

GECS

Genesee Education Consultant Services

Employee Handbook for Eagle's Nest Academy



2023-2024

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MISSION STATEMENT:

Our mission is to provide scholars with a quality education that prepares them to SOAR ASAP (Academically, Socially, Artistically, and Physically!)

VISION STATEMENT:

Our vision is to create an environment of excellence for our students. We will strive to develop the maximum potential of our scholars shaping them into model students, future professionals and productive citizens in our community.

CURRICULUM/PHILOSOPHY (CORE VALUES/ PRIORITIES):

Eagle's Nest has adopted early childhood learning that emphasizes an "active learning" approach. Active learning means students have direct, hands-on experiences with people, objects, events, and ideas.

1. Interaction with materials, people, and/or ideas
2. Students choice and shared control
3. Students communicate their thinking
4. Adults support for optimal student learning
5. Early exposure to intense reading, math, science and social development skills.

Academic Calendar



Eagle's Nest Academy

2023-2024 School Year Calendar

JULY 2023

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

SCHOLAR 0 (0) TEACHER 0 (0)
*Final day for 12 month employees 8:15 new teachers 8:15 returning staff 8:15
 8:15 all other school staff 8:15*

AUGUST 2023

S	M	T	W	T	F	S
Jul 30	Jul 31	1	2	3	4	5
Summer Camp Training		New Teacher Orientation				
6	7	8	9	10	11	12
Contract Teacher Training Window						
13	14	15	16	17	18	19
School Professional Development						18 Staff Work Day
20	21	22	23	24	25	26
Scholar First Day						
27	28	29	30	31		

SCHOLAR 9 (9) TEACHER 14 (14)

SEPTEMBER 2023

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

SCHOLAR 18 (27) TEACHER 19 (33)

OCTOBER 2023

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

SCHOLAR 21 (48) TEACHER 22 (55)

NOVEMBER 2023

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

SCHOLAR 18 (66) TEACHER 19 (74)

DECEMBER 2023

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

SCHOLAR 13 (79) TEACHER 13 (87)

JANUARY 2024

S	M	T	W	T	F	S
Dec 31	1	2	3	4	5	6
	Winter Break					
7	8	9	10	11	12	13
					12	13
14	15	16	17	18	19	20
	Dr. MLK Day	Q1 Begins			19	20
21	22	23	24	25	26	27
					26	27
28	29	30	31			

SCHOLAR 19 (98) TEACHER 19 (106)

FEBRUARY 2024

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

SCHOLAR 19 (117) TEACHER 20 (126)

MARCH 2024

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

SCHOLAR 15 (132) TEACHER 16 (142)

APRIL 2024

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

SCHOLAR 22 (154) TEACHER 22 (164)

MAY 2024

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

SCHOLAR 22 (176) TEACHER 22 (186)

JUNE 2024

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
2	3	4	5	6	7	8
				5	7	8
9	10	11	12	13	14	15
				13	14	15
16	17	18	19	20	21	22
			19			
23	24	25	26	27	28	29

SCHOLAR 4 (180) TEACHER 5 (191)

SCHOLAR FIRST/LAST DAY OF SCHOOL
STAFF TRAINING (NO SCHOLARS)
SCHOOL HOLIDAY (NO SCHOOL)

SCHOOL HOURS: M-F 8:15 am - 3:10 pm

Purpose of Handbook

This employee handbook is a source of information about benefits, payroll, privileges, and procedures, along with a few general rules and policies. It is not a legal document or an employment contract.

This guide cannot anticipate every situation about your employment. In order to have the necessary flexibility in the administration of policies and procedures, Genesee Education Consultant Services (GECS) will do its best to administer all procedures and privileges that are outlined in this handbook.

GECS for the worksite Eagle's Nest Academy also reserves the right to revoke, modify, terminate, suspend, or change any or all of the procedures, plans, or policies contained in this handbook at any time, with or without advance notice.

The term "Company" shall refer to GECS.

The Account Manager for the worksite Eagle's Nest Academy has been designated as the GECS Liaison.

The practices and benefits outlined in this handbook are of a general nature. Consequently, GECS and Eagle's Nest Academy reserves the right to include procedures or policies that address the particular situations of its clients and employees.

NOTE: The policies contained herein shall supersede any previous policies set forth.

School Contact Information

Eagle's Nest Academy Contact Info:

5005 Cloverlawn Dr. Flint, MI 48504-2084

Telephone: (810) 869-6495

Fax: 810 853 6404

Email: info@eaglesnestflint.org

GECS Contact Info:

G-6235 Corunna Rd. Flint, MI 48532

Telephone (810)396-1100

Fax: 810-720-4341

Email: contactus@gecs-inc.org

HR Company's Introduction

Welcome to GECS!

On behalf of the Genesee Education Consultant Services, Inc. (GECS) Board of Directors, we welcome you. As an employee of GECS, you are *essential* to the smooth and uninterrupted delivery of services to our clients.

GECS Mission – Leadership for Lifelong Learning

As an employment agency, Genesee Education Consultant Services, Inc. (GECS), specializes in providing quality employees in a variety of capacities throughout Genesee County. Our mission is to focus on assisting our clients in achieving their goals and objectives by providing cost-effective, collaborative employment services.

The Genesee Education Consultant Services, Inc. is an Equal Opportunity Employer.

Disclaimer

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department.

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Finally, some of the subjects described here are covered in detail in official policy documents. You should refer to those documents for specific information since this handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling.

SECTION I - ANTI-HARASSMENT AND EQUAL EMPLOYMENT

DISCRIMINATORY HARASSMENT:

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff and all other school personnel share responsibility for avoiding, discouraging,

and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.
- D. Sexual conduct/relationships with students by GECS employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery". The issue of consent is irrelevant in regard to such criminal charges and/or with respect to the application of this policy to GECS employees or other adult members of the School District community.

Reports and Complaints of Harassing Conduct

Members of the School District community, which includes all staff, and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of any party involved in a complaint concerning harassment. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All public records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the Compliance Officers in accordance with the Board's records retention policy and applicable law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State and Federal law and the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

EQUAL EMPLOYMENT OPPORTUNITY:

GECS will provide equal employment opportunity for all persons regardless of race, religion, color, sex, sexual orientation, height, weight, marital status, partisan considerations, national origin, age, genetic information or disability that is unrelated to the person's ability to perform the job. GECS is committed to promoting equal employment opportunity by employing and advancing persons based on merit, ability, and potential for development.

Through various practices and policies, GECS affirms that all applicants and employees shall be treated equally in applying for employment, in retaining employment, and in attaining advancements. No retaliation of any kind shall be brought against any employee who brings charges of discrimination either to the management of the GECS at worksite Eagle's Nest Academy, or the Equal Employment Opportunity Commission. If questions regarding equal employment opportunity arise, contact the GECS liaison.

If you need accommodations from the Company for a disability, please submit a written statement to GECS of your need for accommodation. Under the Michigan Persons with Disabilities Act, employees are to notify the employer in writing of the need for accommodation within 182 days after they knew or should have known that an accommodation was needed. GECS will make accommodations that do not pose an undue hardship.

TITLE IX:

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of a recipient's educational programs and activities.

The essence of Title IX is that an institution may not exclude, separate, deny benefits to, or otherwise treat differently any person on the basis of sex unless expressly authorized to do so under Title IX or the Department's implementing regulations. When a recipient is considering relying on one of the exceptions to this general rule (several of which are discussed below), Title IX coordinators should be involved at every stage and work with school officials and legal counsel to help determine whether the exception is applicable and, if so, properly executed. Educational institutions are required to take appropriate steps to address sex discrimination, and the institution is considered to have "actual knowledge" of potential misconduct when any employee of the educational institution has notice of allegations of sexual harassment, discrimination, or misconduct.

Eagle's Nest Academy staff are required to comply with Title IX and required to report any notice they are provided of potential sexual harassment or discrimination on the basis of gender. A Title IX Coordinator shall be assigned by the district. Any questions or concerns should be addressed to the Superintendent or their designee and the Title IX Coordinator.

EMPLOYMENT AT WILL:

GECS employs on an at-will basis. At will employment means that you may terminate your employment at any time. Likewise, GECS at its discretion can terminate the employment of an employee at its will for any reason or no reason, with or without cause, at any time, with or without advance notice or warning, and without any right of review outside the Company.

This handbook supersedes and negates any prior statements, agreements, practices, policies, and representations, oral or written, that the Company would employ any employee on other than an at-will basis or for other than an indefinite term.

None of the policies or practices described in this handbook constitutes or can be construed as a contractual obligation of the Company to employ an individual for any specific term or to discharge an employee only for cause. Nothing in this handbook limits or modifies the right of the Company to terminate, at its will, its employment relationship with any employee.

Only an agreement in writing signed by the president of GECS and an employee expressly and specifically for the purpose of changing the at-will employment relationship can modify the at-will nature of employment. No other employee, manager, supervisor, client, officer, agent, or other representative has the authority to change at-will employment.

SECTION II:HIRING, PROMOTION AND SELECTION

CATEGORIES OF EMPLOYMENT:

As an employee of GECS, your employment status, overtime status and eligibility for benefits are determined by the number of hours you work and your tenure. This handbook addresses those issues. Your classification, based on your job specifications, can change during your employment. GECS may review or change employee classifications at any time.

- Exempt - Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.
- Nonexempt - Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.
- Regular, full time - Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.
- Regular, part time - Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly and who maintain continuous employment status.
- Temporary, full time - Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- Temporary, part time - Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

NOTE: All employment is contingent upon the verification of prior employment and education accomplishments as well as a comprehensive FBI background check and any other form of background investigation deemed reasonable by the School Board or as required by the law or regulation. Any misstatement of fact or omission material to qualifications or background shall be considered grounds for discharge. In addition, special new hire policies may be necessary due to a particular job requirement. These policies are a condition of your employment.

DISTRICT ORGANIZATION, RECRUITING AND HIRING

The Superintendent or Superintendent Designee is authorized to establish and modify the administrative and school level organization of the District, including but not limited to the job description of administrative positions, the tasks and responsibilities assigned to administrators, the functions of divisions/department, and the placement of personnel, subject to the limitations of the Board-adopted budget and Board policy.

It shall be the responsibility of the Superintendent or Superintendent Designee to determine the need for and define operational requirements sufficient to ensure optimized functioning of Eagle's Nest Academy. Maintenance of an efficient, skilled, operational workforce is essential to

the effective performance of the schools. The Superintendent or Superintendent Designee shall make any necessary modifications to Eagle's Nest Academy's organization which are in the best interests of students, make the most strategic use of Eagle's Nest Academy's resources, serve the mission, vision, core values, and priorities of the Eagle's Nest Academy. The Board shall be notified within 30 days of any substantive change in the school's organization and shall be provided with a revised organizational chart.

The Superintendent or Superintendent Designee will designate representatives for recruiting, screening, and hiring administrative and school level personnel. The Superintendent or Superintendent Designee maintains a system for performing school functions, and shall make every effort to ensure the most qualified administrative and school level personnel are hired to support Eagle's Nest Academy's programming. Responsibility shall flow clearly from the Superintendent or Superintendent Designee through administrative staff to operational personnel.

The Superintendent or Superintendent Designee will initiate job postings followed by recruiting requests. GECS for worksite Eagle's Nest Academy will use various recruiting strategies and tools (HandShake), to ensure a wide variety of candidates are selected.

The Superintendent or Superintendent Designee will receive recommendations from the Human Resource representative to hire and approve after consideration of the lead school administrators for legal services, finance, and communications.

