



# **WAYLAND UNION SCHOOLS**

## **EMPLOYEE HANDBOOK**

Revised July 2025

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## **INTRODUCTION**

Welcome!

Wayland Union Schools would like to welcome you as an employee of our fine school district. In addition to fulfilling the role of your particular position, you will be working collaboratively with other highly qualified professionals as part of an exceptional district that serves over 3000 students. We are committed to providing a high-quality education for students from cradle to career.

This Employee Handbook is a standard practice guide that provides information related to staff expectations and conduct, district-wide policies and procedures, payroll/salary, and benefits. The most up-to-date Employee Handbook can always be referenced on the District website [www.waylandunion.org](http://www.waylandunion.org). You are expected to carefully read the Employee Handbook and meet all expectations outlined in this document. If at any time you have questions about the information contained herein, please do not hesitate to ask your building principal, supervisor, or the human resources department.

We are confident that you will find your employment here, as a Wayland Union Wildcat, challenging and rewarding. Wayland Union Schools values each and every employee and the important role that you play in the growth and achievement of our students. Wear your green and white with pride!

### **Wayland Union Schools District Executive Administration**

Mr. Tim Reeves, Superintendent of Schools

Mrs. Teresa Fulk, Assistant Superintendent of Instruction

Mrs. Leslie Wagner, Assistant Superintendent of Finance and Operations

*Welcome to the Wayland Union School District.*

*All the members of the staff and I are pleased to have you as an employee and will do our best to help make your experience as productive and successful as you wish to make it.*

### **Administrative Offices**

893 E. Superior Street,

Wayland, MI 49348

Phone: (269) 792-2181 Fax: (269) 503-8877

### **Staff Handbook Purpose**

The purpose of this Employee Handbook is to outline regulations and procedures that are applicable to all Wayland Union Schools Employees. Adherence to these guidelines will allow for the smooth and efficient operation of your school or department, as well as Wayland Union Schools. If you have any questions about this Employee Handbook, please contact your immediate supervisor or Human Resources.

### **Statement of Assurance**

The Wayland Union Schools District Board of Education complies with all Federal and State laws prohibiting discrimination and with all requirements and Board Policies of the Wayland Union Schools District Board of Education. It is the policy of the Wayland Union Schools District Board of Education that no person on the basis of race, color, religion, national origin, ancestry, age, sex, marital status, handicap, or any protected class as defined under Federal or State law, shall be discriminated against, excluded from participating in, denied the benefits of or otherwise be subjected to discrimination in any program and/or operation. Please see Board Policy 2260 for additional information.

### **Amendments and Master Agreement Provision**

This Employee Handbook supersedes any and all conflicting prior practices and policies of the District, oral or written, and rescinds conflicting prior policies, procedures, handbooks or general District rules previously in effect. However, this Employee Handbook is subordinate to any Collective Bargaining Agreement, which covers teachers, ancillary staff, food service, bus drivers, maintenance or aides, and the provisions of any such Collective Bargaining Agreement shall prevail in the event of conflict with this handbook.

Any and all statements and policies contained in this Employee Handbook are subject to unilateral change, in whole or in part, by the District at any time. The District retains the right to change, modify, suspend, interpret or cancel, in whole or in part, any of the published or unpublished personnel policies and procedures of the District without advance notice in its sole discretion without having to give cause, justification or consideration to any employee. Recognition of these rights and prerogatives of the District is a term and condition of employment and of continued employment.

### **Equal Opportunity Employer NONDISCRIMINATION NOTICE**

In compliance with Title VII 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, and the Americans with Disabilities Act of 1990, it is the policy of the Wayland Union Schools that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, genetic discrimination, weight, marital or family status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Wayland Union Schools has appointed a Title VII, Title IX, Section 504/ ADA, and Age Discrimination Act Coordinator. Any questions, suggestions or complaints can be submitted in writing by contacting the District Compliance Officer, Executive Director of Human Resources, at:

Wayland Union Schools  
893 E. Superior St.  
Wayland, Michigan 49348  
(269) 792-2181, ext. 3003

## BOARD OF EDUCATION

The Wayland Union Board of Education is an elected body composed of seven school district residents which represents the views of the community on issues affecting education. During their four-year term, board members work together to establish policy, approve educational goals and curriculum changes, and work with the superintendent, administration, and staff to set direction for the district. Community members are encouraged to attend board meetings and to participate.



**Theresa Dobry**

President

Elected 2011

Term Expires Dec 2024

(616) 540-0334

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Vice-President

Elected 2022

Term Expires Dec 2026

(616) 886-8280

[koonj@waylandunion.org](mailto:koonj@waylandunion.org)



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Secretary

Elected 2021

Term Expires Dec 2024

(616) 366-6397

[hohnkeb@waylandunion.org](mailto:hohnkeb@waylandunion.org)



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Treasurer

Elected 2015

Term Expires Dec 2026

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**Stephanie Tromp**

Trustee

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Elected 2025

Term Expires Dec 2029

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**Norman Taylor**

Trustee

Elected 2023

Term Expires Dec 2026

(616) 293-6648

[taylorn@waylandunion.org](mailto:taylorn@waylandunion.org)

<b>NOTE:</b>	<p>This Employee Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in July 2022. If you have questions or would like more information about a specific issue or document, contact your school administrator(s) or access the document on the District's website: <a href="http://www.waylandunion.org">www.waylandunion.org</a> by clicking on "Board of Education" "BoardDocs" and finding the specific policy or administrative guideline in the Table of Contents for that section.</p>
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## FOREWORD

This Employee Handbook was developed to answer many of the commonly asked questions that Employees may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook accessible (or bookmark it) for your frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your direct supervisor).

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to any employee, but only reflects the current status of the Board's policies and the School's rules as of October 16, 2023. If any of the policies or administrative guidelines referenced herein are revised after October 16, 2023 the language in the most current policy or administrative guideline prevails.

# WAYLAND UNION SCHOOLS MISSION, VISION, AND BELIEFS

## **Mission**

We will challenge and inspire all students to become lifelong learners and productive citizens.

## **Vision**

Challenge and inspire all students.

## **We believe...**

- ...in all students.
- ...all students can learn.
- ...in providing meaningful opportunities for all students.
- ...in fostering diverse and trusting relationships.
- ...community involvement is essential for student success.

## **Philosophy** ([\*Board Policy 2110\*](#))

The all-inclusive purpose of the school is the perpetuation and improvement of life in America and the world through achieving the fullest possible development and maintenance of an efficient, economical, and meaningful educational program aimed at meeting the identified local educational needs.

Further, it is realized by the Wayland Union Board of Education that the school should reflect the desirable characteristics of the community. The District needs to periodically monitor itself and be aware of changing times, ideas, and values that may have effects on the educational program. Changes in technology call for appropriate updating of courses offered, textbooks selected, and equipment purchased. As society changes, so must the school's curriculum respond in order to assure that all of our students have an equal opportunity to meet the challenges of living in this changing world.

We believe that education is the interrelated responsibility of the family, school, and other social institutions. The family has the primary responsibility to stimulate the desire to learn. The school has the responsibility to further encourage that desire and develop skills, knowledge, attitudes, and values.

We believe the classroom teacher is the key to an effective school. The teacher should work to impart knowledge, develop skills, motivate, encourage self-motivation, stimulate creativity, and foster interests. Teachers should, moreover, strive to help students achieve a positive self-image and an understanding of the cultural, social, and ethical standards of our society.

We believe that the practical application of the above-stated philosophy will result in the fulfillment of our obligation to students, parents, and society.

## **WAYLAND UNION SCHOOLS - SCHOOL COLORS**

Wayland Union School colors are dark green and white (black accents are allowable).

## **WAYLAND UNION SCHOOLS - MASCOT**

The school district mascot is the right-facing wildcat.



## School Lunch

School lunch is provided through the Wayland Union Schools Food Service. Prices are determined annually by the Board of Education and are published in the school newsletter.

All students receive a free lunch. Wayland Food Service Director: 269-792-3150

## School Transportation

The Wayland Union Board of Education provides transportation to school and home for more than 60% of the total school enrollment. Teachers and administrators can assist the transportation program by reinforcing proper bus riding procedure. The transportation supervisor can be reached by calling 269-792-2262.



## EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school, on school transportation or at a school-sponsored event or activity should immediately contact a School District Compliance Officer listed below:

Name: Andrew Augustin  
Position: Dorr Elementary Principal  
District Phone: (616) 681-9637  
Email: [TitleIXCoordinator1@waylandunion.org](mailto:TitleIXCoordinator1@waylandunion.org)

Name: Dana Look  
Position: Human Resources Specialist  
District Phone: (269) 792-2181  
Email: [TitleIXCoordinator2@waylandunion.org](mailto:TitleIXCoordinator2@waylandunion.org)

Complaints will be investigated in accordance with the procedures as described in Board Policy. Any person making a complaint or participating in a school investigation will be protected from any threat or retaliation. A District Compliance Officer can provide additional information.

## BUILDING INFORMATION

### Wayland Union High School

870 E. Superior Street  
Wayland, MI 49348  
Phone: (269) 792-2254  
Fax: (269) 503-8877  
P: Santino Di Cesare  
AP: Karyll Russell  
AP: Brett VanDeRoer  
AD: Adam Valk

### Wayland Union Middle School

701 Wildcat Drive  
Wayland, MI 49348  
Phone: (269) 792-2306  
Fax: (269) 503-8877  
P: Rachel Cimek  
AP:

### Pine Street Elementary

201 Pine Street  
Wayland, MI 49348  
Phone: (269) 792-1127  
Fax: (269) 503-8877  
P: Robyn Robinson  
AP: Mike Omness

### Steeby Elementary

435 E. Superior Street  
Wayland, MI 49348  
Phone: (269) 792-2281  
Fax: (269) 503-8877  
P: Karri Bailey

### Dorr Elementary

4159 18th Street  
Dorr, MI 49323  
Phone: (616) 681-9637  
Fax: (269) 503-8877  
P: Andrew Augustin

### Baker Elementary

507 W. Sycamore  
Wayland, MI 49348  
Phone: (269) 792-9208  
Fax: (269) 503-8877  
P: Amanda Nast

### Administration

850 E. Superior St.  
Wayland, MI 49348  
Phone: (269) 792-2181  
Fax: (269) 503-8877  
Supt: Tim Reeves  
Asst Supt: Teresa Fulk  
Asst Supt: Leslie Wagner

### Building & Grounds

324 W. Sycamore  
Wayland, MI 49348  
Phone: (269) 792-9153  
Fax: (269) 503-8877  
Supvr: John Huyck

### Transportation

851 Wildcat Dr.  
Wayland, MI 49348  
Phone: (269) 792-2262  
Fax: (269) 503-8877  
Supvr: Karla Heckathorn

## School Day Schedule

<b>Wayland Union High School</b> <i>School Hours:</i> 7:40 a.m. - 2:35 p.m.  <i>Half Day Dismissal:</i> 10:35 a.m.	<b>Wayland Union Middle School</b> <i>School Hours:</i> 7:45 a.m. - 2:40 p.m.  <i>Half Day Dismissal:</i> 10:45 a.m.	<b>Pine Street Elementary School</b> <i>School Hours:</i> 7:30 a.m. - 2:28 p.m.  <i>Half Day Dismissal:</i> 10:30 a.m.
<b>Steeby Elementary School</b> <i>School Hours:</i> 8:45 a.m. - 3:45 p.m.  <i>Half Day Dismissal:</i> 11:45 a.m.	<b>Dorr Elementary</b> <i>School Hours:</i> 8:50 a.m. - 3:50 p.m.  <i>Half Day Dismissal:</i> 11:50 a.m.  <i>Preschool Hours:</i> 9:00 a.m. - 3:15 p.m.	<b>Baker Elementary</b> <i>School Hours:</i> 9:00 a.m. - 4:00 p.m.  <i>Half Day Dismissal:</i> 12:00 p.m.  <i>Preschool Hours:</i> 9:05 a.m. - 3:20 p.m.

## Frequently Used Contact Numbers

\*\*Please Refer to the District [Who Do I Call Chart](#) \*\*

	Phone Number	Fax Number
HS Main Office	(269) 792-2254	(269) 503-8877
HS Guidance Office	(269) 792-1144	N/A
HS Athletic Office	(269) 792-2254 x1006	N/A
Allegan Co. Area Technical & Education Center (ACATEC)	(269) 512-7800	N/A
MS Main Office	(269) 792-2306	(269) 503-8877
MS Guidance Office	(269) 792-3061	N/A
MS Athletic Office	(269) 792-3061 x1401	N/A
Pine Street Main Office	(269) 792-1127	(269) 503-8877
Steeby El. Main Office	(269) 792-2281	(269) 503-8877
Dorr El. Main Office	(616) 681-9637	(269) 503-8877
Baker El. Main Office	(269) 792-9208	(269) 503-8877
Special Programs Office	(269) 792-3069	(269) 503-8877
Transportation Office	(269) 792-2262	N/A
Technology Office	(269) 792-6611	N/A
Community Ed. Office	(269) 792-9153	N/A
Dining Services Office	(269) 792-3150	N/A

## Frequently Requested Phone Numbers

Child Protective Services	(855) 444-3911
Wayland Fire Department	(269) 792-6300 (non-emergency)
Wayland Police Department	(269) 792-9366 (non-emergency)
Henika District Library, Wayland	(269) 792-2891
Dorr Township Library	(616) 681-9678
Michigan Education Association	(800) 292-1934
Michigan Department of Education	(517) 373-3324
Michigan Teacher Prep & Cert	(517) 373-3310
Allegan County Health Department	(269) 673-5411
Office of Retirement Services (ORS)	(517) 284-4400

**WAYLAND UNION  
SCHOOLS  
EMPLOYEE HANDBOOK**

## **Attendance/Tardiness**

The District maintains established business hours based on the building schedule. Regularity of attendance and punctuality is essential to the orderly performance of our work. As an employee, regular, reliable and punctual attendance is an essential function of your position. When you are absent or late for work, others must perform your work just as you must perform their work when they are absent. Employees are urged to use leave time only when necessary.

