same day.

Documentation: A file shall be maintained for each child abuse and/or child neglect incident reported. Contact the school nurse for an incident report form.

Bloodborne Pathogens

An exposure control plan is in place at LCISD to comply with the Occupational Safety and Health Administration (OSHA) standards. Copies of the plan are located with the department director, supervisors, and school nurse. The federal OSHA standard can be found at www.osha.gov and the Michigan Standard at www.michigan.gov/mioshastandards, or the school nurse has an accessible copy. Clean up kits are available in each building and on every bus/van. All employees will complete a yearly review on line through SafeSchools at www.lewiscassisd.mi.safeschools.com.

Communicable Control Disease Policy

The Communicable Control Disease Policy adheres to the Michigan Public Health Code (Act 368 of 1978, Part 51 & 92, as amended) for the prevention, control and containment of communicable disease at LCISD. Copies of this plan are located in our Bylaws and Policies or in the school nurse's office.

Hazardous Chemical & Asbestos Awareness

LCISD is in compliance with the Michigan Right to Know Laws which mandates that employees will be provided information each year regarding possible exposure to hazardous chemicals and asbestos in the work place. Please contact your supervisor if you have any questions regarding hazardous chemical materials.

Annual Asbestos Report

Under the federal mandated Asbestos Hazard Emergency Response Act (AHERA), every public school district must annually make a report to its school community on the Asbestos Containing Materials (ACM) in all school buildings. The friable ACM in our buildings is located primarily in boiler rooms and pipe tunnels. Every six months conditions are checked and, when necessary, minor repairs are made. Our goal is to provide a safe environment for our school family by closely monitoring the conditions of the asbestos in our facilities.

If you have any questions or concerns regarding the ACM in our buildings, please contact Jim Higgins, Director of Operations at 269-445-6255.

Pesticide

According to Public Act 451, each month the kitchens, storage areas, and lounges are sprayed. On the days of application, spraying occurs after school when students are not present.

Fire/Tornado/Lock Down Drills

Annually a predetermined number of drills: (5) fire, (2) tornado, and (3) lock down must occur in buildings that house students. Building Supervisors must keep a record of all drills. Evacuation plans are posted in classrooms, offices, and around each building. All persons are to leave the building in the case of fire. Teachers must take their attendance book and account for all students. The alarm system for a school lock down is different from the alarm system for fires and tornadoes.

Mail

Mail travels daily between Cassopolis, Dowagiac, Edwardsburg, Marcellus, North Pointe Center, and LCISD. Check with the building secretary for the location of the mailboxes in each building. The REMC van travels weekly to the following Intermediate School Districts: Berrien, Kalamazoo, Lewis Cass, and Van Buren. Except for Kalamazoo, the van travels to each local school district in the tri-county area. Employees are strongly encouraged to use the van for sending bulk mailing and packages to schools and offices in these areas.

Lake Michigan Mailers pick up mail daily by 1:15 p.m. in the Administrative Services Center. See guidelines posted in the work room for correct handling and sorting of mail.

Parking

Employees are expected to use the employee parking lots in front of Brookside or at the upper or lower level parking spaces by the Administrative Services Center. To assist maintenance in lawn care and snow plowing, please park at least one foot from the sidewalk or the grassy areas. Employees not housed at either the Administrative Services Center or Brookside, should consult with their supervisor for parking locations.

Employees must observe the no parking areas marked with white as well as the blue handicapped parking spaces to assure access to the buildings.

Employees of NPC are required to park in the front main lot. No parking is allowed on Orchard Street in front of school.

Personal Valuables

LCISD does not assume responsibility for personal items and valuables which are lost, stolen, destroyed, or left on the premises.

Building Hours

Building hours for all LCISD buildings are from 8:00 a.m. to 4:00 p.m. Monday through Friday. If you need access after 4:00 p.m. please check with your supervisor to ensure necessary arrangements for securing the building are taken care of.

Personnel Files

LCISD will not disclose to the public any evaluation information of an employee without the permission of the employee except as may be required by law or by applicable court ruling. Your file will not be disclosed to persons outside the office except as may be required by law. If we are asked to disclose a disciplinary report to a third party not employed by us (or by your collective bargaining agent), you will be given notice of that disclosure.

You have the right to examine your personnel file or to obtain a copy of your file upon a written request with 24-hour advance notice to the superintendent's office. If you wish to examine your file, you may do so during normal office hours by making an appointment provided it does not interfere with your assigned duties or we will make arrangements with you for an examination before or after work. The administration will assign a staff member to be present during a file review.