Offer of employment are extended by Human Resources (HR)/designated representative and are contingent upon the verification of prior employment and education accomplishments as well as an acceptable comprehensive FBI background check and any other form of background investigation as may be required by Public Act 99 (1992); amended by Public Act 68 (1993).

Should it be necessary to employ a person prior to receipt of the above reports, such person shall be employed on a provisional basis for up to sixty (60) days. Any information contained in said reports which do not meet Eagle's Nest Academy standards will be grounds for dismissal.

Conditions for Employment and Reemployment of Professional Staff

All employees shall be hired in compliance with Federal and State regulations and applicable laws. Applicants for employment or reemployment must submit an employment application, a copy of the social security card with correct name, and a minimum of three (3) acceptable references. Candidates shall meet GECS's hiring guidelines and employment prerequisites prior to consideration for any vacancy.

GECS for worksite Eagle's Nest Academy, in compliance with the Immigration Reform and Control Act of 1986, will hire only those individuals who are authorized to work in the United States.

You must prove your employment eligibility within three (3) days of your hire date in order to maintain your employment status.

All individuals are required to submit documentation proving their identity and employment authorization. You will also be required to complete and sign, under oath, a Department of Homeland Security U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification. Form I-9 requires you to certify that you are authorized to work in the job for which you are hired and that the documents you submit, of your choosing from the Lists of Acceptable Documents Form I-9 (Rev. 08/07/09) Y Page 5, are genuine.

If you are authorized to work in this country for only a limited period of time, you will be required to submit proof of your continued employment authorization. In order to remain employed by GECS for worksite Eagle's Nest Academy your documentation must be submitted prior to the expiration of that period. You must also sign another Form I-9.

Any misstatement of fact or omission material to qualifications or background shall be considered grounds for discharge. In addition, special new hire policies may be necessary due to a particular job requirement. These policies are a condition of your employment.

All information and/or records obtained from such inquiries are considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

CRIMINAL HISTORY RECORD CHECK

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

"Under contract" shall apply to all individuals, as well as owners and employees of entities, who contract directly with the school or with a third party vendor, management company, or similar contracting entity.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the school, GECS shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the school or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.

Private Contractors cannot receive or retain criminal history record information ("CHRI"). Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of fingerprint-based records criminal history records check. In cases where the District contracts with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the

fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent or Superintendent Designee may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. The record check has been requested;
- B. The applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. The hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

For substitute teachers or substitute bus drivers, or for an individual who regularly and continuously is currently working or under contract in another district, public school academy or nonpublic school in the State, the Superintendent or Superintendent Designee may use a report received from the State Police by such school to confirm the individual has no criminal history. Absent such confirmation, a criminal history record check shall be performed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent or Superintendent Designee must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or nonpublic school within the State.

The District shall implement administrative guidelines for the review of criminal history reports, including the results of fingerprint-based checks and physical records, from all external entities.

When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent or Superintendent Designee and his/her designee shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any non-listed felony or misdemeanors, related to child abuse or controlled substances unless both the Superintendent or Superintendent Designee and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent or Superintendent Designee shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent or Superintendent Designee shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must submit, at no expense to the District, a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

CRIMINAL CONVICTION REVIEW

In an effort to maintain a safe environment for students, staff and visitors, GECS performs a criminal background check of those individuals who apply for employment with GECS, work for GECS, or are contracted to work on a regular and continuous basis at Eagle's Nest Academy. Employees and individuals who have applied or are applying for a position have a continuing duty to disclose any pending criminal charges or convictions.

Individuals convicted of crimes listed in Section 2 of the Sex Offender Registry Act, M.C.L. 28.722, cannot be employed by the District.

An employee convicted of a felony not listed in the Sex Offender Registry Act may not continue to work in the District, unless or until they have received written approval from both the Superintendent or Superintendent Designee and the Board. Pending such approval, employee shall be placed on administrative leave.

Individuals convicted of a misdemeanor related to child abuse or controlled substances shall require the written approval of the Superintendent or Superintendent Designee and the Board to continue or to obtain employment.

Individuals convicted of certain non-listed misdemeanors may be denied employment at the discretion of GECS.

GECS shall suspend consideration of any applicant who has a felony charge pending and shall determine whether an employee or person contracted to work in the school will be allowed to continue to work while a felony charge is pending against the individual.

In making the determination regarding whether to hire an applicant or allow an individual to continue working with pending felony charges or after a conviction, GECS will consider the following factors:

- A. the nature of the offense does, is it related to children, deviant behavior, drugs, violence or involve a matter of national security, etc.;
- B. how long ago did the incident occur;
- C. were there repeated incidents;
- D. nature of assignment in District (access to children, role model, etc.);
- E. whether any treatment or other rehabilitation has occurred;
- F. the nature of the employee's work record since offense (likelihood of repeated misbehavior) and
- G. the individual's record of working positively to promote the achievement, health and welfare of students since the occurrence of the incident.

GECS shall consider criminal charges that did not result in conviction, or pending misdemeanor charges in determining whether to hire or continue the employment of any individual.

CERTIFICATION AND PROOF OF HIGHLY QUALIFIED STATUS:

Employee shall provide the employer with evidence satisfactory to the employer that the employee is properly licensed to teach the grade(s) which employee may be assigned to teach. If an employee is not properly credentialed, the employee shall provide the employer with all information and documentation necessary to apply for a special permit from the Michigan State Board of Education. If employee is non-certified and employed by means of special permit, employment may terminate if the permit expires by limitation and is not immediately renewed, or if it is suspended or revoked by proper legal authority, or at such time as employer is able to secure the services of a qualified teacher holding a valid and appropriate provisional certificate. If an employee is employed by means of a special permit, the employee understands and agrees to make reasonable efforts to obtain the necessary certification to be licensed to teach the grade(s) which employee has been assigned to teach.

All educational staff must meet the criteria for the National No Child Left Behind Highly Qualified requirements as may be applicable to their position at the Academy worksite. If an employee does not meet the requirements and does not make reasonable effort or is unable to provide proof of Certification, or Official Transcripts or pass the Work Keys as required, action may be taken up to and including termination.

PERSONNEL RECORD:

A personnel information system shall be prepared for the retention of appropriate files bearing

upon an employee's duties and responsibilities to GECS at worksite Eagle's Nest Academy and GECS at worksite Eagle's Nest Academy responsibilities to the employee.

Sufficient records shall exist to ensure an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with GECS's policies, and evidence of completed evaluations. The records will be maintained in compliance with the laws of the State of Michigan.

"Personnel file" shall mean all records, information, data, or materials maintained by GECS for worksite Eagle's Nest Academy, in any form or retrieval system, with respect to any of its staff, which are uniquely applicable to that employee, whether maintained in one (1) or more locations.

Information relating to the professional role of the employee and submitted by authorized school administrative personnel and the Board may be entered in the official record file. An employee may submit a statement to be included in the file if there is disagreement with information contained within the personnel file. A copy of each entry shall be provided to the employee upon request.

Personnel files shall be maintained, handled and accessible to employees as required by the Bullard- Plawecki Employee Right to Know Act, M.C.L. 423.501 et. seq. The employee shall have access to his/her file upon request.

This information needs to be kept up-to-date. You should notify your supervisor or the personnel department of any changes, new address, telephone number, or name change. ***For name change, please provide official documentation (what would each district require as official, e.g. social security, marriage license, teaching certificates etc). If you hold a teacher certificate you must also complete a name change with the Michigan Department of Education.***

EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

GECS may find it necessary to employ, on a part-time basis, coaches or activity sponsors. Such part-time employees may be members of the school's support staff or individuals from the community who are able to sustain positive and consistent relationships with students beyond athletics and activities.

GECS for worksite Eagle's Nest Academy shall establish administrative guidelines to ensure that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs an employment contract that includes the conditions of employment, compensation arrangements, and contract termination procedures.

Appropriate qualifications shall, at a minimum, include any requirements established by the State, and may also include any program specific training or certification as determined by the Superintendent or Superintendent Designee, such as cardiopulmonary resuscitation and/or first

aid.

EMPLOYMENT OF RETIRED STAFF

GECS is under no obligation to employ any retired staff member and further, there shall be no expectation of continued employment or re-employment when a staff member that retires from full-time school employment.

Retired staff formerly employed by GECS may be reemployed if they retired in good standing. If the former employee separated from GECS in good standing and is eligible for rehire, that employee shall adhere to GECS at worksite Eagle's Nest Academy application and onboarding procedures and requirements as other applicants.

Staff members employed by GECS after retirement will be entitled to a one (1) year limited contract only and his/her contract shall contain a resignation clause effective at the end of the one (1) year period. It is understood that all retire/rehire employment contracts shall expire without further action by GECS or notice of contract expiration to the individual employee.

A retired professional or support staff member who may be eligible for rehire must waive his/her eligibility for continuing contract status as a professional or support staff member of GECS.

Salary placement shall be at the staff member's respective degree level (i.e. Bachelor's, Master's, etc.), if applicable, and will be at the first salary step for their specific job title as found in the tentative agreement between GECS and worksite Eagle's Nest Academy. The retired staff member shall not advance on the salary schedule, and only be entitled to wage increases that may be granted to other professional staff members at the first salary step of negotiated wage schedules.

Retired staff hires shall return to employment with no sick leave balance and shall not carry over any sick leave or personal leave days. However, upon reemployment, he/she will be eligible to accumulate sick leave and personal leave time.

The performance review and evaluation of retired staff members shall be the same as other staff members with similar job titles.

Section III: WORKING AT EAGLE NEST ACADEMY

PROBATION

New employees shall be considered as probationary employees until they have worked a probationary period of 30 calendar days. Said probation may be extended based on evaluation.

NEW EMPLOYEE ONBOARDING (PREPARATION)

GECS at worksite Eagle's Nest Academy committed to supporting new employees in their successful transition to Eagle's Nest Academy, as well as supporting Eagle's Nest Academy need to enable new employees to achieve high levels of performance. A new hire's successful transition requires an onboarding experience that engages each new employee beginning with the acceptance of a District employment offer, and continuing through the first year of employment.

The Department of Human Resources and Talent shall guide and support GECS at worksite Eagle's Nest Academy's onboarding efforts. This policy and associated training are intended to provide new employees with a comprehensive onboarding experience that reinforces their choice to work for the school and support employees in performing their duties and responsibilities. This policy calls for departments to support an onboarding program that meets the needs of each type of employee.

The Superintendent or Superintendent Designee shall also arrange for the assignment to each such staff member of one or more mentors who have demonstrated proficiency in the teaching skills established in the staff member's IDP. This policy also provides new employees with mentorship for a minimum of three (2) years.

The ongoing collection and analysis of feedback from new employees about their onboarding experience shall inform and encourage program enhancements and additional training and support resources.

Onboarding Program Development and Training Requirements

The Department of Human Resources and Talent shall develop, implement, monitor and maintain a documented onboarding program for all new employees. Departments shall be provided the flexibility to develop customized onboarding programs to best meet the individual needs of each employee provided the departments' onboarding programs comply with the onboarding process/programs of the Department of Human Resources and Talent. Each work location shall be required to have all new hires complete the onboarding program. The goal for program completion is thirty (30) days.

Onboarding Program Requirements

At a minimum, each program shall:

- A. Reflect a time period that begins with the accepted job offer and spans the first thirty (30) days of employment.
- B. Describe each onboarding activity, which type(s) of employees each activity applies to, when the activity should occur, and who is responsible for each activity.
- C. Designate an onboarding coordinator from among staff at the program location who shall possess accountability for initiating onboarding activities for each new hire at each work location. If the division/department has multiple functional areas that are delegated to division/department sub-units, an onboarding liaison shall be designated for each division/department sub-unit. The onboarding liaison shall possess the ultimate

responsibility for ensuring new hires acquire foundational information needed to succeed and be productive in their new position.