You are required to report to work on time and be prepared to start work at your regularly scheduled starting time. You are also required to remain at work through the end of your schedule except for regularly scheduled breaks or authorized leaves. It is important that when you find it necessary to be absent, you complete the RedRover/SFS2K process and/or notify your supervisor as soon as possible before you are expected to arrive at work, but no later than one hour before your normal scheduled starting time.

Employees requiring a guest substitute need to report their absence as early as possible for the District to schedule the best possible substitute to fill your position. Scheduled absences such as in-services and personal business days need to be reported immediately upon approval to ensure your position is filled. Many guest employees also work for surrounding districts and their availability may be limited.

If an emergency arises and you will be absent or tardy, you need to contact your supervisor immediately. Absent extenuating circumstances, you must call in on any day you are scheduled to report and will not be able to report.

Excessive absenteeism, whether excused or not, is not acceptable. Each situation of excessive absenteeism or tardiness will be evaluated on a case-by-case basis. If you fail to report to work without any notification to your supervisor for a period of three (3) consecutive workdays or more, this shall constitute your voluntary termination of your employment with the District.

## **Absence Without Pay**

Refer to your employee group CBA or group financial package regarding absences without pay. If you are denied time off without pay and you are absent on that day, you are subject to disciplinary action, up to and including discharge.

A progressive disciplinary action, may accompany an unpaid absence occurrence.

## **Leaves of Absence**

A request for personal leave of absence, disclosing the reason, must be submitted in writing to your direct supervisor and to the Human Resources Specialist and is not to exceed one year in duration. Refer to your employee group CBA or group financial package.

## Conduct

As a member of the District, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times.

This not only involves sincere respect for the rights of others, but also demands that both in their business and personal life, employees refrain from any behavior that might be harmful to them, their co-workers, or the District, or that might be viewed unfavorably by current or potential residents or by the public at large. Whether behavior is during or outside of work hours, employee conduct reflects on the District and the highest standards of professionalism are encouraged at all times.

If your performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of the District, based on District policies, rules, regulations, or contract provisions, you may be subject to disciplinary action, up to and including dismissal.

## Customer Service

Wayland Union Schools is committed to providing excellent customer service that is grounded in common standards, systems, and principles. It is the District's expectation that employees maintain healthy relationships with students, parents, co-workers, community members, and all stakeholders related to the school community.

We are here to serve. Think long term. Positive interactions create a customer for life. Keeping them happy will keep them loyal and is the best marketing tool you could ever have (word of mouth).

## Dress Code/Grooming

Each employee is a representative of their building/department and the District. It is expected that all employees will maintain a professional appearance, good hygiene and appropriate dress to reflect their position within the District. Employees showing good taste in their dress represent a positive example to our students and community.

The standard for dress at Wayland Union Schools is **business casual** for teachers, administrators, aides, secretaries, and non-affiliated groups and **work casual** for bus drivers, technology, and maintenance staff. Mechanics and Food Service employees are uniformed workers and shall wear the required uniform instead of business or work casual.

### *Business Casual*

#### Appropriate attire:

**Pants:** Casual slacks, corduroy pants, khaki of any color, dress pants, cargo pants, capris, cropped or ankle length pants.

**Shorts:** (Fabric same as pants) Knee or "fingertip length"

**Dresses/Skirts:** Hems must be appropriate, professional length (no more than 2 inches above the knee).

**Shirts/Tops:** Any professional-type top or sweater i.e. knit or polo-type shirts, button-up shirts, turtlenecks, blazers, jackets, cardigan sweaters, ties or dress vests.

**Shoes:** Most shoe styles (loafers, pumps, or tennis) are fine as long as they do not interfere with the safety or prohibit the completions of the employee's duties

**Inappropriate attire:**

**Pants:** Tight/form-fitting pants of any kind; sweatpants, pajama bottoms; nylon or spandex/exercise pants; low-rise/midriff baring pants of any kind; ultra-low-rise, tattered, torn or blue jeans of any color (exceptions for activities calling for such attire), Lycra and/or Spandex leggings (unless the top being worn with the leggings comes at least to mid-thigh).

**Shorts:** Blue jean shorts; cut-offs; short-shorts; gym or jogging shorts.

**Dresses/Skirts:** Sundresses, mini-skirts, skirts with high cut slits, dresses with cutout areas, cocktail dresses, or tight/form-fitting items.

**Shirts/Tops:** Included but not limited to: religious beliefs, political statements; alcohol or drug slogans; obscene or offensive language; cut-off sleeves; spaghetti straps; halter tops; low-cut/backless/sheer or revealing tops, tight fitting or body hugging Lycra, Spandex tops or muscle shirts.

**Shoes:** Shower-type, rubber flip-flops; shoes that may be ill-advised for some tasks.

***Work Casual*****Appropriate attire:**

**Pants:** Casual slacks, corduroy pants, khaki of any color, dress pants, cargo pants, capris, cropped ankle length pants or denim that is somewhat dressy, fresh and sharp with no wear or holes.

**Shorts:** (Fabric same as pants) Knee or “fingertip length”

**Dresses/Skirts:** Hems must be appropriate, professional length (no more than 2 inches above the knee).

**Shirts/Tops:** Any professional-type top or sweater i.e. knit or polo-type shirts, button-up shirts, turtlenecks, blazers, jackets, or cardigan sweaters.

**Shoes:** Most shoe styles (loafers, pumps, or tennis) are fine as long as they do not interfere with the safety or prohibit the completions of the employee’s duties

**Inappropriate attire:**

**Pants:** Tight/form-fitting pants of any kind; sweatpants, pajama bottoms; nylon or spandex/exercise pants; low-rise/midriff baring pants of any kind; ultra-low-rise, tattered or torn pants of any color (exceptions for activities calling for such attire), Lycra and/or Spandex leggings (unless the top being worn with the leggings comes at least to mid-thigh).

**Shorts:** Cut-offs; short-shorts; gym or jogging shorts.

**Dresses/Skirts:** Sundresses, mini-skirts, skirts with high cut slits, dresses with cutout areas, cocktail dresses, or tight/form-fitting items.

**Shirts/Tops:** Included but not limited to: religious beliefs, political statements; alcohol or drug slogans; obscene or offensive language; cut-off sleeves; spaghetti straps; halter tops; low-cut/backless/sheer or revealing tops, tight fitting or body hugging Lycra, Spandex tops or muscle shirts.

**Shoes:** Shower-type, flip-flops, open-toed shoes of any kind or shoes that may be ill-advised for some tasks.

**Inappropriate Accessories:** Hats or bandannas worn inside the building, paraphernalia, accessories or body adornments that are/or contain advertisements, symbols, words, slogans, patches, or pictures that: refer to drugs, tobacco, alcohol or weapons; are sexual in nature; by virtue of color, arrangement, trademark or other attributes denote membership in gangs which advocate drug use, violence, or disruptive behavior; obscene, profane, vulgar, lewd, or legally libelous; threaten the safety or welfare or any person; promote any activity prohibited by the student code of conduct; otherwise disrupt the teaching-learning process.

An employee’s clothing and grooming should not interfere with their job duties, create a safety hazard or disrupt the workplace or educational environment. Your supervisor may assist you in determining

what attire is appropriate. Some jobs may have additional dress restrictions for safety reasons. You may be subjected to discipline for violating this policy. If a uniform is provided, the employee is expected to wear that uniform and to keep it in a clean, presentable condition. Refer to Board Policies 3216 and 4216 for additional information.

## **Complaints – Students, Employees, Parents and Other Persons**

Wayland Union Schools takes seriously all concerns or complaints by students, employees, parents or other persons. While written reports are encouraged, a complaint may be made verbally. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate. It is best to discuss concerns or complaints with the person most familiar with the incident and, if the concern or complaints is not satisfactorily addressed, to the principal or supervisor, superintendent and school board.

Federal law requires that school districts designate specific individuals and procedures for disability discrimination, sex discrimination, equal education and employment opportunity, homeless and harassment.

The Human Resource Specialist, the Title IX Coordinator and the Section 504 Coordinator are responsible for addressing allegations and complaints related to violations of civil rights, discrimination based on sex and discrimination based on disability within the school district.

The following people have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator  
Andrew Augustin  
Dorr Elementary Principal  
Office Phone: 616-681-9637  
[augustina@waylandunion.org](mailto:augustina@waylandunion.org)

Title IX Coordinator  
Dana Look  
Human Resources  
Office Phone: 269-792-2181  
[lookd@waylandunion.org](mailto:lookd@waylandunion.org)

Section 504 Coordinator  
Teresa Fulk  
Assistant Superintendent  
Office Phone: 269-792-2181  
[fulkt@waylandunion.org](mailto:fulkt@waylandunion.org)

## **Employees' Children at Work**

The presence of children in the workplace with the employee parent during the employee's workday should be avoided except in emergencies and only with approval from the employee's supervisor. This practice has been established to avoid disruptions in job duties of the employee and co-workers, reduce liability, and help maintain the District's professional work environment.

If bringing a child to work with the employee is unavoidable, the employee must contact their supervisor as soon as possible to discuss the situation and request permission. Factors the supervisor will consider are the nature of the parent's work, the age of the child, how long the child needs to be present in the workplace, etc. Consideration will not be given to allowing a child with an illness to come to work with the employee.



## **Employee Name and Address Changes**

Please report all name, address, and phone number changes to Human Resources via email at [hr@waylandunion.org](mailto:hr@waylandunion.org) and your building/department administrative office as soon as possible. Contact information will not be distributed outside of the District without the employees consent or as required by law.

## **Employee Involvement in Decision Making**

It shall be the policy of the Board of Education to encourage employee input into 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. During staff meetings, employees are encouraged to voice their opinions regarding policies, regulations, operations and/or recommendations being prepared for the Board of Education's consideration. The administration and Board of Education shall give consideration to all recommendations received. Final action and responsibility remains with the Board of Education, which holds the vested authority for the operation of the school district.

## **Exit Interview**

Exit interviews for all employees leaving the employment of Wayland Union Schools should be held with either the employee's immediate supervisor, Human Resources, or via an online questionnaire form. If you wish to have an in-person exit interview, you must contact [hr@waylanunion.org](mailto:hr@waylanunion.org). This interview must be held on or before the last day of work. The purpose of the interview is to:

1. Make certain that the District's equipment is turned in (i.e., keys, books, technology, etc.), if not, then the employee may be charged;
2. Determine for official record the nature of the termination, (i.e., quit to take another position, moving out of the area, etc.);
3. Determine the date the employee will receive their last paycheck and date of the termination of fringe benefits, and;
4. Determine if the employee wishes to continue certain fringe benefits at their own expense, (i.e., life insurance, health insurance, etc.);
5. To seek information to improve services to the District, students, parents and community.

## **Jury Duty**

Employees called to serve on a jury, or subpoenaed to appear in court due to or because of their position with the school district, on a day when they are scheduled to report to work should enter their absence in the district's absence tracking system. If the service is 3 days or less, the employee is allowed to keep the full payment received by the court and will receive their regular daily rate. If the service is more than 3 days, the employee shall provide documentation showing the amount received from the court for the full duration. The employee's check will be reduced by the amount paid for all days served, excluding the mileage, and they will receive their regular daily rate.

## **Mail and Official Notices**

There is a mailbox in the office of each building for every staff member. This box is for the staff member's mail and school communications. All staff members are expected to check their mailboxes regularly and will be held accountable for notices and memorandums placed in their boxes. Under no conditions should money be put in the mailbox. No material other than authorized school communications shall be placed in the staff member's mailbox except by advanced permission of the building principal; that is, circulars, advertising, etc.

Letters and packages related to an employee's work assignment can be turned into departmental secretaries for mailing.

### **Maintenance of Building and/or Equipment**

Employees concerned with building maintenance and/or equipment maintenance should contact their immediate supervisor or building principal. A maintenance request form should be completed, via FMX, if a repair needs to be performed. Under no circumstances should the staff member take it upon themselves to repair or contract for the repair of equipment without the prior approval of administration.

Please use care when affixing items to the walls. Use paint-friendly materials (poster putty, etc) when hanging items on the walls.

### **Media Coverage**

The official spokesperson for the Wayland Union Schools is the Superintendent or their appointed designee.

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 the prior approval of their immediate supervisor in collaboration with the district's Communication Specialist.

In addition to its website, the District publishes its newsletter, *The Green & White*, during the school year. The purpose of the newsletter is to provide citizens throughout the District with information regarding WUS operations, its students, and related events.

### **Political Activities**

Employees have the right to campaign for and to hold elected public office. However, as a candidate yourself or on behalf of another individual or issue, you may not campaign during school/work hours, use District supplies, equipment, or email system for political campaigning, or involve students or other school personnel in any political campaign during any school/work hours. Prohibited political activities during work hours include: wearing political buttons, soliciting political contributions, displaying political posters on school vehicles.

### **Social Media** (*Policy 7530.02*)

Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the website.

A large percentage of internet traffic is centered on the use of social media. Examples of social media include, but are not limited to: Facebook, Twitter, YouTube, Instagram, SnapChat, blogs, wikis, social book-marking, document sharing and email. Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. An employee's use of internet resources must comply with the District's Acceptable Use Policy and any user agreements.

The lines between public and private, personal and professional are blurred in the digital world. Even when you have a disclaimer or use a different user name, you will always be considered to be a Wayland Union Schools (WUS) employee. Whether it is clearly communicated or not, you will be identified as

an employee of the WUS in what you do or say online. Behavior unbecoming of a WUS employee as determined by administration is subject to disciplinary action and/or termination.

The District recognizes the value and increasing role of online social media. Policy 7530.02 is the District's Policy on Social Media. The purpose of the policy is to address employees' use of social media in the classroom, during work time, or while using the District's computer network, computers, or technology. This policy also provides guidance to staff on appropriate conduct when utilizing social media in their personal lives, namely with respect to sharing of the District's confidential or proprietary information, using the District's logo, disclosing student information that is protected by Family Educational Rights and Privacy Act ("FERPA"), the importance of posting content consistent with the staff member's status as a role model, and maintaining appropriate professional boundaries when interacting with students.