Jury Duty

In the event an employee is directed to report for jury duty or selection during working hours, the employee will be paid his/her regular pay upon providing court documentation. On days where the employee is directed to report for jury duty and then released, the employee must return to work unless excused by his/her supervisor. Any compensation from the court should be returned to the employer minus any travel expense.

Subpoenas

If you are subpoenaed to appear in court, please advise your supervisor immediately. Michigan and federal law strictly limit disclosure of confidential information by School District staff. The ISD has information available as to how to testify in court. Please obtain this information from your supervisor.

If your position requires a substitute for the time you will be in court, please go through your immediate supervisor to obtain one.

Information Requests

Requests made by attorneys, doctors, or agencies need to have a release of information signed by the custodial parent with what information needs to be released.

Unless subpoenaed, do not become involved in custody issues either by written or verbal testimonies. If there are any questions, contact your Supervisor or Director.

Physical Examinations

Applicants selected for recommendation to the Board for regular employment in bus driver positions must be examined by a licensed physician. The physician will provide a statement that the applicant is able to perform the duties of the position and is free from the effects of pre-existing conditions which would hamper performance of duties or which would be worsened by working in such a capacity, or which are contagious.

The cost of the examination will be borne by the district, with the evaluation conducted by a licensed physician designated by the district.

Cardiopulmonary Resuscitation (CPR)

CPR training is mandatory for regular employment of bus attendants, and is highly recommended for employees who work directly with or who transport students. The training will be at no cost to the employee.

Animals in School

From time to time we have requests from staff members to bring pets to school. While this practice is discouraged, administrative approval must be obtained if there is an educational purpose for bringing a pet to school. The teacher is responsible for informing parents prior to the pet being brought to school.

Smoking

LCISD Board Policy prohibits the use of tobacco products in buildings and on real estate owned, leased or otherwise controlled by LCISD.

Telephone Calls

Telephones are maintained for school business. Use of school phones for personal convenience of employees is limited to necessary calls. Long distance personal calls are to be placed on your personal credit card or billed to your home phone number. Employees are responsible for the cost of personal fax transmissions.

Staff at the Administrative Services Center and Brookside have to dial 9 for an outside line and follow the below procedure:

- Local Calls: Cassopolis, Dowagiac, Edwardsburg, Marcellus, Niles, Vandalia
- Long Distance Calling Within 269 Dial: 1 + 269 + phone number + extension
- Long Distance Calling Outside 269 Dial: 1+ area code + phone number + extension

Staff who do not work during the summer should change their message accordingly.

Use of Facilities

Our buildings are a resource to facilitate the education of our students. Therefore, decisions regarding building use and modification of the physical environment will be made by the building educational administrator. Consultation with the Director of Operations will be sought to ascertain the impact of changes on the physical plant.

Room facilities in all buildings may be used by employees, public institutions and organizations under the following conditions:

- The use does not interfere with planned activities of LCISD.
- Building use forms are located on our shared drive in the “Forms/Building Use” folder.
- The use is approved by the Director of Operations.

There is no cost to a nonprofit organization unless extra help is required.

Conference Room Scheduling

Calendars for the conference rooms in the administration building are now online. The following staff has been designated to manage the calendars: Candy Cooper, Char Vaughn, Cindi Krone, Crystal Smith, Di Schultz, Teri Hassinger, and Vicki Foote. If you would like to schedule a meeting please send an email to any of the names listed with the following information: Your Name or Event Title; Date; Start/End Time.

If you need room set up, please send an email through (LCISD Maintenance).

Office Supplies, Materials and Equipment

In order to keep inventories current and to aid in purchasing, the School secretary has responsibility for all supplies necessary for the functioning of all special education programs. Proper procedures for requisitioning supplies will be discussed in individual department or building meetings.

Employees are responsible for the proper care of all office equipment. Office equipment not functioning properly should be reported to the designated person in each building.

Recycling

Please remember to recycle envelopes and paper that have been printed on one side whenever possible. We receive mail daily so we always have a supply of envelopes. These items can be found in the work room. Use post-it notes or write staff names at the top of the document vs using envelopes. Also, please utilize our bus mail and REMC. When using REMC, please mark it so when the mail is sorted it will be placed in the correct basket. **DO NOT** use preprinted LCISD envelopes for interoffice mail.