- D. Onboarding coordinator will designate a mentor for new employees for three (3) years.

Onboarding Program Feedback

To ensure onboarding programs remain up-to-date, active, and effective, the Department shall collect onboarding feedback. All new employees shall be provided the opportunity to provide feedback about their onboarding experience. The Department shall collect feedback on a regular basis from new employees about each component of their onboarding experience.

SCHOOL ADMINISTRATOR EVALUATIONS

The Board of Directors, through the powers derived from the Revised School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, the Board with the involvement of school administrators, shall adopt and implement a rigorous, transparent, and fair performance evaluation system in accordance with State law that does the following:

- A. Evaluates the school administrator's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback.
The Superintendent or designee shall perform administrators' evaluations.
Administrators rated highly effective on three (3) consecutive year-end evaluations may be evaluated every other year, instead of annually, at the District's discretion.
- B. Establishes clear approaches to measuring student growth.
- C. Evaluates a school administrator's job performance as highly effective, effective, minimally effective or ineffective, using multiple rating categories that take into account student growth and assessment data.
- D. For building level administrators, the data to be used is the aggregate student growth and assessment data that are consistent with and used in teacher annual year-end evaluations in each school in which the school administrator works as an administrator. For a central office-level administrator, the pertinent data is that of the entire School District.
- E. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:
 - a. The effectiveness of school administrators, so that they are given ample opportunities for improvement.
 - b. Promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development.
 - c. Removing ineffective school administrators after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.
- F. The portion of the annual year-end evaluation that is not based on student growth and assessment data shall be based on at least the following for the school in which the school administrator works as an administrator:
 - a. The school administrators' training and proficiency in conducting teacher

- performance evaluations if s/he does so or his/her designee's proficiency and training if the administrator designates such duties.
- b. The progress made by the school or District in meeting the goals established in the school/District improvement plan.
 - c. Student attendance.
 - d. Student, parent and teacher feedback and other information considered pertinent by the Board.
- G. At the beginning of each school year:
- a. The District shall provide training to school administrators on the measures used by the District in its performance evaluation system and on how each of the measures is used. This training may be provided by a District or by a consortium consisting of two (2) or more Districts, the intermediate school District or a public school academy.
 - b. The District shall ensure that training is provided to all evaluators and observers. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

The evaluation system shall ensure that if the administrator is rated as minimally effective or ineffective, the person(s) conducting the evaluation shall develop and require the school administrator to implement an improvement plan to correct the deficiencies. The improvement plan shall recommend professional development opportunities and other measures designed to improve the rating of the administrator on his/her next annual year-end evaluation. An administrator rated as "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment with the District. This subdivision does not affect the ability of the District to dismiss a school administrator from his/her employment regardless of whether the school administrator is rated ineffective on three (3) consecutive evaluations.

Evaluations shall be conducted of each administrator as required by the Revised School Code and School District guidelines and procedures. An administrator shall be given a copy of or provided access to documents relating to his/her performance evaluation which are to be placed in the personnel file.

This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.

PROFESSIONAL STAFF EVALUATIONS

The Board of Directors, through the powers derived from the Revised School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, the Board with involvement of professional staff, shall adopt and implement a rigorous, transparent, and fair performance evaluation system in accordance with State law that

does all of the following:

- A. Evaluates the employee's job performance at least annually in a year-end evaluation, while providing timely and constructive feedback;
Teachers rated highly effective on three (3) consecutive year-end evaluations may be evaluated every other year, at the District's discretion.
- B. Establishes clear approaches to measuring student growth;
- C. Evaluates an employee's job performance, using rating categories of highly effective, effective, minimally effective and ineffective, which take into account student growth and assessment data.
- D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:
 - a. the effectiveness of employees, so that they are given ample opportunities for improvement
 - b. promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development
 - c. whether to grant tenure or full certification, or both, to employees, using rigorous standards and streamlined, transparent, and fair procedures
 - d. removing ineffective tenured and untenured employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures to evaluate job performance for employees hired after the accountability system required by MCL 380.380 has been implemented.
- E. provides a mid-year progress report for every teacher who is in the first year of probation or has received a rating of minimally effective or ineffective on the most recent annual year-end evaluation
This mid-year report shall not replace the annual year-end evaluation. The mid-year report shall:
 - a. be based, at least in part, on student achievement;
 - b. be aligned with the teacher's individualized development plan;
 - c. include specific performance goals and any recommended training for the remainder of the school year, as well as a written improvement plan developed in consultation with the teacher that incorporates the goals and training.
- F. includes classroom observations in accordance with the following:
 - a. must include review of the lesson plan, State curriculum standards being taught and student engagement in the lesson
 - b. must include multiple observations unless the teacher has received an effective or higher rating on the last two (2) year end evaluations
 - c. observations need not be for an entire class period
 - d. at least one (1) observation must be unscheduled;
 - e. the school administrator responsible for the teacher's performance evaluation shall conduct at least one (1) of the observations;
Other observations may be conducted by other observers who are trained in the use of the evaluation tool as described below. These other observers may be teacher leaders.

- f. the District shall ensure that, within thirty (30) days after each observation, the teacher is provided with feedback from the observation.
- G. Training:
- a. The District will provide training to teachers on the evaluation tool(s) used by the District in its performance evaluation system and how each evaluation tool is used. This training may be provided by a District or by a consortium consisting of the District, the intermediate school District or a public school academy.
 - b. The District will ensure that training is provided to all evaluators and observers. The training shall be provided by an individual who has expertise in the evaluation tool or tools used by the District, which may include either a consultant on that evaluation tool or framework or an individual who has been trained to train others in the use of the evaluation tool or tools. The District may provide the training in the use of the evaluation tool or tools if the trainer has expertise in the evaluation tool or tools.

The staff evaluation program shall aim at the early identification of specific areas in which the individual professional staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a professional staff member shall not release that professional staff member from the responsibility to improve. If a professional staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. A teacher rated as "ineffective" on three (3) consecutive year-end evaluations must be dismissed from employment as a teacher with the District. In such an instance, all relevant evaluation documents may be used in the proceedings. This subdivision does not affect the ability of the District to dismiss a teacher from his/her employment regardless of whether professional staff are rated ineffective on three (3) consecutive evaluations.

If a non-probationary teacher is rated as ineffective on an annual year-end evaluation, the teacher may request a review of the evaluation and the rating by the Superintendent or Superintendent Designee. The request for a review must be submitted in writing within twenty (20) days after the teacher is informed of the rating. Upon receipt of the request, the Superintendent or Superintendent Designee shall review the evaluation and rating and may make any modifications as appropriate based on his/her review. However, the performance evaluation system shall not allow for a review as described in this subdivision more than twice in a three (3) school year period.

Evaluations shall be conducted of each professional staff member as stipulated in the Teacher Tenure Act, the revised School Code, a negotiated agreement or contract, the Superintendent or Superintendent Designee's administrative guidelines and as directed by the Michigan Department of Education. A professional staff member shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

This policy shall not deprive a professional staff member of any rights provided by State law or contractual rights consistent with State law.

PLACEMENT AND TRANSFERS (PROMOTIONS):

GECS at worksite Eagle Nest Academy is more than just a place to work, it's a community of professionals who are truly committed to the growth of students' success. GECS at worksite Eagle Nest Academy is a community where ambitious, smart, and independent people can make their mark.

GECS at worksite Eagle's Nest Academy believes that the appropriate placement of qualified and competent professional and support staff is essential to the successful functioning of the school. Employees are assigned based on certifications and qualifications.

The Superintendent or Superintendent Designee shall be responsible for the proper assignment and unbiased transfer of all professional and support staff members and shall attempt to effect the optimum assignment of the professional and support staff in conformance with any applicable contractual or legal requirements, State certification requirements, and Federal requirements. He/she shall establish an audit procedure to ensure that each instructional staff member's teaching certificate is currently in compliance with appropriate State certification criteria and has not been nullified.

INSTRUCTIONAL STAFF GROWTH REQUIREMENTS (Professional Development)

GECS at worksite Eagle's Nest Academy believes that study is a prerequisite for professional growth of staff and, therefore, encourages the participation of professional staff members in in-service and other training programs. Additionally, staff are encouraged to seek development opportunities independently.

The Superintendent or Superintendent Designee shall plan and implement a program of staff development for:

- A. Professional staff members;
- B. Support staff members;
- C. Leadership development

Such staff development programs should be designed to address the professional development needs of staff members who are working at a particular level, involved in a particular course or subject, or need to be prepared for a new assignment.

- A. Whenever feasible, principals should participate with their staff members in order to ensure better follow-up and support;
- B. The Superintendent and his/her designees may reimburse staff members for the costs incurred in participation therein, subject to prior approval from Superintendent and his/her designees.
- C. Participation in the program shall be voluntary unless considered part of the duties of any participating staff member according to provisions in a negotiated, collectively-bargained agreement or other contractual arrangements.

During the first three (3) years of employment, each nontenured instructional staff member shall be provided fifteen (15) days of professional development related to his/her Individual Development Plan (IDP). The Superintendent or Superintendent Designee shall also arrange for the assignment to each such staff member of one or more mentors who have demonstrated proficiency in the teaching skills established in the staff member's IDP.

The Superintendent or Superintendent Designee shall arrange to provide each member of the teaching staff with at least five (5) days of professional development annually. These days shall be in addition to any of the required fifteen (15) days of professional development provided to non-tenured teachers during their first three (3) years of teaching.

SECTION IV - COMPENSATION AND BENEFITS

PAYROLL:

As a GECS employee, your level of pay and fringe benefits are based on your hire group.

GECS employees will be paid bi-weekly (every two weeks) on Fridays and according to the District payroll schedule. Holiday schedules may result in variation of pay dates.

All employees are encouraged, but not required, to participate in direct deposit. If electing direct deposit, you may indicate up to two separate bank or credit union accounts, but the combined deposit total must equal 100% of your net pay. Your first paycheck as a new employee will be issued as a live system check, with direct deposit taking effect thereafter. Direct deposit information can be changed at any time by completing the payroll direct deposit authorization form and forwarding it to the Payroll Liaison. Employees electing not to receive funds via direct deposit will be given an electronic debit pay card. No paper checks will be issued.

PAYROLL DEDUCTION:

Payroll Deductions shall be made in accordance with State and Federal Law, applicable regulations, District policies, administrative guidelines. The purpose for each payroll deduction shall be provided in related administrative guidelines. Amounts withheld vary according to your earnings, your marital status, government employment regulations, your tax elections and other factors. These mandatory deductions are made until the maximum amount is reached.

GECS recognizes that with limited permissible exceptions, as provided by law and as authorized, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to the Payroll Department and his/her immediate supervisor. All reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and GECS will make a good faith commitment to avoid any recurrence of the error.

These deductions include federal and state income taxes, Social Security/Medicare, local

income tax (where applicable), and wage garnishments.

Eagle's Nest Academy may be required by law to recognize certain court orders, garnishments, liens, and wage assignments.