### **Staff Development Record**

The staff of Wayland Union Schools is an integral part of the total success of the organization, and the ongoing training and development of the staff is essential to the efficient and effective delivery of services. Staff will be given opportunities to engage in staff development activities in order to maintain and improve job skills and performance, individual growth, and professional development. Staff members, who are required to participate in a minimum number of professional staff development hours per year, are personally responsible for completing sign-in sheets and PD evaluation forms.

### **Staff Ethics**

An effective educational program requires the services of individuals 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 professional duties. In keeping with the ethical responsibilities of staff, the Board of Education requires that staff not engage in any romantic or sexual relationship of any kind with students of this District, regardless of their age. Staff must not provide alcohol, drugs, cigarettes, or any other contraband to a student. Please refer to Board Policy 3210 for more information.

### **Storage of Personal Items on/in School District Property**

School district lockers and storage areas, including locking desk drawers and/or locking cabinets, remain the property of the school district. The District reserves the right, at all times, to have authorized personnel conduct searches or inspections of employee lockers or storage areas. There is no general or specific expectation of privacy for items stored on/in school district property. If an employee uses a locker or other storage area at work, including a locking desk drawer or locking cabinet, the lock or key shall be provided by the district; no employee shall place a personal lock on the property of the district. Placing a personal lock on school district property may result in forcible removal of the lock by whatever means necessary and at the financial expense of the employee.

## **Student Abuse and Neglect**

The Board of Education is concerned with the physical and mental well-being of the students of the District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Every professional staff member employed by the District who has reasonable cause and a good faith belief to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

The professional staff member shall immediately call the Centralized Intake for Abuse and Neglect at (855) 444-3911. They shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect, including maintaining a written copy verifying the date, time, and content of the report.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and may subject the disseminator to discipline.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by a staff member. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent (available at [www.waylandunion.org](http://www.waylandunion.org)).

## **Classroom/Office Environment**

The district strives to create a safe, inviting, and aesthetically pleasing building, classroom, and/or office environments. Staff should limit the use of large items such as couches, overstuffed chairs, and other fabric or upholstered furniture, and pillows in classrooms/offices due to the increased fire hazard and potential for allergens and indoor air quality problems.

## **Work Environment**

Staff members are expected to maintain their work environment. Before departing at the end of the workday, staff should secure all files and cabinets, clear all work materials from desk surfaces that are of a sensitive or confidential nature, turn off all technology, lights, and lock and secure doors.

## **Work Schedule**

Your supervisor determines an employee's specific work days and hours. Any time an employee is absent from work, they are required to submit a request for time off. Approval of such leave must be obtained prior to the absence, except when using sick leave for unplanned absence due to illness. All time off should be recorded in The Employee Group's Time Management System. Links to both systems are available on the "For Staff" tab on the district website.

When all available paid leave has been exhausted, leave without pay may be granted by the district in limited situations, as provided in the applicable employee agreement or collective bargaining agreement.

These situations are considered to be “once in a lifetime” occasions, or are required by federal or state law

Hourly employees must obtain supervisor approval prior to working any hours beyond their regularly scheduled work day. If the additional time is approved by your supervisor, you must include a note on your timecard providing an explanation and that approval was obtained. Failure to obtain prior approval, may result in discipline.

## **Workplace Communication**

### **Email**

As an employee of the School District, you will have access to the School District email system. Email is our primary source of providing information to our employees. Employees should review their messages as frequently during the day as their schedule allows and reply in a timely manner. It’s a good practice to use the “out of office” feature on the email system when you will be gone for an extended period of time. School District-assigned email accounts are the property of the School District and are intended to be used to conduct School District business.

### **Mail**

An individual mailbox may be assigned to employees at their work site. Employees should check with their supervisor regarding expectations for checking their mailbox. Mailboxes assigned in the buildings are property of the School District and should be utilized for school district business.

### **Voicemail**

Employees with voicemail should listen to their messages during the day as their schedule allows and return messages in a timely and responsive manner. It’s a good practice to use the “extended absence” feature on the voicemail system when you will be gone for an extended period of time.

### **Website**

The School District website, [www.waylandunion.org](http://www.waylandunion.org), contains a wide variety of information about the School District, our programs, employment policies, telephone numbers, upcoming events, and community education. Employees should familiarize themselves with the School District website and refer to it in order to obtain necessary information.

## **Cash Receipts**

All cash receipts for school clubs, instructional projects, or activities must be turned over to the building secretary within 24 hours of receipt. Funds are not to be kept overnight in classrooms, offices, homes, etc. All funds are to be deposited daily with office staff who will utilize the district’s courier services to deposit funds with the bank.

Inform your building secretary by completing the necessary cash receipt form for what the monies are for and the account number to which the dollars should be applied.

## **Fundraising Projects**

The District discourages excessive engagement of door-to-door selling of items.

1. All school affiliated individuals, organizations, classes, clubs, etc., requesting a fund raising project or activity, either in-or-out-of-school, need to complete the Request for Fundraising Project form (available at [www.waylandunion.org](http://www.waylandunion.org)) and submit to the building administrator who will then forward for final approval to the Assistant Superintendent of Finance and Operations.
2. Each school year, beginning April 15, application forms will be available and when completed, accepted for consideration of approval for the following school year. Applications for August and September fundraisers should be submitted before June 1. For later months, applications submitted by August 1, will be adequate, but any requests made after that date will be considered on a first come, first served basis. Approval will depend upon a determination of open and acceptable activity, dates, and time, so there is not a conflict with previously scheduled activities.
3. Applications are available on the District website. To be considered for approval, request applications must first be forwarded to the building principal, and then forwarded to the Assistant Superintendent of Finance & Operations. The Assistant Superintendent of Finance & Operations has the authority to accept or reject all requests, based on the District's current fundraising guidelines.
4. After Labor Day, a complete schedule of approved fundraising projects and activities will be available, and approvals will be returned to applicants. Your activity is not to begin before, or continue beyond, the approved dates.
5. Any fundraising activity involving Wayland Union Schools affiliated individuals, organizations, classes, clubs, etc., found being conducted outside of this required procedure may be terminated by order of the Wayland Union Schools Board of Education, with products and proceeds returned to original parties.

## **Raffles**

All raffles held in the state of Michigan by nonprofit organizations must be licensed by the state. All the information one needs can be found on the Charitable Gaming Division website at [www.michigan.gov/cg](http://www.michigan.gov/cg), or you can call 517-241-7889 or 517-335-5780. If you are charging people or requiring donations to participate in a drawing for a prize, including door prizes at an event where admission has been charged and 50/50 drawings, you are conducting a raffle.

The organization must submit qualification information to the lottery bureau prior to receiving a raffle license. See the website for details. The law specifies what information must be on a raffle ticket if sold in advance. It is illegal for anyone under the age of 18 to sell or buy a raffle ticket. All raffle prizes must be awarded.

## **Student Activities Accounts**

Principals shall approve the sponsors of each activity group and all-purpose clauses, anticipated revenue, and anticipated expenditures for each activity program. A system of internal controls should be implemented in order to safeguard the assets of the student activity funds to ensure that the students will receive the benefits sought. Funds must be accounted for by fund, function, cost center, and operational unit in accordance with the Michigan School Code Accounting Manual.

All expenditures from a student activity fund must follow the district's purchasing process.

Installment and lease purchases are prohibited.



All monies collected should be deposited in accordance with district cash handling procedures. The disposition of unspent activity funds will be determined by the Board.

## **Purchasing**

All purchasing should be done using the district's purchase card process using the following steps:

- Employee with purchase cards, after obtaining administrator approval, orders the items and charges are applied to the staff members purchase card. The Staff member is responsible for assuring the price of the item is competitive. This may include checking prices with two or more vendors.
- Employees without purchase cards submit a purchase request to the appropriate building secretary or department chairperson (High School only), after receiving administrator approval the secretary or departmental chairperson orders the items using their purchase card. Secretary or departmental chairperson is responsible for assuring the price of the item is competitive. This may include check prices with two or more vendors.
- Cardholders reconcile their purchases monthly using the district's purchase card reconciliation process. All purchases must be supported with original itemized receipts which are to be submitted too with the cardholder's monthly reconciliation. Purchases not substantiated with an itemized receipt will be considered a personal purchase and will be deducted from the employee's paycheck. Monthly reconciliations must be completed by the 5th of each month.
- All cardholders are required to sign a "cardholder agreement" prior to receiving their purchase card. Staff who are provided a district-issued purchasing card will keep the card secure at all times. Staff will not share the purchasing card with others. Sales tax on purchases will not be paid unless prior approval is received from the Business Office
- All purchase card reconciliations are reviewed and approved by the appropriate administrator and are also reviewed by business office staff and the Assistant Superintendent of Finance and Operations.
- Intentional misuse of the purchasing card may result in discipline up to and including dismissal as well as referral to law enforcement.

## **Mileage Reimbursement**

School employees required to use their privately-owned vehicles for school purposes, should keep a record of their mileage and be reimbursed. Mileage reimbursements can be done on an Expense and Travel Reimbursement Form (available at <https://waylandunion.org/staff/>). Requests for reimbursement must be done monthly. Mileage is not reimbursed from your home to work or work to home.

## **Payroll Dates**

All employees are paid through electronic payroll deposit. Paychecks are deposited on the 5th and 20th of the month. If a scheduled payday lands on a Saturday, Sunday or a federal holiday, pay will be deposited on the business day prior to the holiday.

## **Personnel Matters**

All Wayland Union Schools applications are submitted and processed through an online system. Please see the [district website](#) for additional information.

EduStaff, GRBS, and other contracted employees are processed independently (outside of Wayland Union Schools).

## **Service of Office/Classroom Equipment**

Some of the mechanical, technical, and/or electronic office machines are covered by maintenance contracts. If an employee has such a machine and that machine needs service, the employee should see their immediate supervisor. If a photocopier breaks down, notify the building office secretary immediately. If a machine needs service, the designated personnel will follow through on the acquisition, verification, and payment.

## **Workplace Health, Safety, and Security**

Wayland Union Schools strives to achieve a work environment that is warm, friendly, and welcoming and, at the same time, one that is safe and secure for all who use our building.

## **Job Safety**

The School District is committed to developing and maintaining safe working environments. Help prevent injuries by observing general safety rules, removing hazards in the workplace, and immediately reporting unsafe conditions to the appropriate person. It is very important for all employees to follow safety guidelines to avoid injuries on the job. The following is a list of safety protocols all employees are required to follow:

- Know the locations of exits, fire extinguishers, alarms, Automated External Defibrillators (AEDs), and first aid materials at the worksite.
- Seek information or training from the appropriate person when required to operate any equipment or handle any type of chemical.
- Abstain from attempting to lift or carry an object that is too heavy to handle.
- Seek help from another employee to minimize the potential for injury.
- Report any safety hazards, and any information received from others that could impact the health and safety of others, to a supervisor.
- Be aware of the surroundings and wear appropriate apparel for current weather conditions and work environment.
- Report to a supervisor any information received regarding an individual who may be considering harming himself/herself or others.

## **Accident Reporting**

All injuries that occur on school property shall be reported immediately to the employee's supervisor and a written report should be completed within 24 hours of the injury and submitted to the Central Office. All employees who are injured on the job must fill out an accident report (obtained on the staff webpage). Please use the form provided to your office personnel according to the stated directions to report all employee injuries. Except in the case of an emergency, approval to seek treatment should be obtained from the Business Office Specialist, Human Resources or the Superintendent. If an employee needs immediate or lifesaving medical attention, 911 will be called. Please contact the Business Office Specialist (ext. 3002) for questions regarding Workers Compensation procedures and required paperwork. Refer to Board Policy 8442 for additional information.

All bills that are incurred in the treatment of on-the-job accidents should be forwarded to the Administration Building.



School employees have the obligation to think SAFETY for their own benefit as well as the students' and staff well-being.

### **School Vehicle Accidents**

Accidents involving school vehicles or vehicles involved in school business should be reported to the Assistant Superintendent of Finance and Operations (269-792-2181) or Transportation Supervisor (269-792-2262).

### **Annual Employee Safety Training – Vector Solutions (Formerly SafeSchools)**

The school district provides information and training to employees in a number of areas on an annual basis. These trainings, provided through Vector Solutions, are mandatory for all employees. To access the Vector Solutions click on the “For Staff” tab at the top of the District webpage, and then click on “Staff Quick Links”, you will see a link for Vector Solutions. To log in, you will be required to enter your Vector Solutions User ID which will be provided to you by the Business Office Specialist.

### **Building Access/Visitor Screening**

Designated entrances at each site will be the only point(s) to enter and exit the building during normal operations. All school buildings shall remain locked during normal school hours. Under no circumstance should an employee prop open an exterior door as doing so provides an opportunity for outsiders to access the building(s).

If a staff person notices an open door they are required to investigate and close the door.

- If the cause of the alarm is apparent and the staff member has investigated and determined there is no threat, no further action is needed.
- If the cause of the open door is not apparent to the staff member investigating, then they are required to contact the office staff immediately for further investigation.

Anyone not employed by the District shall be required to check-in at the building main office where individuals will be screened via the district's visitor screening system and issued a visitor pass before access to the building will be allowed. All other doors will only be used for emergency exits and are alarmed at all times.

### **District Security**

All classroom staff will keep their inside classroom doors in a closed and locked position at all times that students are present in the classroom. Staff will keep their outside classroom doors (if applicable) closed in a locked position at all times.

The District's School Safety Officer provides security and safety coverage during the school year and at school events. Matters of safety or security should be referred to the school administration (principal) and the Safety Officer for investigation and resolution. Staff members, who anticipate the planning of large or major events such as music concerts, theater productions, graduation, etc., should organize the activity in consultation with the Facilities Use Coordinator, the respective School Principal or designee, and the District Safety Officer, who will coordinate crowd control and parking for the event.