Payroll

Employees are paid on a biweekly basis. Electronic Direct Deposit of your pay is available to the bank of your choice. *Be sure to notify business office of any bank changes at least 10 days prior to a payroll date.* Timesheets are due in the business office by **11:00 a.m.** the Monday of payroll week. Please see that your supervisor has these in time to approve and assign account number. Call the business office if you have any questions.

Garnishments

LCISD must comply with all writs of garnishment it receives. You will be notified before any deductions are taken from your paycheck if we receive a writ of garnishment requiring us to withhold and pay a portion of your wage to a court. Information about the garnishment will be held in confidence.

Vendor Relation

School personnel shall not accept any gifts or favors from vendors which might be reasonably deemed to influence their recommendations on the eventual purchase of equipment, supplies, or services.

Section 125

A Flexible Benefits Plan is in place through American Fidelity Assurance Company. Questions may be directed to Michael Hart, customer service representative at (734) 834-4909.

Employee Elected Retirement Options

If you have specific questions regarding an employee elected Basic Plan, MIP Fixed Plan, MIP Graded Plan, MIP Plus Plan, MIP Plan, Pension Plus Plan, and Defined Contribution Plan please see the Business Office.

Annuities

Public school employees in Michigan are eligible to establish an IRS code 403(b) tax sheltered annuity program. These TSA programs provide the opportunity for an employee to create a self-directed retirement account. Contributions are pre-tax meaning generally they are not subject to federal or state income taxes resulting in tax savings at the time of contribution. Operating very much like 401(k) programs in the private sector, annuity contributions and their subsequent earnings become taxable at the time of their subsequent withdrawal from the account. Employees may establish TSA accounts with any of the board approved vendors as listed below. The district's 403(b) program contracts with TSA Consulting Group, Inc. as its plan administrator.

Approved vendors include:

- AIG Retirement
- AXA Advisors, LLC
- MEA Financial Services/Paradigm Equities, Inc
- Midwest Capital Advisors
- PlanMember Financial Corporation
- The Legend Group
- Waddell & Reed
- GLP & Associates

Contact the business office for additional information.

Reimbursable Expenses

Guidelines for documenting expenses incurred by LCISD employees

Each expense will have an original receipt containing the following information:

1. The date of the expense
2. The time of the expense
3. The name and location of the place where the expense occurred
4. The purpose and/or reason for the expense
5. The persons involved in the expense
6. For goods delivered to a client, the employee will obtain the necessary form and have the client sign the form acknowledging receipt of the goods.

Except for emergency maintenance repairs, all purchases for goods and services will be handled by a requisition and purchase order procedure, a check request, or prior arrangements approved by your supervisor. Reimbursement for expenditures can be turned in on a travel log, check request, or an invoice and should be done in a timely manner.

Reimbursement is paid through payroll. This shows up on pay stub as a Direct to Net Reimbursement. No taxes are taken out and it will not show up on your W2 at the end of the year. All requests for reimbursements need receipts and director approval.

Questions relating to these procedures should be directed to your immediate supervisor.

Conferences

Attendance by employees at conferences or meetings is subject to the approval of the supervisor. Approval will be granted only for conferences pertinent to the work of the employee.

It is expected that local professional development activities will be given priority in lieu of conference attendance, when appropriate.

Request for conference attendance should be presented as far in advance as practical on the approved conference or meeting request form, and submitted to your immediate supervisor. This form will be returned to you. If one finds that he/she will not be attending the particular approved conference, immediate notification of one's supervisor is necessary. If the person does not attend and the conference fees cannot be refunded, the employee is responsible for the costs.

The Conference Request Form is used to estimate expenses prior to attendance at a conference or meeting.

Eligibility - If an excessive number of staff members request the same conference, it will be necessary to limit those who may attend. This will be done by the appropriate administrator.

The following preplanning and accounting procedures must be submitted to one's supervisor:

1. The name of conference or meeting, date(s), and overall time necessary to attend.
2. The nature of the program. Provide a copy of the program when possible.
3. An estimate of expenses for travel, lodging, meals, registration, and fees.