Other deductions may be made from your paycheck, with your permission, including:

- Employee and/or Dependent Health Insurance
- Credit Union
- Direct Deposit Deductions
- Life Insurance
- Disability Insurance
- Other Services You Request as may be available

TUITION REIMBURSEMENT :*(districts establish own requirements)*

GECS at worksite Eagle's Nest Academy offers Tuition Reimbursement for employees who qualify. GECS at worksite Eagle's Nest Academy offers tuition reimbursement for employees who wish to enter in the **Grow Your Own or Leadership Pipelines program**. GECS at worksite Eagle's Nest Academy has established guidelines to qualify for tuition reimbursement.

Eligibility Requirements

- Employed 30 calendar days with GECS at worksite Eagle's Nest Academy
- Must be enrolled in a college, university or approved accredited program leading to an endorsement or certification and is recognized by the Michigan Department of Education.
- Coursework must be relevant to current job assignment or enrolled in a needs-based leadership program leading to an endorsement or certification.

Once tuition reimbursement is received, employee must remain an active employee of the district for three (3) full academic years after the completion of the course(s) for which tuition was paid. If an employee separates of their own accord from the district prior to the three (3) years, they will be required to reimburse the district the full amount of tuition reimbursement received.

Certificated Personnel must submit for Approval to the Superintendent or Superintendent Designee one (1) month prior to the commencement of a course. School administrators personnel must submit for Approval to the Superintendent or Superintendent Designee one (1) month prior to the commencement of a course.

District personnel must receive a grade of "C" or better for undergraduate or "B" or better for graduate to receive tuition reimbursement.

OVERTIME:

Employees, except for those identified as exempt under the Fair Labor Standards Act (FLSA)

and state law, are entitled to overtime pay when he/she works more than forty (40) hours in a work-week in one or more positions. Employees must be authorized or required to work more than forty (40) hours to receive overtime pay. In working overtime, employees shall receive compensation at not less than one and one half (1.5) times the regular rate at which the employee is employed for actual hours worked in excess of forty (40) hours. Under federal law, there is no limit on the number of hours employees aged sixteen (16) and older may work in any work-week. Overtime pay is not required for work on Saturdays, Sundays, holidays or regular days of rest unless overtime is worked on such days. Generally, overtime pay earned in a particular workweek will be paid on the regular payday for the pay period in which the wages were earned.

Employees must receive who work overtime without prior approval from the Superintendent or Designee prior to working overtime unless in the case of an emergency. Emergency is defined as situations involving the health, safety of students, staff, families of the District or the safety, protection of District property. Employees who work overtime without prior approval may be subject to disciplinary action up to and including termination.

COMPENSATORY TIME(OTHER COMPENSATION)

At the time of the current version of this handbook additional compensation is offered through the Performance Based Compensation System (PBCS). Employees who elect to participate in the PBCS will receive additional compensation based on the PBCS guidelines. Employees who wish to appeal their evaluation in regards to the PBCS process, must submit a written appeal, and submit it to the schools Principal for the appeal process to begin. Refer to PBCS guidelines established by Eagle's Nest Academy.

TRAVEL PAYMENT AND REIMBURSEMENT:

Travel expenses incurred for official business travel on behalf of the District shall be limited to those expenses reasonably and necessarily incurred by the employee in the performance of their job duties and responsibilities authorized, in advance, in accordance with administrative guidelines.

Unauthorized costs and expenses incurred will not be reimbursed. To receive full reimbursement employees must fill out Reimbursement Form found on GECS website (https://www.gecs-inc.org/uploads/9/7/9/8/9798027/2022_travel_expense_form_-_fillable.pdf)

For full reimbursement policy and procedures visit:
https://www.gecs-inc.org/uploads/9/7/9/8/9798027/travel_reimbursement_process.pdf

BENEFITS PLANS:

GECS may provide

- A. Medical Plan
- B. Dental Plan
- C. Vision Plan

GECS acknowledges group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). The fully insured group health plans established by GECS will:

- A. refrain from taking any retaliatory action against any individual from exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful;
- B. not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits;
- C. will retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later, if the plan document is amended in accordance with the Privacy Rule,

Fully insured group health plans established by GECS will not create or receive protected health information, except for:

- A. **Summary Health Information** Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.
- B. **Individual Information** Individual information is information about whether an individual is participating in a group health plan, or is enrolled in or has dis-enrolled from a health insurance issuer or HMO offered by the plan.

Section V - HOURS OF WORK

WORK HOURS:

School begins promptly at 8:15 a.m. Teachers are to report to school by 7:30 a.m.

SUMMER SCHOOL:

In the event of a summer school program, a list of proposed teaching positions will be made available to all teachers as soon as practical. Teachers desiring to teach in the summer school program shall notify the Superintendent or Superintendent Designee in writing within fifteen (15) school days after posting.

Teachers regularly employed by GECS at worksite Eagle's Nest Academy who are qualified for available summer school positions and who have notified the Superintendent or Superintendent Designee in accordance with the above paragraph shall be given preference in filling summer school teaching positions.

EMPLOYEE ATTENDANCE AND PUNCTUALITY:

Timely and regular attendance is an expectation of performance for all GECS employees at worksite Eagle's Nest Academy. To ensure adequate staffing, positive employee morale, and to meet expected performance standards throughout the school, all GECS staff at worksite Eagle's Nest Academy shall be held accountable for adhering to their workplace schedule. Excessive employee absenteeism and tardiness negatively affects the provisioning of educational services and is therefore unacceptable. Punctual and regular attendance is therefore an essential responsibility of GECS employees.

This policy sets forth the expectations for attendance, communication requirements, and establishes corrective action standards for unacceptable employee attendance. You're expected to report to work on time and start at your regular scheduled time each and every day. You are also expected to remain productive at work through the end of your schedule, except for regularly scheduled breaks. Employees are expected to follow the established guidelines for recording their actual hours worked. Not to exceed five (5) minutes at the discretion of the work location supervisor or his/her designee. Failure to properly sign/clock-in and/or out shall be counted as an absence until other evidence is provided.

All persons to whom this policy applies who are unable to report to work must notify her or his immediate supervisor at the earliest opportunity, and no later than one hour prior to the scheduled starting time or in accordance with work location procedures, whichever is earlier. In all cases, you must provide your supervisor with an explanation of your absence or tardiness, and inform him/her when you will arrive or return to work.

Excessive absenteeism or tardiness, 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) or more consecutive work days, it will be deemed that you have voluntarily terminated your employment.

You must provide a doctor's note for absences of three (3) or more consecutive days of illness. FMLA paperwork may be required to be completed if a serious medical condition is present.

Prior to entering the building, all staff must complete the COVID 19 Staff Screener and go through the Temperature checkpoint at security. If you answer yes to any of the screener questions, contact HR for further instructions.

Because schools provide for ample time off in the form of holidays and days/weeks closed, it is expected that all employees will work all scheduled days unless sickness or events beyond the control of the employee prevent working. It is expected that personal business of the employee will be scheduled at times when the school is closed. Employees may not take the day before or after a scheduled holiday without risking loss of pay.

Each employee is responsible for completing leave from work forms which must be approved by the Principal. This form must be filled out in advance to request time away from personal time or for School business. Please give at least two weeks advance notice. If you haven't received a response within 24 hours, notify the Principal. All leave from work requests must have written approval from the Principal.

If possible, please avoid PTO requests made within 24 hours of the request date. In the case of an unexpected absence, i.e., illness, **an employee must be reported no later than 6 a.m. and follow procedures for substitute placement.**

If the employee is running late, he/she must directly contact the Principal via phone or email by 7:00 a.m. Please do not contact fellow employees or leave a voice message. Excessive tardiness is not acceptable and is subject to disciplinary action.

Half-day absences should be avoided if possible. Half day early dismissal is 11:00 a.m. Half day late arrival is 11:00 a.m.

TIMEKEEPING:

Employees must submit their bi-weekly timesheets to their Site Coordinator or Payroll Secretary (whoever is their 1st level of approval) on the last Friday of the payroll period to ensure payment on the coinciding pay date. Otherwise, payment for that period will occur on the next pay date (as long as 1st level submission is by the last Friday of that payroll period). Site Coordinators need to submit Bi-weekly Timesheets to Payroll secretaries by the Monday after the payroll period ends and Payroll Secretaries need to submit them to GECS Payroll, at www.gecspayroll.org, by the Tuesday after the payroll period ends.

Violations of these procedures may result in disciplinary actions; including oral or written warnings, suspension without pay and/or termination - See occurrence chart below:

Occurrence	Occurrences	Disciplinary Action
	• 1 Occurrences	Verbal Warning

1 Occurrence is equal to: <ul style="list-style-type: none"> • 2 Missed Clocks or <ul style="list-style-type: none"> • 2 Clocks in violation of the five minute rule (#4) 	<ul style="list-style-type: none"> • 3 Occurrences 	Written Warning
	<ul style="list-style-type: none"> • 5 Occurrences 	Final Written Warning
	<ul style="list-style-type: none"> • 6 Occurrences 	Termination

Section VI - LEAVE AND ABSENCES

HOLIDAY PAY

Holidays are observed by GECS for worksite Eagle’s Nest Academy with leave from scheduled work time. Regular full-time employees are eligible for holiday time off with pay.

The following days are paid holidays:

- New Year’s Day (January 1)
- Martin Luther King, Jr. Day (3rd Monday in January)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Friday after Thanksgiving (day following Thanksgiving)
- Christmas Eve (December 24)
- Christmas Day (December 25)

Eligible employees must work the regularly scheduled days before and after the holiday to be paid for the holiday.

Employees absent from work due to unpaid leave are not eligible for holiday pay.

Employees may recognize other religious or ethnical holidays by use of their personal and/or vacation time available.

PTO Policies:

Eligibility:

- Employees working 30 hours or more per week in a permanent position.
- Must be employed at Eagle’s Nest Academy for 30 calendar days.

Guidelines:

- The number of hours paid is capped at the employee's standard workweek. Time off may be used in 0.25 (quarter-hour increments).
- There will be no carry over of personal days.
- PTO is prorated based on Start Date.
- PTO is accrued on a monthly basis.
- PTO will be applied and exhausted before unpaid time is used unless approved by the supervisor/principal. No PTO shall accrue while an employee is on leave of absence, disability leave, released time, leave without pay, or layoff.
- PTO approval will not be granted for the first 30 calendar days after the start of the first day of school.
- PTO approval for May and/or June must be requested by April 15th. Time taken/requested during these months will need to be approved by the Principal/supervisor. This may result in unapproved/unpaid leave under the Principal's/supervisor's discretion.
- Unscheduled, unapproved PTO during the first 30 calendar days after the first day of school, May and June will require documentation.
- PTO cannot be borrowed. Staff can only use accrued time.
- All unused days will be unpaid and forfeited after the school year ends or upon termination.

Staff members may not use PTO during blackout days:

- The day immediately before or after a holiday break
- During standardized testing
- During the first or last weeks of school
- PTO approval will not be granted for the first 30 calendar days after the start of the first day of school.
- PTO approval for May and/or June must be requested by April 15th. Time taken/requested during these months will need to be approved by the Principal/supervisor. This may result in unapproved/unpaid leave under the Principal's/supervisor's discretion.
- Unscheduled, unapproved PTO in the months of May and June will require documentation.

Two-week vacation requests (12 month employees) are not allowed during the school year.

** Please refer back to your own individual Employee Fringe Benefit Packet from GECS for other guidelines that may not be listed here. **

NON-DEDUCTIBLE LEAVE DAYS:

- Bereavement: An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately. Bereavement is leave granted due to the death of a family member and may be paid as follows: School District will grant all employees up to five (5) working days off with pay when a death occurs in their immediate family.

Immediate family is defined as parents, guardians, step-parents, siblings, spouse, child(ren), grandparents, or immediate in-laws .