### **Building Keys/Access Cards**

All employees will be issued and are required to wear an employee identification badge (which also serves as their building access card) in a way that it can easily be observed at all times. Badges are issued when hired or at the District's discretion. New employees are issued an ID badge when fingerprint results

have been received and required new hire paperwork is complete. If you lose your ID badge, or it is stolen, please contact the Maintenance Department immediately and notify your supervisor. There will be a \$10.00 fee assessed to individuals requesting a replacement card due to loss or theft. Faulty cards will be reissued at no cost to the employee.

Do not unlock exterior doors at any building site with a traditional door key. All district exterior entrances must be unlocked using a valid access card or by programming through the security system.

District keys will be distributed on as needed basis. Your supervisor will determine if you require keys and will take necessary steps to get them for you. Keys and access cards are the property of the school district and must be returned when changing work locations or upon termination of employment.

Keys/ID Badge should never be loaned to anyone including another employee or a student. Keys/ID Badge should never be reproduced. Keys/ID Badge and any other district property must be surrendered upon termination of employment. Misuse or distribution of keys and/or access cards may result in a loss of keys/smart card privileges and disciplinary action, as determined necessary by your direct supervisor.

### **District Safety Officer / School Resource Officer**

The District Safety Officer and the School Resource Officer provides security and safety coverage during the school year and at school events. Matters of safety or security should be referred to the school administration (principal) and the Safety Officer for investigation and resolution. Staff members, who anticipate the planning of large or major events such as music concerts, theater productions, graduation, etc., should organize the activity in consultation with the Facilities Use Coordinator, the respective School Principal or designee, and the Safety Officer, who will coordinate crowd control and parking for the event.

### **Threat Levels**

The School District has established threat levels and terms that identify the response, when it is determined there are threats posing a risk for our School District. The Superintendent, Principals, Assistant Principals, or designees, along with law enforcement will monitor news sources and/or communications from trusted sources regarding when to implement an increased threat level and heightened security operations.

- Threat Level - NORMAL: Exists when there is no apparent risk to the safety of students or staff. The school district will adhere to our regular security procedures.
- Threat Level – SHELTER IN PLACE: Represents an increased threat level, which makes it necessary to secure the building perimeter so individuals from the outside the building are unable to enter. In this threat level, students and staff would continue with their daily activities inside the building site uninterrupted unless the threat level is increased. Examples of such a situations could be but are not limited to:
  - Neighborhood crime or situation not directed at the school site, but removing the possibility of an intruder entering the building to seek escape.
  - Violent or suspicious activity outside the confines of our sites.
  - Safety issues from a toxic substance or fumes outside the building;
- Threat Level – LOCKDOWN Response: Represents an increased threat level warranted by, but not limited to, a violent intruder or suspicious activity inside the confines of our sites, which

make it necessary to secure the perimeter, limit access in and out, and initiate a LOCKDOWN Response.

### **Crisis Plans** *(Policy 8210 and 8420)*

The District has an established comprehensive Crisis Plan and is available in the main office of each building.

### **Weapons** *(Policy 3217, 4217, 5772, 7217)*

The Board prohibits professional staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school sponsored event, or in a District vehicle without the permission of the Superintendent.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. The Superintendent shall refer a staff member who violates this policy to law enforcement officials. The Staff member will also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy and the terms of existing collective bargaining units.

Staff members shall report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the principal or their immediate supervisor. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

### **Video Surveillance**

Wayland Union Schools uses internal and external video surveillance for all district facilities.

### **Cardiac/Medical Emergency Response Team (MERT)**

Each school’s cardiac/medical emergency response team will consist of the building administrator(s), or his or her designee, any trained or untrained staff member who observes any person who may be experiencing sudden cardiac arrest at school, and any trained or untrained staff member who is notified, as required by this regulation, that any person may be experiencing sudden cardiac arrest at school. Please see Cardiac/Medical Emergency Response Team Plan on pg. 47 for more information.

### **Communicable Disease Control Policy**

Please see refer to Board Policies 8450 and 8453 for additional information.

### **Eye Protective Devices and Personal Protective Equipment**

Wayland Union Schools complies with the requirement that Personal Protective Equipment (PPE) and eye protective devices meet safety standards, that instructors have been informed of PPE requirements and that PPE and eye protective devices are available to students, teachers, and visitors for courses (including off campus programs) where exposure to eye or other potential danger exists as required by the Revised School Code (MCL 380.1288) and Administrative Code Rules governing Eye Protective Devices (R 340.1301-R 340.1305). For more information, see Policy & AG 7430.

## **Parking Areas**

The Board of Education has provided parking areas for its employees. Please park only in these areas as designated by each building principal. All staff should have a parking permit for each vehicle you drive displayed on the rearview mirror. Contact Administration to receive a permit.

## **Advertising and Posters** *(Policy 9700.01)*

It is the policy of the Board that students, staff members, and District facilities not be used for advertising or promoting the interests of any non-school agency or organization, public or private, without the approval of the Board or its designated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

Any person or organization wishing to distribute material on school property must submit for approval a copy of the material to the principal five (5) day(s) in advance of desired distribution. The principal may either approve the distribution of the material or deny it. The District currently uses Peachjar to electronically disseminate flyers and information to parents, thereby minimizing time and being “green” by conserving paper.

Advertising to be displayed district-wide must have approval of the Superintendent.

## **Substance Abuse**

Any professional staff member whose physical characteristics, appearance, behavior, or breath odor suggests to a supervisor that s/he may be under the influence of alcohol or any other substance may be requested to take a test at the Wayland City Police Department, State Police Department, or a medical facility. If the results of the test are positive or the employee refuses consent to testing, the staff member may be subject to discipline up to and including termination.

Should a supervisor determine from the physical aspects, appearance, or behavior of a professional staff member that s/he may be under the influence of other drugs, said staff member shall immediately be taken to a local health facility for further diagnosis. Should the professional staff member refuse or be found to be under the influence of drugs, the staff member may be subject to discipline up to and including termination.

The Board recognizes alcoholism and drug abuse as treatable illnesses. When such illnesses impair the performance of professional staff members, the Board recognizes the responsibility to assist in a manner recommended by appropriate specialists in the treatment of those illnesses.

The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected health problem rests with the professional staff member. Failure to do so will result in appropriate corrective or disciplinary action as determined by the Board. No professional staff member will have their job security or promotion opportunities jeopardized by their request for counseling or referral assistance.

## **Alcohol and Drug Testing** *(Policy 3122.01, 3170, 4122.01, 4162 and 4170)*

The District implements the requirements of the Omnibus Transportation Employee Testing Act of 1991, (OTETA) for all employees whose job requires CDL licensing. Specifically, Federal Law provides for random, reasonable suspicion, post-accident, return to duty and follow-up testing.

District employees will comply with the Drug-Free Workplace Act of 1988. The unlawful manufacture, distribution, possession, sale or use of a controlled or illegal substance (including marijuana), or alcoholic beverage is prohibited on or in all District buildings and on properties, in work areas, school-owned or school-approved vehicles, including those used to transport students to or from school or school activities, and at school sponsored activities, events or functions, such as field trips or athletic events, which occur off school property. Violation of this policy will subject the employee to disciplinary action up to and including dismissal. It is within the sole discretion of the District what disciplinary action will be taken.

The use, distribution, sale or possession of alcohol, marijuana, or other non-prescription drugs is strictly prohibited by District policy. Presenting oneself for work under the apparent influence of alcohol, marijuana or other non-prescription drugs is prohibited. No employee shall be permitted to begin or continue work while under the apparent influence of alcohol, marijuana or other drugs. Any employee in the possession of or testing positive for alcohol, marijuana or other non-prescription drugs while on the premises will be subject to disciplinary action up to and including dismissal, within the sole discretion of the District. In the event the District, in its sole discretion, determines that an employee may be under the influence of alcohol, marijuana or other non-prescription drugs, the employee will be required, as a condition of continued employment, to immediately submit to testing at a facility selected by the District. An employee who refuses to submit to testing may be disciplined up to and including termination.

Any employee who violates this policy may be subject to disciplinary action up to and including dismissal of employment. In the sole discretion of the District, an employee who violates this policy may be required or permitted to satisfactorily participate in a drug assistance or rehabilitation program approved by the District. Allowing or permitting participation in a drug assistance or rehabilitation program shall not establish a precedent.

### **Tobacco Free Schools Law** (*Policy 3215, 4215, 5345 and 7434*)

To ensure the highest standards of learning as well as the safety, health, and well-being of students and employees, the District enforces Section 473 of the Michigan Penal Code. In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, pipe, e-cigarette (vaping), chewing tobacco, or any other matter or substance that contains tobacco. The use of tobacco in any form, including vapor, is prohibited at all times in District buildings, on school property or in vehicles on school property.

The Board prohibits the use of tobacco by staff members in District buildings, on District property, on District buses, and at any District-related event. The use of tobacco products by any person is in violation of the Board policy will result in disciplinary action and an employee can be subject to a misdemeanor penalty.

### **Asbestos Awareness** *See Policy & AG 8431*

## **Bloodborne Pathogens** *See Policy & AG 8453/8453.01*

### **Board Policy**

School Board Policies are available online located at the District's web site: [www.waylandunion.org](http://www.waylandunion.org). Policies and the corresponding Administrative Guidelines and Forms, are arranged into sections to include community, administration, business, personnel, students, instruction, new construction, internal board operations, and bylaws of the board. The policies are updated on a regular basis. The Policies, Administrative Guidelines, and Forms are the guiding principles for our school district and they should be followed at all times. All questions regarding Board Policies should be directed to the Superintendent at (269) 792-2181.

### **Community Education**

Wayland Union Schools Community Education offers youth and adult enrichment programs, including senior citizen programs. The Community Education Office is located in Wayland Union Middle School, 701 Wildcat Drive, Wayland, MI 49348; phone: 269-792-9153 or extension 2803.

If there are enough people expressing interest in a subject, Community Education may offer that class. Community Education personnel work closely with community groups in an effort to provide a better community for its citizens and encourage lifelong learning in a variety of subjects.

### **Complaint Resolution Procedure**

It is the District's desire to provide good working conditions and maintain harmonious working relationships among employees, as well as between employees and management. Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Many incidents resolve themselves naturally. If a situation persists that is believed to be detrimental to an employee or the District, the employee should first discuss it with their immediate supervisor. A conflict resolution document is available on the district website or by contacting the Human Resource Specialist. If the issue is not resolved, the employee should follow the procedures in their individual contract, applicable collective bargaining agreement (CBA), or contact the Human Resources Specialist.

### **Confidentiality** *(Policy 8350)*

It is the policy of the District to ensure that the operations, activities, and affairs of our students, their parents, and other employees are kept confidential to the greatest possible extent. If, during their employment, staff members acquire confidential or proprietary information about the District, students, parents, or employees, such information is to be handled in strict confidence and not to be discussed with any individual who does not have a legitimate right to know the information. If an employee discloses student information without parental consent, it can violate federal law. See Policy 8330. Staff members are also responsible for the internal security of such information. Staff members found to be violating this policy are subject to disciplinary action, up to and including dismissal, and may also be subject to civil and/or criminal penalties for violations of the confidentiality policy.

### **Conflict of Interest** *(Policy 3110 and 4110)*

Staff members shall perform their official duties in a manner free from conflict of interest. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by



School District employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with their duties and responsibilities.

No staff member shall use their position to benefit either himself/herself or any other individual or agency apart from the total interest of the School District. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School District.

Employees shall not make use of materials, equipment or facilities of the School District in private practice.

### **Copyrighted Works** (*Policy & AG 2531*)

The Board directs its staff to use copyrighted works only to the extent that the law permits. The Board recognizes that Federal law applies to public school districts and the staff must, therefore, avoid acts of copyright infringement under penalty of law. This District does not condone the illegal use or reproduction of copyrighted materials in any form.

### **Corporal Punishment**

Michigan law strictly prohibits the use of corporal punishment on a student, which is defined as “the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.” MCL 380.1312. An employee who used corporal punishment on a student will be subject to appropriate disciplinary action up to and including dismissal. All instances of the use of physical force upon a student are to be fully documented within 24 hours and reports sent to the appropriate principal, Special Education Director (when applicable), and the Superintendent.

#### ***Alternatives to Corporal Punishment*** (*Policy & AG 5630*)

Board of Education policy defines corporal punishment as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as means of discipline. District personnel shall not inflict or threaten to inflict corporal punishment on any student.

Staff members shall not:

- a. hit, strike, grab, punch, or inflict other bodily pain on a student;
- b. restrict a student’s movement by binding or tying him/her, unless specified in an I.E.P.;
- c. deprive a student of meals, snack, rest, or necessary toilet use;
- d. cause any of the above to occur.

Staff may, however, provide for a “time-out” area as a disciplinary procedure.

The following alternatives to the use of corporal punishment are recommended. These alternatives should also be viewed as last resort options and/or only used when well-executed school and classroom management practices have not been effective. The principal has the authority to:

- a. deny participation in special school and/or non-curricular-related activities
- b. assign to an alternative center or program;
- c. assign before or after school detention with twenty-four (24) hour notice to parents
- d. assign in-school restriction or Saturday school
- e. assign out-of-school suspension for up to ten (10) days
- f. confer with parents on sanctions which will be established both at school and at home or contractual agreements whereby the student commits to self-controlling behavior
- g. refer the student to a District counselor, a social worker, psychologist, and/or clinical specialists
- h. coordinate District services with social-service agencies such as Public Health, Social Services, Mental Health, etc., and/or with private institutions or agencies offering related appropriate services, providing there is no cost to the District.
- i. arrange for a proper evaluation under Section 504 or IDEA, if there is reason to believe the student's behavior is related to a disability.

It is essential that any of the above alternatives that involve disciplinary actions be conducted in accordance with due process. See Board Policy 5610.