Reasonable approved expenses directly resulting from conference attendance will be reimbursed according to the following guidelines:

1. ***If approved***, please include a copy of the registration form so the original can be sent and the copy kept for documentation in the business office. Checks are written each Thursday if time lines necessitate this. Please indicate on the form that it is a PREPAID. Early registration to take advantage of a lower rate is encouraged. Generally, organizational dues and fees will not be reimbursed.
2. Reimbursement for transportation via a private vehicle will be at the Board approved rate.
3. The Administration may limit the number of vehicles to be reimbursed for a particular conference.
4. If more than one employee attends the same conference or meeting and sharing a room is appropriate, the Administration may reimburse at ½ double room rate unless other advance arrangements have been made.
5. Food costs will be reimbursed at 100% of reasonable costs as determined by the supervisor.
6. Original receipts must be submitted for all lodging, registration, food, and approved fees and attached to the travel log.
7. Miscellaneous expenses expected to be incurred as a result of attendance at conferences are subject to the approval of your supervisor.

Criminal Records Check

Public Act 138 of 2005 requires the intermediate school district to request a criminal history check on any individual to be hired as a full-time, part-time, contracted or substitute employee. Volunteers must also be included in this check. This check is processed through the Central Records Division of the Michigan Department of State Police and Federal Bureau of Investigation (F.B.I.). In order to employ a person prior to a criminal records check being received by the intermediate school district, the district must:

- have requested the criminal records check from the Michigan State Police and the F.B.I. It is the prospective employee's responsibility to be finger printed and pay the required fee.
- have obtained a signed statement from the prospective employee indicating whether or not they have been convicted of a criminal offense.

A criminal records check includes misdemeanors, felony arrests and convictions. Civil infractions such as minor traffic violations do not have to be reported.

Until the report is received and reviewed by the school, the individual is considered a "conditional employee." If the report received from the Michigan Department of State Police or the F.B.I. is not the same as represented on the signed statement respecting either the absence of any conviction(s) or any crimes of which the individual has been convicted, the individual's contract is voidable at the option of the ISD superintendent.

The ISD will adhere to all the subsections of the laws, copies of which are available in the personnel office.

Sex Offender Registry

Family Preservation Grants through DHS require the intermediate school district to request a sex offender history check from the Michigan Public Sex Offender Registry (PSOR) and the National Sex Offender Public Website (NSOPW). Until the report is received and reviewed by the school, the individual is considered a "conditional employee".

School Employee Fingerprinting

By law, all school staff employed by the school or district prior to January 1, 2006, and afterwards, are required to have a criminal history record check conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Once the criminal history check has been conducted by the MSP, a report will be sent to the Michigan Department of Education identifying all school employees with a recorded criminal conviction. The Department will in turn provide the names of individuals convicted of a crime to the district superintendent and school board of the employing district. The report will include convictions for any crime, misdemeanor or felony. If you have been convicted of a non-listed felony, the district superintendent and the school board are required, by law, to agree in writing to continue your employment with the district/school. If you have been convicted of an offense that requires you to register your name on the sex offenders registry, your employment will be terminated and you will not be allowed employment (in any capacity) in a Michigan K-12 School, public or non-public.

The new law also requires you, as an employee of the district/school to self-report to your employer and the Michigan Department of Education when you have been arraigned/charged with certain identified crimes. You must do so within three business days of arraignment or you will be guilty of an additional crime. The crimes are listed in MCL 380.1535a. Please see Attachments 1,2,3 (these forms are also on the shared drive in the 'forms' folder).

If you have further questions or concerns, you may wish to view additional information available at the following website: www.michigan.gov/teachercert. Or you can contact Coordinating Specialist, Office of Professional Preparation Services, at (517) 335-1167.



Lewis Cass Intermediate School District

Providing Services Today For A Better Tomorrow

61682 Dailey Road
Cassopolis, Michigan 49031-9648
Fax (269) 445-2981
Brookside Fax (269) 445-6253
North Pointe Fax (269) 782-7727
Web: //www.lewiscassisd.org

Conviction Disclosure Form (NOTICE: only fill out & return if #3 applies)

Name (Please Print)

Pursuant to Public Act 138 of 2005, I represent that (check all that apply):

- ____ 1. I have not been convicted of, or pled guilty or nolo contendere (no contest) or is the subject of a finding of guilt by a judge or jury of any crime.
- ____ 2. This is my initial disclosure, I have been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of a finding of guilt by a judge or jury for the following crimes (*attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction*):
- | | |
|-------------|------------------|
| ____ Felony | ____ Misdemeanor |
| ____ Felony | ____ Misdemeanor |
| ____ Felony | ____ Misdemeanor |
- ____ 3. This serves as disclosure of subsequent convictions for which I have been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of a finding of guilt by a judge or jury for the following crimes (*attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction*), and I understand that failure to disclose any subsequent convictions is considered to be a crime:
- | | |
|-------------|------------------|
| ____ Felony | ____ Misdemeanor |
| ____ Felony | ____ Misdemeanor |
| ____ Felony | ____ Misdemeanor |