- Jury Duty/ Court Appearances: An excused absence will be granted to all employees who are summoned for jury duty or to serve on a jury for the period of service. To obtain approval of the absence, it is necessary for you to submit a copy of the notification or summons to your supervisor immediately upon receipt of the document. GECS will pay full-time employees their regular salary or wages (excluding overtime) provided that you turn your jury fee over to the Human Resource Department. You may keep compensation for mileage and other travel expenses.

If the jury duty assignment only requires less than three (3) hours of the work day, it is expected that the employee will return to complete the balance of the normal, regular work day and also to report for work on any regular scheduled working day when the court is not in session. An employee in Michigan who is a victim of crime and is subpoenaed or requested to attend court for the purpose of giving testimony or an employee who is a victim representative and desires to attend court during a victim's testimony will be granted an unpaid excused absence.

- Act of God: If school is closed by an "Act of God" as defined by state law, the day shall not be counted as a deductible sick day or leave day.

MILITARY LEAVE:

Employers are required by law to allow regular employees job-protected, temporary leaves of absence without pay for military leave. In general, employees who enter active military duty are entitled to return to the same positions they held at the time they left.

As a member of the United States Military Reserve or National Guard you may be required to take time off to meet annual minimum active training requirements. All military leaves will be given in accordance with legal requirements. Contact your immediate Supervisor with notice of an upcoming period of service. Contact Human Resources for further information or refer to the USERRA (Uniform Services Employment and Reemployment Rights Act) for further detail on your rights and responsibilities.

PARENTAL LEAVE/ NURSING MOTHERS

Disability /Pregnancy Unpaid Leave Policy (for Full-Time Employees Not Eligible under FMLA within the first twelve months of employment beginning with the date of hire).

If a licensed medical physician certifies that an employee is unable to work, that employee may request a leave of absence for up to forty two (42) calendar days. If the reason for leave is foreseeable, a 30 day notice is required. The request for the leave must be substantiated by a licensed, medical physician stating the nature of the disability and the anticipated date of return.

A leave of absence requested for purposes of pregnancy will be treated as a disability leave. An employee should inform the Company of the need for the leave as soon as the employee becomes aware that a leave will be necessary.

An employee on leave of absence will be expected to communicate with his or her supervisor throughout the duration of the leave regarding his or her condition. If the employee is unable to return on the date that the approved leave expires, the employee may apply for an extension. The request for the extension must be presented at least two (2) working days before the leave is to expire, and it must be accompanied by a certificate from a physician stating the reason for the extension and expected duration of the continued disability. An approved leave typically will not be permitted to extend beyond a total of fifty six (56) calendar days. Employees who fail to or are unable to return on the approved return date will be considered to have voluntarily resigned.

Benefits will not continue to accumulate during the leave of absence. Employees on leaves of absence are required to use all accumulated sick, personal or vacation time as part of the leave. Employees will not be paid for holidays or school break periods that occur while the employees are on leave. Holidays and school break periods occurring during the leave will not extend the leave duration. Employees should contact the Benefits Administrator for details regarding disability benefits availability and cost of insurance premiums as applicable during the leave. Employees should contact the Benefits Administrator for details regarding availability and cost of employee insurance premiums as applicable during the leave. Employees may not be employed by another employer while on leave of absence.

Employees absent for a week or more must present a medical release from a licensed health care provider before being permitted to return to work.

While every effort will be made to return you to the same position upon returning from your leave, it is not guaranteed. Please recognize that the company shall have the right to assign any employee to any available work and the employee will perform the work assigned.

An employee will be provided reasonable break time to express breast milk for her nursing child during the first year of the child's life. The District will provide a private room in which the employee may express breast milk. Employees may use their private office area for milk expression, if they prefer.

The private room is defined as shielded from view, free from intrusion, and not a bathroom. Please notify your immediate supervisor of this need for accommodation and the break period(s) you will need as practicable.

Adoption/Foster Care Unpaid Leave Policy (for Full-Time Employees Not Eligible under FMLA within the first twelve months of employment beginning with the date of hire).

If a licensed professional with the Department of Social Services and/or a licensed Adoption Agency certifies placement with the employee of a son or daughter for adoption or foster care, that employee may request a leave of absence for up to twenty eight (28) calendar days. The request for the leave must be substantiated by a letter from the Department of Social Services

and/or the Adoption Agency involved in the placement of the child. An employee should inform the Company of the need for the leave as soon as the employee becomes aware that a leave unpaid will be necessary. If intermittent (part-time) use of the twenty eight (28) calendar days of leave time for placement with the employee of a son or daughter for adoption or foster care is requested, it must conclude within fifty six (56) days of the placement date.

An employee on leave of absence will be expected to communicate with his or her supervisor throughout the duration of the leave regarding his or her return.

Benefits will not continue to accumulate during the leave of absence. Employees on leaves of absence are required to use all accumulated sick, personal or vacation time as part of the leave. Employees will not be paid for holidays or school break periods that occur while the employees are on leave. Holidays and school break periods occurring during the leave will not extend the leave duration. Employees should contact the Benefits Administrator for details regarding availability and cost of employee insurance premiums as applicable during the leave. Employees may not be employed by another employer while on leave of absence.

While every effort will be made to return you to the same position upon returning from your leave, it is not guaranteed. Please recognize that the company shall have the right to assign any employee to any available work and the employee will perform the work assigned.

FAMILY AND MEDICAL LEAVE ACT:

In accordance with Federal law, the District shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible administrators for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after 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.

Employee Entitlement to Service Member FMLA

Leave Entitlement

Service member FMLA provides eligible employees unpaid leave for one, or for a combination, of the following reasons:

A-2: A "qualifying exigency" arising out of a covered family member's (spouse, son, daughter, or parent) covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves.

Qualifying exigencies, as defined by Federal regulations, include: 1) short- notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

B-2: To care for a covered family member, including next of kin as provided in the statute, who has incurred an injury or illness or aggravation of a pre-existing illness or injury while in the line of duty while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank, or rating. Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of 50% or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Caregivers.

Duration of Service Member FMLA

- A. When leave is due to a "Qualifying Exigency": An eligible employee may take up to twelve (12) work weeks of leave during any twelve (12) month period. Such leave shall be counted with regular FMLA leave time in calculating the twelve (12) weeks of allowable leave.
- B. When leave is to care for an injured or ill service member: An eligible employee may take up to twenty-six (26) work weeks of leave during a single twelve (12) month period to care for the service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. This is a one time benefit per service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed twenty-six (26) weeks in a single twelve (12) month period.
- C. Service Member FMLA runs concurrently with other leave entitlements provided under Federal, State, and local law.

General FMLA Provisions

Administrators are "eligible" if they have worked for the District for at least twelve (12) months, and for at least 1,250 hours over the twelve (12) months prior to the leave request. Service time

may be aggregated when the break in service is less than seven (7) years for military obligation or subject to recall under a collective bargaining agreement. All full-time administrators are deemed to meet the 1,250 hour requirement. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Twelve (12) month period for determining hours worked and use of leave is defined as a rolling twelve (12) month period measured backward from the date the staff member uses FMLA leave (i.e. the "leave year" is specific to each individual staff member).

For Service Member FMLA leave, the use of the twenty-six (26) weeks of leave will be measured forward from the first date on which the employee takes leave.

Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

- A. inpatient care, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
- B. continuing treatment by a healthcare provider, including:
 - a. a period of incapacity of more than three (3) consecutive full calendar days and any subsequent treatment or period of incapacity relating to the same condition, that also involves either in person treatment two (2) or more times by a healthcare provider within thirty (30) days of the first date of incapacity absent extenuating circumstances beyond the employee's control, or in person treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of a healthcare provider; The first visit to the healthcare provider must occur within seven (7) days of the first date of incapacity.
 - b. any incapacity due to pregnancy or for prenatal care; An expectant mother is entitled to FMLA leave for incapacity due to pregnancy even if she does not receive treatment from a healthcare provider during the absence, and even if the absence does not last for more than three (3) consecutive, full calendar days.
 - c. any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
 - d. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
 - e. any period of absence to receive multiple treatments by a healthcare provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis);
- C. conditions for which cosmetic treatments are administered are not "serious health conditions" unless inpatient hospital care is required or complications develop. Ordinarily,

unless complications arise, the common cold, the flu, ear aches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontic problems, periodontal disease, etc., are conditions that do not meet this definition and do not qualify for FMLA leave.

Whenever the leave is foreseeable, the staff member shall provide the District with thirty (30) days notice. If there is insufficient time to provide such notice because of unforeseeable events, the staff member shall provide such notice as soon as possible and practical, generally not later than the next business day after the employee realizes the need for leave. Failure to follow the leave notice requirements may result in delay of obtaining the leave. Employees will still be required to comply with the absence reporting procedures at their buildings.

When planning medical treatment, the staff member must consult with the District and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the District, subject to the approval of the healthcare provider.

The staff member may request to substitute any of his/her earned or accrued paid vacation leave, personal leave or family leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for the birth, adoption or foster care placement of a child, or qualifying exigency for a Service Member Family Leave.

The staff member may request to substitute any of his/her earned or accrued paid vacation, personal leave or sick leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition.

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) or twenty-six (26) week period of FMLA leave, any additional weeks of leave to which the staff member is entitled to shall be unpaid. Whenever a staff member uses paid leave for a qualifying leave under this policy, such leave will count towards the maximum allowable leave, the paid leave, and FMLA/Service Member Family leave to which the staff member is entitled will run concurrently.

The District may allow a staff member to take FMLA leave intermittently or on a reduced-leave schedule for the birth, adoption or foster care placement of a child. A staff member may take FMLA leave on an intermittent or reduced-leave schedule when medically necessary for his/her own serious health condition or to care for a spouse, parent or dependent child with a serious health condition. The taking of such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

If the intermittent or reduced-leave schedule is foreseeable based on planned medical treatment, the District may require the staff member to transfer temporarily to an available

alternative position which better accommodates recurring periods of leave. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties. Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the District for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The District will notify the staff member when the District intends to designate leave as FMLA-qualifying. Such notice may be given orally or in writing. When verbal notice is given, it will be followed by written notice within ten (10) business days. In the case of intermittent or reduced-leave schedule leave, only one (1) such notice is required unless the circumstances regarding the leave have changed. If the District does not have sufficient information about the reason for an employee's use of paid leave, the District may inquire further to ascertain whether the paid leave is FMLA-qualifying. Once the District learns that a paid leave is for an FMLA leave-qualifying reason, the District will promptly notify the staff member that the paid leave will count toward the staff member's twelve (12) week FMLA-leave entitlement.

In cases in which the District employs both spouses, the total amount of FMLA leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or a child, or twenty-six (26) weeks of FMLA leave for Service Member Leave.

When FMLA leave is taken for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition, the staff member must provide medical certification from the healthcare provider of the eligible staff member or his/her immediate family member. When the staff member requests qualifying Service Member Leave, he/she must provide certification of a qualifying exigency or of the service member's serious illness. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed.

The staff member may either:

- A. submit the completed medical certification to the District; or
- B. direct the healthcare provider to transfer the completed medical certification directly to the District, which will generally require the staff member to furnish the healthcare provider with a HIPAA- compliant authorization.

In the event the staff member fails to provide medical certification, any leave taken by the employee will not qualify for FMLA Leave/Service Member Family Leave.

When the need for FMLA leave is foreseeable and at least thirty (30) days notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the Superintendent or Superintendent Designee within fifteen (15) calendar days after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

Any dispute over eligibility for FMLA leave shall be discussed between the employee and District. The District shall be responsible for maintaining a record of those communications.