Please refer to the Middle School and High School handbooks which further speak of conduct and behavior.

### **Criminal History Records Check** *(Policy & AG 3121, 3121.01 or 4121, 4121.01)*

The district shall not employ, in any capacity, an individual who has been convicted of a "listed offense" (a crime that requires registration as a sex offender). Individuals currently employed by a school district on the sex offender's registry must be dismissed from employment. "Listed offenses" means those offenses included within the Sex Offenders Registration Act which are:

- 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.
- 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 age 14.
- Pandering.
- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>-degree criminal sexual conduct.
- Assault with intent to commit criminal sexual assault.
- An offense committed by a sexually delinquent person.
- An attempt or conspiracy to commit any of the above offenses.
- Any similar ordinances, state laws, and laws of other countries, tribes, and military law that is substantially similar to a listed offense.

A district may employ an individual who has been convicted of a felony other than a "listed offense" only if the Superintendent and school board each specifically approve the employment or work assignment in writing.

All information received from the criminal records check shall be kept confidential by the Human Resources Department in the District. If the applicant is subsequently employed, the record check shall be kept in their confidential file.



If the records show that an applicant has been convicted of any of the crimes described in MCL 380.380.1535a or 380.1539b, the Superintendent shall report such conviction to the Michigan Department of Education, Office of Professional Preparation and Certification Services.

### **School Safety Act Reporting**

Pursuant to MCL 380.1230d, an employee who is employed in any capacity at the school district must report to both the Superintendent and Michigan Department of Education, within 3 business days following arraignment, any criminal charge and conviction of a crime listed in Section 1535(a) or 1539b(1) of the Revised School Code, which are listed below:

(a) Any felony.

(b) Any of the following misdemeanors:

(i) Criminal sexual conduct in the fourth degree or an attempt to commit criminal sexual conduct in the fourth degree.

(ii) Child abuse in the third or fourth degree or an attempt to commit child abuse in the third or fourth degree.

(iii) A misdemeanor involving cruelty, torture, or indecent exposure involving a child.

(iv) A misdemeanor violation of section 7410 of the public health code, 1978 PA 368, MCL 333.7410.

(v) A violation of section 115, 141a, 335a, or 359 of the Michigan penal code, 1931 PA 328, MCL 750.115, 750.141a, 750.335a, and 750.359; or a misdemeanor violation of section 81, 81a, or 145d of the Michigan penal code, 1931 PA 328, MCL 750.81, 750.81a, and 750.145d.

(vi) A misdemeanor violation of section 701 of the Michigan liquor control code of 1998, 1998 PA 58, MCL 436.1701.

(vii) Any misdemeanor that is a listed offense. (Listed offense means that term as defined in section 2 of the sex offenders registration act MCL 761.1)

(c) 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.

Failure to report any of the above charges or convictions pursuant to MCL 380.1230d will result in disciplinary action, up to and including termination.

### **Disciplinary Actions** *(Policy 3139 and 4139)*

The District uses progressive discipline when responding to unsatisfactory performance or misconduct by employees. This in no way modifies the District's policy that the employment relationship is an at-will relationship which is terminable at the will of either party. Disciplinary action may include oral or written warnings, written reprimands, suspension and dismissal. The disciplinary action which is imposed will depend upon various factors, including the nature and severity of the problem and the

employee's disciplinary history. Depending upon the situation, any of the aforementioned disciplinary actions or any combination thereof may be imposed, and the discipline may not be progressive. If a written record of an incident/issue is inserted in your personnel file, you shall receive a dated copy of the document once the matter has been investigated and/or resolved.

You have the right to submit a written rebuttal to any disciplinary document placed in your personnel file. If you submit a rebuttal, it should be received in the Human Resources Office within ten (10) workdays of your receipt of the disciplinary document. If you write a rebuttal, it will be attached to the disciplinary document in your personnel file.

### **District Property/Searches**

Lockers, labs, classrooms, tool bins, vehicles, phones, electronic equipment, and other property belong to the District and must be maintained according to District rules and policies. District property such as the aforementioned items are subject to searches or periodic inspections at any time without prior notice. No employee shall have a reasonable expectation of privacy in connection with any District property. District property provided to employees must be maintained and used only for proper work related purposes, and used in an appropriate manner. The tools and equipment remain the property of the District and are not to be used for personal projects. The employee is responsible for the loss or damage of District owned property due to the employee's negligence. All property provided to the employee must be returned to the District in the same condition as when it was received. Employees who terminate employment with the District must return all District owned property at the time of termination.

If property is worn or damaged through normal use, the employee should return it to, or inform their supervisor for replacement or repair. The District reserves the right to inspect all District property to ensure compliance with its rules and regulations. The District further reserves the right to inspect all property or items stored on District property. While the District will attempt to advise the employee at the time of a search or inspection, the District reserves the right to make any investigation or search without notice to the employee, and in the employee's absence.

Prior written authorization from a building or department supervisor must be obtained before any District property may be removed from District premises.

### **Emergency Building Closing**

When the District or building facilities are closed because of emergency/weather situations, employees are directed to follow their collective bargaining agreement and/or the direction of the building administrator or their supervisor. Reporting Requirements are provided on pg 51.

### **Emergency Drills** *(Policy & AG 8420)*

At the beginning of each school year the building principal shall prepare and distribute fire, tornado and lockdown drill procedures as established in the Wayland Union Schools Emergency Management Plan. After each drill the building principal is responsible for recording the type of drill, date, and time with the Superintendent's Administrative Assistant.

### **Emergency Evacuations** *(Policy & AG 8420)*

The Board of Education recognizes its responsibility for the safety of students extends to possible natural and manmade disasters and that such emergencies are best met by preparedness and planning. The Board authorizes a system of emergency preparedness which shall ensure that the health and safety of students

and staff are safeguarded; or students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

The Superintendent shall develop administrative guidelines (AG 8420) for the handling of all emergency evacuations.

## **Employment At-Will**

This Employee Handbook does not constitute an employment contract between the District and any employee. The provisions contained in the Handbook supersede any and all contrary representations that have been made either by the District or yourself, other than that contained in an individual contract or collective bargaining agreement. No employee, supervisor, or other person, except the Superintendent in writing signed by him/her, has the authority to enter into any employment agreement on behalf of the District for any specified period of time, pursuant to any particular conditions, or to make any agreement contrary to the terms expressed in this Handbook.

The District is an at-will employer. This means that just as any employee may terminate their employment with the District at any time, for any reason or no reason, so may the District terminate an employee at any time, for any reason or no reason. The employment relationship is for an indefinite period of time and can be terminated at any time with or without notice.

The District may set rules and regulations governing the conduct of employees. The rules and regulations, however, are not intended to cover all circumstances and do not alter the fact that the employment relationship is terminable at the will of either party. The direction and control of all work for all employees includes, by way of illustration and not of limitation, the right to hire, assign, suspend, transfer, demote or dismiss and is the sole prerogative of the District.

Employees with Tenure rights or who are under the terms of a written employment agreement or collective bargaining agreement are not considered to be “at-will” employees.

## **Family Education Right to Privacy Act (FERPA)** *(Policy 8330 and AG 8330)*

Parents of students or eligible students who have attained the age of eighteen have rights under the Family Education Rights and Privacy Act of 1974, (i.e., FERPA). **In view of this, and to ensure compliance with FERPA, the following is expected of all employees: NEVER discuss individual students with others outside of the duties of the pertinent job description.**

In compliance with Federal regulations, Wayland Union Schools has established the following guidelines concerning student records.

- Each building principal is the Records Control Officer for their building(s) and is responsible for the processing and maintenance of all student records.
- Each student's records will be kept in a confidential file located at that student's respective school building. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal law or District regulations.

- If not satisfied with the accuracy of the records or with the District’s compliance with the Federal Education Rights and Privacy Act, a parent, guardian, or adult student has the right to request a change or addition to a student’s records, and to:
  - Obtain a hearing with District officials, or
  - File a complaint with the U.S. Office of Education
- The District has established the following information about each student as **directory information** and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Office in writing within ten (10) days from the date of this notification that they will not permit distribution of any or all information:
  - Name, address, and telephone number;
  - Date and place of birth;
  - Photograph;
  - Major field of study;
  - Participation in officially recognized activities and sports;
  - Height and weight, if a member of an athletic team;
  - Dates of attendance, date of graduation, and awards received;
  - Any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

A copy of the Board of Education’s Policy 8330 and Administrative Guideline 8330, Student Records, and the accompanying District regulations are available at the Wayland Union Schools Administration Office or on the District website. There will also be a person available to answer any questions concerning the policy or regulations.

### **Family Medical Leave Act (FMLA)** (*Policy & AG 3430.01, et al*)

This Federal law is designed to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons if an employee is out of work for more than three days due to a personal health condition or to care for a covered family member. Employees may qualify for leave under the Family and Medical Leave Act of 1993 (FMLA) if they have worked for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The Family and Medical Leave Act requires that covered employees be allowed up to twelve (12) weeks of unpaid leave, which must be granted for any of the following reasons:

- to care for the employee’s child after child birth, or placement for adoption or foster care;
- to care for the employee’s spouse, son or daughter, or parent, who has a serious health condition;
- or
- for a serious health condition that makes the employee unable to perform the employee’s job.

The employee is required to provide advance leave notice and medical certification. The employee must provide 30 days advance notice when the leave is “foreseeable”. Medical certification will be required to support a request for leave due to a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work. Leaves of absence will be denied if requirements are not met.

For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan.” they were receiving prior to their leave.

- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights. For additional information, please review Board Policy 3430.01 and the corresponding Administrative Guidelines, or contact Human Resources.

### **Harassment and Non-Discrimination** *(Policies and Administrative Guidelines 3362, 3362.01 and 4362, 4362.01)*

Harassment of staff, students, or applicants for employment is prohibited, and will not be tolerated. This includes inappropriate conduct by any person in the school environment, including other employees, Board members, parents, guests, teachers, contractors, vendors, and volunteers. It is the policy of the District to provide a safe, positive work environment free of harassment for all staff members.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough to negatively impact a staff member's ability to perform their job. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, age, height, weight, marital status, genetics, or disability. Any staff member or applicant that believes that they have been or is a victim of harassment should immediately report the situation to their immediate supervisor. If the complaint relates to this individual, the complaint may be filed with the Superintendent. All complaints will be investigated.

Every staff member **must** report any situation that they believe to be improper harassment. The investigation will be handled as confidentially as possible under the circumstances. The need to interview witnesses and the offending individual(s), however, does not allow for total confidentiality in this process. If the investigation finds harassment occurred it will result in prompt and appropriate remedial action.

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

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demanding implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc.;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's safety, job, or performance of public duties.

For Sexual Harassment as defined under Title IX, please see Policy 2266.

### **Threatening Behaviors** *(Policy 3362.01 & AG 3362a)*

The Board believes that a staff member should be able to work in an environment free of threatening speech or actions. Threatening behavior consisting of words or deeds that intimidate a staff member or cause anxiety concerning their physical and/or psychological well-being is strictly forbidden. Any student, parent, visitor, staff member, or agent of the Board who is found to have threatened a member of the staff will be subject to discipline or reported to the authorities.

If a staff member feels they have been threatened, the employee should immediately report this to their immediate supervisor or Human Resources. Each report received by the immediate supervisor or Human Resources shall be investigated in a timely and confidential manner. If the investigation reveals that the complaint is valid, then prompt, appropriate, remedial, and/or disciplinary action will be taken immediately to prevent the continuance of the threat or its recurrence.

### **Holiday Decorations**

Natural trees (pine), wreaths made of pine boughs or lit candles (open flame) are a violation of state fire regulations. Artificial trees with miniature lights and non-combustible decorations are permissible; however, please remember to unplug/turn-off lights and/or decorations before leaving for the day.

### **Job Qualifications**

All persons employed by the District are expected to meet employment qualifications for their position as required by state law and/or by the Board of Education. The Board of Education may adopt standards in excess of the minimum required by the state.

Any staff member's intentional misstatement of fact or omission material to their qualifications for employment or the determination of salary shall be considered by the Board of Education to constitute grounds for dismissal.

### **Outside Activities for Staff** *(Policy 3231 (Professional Staff) and 4231 (Support Staff))*

It is the policy of the Board of Education that professional staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District.

### **Personal Relationships Among Employees**

The District defines a personal relationship as a connection between persons by blood, marriage, adoption, domestic-partnership, or other romantic personal relationship. A personal relationship to another individual employed by the District shall not constitute a complete bar to hiring, promotion, or reappointment; however, no employee shall be under the direct supervision or control of someone with whom they have a personal relationship. Employment of individuals with whom a supervisor has a personal relationship in the same department or building is authorized only with the prior written approval of the Superintendent, or his/her designee.

### **Review of Personnel File**

The Employee may periodically review their personnel file at reasonable intervals. Personnel wishing to review their own records shall:

1. Request access in writing;
2. Review the record in the presence of the administrator designated to maintain said records or designee; and
3. Make no alterations or additions to the record nor remove any material from them.

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein name and date; material to be appealed; or reason for appeal. The Superintendent shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law.



## **Section 504: ADA Prohibition Against Discrimination Based on Disability** *(Policy 2260.01, 3122, AG 2260.01, 3122, 3122A, 3122B, and 3122C)*

Inquiries related to Section 504 of the Rehabilitation Act of 1973/ADA, which prohibits discrimination on the basis of handicap, should be directed to:

Assistant Superintendent of Instruction  
Wayland Union Schools Administration Building  
850 E. Superior  
Wayland, MI 49348  
Phone: (269) 792-2181

When referred to in policy and in these and other administrative guidelines, “person with a disability” shall mean any staff member or candidate for employment who meets any of the following criteria established by Federal law:

- has a physical or mental impairment which substantially limits one (1) or more major life activity, i.e., seeing, hearing, breathing, learning, walking, caring for one’s self, performing manual tasks, speaking, and working.
- has a record of such impairment
- is regarded as having such impairment

Significant exclusions are employees or an applicant currently engaged in illegal drug use or whose use of alcohol prevents the person from performing job responsibilities or poses a direct threat to the safety and property of others. In order to be a qualified individual with a disability, an individual must be able to perform the essential functions of the position.