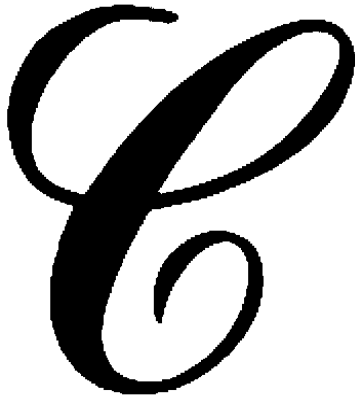
In signing this form, I understand and agree that:

- If I have been convicted of a listed offense, my employment shall be terminated. I also understand that if I have been convicted of a felony, other than a listed offense, the superintendent, or chief administrator and the board or governing body must each approve, in writing, my employment or work assignment.
- Until the criminal history report is received and reviewed by the employing school/district, I am regarded as a conditional employee and if the criminal history report is not the same as my representation(s) above, my employment contract is voided at the option of the school.

Signature

Date

Equal Opportunity Employer/Programs
Auxiliary aids and services as well as written publications in alternative accessible format are available upon request to individuals with disabilities.
Michigan Relay Center 1-800-649-3777 (Voice and TDD)



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Arrestment Disclosure Form

(NOTICE: only fill out & return if #3 on Conviction Disclosure Form applies)

Name (Please Print)

Position (Please Print)

Date of Arrestment (Please Print)

Pursuant to Public Act 131 of 2005, I, hereby disclose that I was arrested on the aforementioned date for the criminal offense of _____ in _____ Court, located in the State of _____, County of _____.

In signing this form, I acknowledge that I understand that failure to disclose this information is a violation of Public Act 131 and can result in action being taken relative to my certification and/or employment.

In signing this form, I acknowledge that I understand that should I be convicted of or pled guilty or nolo contendere (no contest) nor am I the subject of a finding of guilt by a judge or jury, it is my responsibility to disclose to the court that I am employed by a school, public or non-public. I also understand that if I am subsequently not convicted of any crime after the completion of judicial proceedings resulting from that charge, I must request, in writing, that the Michigan Department of Education and the employing school/district delete the report from my records.

Signature

Date

**Send form to Superintendent's Office and also to:
Director
Office of Professional Preparation Services
P.O. Box 30008
Lansing, Michigan 48909**

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Listed Offenses

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

Enumerated Misdemeanor Convictions Required Disclosure

- Felonious assault on a child, child abuse in any degree, or an attempt to commit child abuse in any degree
- Cruelty, torture, or indecent exposure involving a child
- Delivery of a narcotic to a minor or student or within 1,000 feet of school property (333.7410)
- Breaking and entering (750.115)
- Knowingly allowing a minor to consume or possess alcohol or a controlled substance at a social gathering (750.141a)
- Accosting, enticing, or soliciting a child for an immoral purpose (750.145a)
- Larceny from a vacant dwelling (750.359)
- Assault; assault and battery (750.81)
- Assault; infliction of serious injury (750.81a)
- Selling or furnishing alcoholic liquor to a person less than 21 years of age (436.33)

Required Disclosure and Immediate Suspension of Certificate Upon Conviction

- Manufacturing/delivering controlled substance (7401(2)(a)(i))
- Possession of a controlled substance (7403(2)(a)(i))
- Recruiting, inducing, soliciting or coercing minor to commit a felony (333.7416)
- Assault with intent to commit murder (750.83)
- Assault with intent to rob and steal armed (750.89)
- Attempt to murder (750.91)
- First degree murder (750.316)
- Second degree murder (750.317)
- Armed robbery aggravated assault (750.529)
- Misdemeanor—Delivery of a narcotic to a minor or student or within 1,000 feet of school property(333.7410)

2014 – 2015
LCISD Personnel Handbook
Acknowledgment

I _____ hereby acknowledge that I have read and
Name (Please Print)

understand the 2014-2015 LCISD Personnel Handbook on the LCISD website www.lewiscassisd.org. I also agree to abide by the rules and regulations outlined within.

I also understand that by law I am required within three (3) business days to self-report to my employer and the Michigan Department of Education if I have been arraigned/charged with certain identified crimes.

Employee

Date

Please sign and return to Char Vaughn
within one week of receiving this form