The District reserves the right to obtain, at its expense, the opinion of a second healthcare provider and, in the event of conflict, the opinion of a third healthcare provider whose decision shall be binding and final. The staff member may either:

- A. submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable, to the District; or
- B. direct the second or third healthcare provider to transfer his/her opinion directly to the Superintendent or Superintendent Designee, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event the staff member fails to provide the medical opinion of the second or third healthcare provider, if applicable, any leave taken by the employee will not qualify for FMLA leave.

A staff member who takes leave for his/her own serious health condition prior to returning to work, must provide the District with a statement from his/her healthcare provider that he/she is able to resume work.

Upon return from any FMLA leave, the District will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the District shall maintain the staff member's current coverage under the District's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

Any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the District to minimize disruption to the students' program. Special rules under the FMLA may apply for instructional staff.

The staff member shall not accrue any sick leave, vacation, or other benefits during a period of unpaid FMLA leave.

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.

If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition of the staff member or of the staff member's immediate family member, or for circumstances beyond the control of the staff member, the staff member shall reimburse the District for the health insurance premiums paid by the District during the unpaid FMLA leave period.

Communication Requirements

When the need for FMLA leave is not foreseeable, an employee on FMLA shall comply with the employer's usual and customary notice and procedural requirements for requesting leave. Employees on FMLA shall also follow District call-in guidelines like any other employee. Under FMLA regulations, an employee must comply with the District's call-in procedures unless unusual circumstances prevent them from doing so. In such cases, the employee shall provide notice to his/her supervisor as soon as practicably possible. Failure to provide timely absence or tardy notice to the employee's immediate supervisor shall lead to FMLA leave approval delays or denials, and are subject to progressive employee discipline where good cause is not shown. Failure to adhere to daily call-in requirements may also result in delays to processing intermittent and reduced schedule FMLA leave requests and associated compensation requests.

Work Beyond District Employment While on FMLA Leave

GECS for worksite Eagle's Nest Academy Policy titled Outside Employment prohibits outside supplemental employment for all GECS at worksite Eagle's Nest Academy employees while on any type of leave. An employee approved for FMLA leave shall therefore not work in any capacity that impedes the employee's recovery from, or treatment for reported health condition(s). As such, employees found to be engaging in outside employment while on FMLA leave that potentially impedes the employee's recovery efforts shall be subject to investigation, potential disciplinary action and dismissal.

FMLA fraud occurs when employees take FMLA leave for purposes other than those permitted under FMLA. For example:

- Working for another employer, performing same or similar duties that the employee's FMLA medical certification form says he or she is not able to perform; or
- Engaging in off-duty activity, while on FMLA leave for one's own serious health condition, that is inconsistent with the limitations the serious health condition imposes.

Travel While on FMLA Qualifying Leave

Whether GECS employees for worksite Eagle's Nest Academy engage in personal travel while on FMLA leave and retain the law's protections will depend on the nature of their activities while engaging in personal travel, and whether those activities stand in contrast to the reason FMLA qualifying leave was taken. This policy requires employees on medical leave to stay close to home and allows travel for the purpose of obtaining treatment for themselves or to care for an immediate family member (spouse, child, or parent) with a serious health condition. Long

distance travel requires written permission from GECS employees at worksite Eagle's Nest Academy.

Recertification

To the extent permitted by applicable law, if GECS for worksite Eagle's Nest Academy has reason to doubt the validity of a medical certification, GECS at worksite Eagle's Nest Academy shall exercise its right to obtain a second or third medical opinion at GECS expense. If the GECS for worksite Eagle's Nest Academy determines that the certification is incomplete, it shall provide a written notice indicating what additional information is required.

During an FMLA leave, employees shall be required to provide GECS for worksite Eagle's Nest Academy periodic status updates regarding expected date of return and/or intent to return to work.

Recertification shall be required no more often than every thirty (30) days in connection with an absence by the staff member unless the condition will last for more than thirty (30) days. For conditions that are certified as having a minimum duration of more than thirty (30) days, GECS for worksite Eagle's Nest Academy will not request recertification until the specified period has passed, except that in all cases the staff member must submit recertification every six (6) months in connection with an absence by the employee. Additionally, GECS at worksite Eagle's Nest Academy may require a staff member to provide recertification in less than thirty (30) days if the staff member requests an extension of leave, the circumstances described in the previous certification have changed significantly, or if GECS at worksite Eagle's Nest Academy receives information that casts doubt upon the staff member's stated reason for the absence or the continuing validity of the certification. Finally, staff members must provide a new medical certification each leave year for medical conditions that last longer than one (1) year. If an employee fails to provide a recertification within a reasonable time under the particular facts and circumstances, then the employer may deny continuation of the FMLA leave protections.

A staff member who takes leave for their own serious health condition that makes him/her unable to perform the functions of his/her position; prior to returning to work, must provide GECS at worksite Eagle's Nest Academy with a fitness-for-duty certification that specifically addresses the staff member's ability to perform the essential functions of his/her job. The fitness-for-duty certification shall only apply to the particular health condition that caused the staff member's need for FMLA leave. If reasonable safety concerns exist, GECS at worksite Eagle's Nest Academy shall under certain circumstances, require a staff member to submit a fitness-for-duty certification before he/she returns to work from FMLA leave. The cost of the certification shall be borne by the staff member.

Dishonesty, Fraud, and Misuse of FMLA

All credible reports of suspected FMLA abuse shall be investigated and documented. FMLA dishonesty, fraud, and abuse refers to employees' legitimate use of FMLA qualifying leaves in a

fraudulent manner, or in cases where FMLA was fraudulently obtained by the employee. All findings of FMLA malfeasance and or abuse shall be subject to disciplinary action and dismissal. Under all circumstances where an employee has committed fraud in obtaining FMLA leave, GECS at worksite Eagle's Nest Academy is exempted from all obligations to the employee under FMLA rules. A staff member who fraudulently obtains and uses FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions.

Compliance

Absent extenuating circumstances, if an employee fails to follow this policy, the District shall exercise its right to delay or deny the FMLA request. The District shall prepare administrative guidelines that are appropriate for this policy and shall ensure that the policy and associated administrative guidelines are posted and properly adhered to.

In any areas where discretion is allowed in the implementation of this policy or its guidelines for implementation, such discretion shall be exercised in a non-discriminatory manner. Similarly situated persons shall be treated similarly.

GECS at worksite Eagle's Nest Academy shall provide a copy of this policy to all staff members on any form of FMLA. A notice of Rights and Obligations shall also be provided each time an employee requests FMLA leave or the District has sufficient information to believe that the employee may qualify for FMLA leave.

The approval, denial and administration of leave under this policy will be governed by the Family Medical Leave Act of 1993, as amended, and its published regulations, as applied and interpreted by the Superintendent and his/her designees.

GECS at worksite Eagle's Nest Academy will not interfere with, restrain, or deny the exercise or attempted exercise of a right established under this FMLA policy. Further, GECS at worksite Eagle's Nest Academy will not discharge, fine, suspend, expel, discipline, or discriminate against a staff member with respect to any term or condition of employment because of the staff member's actual or potential exercise, or support for another employee's exercise, of any right established under this FMLA policy. Nothing herein shall prevent the District from taking an employment action that is independent of the exercise of a right under this FMLA policy. Finally, GECS at worksite Eagle's Nest Academy will not deprive an employee who takes FMLA pursuant to this policy of any benefit that accrued before the date that leave commences.

Section VII: PRIVACY AND WORKPLACE TECHNOLOGY

TECHNOLOGY PRIVACY:

GECS at worksite Eagle's Nest Academy recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of GECS at worksite Eagle's Nest Academy position with respect to staff-member privacy in the educational and workplace setting

and to protect GECS at worksite Eagle's Nest Academy interests.

All GECS at worksite Eagle's Nest Academy Technology Resources are Eagle's Nest Academy property and are intended to be used solely for business purposes. Eagle's Nest Academy retains the right to access and review all Information Resources, including but not limited to electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the school's computer system/network, telephone system, electronic mail system, and voice mail system. Staff members shall have no expectation that any personal information/data maintained, stored, or transmitted on or through such systems is confidential or private.

Review of such information may be done by GECS at worksite Eagle's Nest Academy with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password.

All passwords or security codes must be registered with the District. A staff member's refusal to permit such access to Information Resources may be grounds for discipline up to and including discharge.

District Technology Resources are to be used only for business and educational purposes.

No personal messages should be exchanged via District-owned technology. Because District Technology Resources are to be used solely for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

Staff members are encouraged to keep their personal records and personal business at home.

Personal messages via District-owned technology should be limited in accordance with the Superintendent or Superintendent Designee's guidelines. Staff members are encouraged to keep their personal records and personal business at home. Because District Technology Resources are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

District Technology Resources must be used properly. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the District, except to the extent necessary to determine if the files/email/voice mail constitute a public record or if the District's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent or Superintendent Designee have the authority to search and access information electronically.

All District Technology Resources and District Information Resources are the property of the District. Staff members shall not copy, delete, or remove any information/ data contained on District Technology Resources without the express permission of the Superintendent or Superintendent Designee, or communicate any such information to unauthorized individuals. In addition, staff members may not copy software onto any District Technology Resources and may not bring software from outside sources for use on District Technology Resources or provide unauthorized access to District Technology Resources or District Information Resources. Prior approval of the Superintendent or Superintendent Designee or his/her designee must be obtained before any outside software, hardware or other technology is used in connection with District Technology Resources or District Information Resources. Such pre-approval shall include a review of any copyright infringements or virus problems associated with such outside software.

Video Surveillance and Electronic Monitoring:

In order to protect GECS at worksite Eagle's Nest Academy property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board of Directors authorizes the use of video surveillance and electronic monitoring equipment on school property, in school buildings, and on school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaching contracts (including employment contracts), breaking the law, District policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings). Ordinarily, video surveillance/electronic monitoring equipment will not be used to make an audio recording of conversation occurring on school grounds or property.

STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY:

Technology has fundamentally altered the ways in which information is accessed, communicated and transferred in society. As a result, educators are continually adapting their means and methods of instruction and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The District provides Technology and Information Resources to support the educational and professional needs of its staff and students. The District provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/applications to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and internet system does not serve as a public access service or a public forum, and the District imposes reasonable restrictions on its use consistent with its limited educational purpose.

The District regulates the use of District Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission and articulated expectations of employee conduct as delineated in Employee Work Rules. The District's technology policy series and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's Technology and Information Resources and staff's personal communication devices when they are connected to the District's computer network, internet connection and/or online

educational services/applications, or when used while the staff member is on District property or at a District-sponsored activity.

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, bullying, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its technology resources are not unlimited, the District has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology and information resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Staff are expected to utilize District Technology and Information Resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools essential to both life and work. The District encourages staff to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities.

The internet is a global information and communication network that brings incredible education and information resources to students. The internet connects computers and users in the District with computers and users worldwide. Through the internet, students and staff can access relevant information to enhance their learning and the education process. Further, District technology resources provide students and staff with the opportunity to communicate with other people from around the world. However, access to such an incredible quantity of information and resources brings with it certain unique challenges and responsibilities.

The District may not be able to technologically limit access, through its technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the District has implemented technology protection measures to protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Superintendent or Superintendent Designee, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The District also

utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material deemed as obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District Technology Resources if such disabling will cease to protect against access to materials prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or his/her designees may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent or his/her designees may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members will have access to professional development programs in accordance with the provisions of law and this policy. Training shall include:

- the safety and security of staff and students while using e-mail, chat rooms, social media and other forms of direct electronic communications;
- the inherent danger of students disclosing personally identifiable information online;
- the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors or any other individual.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The unauthorized disclosure of personally identifiable information about students online is prohibited.