For more information with regards to District policy and guidelines with regards to Section 504 as it relates to employees.

## **Student Records** *(Policy & AG 8330)*

The Wayland Union Schools Board of Education follows adopted policy and administrative guidelines on student records. Staff members responsible for students' educational records should be familiar with this policy, which can be found on the District's website.

All employees are reminded of the following regarding student records:

- All personally identifiable information on a student is to be treated as confidential and not discussed with or shown to people who do not have legitimate access.
- All records are to be returned to the appropriate storage area after use. Records are not to be removed from any building.
- Materials in a student file or used as part of an IEP meeting may not be destroyed without due process. All destruction of records of special education students is done only upon the approval of the Director of Special Education. No other student records may be destroyed without approval of the Asst. Superintendent of Instruction.
- All releases of information are to be authorized by the appropriate building principal or supervisor.

## **Superintendent Roles and Responsibilities**

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 in consultation with the Assistant Superintendent of Instruction and the Assistant Superintendent of Finance and Operations. 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 District that 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 that these concerns are heard.

### **Technology/Internet Use** *(Policy 7540, AG 7540, 7540.01A, 7540.02, 7540.03, and 7540.04)*

Staff members are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Staff members must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the applicable collective bargaining agreement and Board policy, and/or civil criminal liability. Prior to accessing the Internet at school, staff members must sign the Staff Network and Internet Acceptable Use and Safety Agreement (AUP) (available at [www.waylandunion.org](http://www.waylandunion.org)

The use of the Internet is to be related to one or more courses of study or administrative duties. The Internet is not to be used by staff or students for discriminatory or unlawful purposes, including harassing or hazing any individual or group. All student use of the Internet is to be supervised by a staff member or approved volunteer who has signed the AUP. Staff members are required to renew their AUP using the online process on a yearly basis.

Personal use of District copy machines, fax machines, computers, and other technology must have prior approval from the administration. A fee will be established annually and charged to the employee for the personal use of District technology equipment. No business use shall be made of any borrowed equipment or software. Software shall not be used in violation of any licensing agreement nor shall it be copied.

Requests to use audiovisual equipment and software for personal use off school premises will require the written permission from the Director of Technology. Users will be responsible for arranging safe transportation and housing for equipment and software used off school premises.

### **Title IX of the Educational Amendment Act of 1972** *(Policy & AG 2266)*

If any person believes that Wayland Union Schools has inadequately applied the principles and/or regulations of Title IX or wishes to submit a complaint of Title IX sexual harassment, contact a Title IX Compliance Officer.

### **Use of the District Facilities** *(Policy 7510 & AGs 7510a, 7510b, 7510c)*

The Wayland Union Schools Board of Education encourages the use of school facilities by the community. The process for requesting use of district facilities begins by contacting the Facilities Use Coordinator at 269-792-2262 or extension 2902. An individual or organization using school facilities is responsible for any and all damages to buildings or grounds resulting from such use. Charges will be made for breakage or damage. Rental fees may be charged in accordance with Board policy.



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## GENERAL SCHOOL OPERATING PROCEDURES

### **Conference Attendance by Staff**

When attendance at a conference is desired, check with your supervisor about available funds. If funds are available, complete the Request for Attendance at Conference for NON Instructional Staff form (available at [www.waylandunion.org](http://www.waylandunion.org)). This form must be approved by your supervisor and sent to the Administration Building. This form should be submitted on an individual basis. No multiple person requests will be approved. If advance payment of the conference fees is necessary, make note of this on the form. When the request is approved by the Assistant Superintendent of Instruction, a copy of the completed form will be made available online for building secretaries to view. Please check with your building secretary to determine if the conference request has been approved.

It is expected that staff members who attend conferences attend all conference sessions, including opening and closing sessions.

Upon return from the conference, reimbursement for expenses must be requested on the Wayland Union Schools Conference Expense and Travel Reimbursement form (available at [www.waylandunion.org](http://www.waylandunion.org)). Reimbursements will not be made without itemized receipts. No advance payments for mileage will be made. The District will not pay late fees for any conference registration. As Title IIA grant monies are generally used for conferences, a Professional Development Evaluation form (available at [www.waylandunion.org](http://www.waylandunion.org)) must be completed in order to receive reimbursement.

### **Religion in the Classroom** *(Policy 2270, 9130 and AG 2270)*

The Board has adopted a policy favoring the understanding of religions by the students of this District and the contributions religions have made to the advancement of civilization. When developing any course of study in which religion is dealt with, the following guidelines should be followed:

- A. Course content can neither inhibit nor advance any religion.
- B. No devotional practices shall be permitted or requested of the students.
- C. The use of art, literature, and music descriptive of the religion is permitted.
- D. Students electing (or required) to participate may not be excused from selected portions of the course on the grounds that participation therein interferes with the free exercise of their religion.

### **Severe Weather and Tornado Policy** *(Policy & AGs 7430, 8420)*

Every spring the District faces the possibility of severe weather and tornadoes. Each school is to monitor all weather radio for severe weather conditions and each principal or supervisor is responsible for setting up procedures for notifying their staff and students about severe weather conditions and maintaining proper safety. All procedures followed will be in accordance with the Wayland Union Schools Emergency Management Plan.

## Teaching Supplies

Each instructional portion of the District operation has certain amounts budgeted for teaching supplies and equipment. A teacher desiring supplies will generally have a purchase/credit card issued to them. Please adhere to the contract issued with the card. If you do not have access to a purchase/credit card, see your department lead, building secretary, or administrator.

## STUDENT SERVICES INFORMATION

### Athletics

Under the supervision of the Athletic Director, Wayland Union Schools operates a comprehensive athletic program for all interested students within the rules and regulations of the Michigan High School Athletic Association (MHSAA). It is the responsibility of the Athletic Director to prepare and distribute an athletic handbook to all athletes. This handbook shall be subject to yearly revision and updating.

### Consulting and Special Subjects

Wayland Union Schools employs a K-12 Technology Teacher Consultant to work specifically with teachers and classroom instruction.

Wayland Union Schools employs teachers in special areas who work with elementary classroom Students.

1. Vocal Music, Physical Education, Art  
A regular K-6 program is provided in these areas.
2. Instrumental Music – 6<sup>th</sup> Grade  
Instrumental Music teachers for band and strings provide instruction for grade school students who choose to participate. The pupils are allowed to attend scheduled classes during school hours. This program is available to students in grade six.
3. Media  
A regular K-5 program is provided in this area.

### Guidance and Counseling

The Board requires that a planned program of guidance and counseling be an integral part of the educational program of the District. Guidance and counseling programs play a significant role in the operation of the District and in the lives of the students. The purpose of the guidance service is to help students:

- a. select and participate in academic and other school activities that will best ensure achievement of defined educational and personal goals that are commensurate with the abilities;
- b. identify, analyze, and make contact with those agencies and institutions that can provide programs or services related to the student's goals and plans for the future.

The purpose of the counseling service is to help students:

- a. resolve problems and overcome obstacles that are preventing them from achieving their educational and personal goals;

- b. Maintain productive relationships with other students, staff members, parents, and other adults, and/or organizations and institutions in their community.

### **Homebound and Hospitalized Services**

This service is provided to students who are unable to attend school because of a medical condition which will extend beyond ten (10) days. This service usually involves working with the student for an hour, twice weekly, in the home or hospital and contacting the teacher periodically to maintain educational continuity. Each building principal is responsible for organizing and arranging this service.

### **Reporting Student Progress** *(Policy & AG 5420)*

The Board directs the establishment of a system of reporting student progress which shall include written reports, or parent conferences with teachers, and shall require all appropriate staff members to comply with such a system as part of their professional responsibility.

1. Report cards will be prepared, reviewed, and then delivered to parents;
2. State and District assessment results for each student will be sent home for parents to review.
3. Parent conferences will be conducted both in terms of logistics and methods for involving the parent in any problem-solving and decision-making that may be needed;
4. Follow-up will occur whenever a parent conference produces a plan of action for helping a student improve or maintain current performance.
5. Teachers are expected to maintain student progress through the Infinite Campus software, whereby a parent can check on their child's grades and attendance through the Parent Portal.

Included in the plan should be a mechanism for ensuring that any written communication to the parents is concise, accurate, understandable, in proper grammatical form, and correctly spelled.

### **Resource Speakers**

Teachers are encouraged to invite guest lecturers to discuss a particular subject with their students under the following conditions:

- a. The subject is of educational relevance and value to the students in that class.
- b. The subject is presented in an unbiased or unprejudiced manner. (Speakers representing several sides of an issue may be used.)
- c. The speaker(s) will not tend to disrupt the educational program
- d. The information to be discussed is appropriate for the age and maturity of the students.
- e. Any speaker addressing a subject related to the District's program on health shall meet the guidelines established for that program.
- f. The teacher shall remain in the classroom during the entire presentation to provide for appropriate follow-up.

The principal shall approve the visits of all guest speakers.

### **Special Education**

The Board is dedicated to providing a comprehensive, free, and appropriate educational program to all eligible disabled persons ages zero (0) through twenty-five (25) which complies with Federal and State laws and guidelines. The responsibility for following special education rules including the Individualized Educational Planning Team (IEPT) process shall rest with each building principal.

Appropriate monitoring of the District programs including the rules of the IEP process shall be the responsibility of the Director of Special Education.

It is the philosophy and position of the Board and its administration that the primary responsibility for the administration and delivery of special education programs and services should be within the District and at the school a student would regularly attend, whenever appropriate.

Further, the Board endorses a commitment to the provision of a continuum of special education programs and services to disabled students in cooperation with the Allegan County Intermediate School District. Placement options shall follow a continuum of services model to ensure that each disabled person is provided a Free and Appropriate Education (FAPE) in the Least Restrictive Environment (LRE). To that end, every attempt will be made to first serve disabled students in the context of the regular education classroom. Other more restrictive environments such as: resource rooms, categorical classrooms, self-contained categorical classrooms or settings outside of a District school will be considered only after consideration has been given by the IEPT as to the feasibility of placement in the regular classroom.

The Director of Special Education for the district and regional programs has an office at the Special Programs Office, 851 Wildcat Dr., Wayland, 48348, Phone: 269-792-3069.

The following are services and programs available to students eligible for an IEP in the Wayland Union Schools:

- *Teacher Consultant:* Provides the regular education teacher with direct instructional assistance with special education students who are mainstreamed almost full-time.
- *Speech and Language Therapist:* Provide diagnostic/preventative treatment services for children exhibiting such communication disorders as articulation, language, voice, stuttering, cleft palate, and hearing so as not to be disruptive to the child's education.
- *School Psychologist:* Children demonstrating educational and behavioral problems may be referred by parents, teachers, counselors, principals, or physicians. The referrals for psychological services should be made through the building principal to the Director of Special Education.
- *Social Worker:* Provides diagnostic and treatment for the alleviation of emotionally based problems of children and families. Referrals can be made by parents, teachers, counselors, principals, or physicians.
- *Special Education Programming:*
  1. Basic classroom programs for students exhibiting severe learning and/or behavioral problems: Categorical classrooms and resource rooms are available as educational alternatives for children who are mentally impaired, or have a combination of impairments. Eligibility for basic classroom programs is determined by the Individualized Educational Planning Team (I.E.P.T.) at a meeting called for that purpose. Following the determination of eligibility, the committee is also responsible for developing an educational plan (I.E.P.) designed to meet the individual student's handicapping needs.
  2. *Services through Allegan County Area Education Services Agency (AAESA):* Wayland Union Schools has access to the services of a physical therapist, Early On services, teacher consultants for hearing impairments, visual impairments, and autism through the AAESA as well as an orientation and mobility teacher for the blind. Information about these services can be obtained by calling our district Special Education Director at 269-792-3069 or extension 2810.

The referral process for special education is clearly outlined in the Parent Handbook for Special Education Programs and Services. You can obtain one of these in the Special Education Office or any building principal's office. Questions can be answered by the building principals, special education director, or any special education personnel.

### **Student Handbooks**

It is the responsibility of all principals to prepare and distribute a student handbook. This handbook shall be subject to yearly revision and updating. Student handbooks outline the Student Code of Conduct appropriate to their level.

### **Student Pregnancy**

Neither marriage nor pregnancy shall be limiting factors for the education of any student in the schools of this District. The Board's responsibility for the education of all school-age children includes the education of pregnant students, whether married or unmarried. Any variation from continuing regular school classes shall be based upon the assessed needs of such students. The counseling of any pregnant student is primarily a counselor's responsibility. If a teacher should become aware of the pregnancy first, s/he is to contact the student's counselor.

### **Student Safety**

Teaching safety in the classroom is meaningless unless children and teachers put those safety teachings into practice. Teachers must recognize that the development of good safety habits and attitudes at home, on the streets, in the classroom, on the playground, is a vital part of every child's education.

The Board of Education recognizes its responsibility to make school grounds and buildings a safe place for boys and girls to work and play. In turn, it is expected that all school employees will be safety conscious and report immediately, hazards and practices which may endanger the welfare of students.

All building principals are responsible for enforcement of safety regulations in their particular schools. Traffic safety and bus-riding rules should be stressed at the opening of school.

### **Student Suicide**

The Board recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. The Board directs all school personnel to be alert to the student who exhibits signs of unusual depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness. All such students need to be reported immediately to a counselor and/or building principal.

### **Title I Services**

Title I is a supplementary compensatory education program for elementary (K-4) educationally disadvantaged students in certain designated attendance areas within the school district. The Title I Coordinator can be contacted by calling Wayland Union Schools Administration, 850 E. Superior St., Wayland, MI 49348, Phone: 269-792-2181.

# **WAYLAND UNION SCHOOLS TEACHERS & ANCILLARY STAFF**

## **Absence Management**

Teachers and Ancillary Staff will utilize RedRover for absence management.

## **Curriculum Structure**

Under the direction of the Superintendent, and the guidance of the Assistant Superintendent of Instruction, the Board of Education has approved a curriculum structure for processing curricular and instructional matters. No major curriculum decisions are to be made without using the structure.

There are multiple ongoing committees dealing with curriculum. They include:

- K-12 Content Area Curriculum Committees
- District School Improvement Committee
- AD Hoc Committees

The K-12 content area curriculum committees continually monitor our local curriculum to remain in compliance with state mandates and to properly serve our students. These committees meet as necessary.

The curriculum is reviewed on a five year cycle. In the first year, the content area curriculum committee meets and starts to review the existing curriculum, curriculum maps, assessment, grade level courses in the content area, and whether new texts and resources are needed. During year two of the curriculum cycle, publishers are contacted and texts are piloted if needed. A proposal is developed for approval by the various curriculum committees and the School Improvement Committee. The Board must give its final approval before the curriculum is changed and/or materials are purchased. Staff training and implementation occurs in year three and year four. In year five, the curriculum and program is evaluated for its effectiveness in increasing student achievement in that content area. School level PLCs (Professional Learning Communities) continually fine-tune curriculum to meet student needs under the auspices of the K-12 curriculum committees.

Other groups called ad hoc curriculum committees are periodically formed for a length of time necessary to complete a specific task. An ad hoc committee may be formed or requested by the District School Improvement Committee.

It is the expectation of the Board of Education that teachers follow established curriculum guidelines.

## **Curriculum Support**

The Board of Education believes that curriculum development is a continuous process. This process has a direct impact on all learning experiences provided by the school. It concerns itself with the formulation and refinement of philosophy and goals, as well as the selection of content, method, and materials of instruction. An organization for curriculum development must provide for continuous evaluation of all aspects of the school program as well as encourage constructive innovation based on research.

The staff organization for curriculum development needs to parallel the organization of the staff for carrying on the educational program in that it represents each of the three levels of the school system and that it shall facilitate the continuity of the educational program among the three levels. The Board

recognizes that the curriculum organizational structure may need to be modified as experience with that structure indicates. The Board should be kept informed of the work of the various curriculum groups.

The Board of Education is committed to supporting continuing curriculum development and professional improvement. It will review and approve as feasible recommendations from the Superintendent for the financial support of the processes.

## **Department/Grade Level Chairpersons**

Department/grade level chairpersons will process important information regarding district and building-level curriculum items. As such, they serve an important communication purpose.

Department/Grade Level Chairperson's Responsibilities:

- The department/grade level chairperson will serve on district curriculum committees as requested by the building principal, district curriculum committee chairperson, and /or the Assistant Superintendent of Instruction.
- The department/grade level chairperson may be expected to serve on building level school improvement committees.
- The department head will be required to hold at least four (4) meetings per school year to process curriculum items related to the building and district levels. Grade level chairpersons will hold a minimum of two grade level meetings per school year. Agendas and notes will be written and submitted to the building principals and the Assistant Superintendent of Instruction.
- Department/grade level chairpersons are compensated under Schedule B of the Master Agreement between the Wayland Union Education Association and Wayland Union Schools (available at [www.waylandunion.org](http://www.waylandunion.org)). Those individuals holding the position will be paid at the end of the contract year.

## **Field Trips**

Field trips must be related to a course of study and therefore are required part of instruction. All teachers, parent organizations, or others who want to take students on field trips must submit a Field Trip Request Plan 2340F1 (available at [www.waylandunion.org](http://www.waylandunion.org)) for approval by the building administrator that insures:

- An adequate number of adult chaperones for the grade level(s) of students:
- Students will not be left unattended as appropriate for the grade level(s) of the students.
- The field trip is related to the course of study.
- The funds for the field trip are available.

The building administrator has final authority concerning the Field Trip Request. Upon approval of a field trip, the requesting party will need to complete the Transportation Trip Request Form, (available at [www.waylandunion.org](http://www.waylandunion.org)) and submit to the principal for approval. The Transportation Trip Request Form **must** be received by the Transportation Administration Assistant at least 2 weeks prior to the trip date.

For complete field trip planning guidelines, please see Board Policy Administrative Guidelines # 2340.



## **Lesson Plans**

All teachers will be expected to maintain accurate and up-to-date plans for instruction and records of the material given. All lesson plans must include the purpose of the lesson (standard or learning target), student engagement activities, and formative assessment activities.

A copy of the weekly lesson plans is to be submitted to the principal no later than Monday morning of the current week through [www.planbook.com](http://www.planbook.com). Lesson plans will be evaluated for their adequacy and content. Lesson plans as well as adequate directions are to be provided for substitutes so they can continue the ongoing program as closely as possible.

## **Professional Learning Communities**

Wayland Union Schools has a system of Professional Learning Communities throughout the district. Every certified staff member serves on at least one PLC team. The PLC concept represents “an ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students they serve.” Following are the big ideas and explicit expectations for how PLCs will operate in our district.

Big Ideas:

- Ensure that ALL students learn at high levels;
- Work collaboratively in a collective effort to meet the needs of each student; and
- Create a results orientation.

Explicit Expectations of PLCs:

- Establish team norms and SMART goals.
- Outline common learning targets (“I can . . .”), pacing guides, and proficiency rubrics.
- Develop common pre/post assessments for each unit of study.
- Develop a plan for differentiating instruction for each unit of study based on pre-assessment results.
- Develop common formative assessments for each unit of study.
- Analyze the data from all assessments to improve instruction.
- Use action research to resolve problems and determine professional development.
- Establish student intervention and enrichment systems.
- Assess SMART goals, celebrate accomplishments, and adjust accordingly.
- Start the cycle over again for continued improvement of student learning.
- Meet annual district PLC expectations.

## **Professional Staff Development**

In compliance with Board Policy and State Law, the District shall develop a staff development plan each year and submit it to the State Department of Education for approval and funding. The purpose of the plan will be to:

- Enhance student learning in one (1) or more areas of the core curriculum;
- Improve staff members’ ability to participate in collaborative decision-making;
- Strengthen site-based management and/or the school improvement process;
- Strengthen instructional leadership;
- Increase the effectiveness of District strategies for assessing teaching and learning.

Each building school improvement team will develop a list of priorities for staff development and include it in their school improvement plan.

The Superintendent shall arrange through the Assistant Superintendent of Instruction to provide each member of the teaching staff with at least thirty (30) hours of professional development annually. These days shall be in addition to any of the required ninety (90) hours of professional development provided to non-tenured teachers during their first three (3) years of teaching.

During the first three (3) years of employment, each non-tenured professional staff member shall be provided with ninety (90) hours of professional development related to their Individual Development Plan (IDP). Building principals will assign each of these staff members to one or more mentors who have demonstrated proficiency in the teaching skills established in the non-tenured staff member's IDP.

### **Teacher Certification**

All teachers and ancillary staff must have a valid teaching certificate or registration to be in the classroom working with students. It is the employee's responsibility to update their certificate. According to the Master Agreement, Schedule A, an employee must present proof of application for the renewal of their certificate to Human Resources by July 1<sup>st</sup>. A valid certificate must be in the Administration Office by the first day of student instruction.

### **Teacher Evaluation**

Employee evaluations are used as a tool to maintain a high quality of instruction at Wayland Union Schools and to assist employees in improving their classroom effectiveness. Evaluations are intended to promote professional growth for all employees.

The employee evaluation procedure shall provide for informal opportunities for the evaluator to record the performance of the employee at other times in addition to the formal classroom visitations.

All probationary employees will be formally observed at least two (2) times each probationary year, as part of the formal evaluation process.

Tenured employees will also be evaluated on a yearly basis. Tenured employees who have received a rating of HE for three years in a row, will be evaluated every 3 years. If they are rated as E or lower, they will revert back to yearly evaluations. Building principals will have copies of probationary and tenure evaluation forms per state tenure laws available for review.

A tenured employee who moves to another district is subject to a two-year probationary period in the new district.

# **CARDIAC/MEDICAL EMERGENCY RESPONSE TEAM PLAN**

## **Introduction**

This regulation was adopted to comply with 2014 PA 12. Sudden cardiac arrest is the sudden, unexpected loss of heart function, breathing, and consciousness. Sudden cardiac arrest is a medical emergency. If not treated immediately, it causes sudden cardiac death. Sudden cardiac arrest symptoms are immediate and drastic and may include sudden collapse, no pulse, no breathing or loss of consciousness. Sometimes sudden cardiac arrest is preceded by fatigue, weakness, palpitations or vomiting. Other times, sudden cardiac arrest occurs without warning. *Reference: Mayo Clinic Website.*

## **Equipment**

The School District will purchase and maintain a sufficient number of automated external defibrillators (AEDs) so that an AED is available on school grounds within three minutes of a sudden cardiac arrest at school. AEDs will be purchased from or through a supplier listed on the Michigan Department of Education's (MDE) list of Approved Providers for First Aid and CPR. District Safety Officer will be responsible for: notifying his or her supervisor when a sufficient number of AEDs are not available or not in working order; and informing staff members where AEDs are located. The District Safety Officer will be responsible for posting the locations of AEDs, in each building, in a public place in the office and in the teachers' lounge.

## **Training**

All building administrators, as well as some coaches, physical education teachers, other staff members will be trained and certified in cardiopulmonary resuscitation techniques (CPR) and the use of AEDs. The School District will be responsible for securing and arranging the necessary training from or through a supplier listed on MDE's list of Approved Providers for First Aid and CPR. The Human Resource Specialist and District Nurse will be responsible for maintaining a shared list of trained staff members with recertification dates. The building administrator(s) will be responsible for conducting at least two cardiac/medical emergency response drills per year.

## **Emergency Response Team**

Each school's cardiac emergency response team will consist of the building administrator(s), or his or her designee, any trained or untrained staff member who observes any person who may be experiencing sudden cardiac arrest at school, and any trained or untrained staff member who is notified, as required by this regulation, that any person may be experiencing sudden cardiac arrest at school.

## **Required Actions**

An untrained staff member who observes a student or other person who may be experiencing sudden cardiac arrest at school must immediately:

1. Call 911
2. Call a building MERT by notifying the Main Office Secretary, provide known details including:
  - a. victim's name,
  - b. sex,
  - c. age or approximate age,
  - d. condition, and
  - e. location

Office staff will then;

1. Notify a trained staff member

2. Make sure the nearest AED is retrieved and brought to the location

A trained staff member who observes a student or other person who may be experiencing sudden cardiac arrest at school must immediately call MERT. The MERT will determine if 911 (and report to the operator as described above) is necessary; notify the office; and attend to the victim according to his or her training.

Building administrators, upon observing or being notified that a student or other person may be experiencing sudden cardiac arrest at school, must immediately:

1. activate the MERT protocol, who will determine if 911 (and report to the operator as described above) needs to be called;
2. secure the Infinite Campus Student Summary sheet (with picture, in the case of a student);
3. report to the scene of the emergency with an AED and any medication prescribed for the student; and
4. attend to the victim according to their training.
5. The building administrator, District Safety Officer, or the District Nurse must notify the family of any student who may have experienced a sudden cardiac emergency at school.

All staff members are responsible for removing students from the area of the emergency and taking steps to provide for their appropriate supervision. See MERT procedures for additional information.

## **Report**

The building administrator(s) must report all incidents of suspected sudden cardiac arrest, in writing, to the Superintendent, or their designee.

## **MI HEARTSafe School Award Program**

Building administrator(s) may apply for, obtain, and maintain designation as a MI HEARTSafe School. Wayland Union Schools has earned this designation since 2016 and is valid through 2022. The District Nurse ensures tasks are completed to renew this designation in the upcoming years.

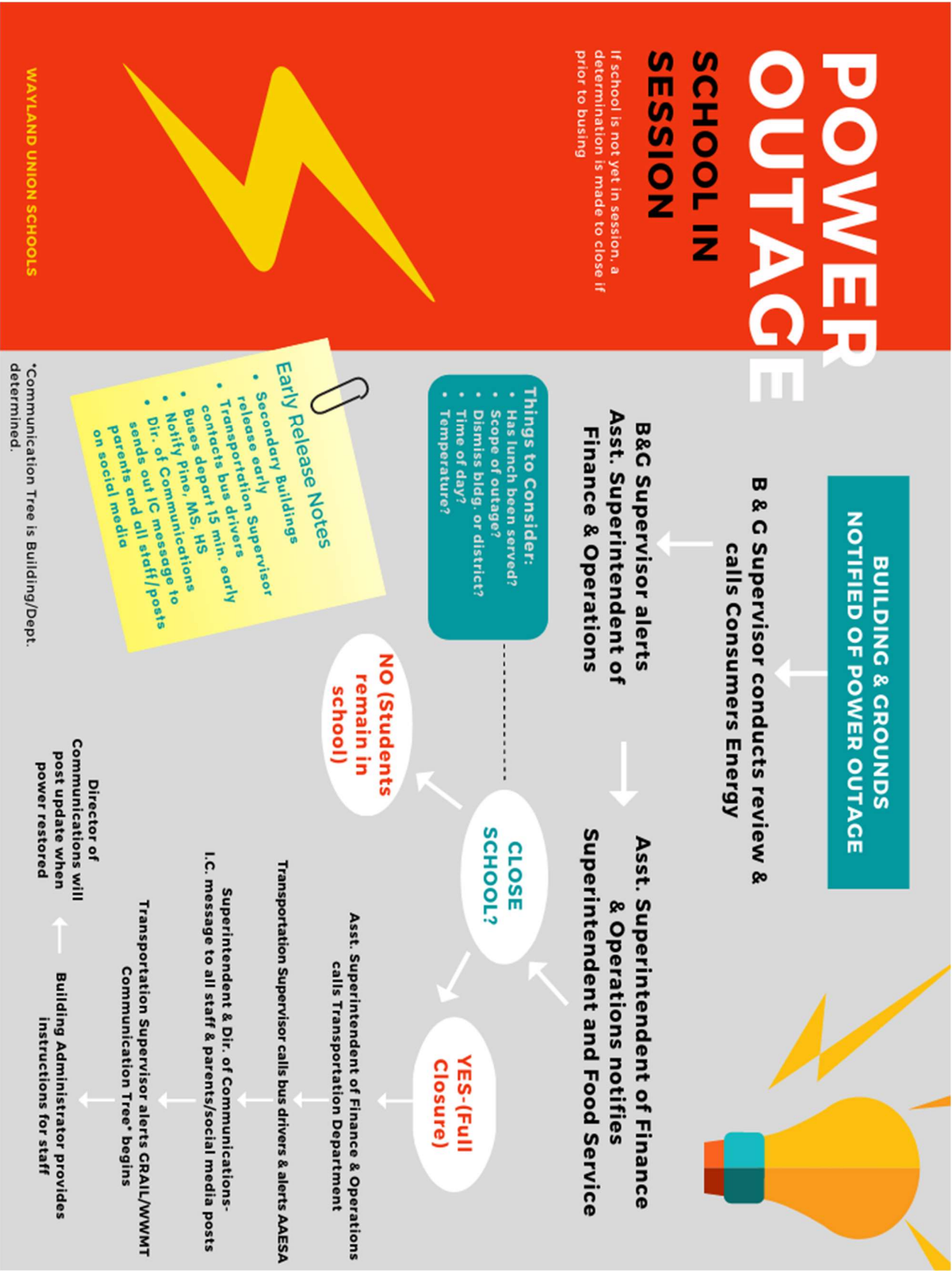
## **Annual Review and Evaluation**

Annually, each District Safety Officer and District Nurse will review this regulation with building staff and, if warranted, provide their supervisor with recommendations for revision.