The Department of Information Technology will provide staff and building leaders with appropriate guidance and training materials in order to ensure staff are knowledgeable about this policy and any accompanying guidelines. The District expects staff members will provide guidance and instruction to students in the appropriate use of the District technology resources.

Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media including in chat rooms and cyberbullying awareness and response. All users of District Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a District e-mail address they are required to use for all school-related electronic communications, including those to students, parents and other staff members in accordance with staff email policy.

With prior approval from the Superintendent or his/her designee, staff may direct students who have been issued District assigned e-mail accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications to be used by the students for educational purposes under teacher supervision.

Staff members are responsible for good behavior when using District technology and information resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The District does not approve any use of its technology and information resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Staff may only use District technology resources to access or use social media in accordance with the District's social media policy.

Users who disregard these policies and the accompanying guidelines may have their user privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology and information resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and his/her designee as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District Technology and Information Resources.

DISTRICT-ISSUED STAFF EMAIL ACCOUNT:

The District provides and authorizes staff members and Board members to use electronic mail ("e-mail") hosted by the District on its servers for its educational purposes. The District is committed to the effective use of e-mail by all District staff and Board members in the conduct of their official duties. This policy and corresponding administrative guidelines are intended to establish a framework for the proper use of e-mail for conducting official business and communicating with colleagues, students, parents and community members.

When available, the District's e-mail system must be used by employees for any official District email communications. Personal email accounts on providers other than the District's e-mail

system may be blocked at any time if concerns for network security, SPAM (e.g. unsolicited, undesirable or illegal messages), or virus/spyware/malware protection arise. Furthermore, District staff are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any emails or attachments to emails originating from unknown sources.

District staff shall not send or forward mass emails, even if the emails concern District business.

Staff members are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving emails that constitute a public record or student record and e-mails are subject to a litigation hold and purging all other e-mails that have been read. If the staff member is concerned his/her email storage allotment is not sufficient, s/he should contact his/her building principal or supervisor and consult with the District's Technology Department staff.

Unauthorized Email

The Eagle's Nest Academy does not authorize the use of District Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network email accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, email relayed from any third party's email servers without the permission of the third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The District does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The District reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized email from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send email to, or through, the network. The District's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

SECTION VIII- EMPLOYEE CONDUCT

EMPLOYEE MISCONDUCT:

GECS employees' at worksite Eagle's Nest Academy are required to self-report within forty-eight (48) hours any arrest, arraignment or charges, other than a minor traffic violation, to GECS at worksite Eagle's Nest Academy and if required by law, to the appropriate state

agency. The notice shall not be considered an admission of guilt nor be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory.

Self-reporting shall also be required for any conviction, finding of guilt, withholding or adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this policy, GECS at worksite Eagle's Nest Academy shall comply with all confidentiality provisions.

The Superintendent or Superintendent Designee shall require that all legally sufficient complaints be filed in writing to GECS for worksite Eagle's Nest Academy. All employees shall promptly report any felonious criminal complaint against any staff member that comes to the employee's attention that may be grounds for the revocation or suspension of a teaching certificate or employment license. The willful failure by an employee to promptly report a complaint shall subject the employee to discipline as provided by law and policy.

CONFLICT OF INTEREST:

Statement of Purpose

The maintenance of high standards of honesty, integrity, impartiality and professional conduct by the GECS employees' at worksite Eagle's Nest Academy, officers, and agents ("Officials") is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the school.

This policy is adopted to provide guidance on 1) how to avoid actual or perceived conflicts, and 2) what to do if a conflict arises. Officials are expected to perform their official duties in a manner free from both actual conflicts and the appearance of conflicts.

Definitions

- ***Conflict of Interest*** occurs when an individual has a financial interest, directly or indirectly, or some other interest that could in some way impair one's fairness and impartiality on the job.
- ***Disclosure*** means an oral and/or written statement setting forth the nature and details of a conflict.
- ***Family Member*** means parents, children, uncle, aunt, cousin, nephew, niece, spouse, domestic partner, grandparents, all family members by marriage or by adoption including in-laws and "step" family members, half- brother, half-sister or person who resides in the same household of any employee or Board member.
- ***Financial Interest*** means income, honoraria, payment for service (including consulting services) or equity such as stock, stock options or other ownership interests and royalties.
- ***Official*** means GECS employee for worksite Eagle's Nest Academy, officer or agent.

- **Other Interest** occurs when an individual has an interest that could in some way impair one's fairness and impartiality on the job.
- **Nominal Value** means a monetary value of \$100 or less.

Disclosure Requirements

- **Annual Disclosures.** All Officials shall file Electronic Disclosures upon hire, and thereafter, annually – disclosing all existing, potential, possible and probable conflicts of interest.
- **Update to Annual Disclosures.** All Officials must file a written update to his/her annual disclosure at any time if a change in circumstances presents a potential or perceived conflict of interest. Put another way, when an Official determines the possibility of a conflict of interest, he/she must disclose his/her interest, in writing.
- **Disclosure of Interest in a Contract.** If an Official's financial interest pertains to a proposed contract with the District ("Contract"), he/she shall disclose his/her financial interest in the Contract to the Superintendent or Superintendent Designee within seven (7) days of discovering the existence of the pending or actual contractual relationship with the GECS at worksite Eagle's Nest Academy.
- **Disclosure of Interest in Employment Action.** If an Official required to participate as a committee member in an employment interview becomes aware of an employment applicant that presents a conflict of interest for the Official, or an appearance of a conflict of interest, the Official should immediately advise the committee chairperson of such conflict of interest. If the Official is the committee chairperson, he/she should disclose the conflict to a representative of the Division of Human Resources, and refrain from participating in the interview process, unless cleared to do so by Human Resources.
- **Disclosure of Acceptance of Unsolicited Gift.** If an Official accepts an unsolicited gift of nominal value, he/she must disclose the same to the Superintendent or his/her designee **prior** to acceptance of the gift.
- **District's Disclosure of an Official's Conflict.** Upon discovery of any potential conflict of interest, the District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency consistent with the requirements of the granting agency or, if applicable, the pass-through entity.
- **District's Disclosure of Fraud.** The District will disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

Standards of Conduct

The following list of expected behavior(s) is intended to provide examples and guidance – it is not intended to be all- inclusive, nor a substitute for good judgment on the part of a GECS at worksite Eagle's Nest Academy Official:

- No School Official shall use his/her position as a School Official to benefit himself/herself or any other individual or agency apart from the total interest of the District.

- No Official shall engage in or have a financial interest, directly or indirectly, in any activity that 1) conflicts; 2) has the appearance of a conflict; or 3) raises a reasonable question of conflict - with his/her duties and responsibilities in the school system.
- Officials 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 or parents of such student in the course of the Official's employment or professional relationship with the District. Prohibited services include, but are not limited to:
 1. The provision of any private lesson or services for a fee;
 2. The use, sale, or improper divulging of any privileged or confidential information about a student gained in the course of the Official's employment or professional relationship with the District through his/her access to District records;
 3. The referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees or other remuneration for such referrals; and The requirement of students or clients to purchase any private goods or services provided by an Official or any business or professional practitioner with whom any Official has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals or recommendations.

Should exceptions to this prohibition be necessary in order to provide services to students or clients of the District, all such exceptions will be made known to the Official's supervisor and will be disclosed to the Superintendent or his/her designee **before** entering into any private relationship.

- Officials shall not make use of materials, equipment or facilities of the District in private practice. For example, an Official cannot: 1) use facilities before, during or after regular business hours for service to private practice clients; or 2) check out items from an instructional materials center for private practice or personal gain.
- No Official may participate in the selection, award, or administration of a contract supported by a Federal award if he/she has a real or apparent conflict of interest. Such a conflict of interest would arise when the Official or his/her family member, or an organization which employs or is about to employ the Official or his/her family member, has a financial interest in or a tangible personal benefit from a firm considered for a contract.
- Officials shall not participate in any human resource decisions, including involvement in the hiring or selection of applicants for employment if there is any potential or perceived conflict of interest; whether from the Official's or the applicant's perspective.
- Officials shall not be given special consideration in dealings with the District.
- Officials must adhere to all applicable District policies related to conflict of interest.
- To the extent that the District has a parent, affiliate or subsidiary organization that is not a State, local government or Indian tribe, the District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the District is unable, or appears to be unable, to be impartial.

Gifts and Gratuities

- Contractors Involving Federal Grant Funds. Officials cannot solicit or accept gifts, gratuities, honoraria, favors, loans or other things of monetary value from contractors for GECS at worksite Eagle's Nest Academy or subcontractors who are paid by the school using Federal grant funds.
- No Solicitation of Contractors Not Involving Federal Grant Funds. Officials cannot solicit or accepts gifts, gratuities, honoraria, favors, loans or other things of monetary value from any person or company: 1) doing business with the District; 2) seeking to do business with the District; 3) seeking official action for the District; or (iv) that has interests that could be substantially affected by the performance of the Official's job duties.
- Exceptions. The prohibition in "Standards of Conduct" Item B above shall not apply to:
 1. An award publicly presented to an Official by an individual, governmental body or non-governmental entity or organization in the recognition of public service;
 2. Complimentary copies of trade publications, books, reports, pamphlets, calendars, periodicals or other informational materials;
 3. A gift received from an Official's relative or family member provided that the relative or family member is not acting as a third party's intermediary or an agent in an attempt to circumvent this policy;
 4. Admission or registration fee, travel expenses, entertainment, meals or refreshments that are furnished to the Official:
 - a. By the sponsor(s) of an event, appearance or ceremony, which is related to official District business in connection with such an event, appearance or ceremony to which one (1) or more of the public are invited; or
 - b. In connection with teaching, a speaking engagement, or the provision of assistance to an organization or another governmental entity as long as the District does not compensate the Official for admission or registration fees, travel expenses, entertainment, meals or refreshments for the same activity; and
 5. A gift of unsolicited items of "nominal value" received from a contractor or subcontractor who is party to a District contract that is not paid with Federal grant funds. Officials are allowed to accept unsolicited items valued up to \$100.00 in any one month period provided that the frequency is limited. A gift that falls under any of the above exceptions which seems unreasonable may be subject to review by the District.
- If an Official accepts a gift in violation of this policy, he/she should return the gift and immediately disclose the same to the Superintendent or his/her designee.

Staff Gifts

To avoid the appearance of impropriety, GECS at worksite Eagle's Nest Academy discourages the exchange of gifts between staff and students.

Based on the foregoing, it is the policy of the Board that:

1. Staff members may accept gifts from students less than \$50. Examples include a mug, piece of fruit or baked item.
2. Staff members shall consult with their building administrator regarding the appropriateness of providing gifts to students. Factors to consider include, but not limited to: a) Student need, b) Cost of gift, c) Nature of gift; and d) Relationship of gift to educational program or District activity. If a staff member wishes to give a gift to a student, s/he may do so as a gift to the classroom. Examples of such class gifts include, but are not limited to , library books or other educational resources for the class.
3. Items may not be cash or cash equivalents.

GECS at worksite Eagle's Nest Academy and the Superintendent or Superintendent Designee may approve acts of generosity to individual staff members in unusual situations. The Superintendent or Superintendent Designee shall establish administrative guidelines requiring all staff to disclose gifts valued greater than \$50.