## **Surveillance**

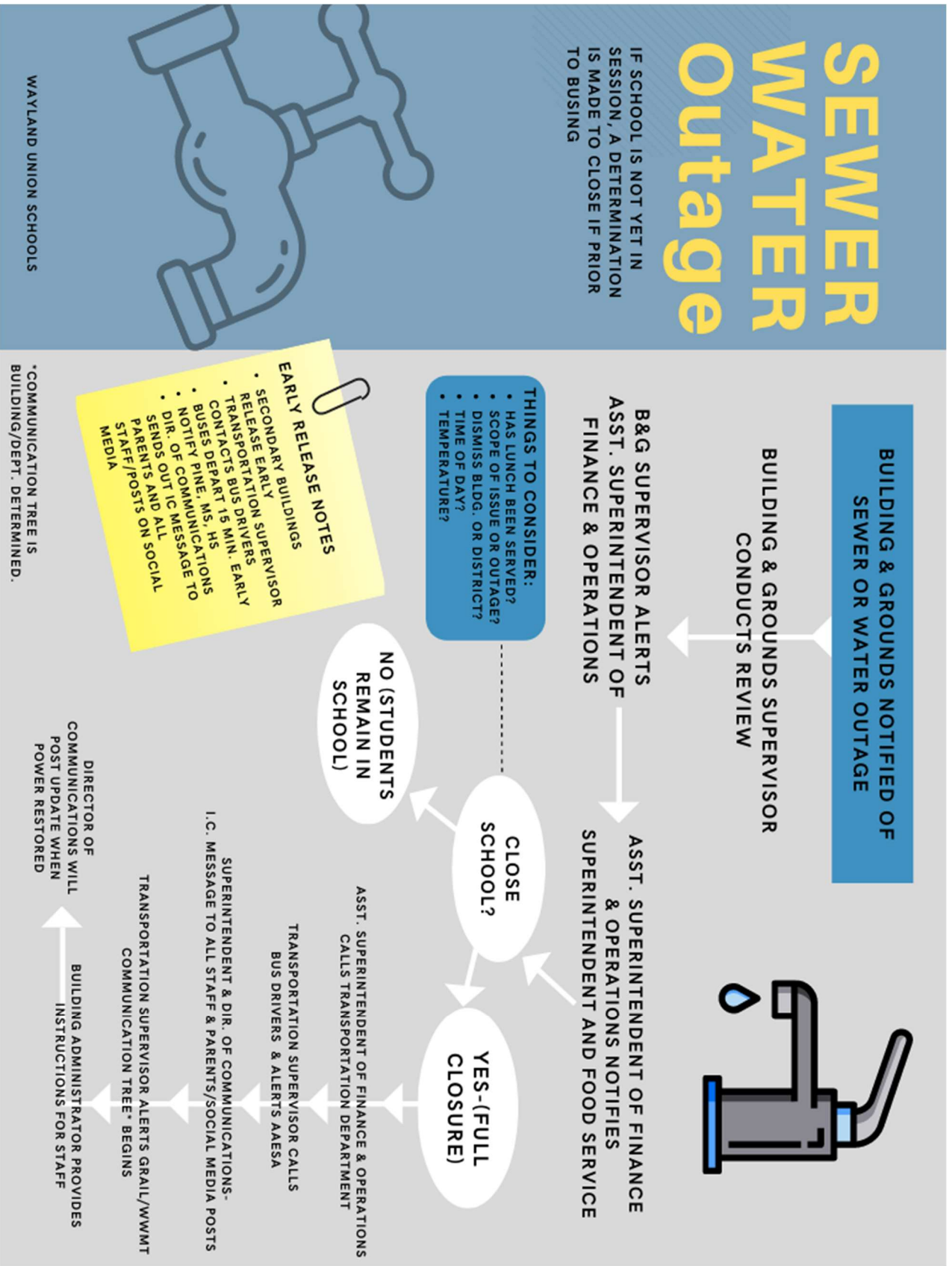
The Superintendent authorizes surveillance to improve the safety and security of School District staff, students, premises, and equipment. Surveillance may include: observation by School District staff; observation by law enforcement personnel; video surveillance devices; and other monitoring of School District equipment, including computers and networks. School District surveillance will be within all applicable legal requirements.

# POWER OUTAGE WHEN SCHOOL IS IN SESSION





# SEWER AND/OR WATER OUTAGE



# WEATHER RELATED

## DELAY OR CLOSING

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graph TD; A[TRANSPORTATION SUPERVISOR REVIEWS ROAD CONDITIONS] --> B[ALERTS SUPERINTENDENT]; B --> C[SUPERINTENDENT CONFERS WITH AREA SUPERINTENDENTS]; C --> D((2 HOUR DELAY)); C --> E((FULL DAY CLOSURE)); D --> F[SUPERINTENDENT & TRANSPORTATION SUPERVISOR DETERMINE TYPE OF DELAY OR CLOSURE]; E --> F; F --> G[2]; G --> H[TRANSPORTATION SUPERVISOR ALERTS GRAIL/WWMT]; G --> I[COMMUNICATION TREE BEGINS*]; G --> J[EARLY RELEASE]; J --> K[TRANSPORTATION SUPERVISOR ALERTS GRAIL/WWMT]; J --> L[COMMUNICATION TREE BEGINS*]; H --> M[TRANSPORTATION SUPERVISOR ALERTS GRAIL/WWMT]; M --> N[COMMUNICATION TREE BEGINS*];
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**TRANSPORTATION SUPERVISOR REVIEWS ROAD CONDITIONS**

**ALERTS SUPERINTENDENT**

**SUPERINTENDENT CONFERS WITH AREA SUPERINTENDENTS**

**2 HOUR DELAY**

**FULL DAY CLOSURE**

**SUPERINTENDENT & TRANSPORTATION SUPERVISOR DETERMINE TYPE OF DELAY OR CLOSURE**

**2**

**TRANSPORTATION SUPERVISOR ALERTS GRAIL/WWMT**

**COMMUNICATION TREE BEGINS\***

**EARLY RELEASE**

- Secondary Schools released 15 minutes early
- Transportation Supervisor contacts drivers
- Notify Pine, MS & HS Principals who notify staff
- Dir. of Communications sends I.C. message to parents and all staff/posts on social media

**TRANSPORTATION SUPERVISOR ALERTS GRAIL/WWMT**

**COMMUNICATION TREE BEGINS\***

**WAYLAND UNION SCHOOLS**

**\*Communication tree is building/dept. determined**



# ANNUAL NOTIFICATIONS

## Drug-Free Environment/Protection

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. In accordance with the federal and state law, the Board establishes a “Drug-Free School Zone” that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia, including alcohol and marijuana, at any time on School District property, with the Drug-Free Zone or at any School District-related event. Further, the Superintendent, or their designee, will take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

## Student Records and FERPA

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- A. a student's name;
- B. address (except for students participating in the address confidentiality program act);
- C. telephone number;
- D. date and place of birth;
- E. major field of study;
- F. participation in officially recognized activities and sports;
- G. height if member of an athletic team;
- H. weight, if member of an athletic team which requires disclosure to participate;
- I. dates of attendance;
- J. date of graduation;
- K. awards received;
- L. honor rolls;
- M. scholarships;
- N. school photographs or videos of students participating in school activities, events or programs.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the district website under “Parent Quick Links” at: [https://waylandunion.org/downloads/staff\\_form\\_docs/directory\\_information\\_opt\\_out.pdf](https://waylandunion.org/downloads/staff_form_docs/directory_information_opt_out.pdf)

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building administrator(s). You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if a minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building administrator(s).

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **McKinney-Vento Homeless Assistance Act**

The School District, in accordance with the McKinney-Vento Homeless Assistance Act, will ensure that homeless children and youth in transition have access to a free and appropriate public education, including preschool, and be given a full opportunity to participate in state and District-wide assessments and accountability systems. A student may be considered eligible for services if they are presently living:

- In temporary shared housing, a shelter, or transitional living program;
- In a hotel/motel, campground, or similar situation due to lack of alternatives;
- At a bus station, park, car, or abandoned building; or
- In a temporary or transitional foster care placement.

The Board of Education has designated the Director of Public Relations as the School District's Coordinator under the Homeless Assistance Act. For questions or assistance, please contact the district liaison at (269) 792-9208.

### **Nondiscrimination**

No person may be denied admission to any school in the School District, be denied the benefits of or be discriminated against in any curricular, extracurricular, or other School District program or activity based on the person's gender, religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic. The Board of Education has adopted a Discrimination and Harassment Policy which prohibits all forms of illegal harassment and discrimination within the School District. Any person who believes that they have been the victim of discrimination may seek resolution of their complaint through the procedures that have been established by the School District. A person wishing to pursue a complaint may also contact the School District's Civil Rights Compliance Officer, Dorr Assistant Principal at (616) 681-9637, or visit the Administration Office to see the Human Resource Specialist at 850 E. Superior St, Wayland, during regular business hours (8:00 a.m. – 4:00 p.m.).

## **Notice of Asbestos in School Buildings**

Each school building within the School District has been inspected for the presence of asbestos-containing materials as required by the Asbestos Hazard Emergency Response Act (AHERA). A copy of the Building Inspection and Management Plan for each building is available in the building's main office. The plans may be inspected by members of the public and by School District employees during normal business hours. A copy of the plan will be made available upon request for a nominal fee.

## **Pesticides**

The Board of Education has adopted a policy to provide students and staff with an environment that is free of pests, pesticides, and harmful chemicals to the extent required by law. The Integrated Pest Management Program (IPM) includes routine inspections or surveys of all school facilities and various strategies to prevent pests from becoming a problem. Pesticides are used only as a last resort and parents will be notified prior to a pesticide application in a school building or on school grounds.

## **School Property**

The Board acknowledges the need for a reasonable degree of in-school storage of student possessions and will provide storage places, including desks and lockers, for that purpose. Where lockers are provided, students may lock them against incursion by other students, but lockers remain School District property. Students do not have a reasonable expectation of privacy with respect to School District personnel or their designees in lockers or other in-school storage places provided by the School District.

## **Student Privacy and Parental Access to Information**

Under the federal Protection of Pupil Rights Amendment (PPRA), no student will be required as a part of the school program or the School District's curriculum, without prior parental consent, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or their parents;
- Mental or psychological problems of the student or their family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or their parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical examinations and screenings.

Parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will be given access to the survey/evaluation within a reasonable period of time after the request is received by the building administrator(s).

## Web Accessibility

### *General:*

The School District is committed to ensuring accessibility of its website for students, parents, and members of the public. All pages on the School District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of those guidelines. The School District will continue to test future releases/updates of its web site and remains committed to maintaining its compliance and serving the widest possible audience. To this end, the School District will perform periodic accessibility audits of its web site.

### *Report of Accessibility Issues:*

If any individual has difficulty accessing the information on any page of the School District's website, they are encouraged to contact the School District's Web Accessibility Coordinator and advise accordingly. Upon notification, the School District will provide the requested information in an alternate format and, as soon as reasonably practicable, make the necessary improvements to make the information accessible online.

### *Discrimination Complaint:*

Consistent with established School District procedures, students, parents, and members of the public may present a formal complaint regarding a violation of the Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) related to the accessibility of the School District's web presence. Such complaints should be made to the School District's 504/ADA Compliance Officer. If any such complaint is made to the School District's Web Accessibility Coordinator, such complaint shall promptly be forwarded to the 504/ADA Compliance Officer for processing and response.

The following persons have been designated to handle inquiries regarding the School District's web site accessibility and non-discrimination policies. Section 504/ADA Compliance Officers:

Teresa Fulk  
(269) 792-2181  
Administration Office  
850 E. Superior St.  
Wayland, MI 49348

Andrew Augustin  
(616) 681-9637  
Dorr Elementary School  
4159 18th St.  
Dorr, MI 49323

### *Web Accessibility Coordinator:*

Scott Getter  
Director of Technology  
(269) 792-6611

## Wellness Policy

The School District is committed to creating a school environment that enhances lifelong wellness practices. As required by law, the Board has adopted a Wellness Policy, which is periodically reviewed. The Board's policies and/or administrative regulations can be found at: <https://go.boarddocs.com/mi/wayland>, Policy 8510.