Upon the recommendation of the Superintendent or Superintendent Designee, GECS at worksite Eagle's Nest Academy shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.

Disciplinary Action for Violation of This Policy

Employees found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination, as permitted by applicable GECS policy, as well as Federal, State, and local law.

STANDARDS OF ETHICAL CONDUCT:

All employees are representatives of GECS at worksite Eagle's Nest Academy and shall conduct themselves, both in their employment and in the community, in a manner that will reflect credit upon themselves and the school system.

All professional staff members shall:

- teach efficiently and faithfully, using the books and materials required, following the prescribed courses of study, and employing approved core content standards, pedagogical approaches, and methods of instruction as provided by law and by the rules of the Michigan Department of Education, and as required by GECS at worksite Eagle's Nest Academy;
- keep current in their subject area through attendance at professional meetings, acquaintance with professional publications, and participation in in-service activities;
- make a reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety;
- not unreasonably restrain a student from independent action in pursuit of learning;
- not unreasonably deny a student access to diverse points of view;
- not intentionally suppress or distort subject matter relevant to a student's academic program;

- not intentionally expose a student to unnecessary embarrassment or disparagement;
- not intentionally violate or deny a student's legal rights;
- not harass or discriminate against any student on any basis prohibited by law or the Board and shall make reasonable efforts to assure that each student is protected from harassment or discrimination;
- not exploit a relationship with a student or any district staff member for personal gain or advantage;
- keep confidential personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
- take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated;
- not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression;
- not use institutional privileges for personal gain or advantage;
- accept no gratuity, gift, except as permitted by GECS at worksite Eagle's Nest Academy Policy, loan, reward, promise of future employment, favor, or service based upon an understanding that might influence professional judgment;
- maintain honesty in all professional dealings;
- maintain, prepare, and submit promptly all reports that may be required by State law, State Department of Education rules, Board rules, and administrative directives;
- not deny a colleague professional benefits, advantages, or participation in any professional organization on any basis prohibited by law or the Board;
- not interfere with a colleague's exercise of political or civil rights and responsibilities;
- not use abusive and/or profane language or display unseemly conduct in the workplace;
- not engage in harassment or discriminatory conduct which interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable efforts to assure that each individual is protected from such harassment or discrimination;
- not make malicious or intentionally false statements about a colleague;
- not use coercive means or promise special treatment to influence professional judgments of colleagues;
- not misrepresent one's own professional qualifications;
- not submit fraudulent information on any document in connection with professional activities;
- not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position;
- not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment;
- provide upon the request of a certificated individual a written statement of specific reason for recommendations that lead to the denial of pay increases, significant changes in employment, or termination of employment;
- not assist entry into or continuance in the profession of any person known to be

- unqualified in accordance to applicable statutes and State Board of Education rules;
- self-report within forty-eight (48) hours to appropriate authorities any arrest and final dispositions of such arrest other than minor traffic violations, to their supervisor and GECS at worksite Eagle's Nest Academy, and if required by law, to the appropriate state agency. DDUI is not considered a minor traffic violation. Staff members shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment;
- report any criminal act, and/or disruptive, and/or inappropriate behavior to the administrator or designee to whom the employee is responsible;
- report all allegations of child abuse and/or neglect immediately upon knowledge, to the Michigan Department of Health and Human Services, call 855-444-3911 any time day or night, and the site administrator. Failure to immediately report child abuse and/or neglect to the proper authorities will lead to disciplinary action.
- seek no reprisal against any individual who has reported any allegation of a violation; and
- No staff member shall have any interest, financial or otherwise, direct or indirect; engage in any business transaction or professional activity; or hold any employment or contractual relationship; or incur any obligation of any nature that is in conflict with the proper or full and faithful discharge of his/her duties.

CODE OF ETHICS:

Society has charged public education with trust and responsibility that requires professional educators of the highest ideals and quality service. The Michigan State Board of Education Code of Ethics articulates the ethical standards to which GECS staff at worksite Eagle's Nest Academy are expected to adhere in their job performance.

All GECS employees at worksite Eagle's Nest Academy, regardless of their position, because of their dual roles as public servants and educators are to be bound by Code of Ethics. Adherence to the Code of Ethics shall create an environment of honesty and integrity and aid in achieving these common missions for all District students, to provide a high quality education and to improve their health, safety and wellbeing.

As stated in the Michigan Professional Educator's Code of Ethics:

Ethical Standards: The following ethical standards address the professional educator's commitment to the student and the profession.

- ***Service toward common good:***
Ethical Principle: The professional educator's primary goal is to support the growth and development of all learners for the purpose of creating and sustaining an informed citizenry in a democratic society.
- ***Mutual respect:***

Ethical principle: Professional educators respect the inherent dignity and worth of each individual.

- **Equity:**

Ethical principle: Professional educators advocate the practice of equity. The professional educator advocates for equal access to educational opportunities for each individual.

- **Diversity:**

Ethical principle: Professional educators promote cross-cultural awareness by honoring and valuing individual differences and supporting the strengths of all individuals to ensure that instruction reflects the realities and diversity of the world.

- **Truth and honesty:**

Ethical principle: Professional educators uphold personal and professional integrity and behave in a trustworthy manner. They adhere to acceptable social practices, current state law, state, and national student assessment guidelines, and exercise sound professional judgment.

Personnel Matters

This Code of Ethics applies to all employees of GECS at worksite Eagle's Nest Academy, administrators, teachers, and all other employees regardless of full or part time status. It also applies to all persons who receive any direct economic benefit from the District.

A. Confidentiality.

An educator shall comply with State and Federal laws and regulations, and Board policies relating to the confidentiality of student records. Unethical conduct includes, but is not limited to, sharing of confidential information concerning student academic and disciplinary records, personal confidences, health or medical information, family status and/or income, and assessment/testing results.

B. Enforcement.

Enforcement will be pursuant to State law and to Board policies, which may include penalties for violations of the Code of Ethics that will be imposed pursuant to the applicable State law or Board policy.

C. All District employees will be required to certify that the employee has read, understands, and agrees to abide by this Code of Ethics as well as the state laws and Board policies and regulations cited in the Code. A failure to sign the Certificate will not excuse a failure to comply with the Code of Ethics. The certification shall be submitted according to a process determined by the Eagle's Nest Academy. Infractions shall be reported to the Superintendent, his/her designees, and of the Office of the Inspector General.

Employees are subject to various other laws, rules, and regulations including but not limited to this Code of Ethics which should be viewed as additive to these laws, rules and regulations. To the extent it does not conflict with any laws, Board policies, or governmental regulations, this Code of Ethics shall control with regard to conduct. In the event of any conflict, the law, regulation, or Board policy shall control.

STAFF DRESS AND GROOMING:

GECS at worksite Eagle's Nest Academy believes that staff members set an example in dress and grooming for students to follow. A staff member who understands this precept and adheres to it enlarges the importance of his/her task to serve as a role model to students, presents an image of dignity, and encourages respect. These factors act in a positive manner toward the maintenance of academic decorum and discipline.

GECS employees at worksite Eagle's Nest Academy shall generally maintain a neat, well-groomed, and professional appearance that is appropriate for their job functions. Attire should always be appropriate to the work location environment and reflect a professional image to the division, school, or department's internal and external customers, the public, and stakeholders with whom professional and support staff interact.

No dress code policy can cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing. Notwithstanding, the District retains the authority to specify dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, on or off District property, all professional and support staff members shall:

- remain physically clean, neat, and well groomed;
- dress in a manner consistent with duties and responsibilities that communicates to students a pride in personal appearance;
- practice grooming habits in such a way that their hairstyle or dress does not cause a health, safety hazard, and or disrupt work and classroom settings; and
- dress in a manner that communicates professionalism to students and the community.

Teachers, assistant teachers, and office staff are to look casually professional and set a professional example. Garments to be worn by male and female staff are as follows: Tops should be navy, black or white, collared shirts or blouses. Men can wear shirts with a tie as long as the navy/black/white color scheme is maintained. Bottoms should be khaki beige, black or navy. Shoes should be professional dark colored loafers or pumps. ENA badges are to be worn daily as part of our school uniform. Look especially professional for Parent/Teacher Conferences.

Faculty and staff should attire themselves in a manner that separates their appearance from that of students. Any male who regularly greets guests (administrative personnel especially) should wear a shirt and tie daily; any female in the same role should wear a dress, dress trousers, or skirt.

OUTSIDE EMPLOYMENT:

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Employees shall not be prohibited from holding employment outside the district as long as such employment

does not result in a conflict of interest nor interfere with assigned school duties as determined by GECS at worksite Eagle's Nest Academy.

GECS at worksite Eagle's Nest Academy employees to disclose outside employment. GECS at worksite Eagle's Nest Academy expects employees to devote maximum effort to the position in which they are employed. An employee will not perform any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the school's position require; nor will an employee use any school facilities, equipment or materials in performing outside work.

When the periods of work are such that certain evenings, days, or vacation periods are duty free, the employee may use such off-duty time for the purpose of non-school employment.

This policy prohibits outside supplemental employment while on any type of leave.

USE OF TOBACCO:

GECS at worksite Eagle's Nest Academy is a non-smoking facility. Any GECS at worksite Eagle's Nest Academy employee smoking on school grounds will result in disciplinary action up to and including termination.

DRUG FREE WORKPLACE:

General Information

1. **Statement of Purpose:** GECS at worksite Eagle's Nest Academy maintains a drug-free workplace and we enforce a strict policy prohibiting the purchase, possession, current use, sale or distribution of controlled substances or habit forming drugs (other than those legally prescribed by a licensed physician) by its employees. If an individual utilizes medical marijuana or other unlawful substances prescribed for medical purposes off duty, such use on-duty is nevertheless prohibited and such use shall not interfere with any duties required for the District. This policy strictly prohibits employees appearing for work under the influence of illegal drugs.

GECS at worksite Eagle's Nest Academy also maintains a strict policy prohibiting the possession or use of alcoholic beverages or recreational drugs, whether legal or illegal (marijuana, et al.) in any form on GECS at worksite Eagle's Nest Academy property or at offsite school events. GECS at worksite Eagle's Nest Academy strictly prohibits employees from appearing for work or entering the workplace under the influence of alcohol and alcohol related intoxicants or recreational drugs.

GECS at worksite Eagle's Nest Academy considers the abuse of alcohol, recreational drugs and use of illegal drugs as: presenting a serious physical and mental health threat to the individual employee involved; a potential danger to other employees; and having an adverse impact on the reputation and profitability of the District.

2. **Definitions:** For purposes of this policy, illegal drugs or unlawful substances include, but are

not limited to; amphetamines, barbiturates, heroin, LSD, marijuana (federal law), cocaine, methadone, methaqualone, phencyclidine (PCP), and opium. Illegal drugs do not include drugs legally prescribed by a licensed physician and when used according to the physician's directions.

The legal use of prescription drugs and over-the-counter drugs, while not necessarily prohibited, may affect an employee's ability to perform his or her job. Therefore, employees must report to their supervisor all prescription and over-the-counter drug use which may have an affect on their ability to perform their job duties.

Employees must also identify all prescription and nonprescription drugs, which they have taken during the thirty (30) days preceding any drug testing. This information will be given the same level of confidentiality as all other medical information.

Disciplinary Action: For purposes of this employee handbook, and specifically this section, the phrase "disciplinary action" refers to any Company discipline, up to and including immediate termination.

Prohibited Use of Alcohol or Illegal Drugs

The use, sale, possession, and appearing under the influence of alcohol or illegal drugs while on Company property may be grounds for disciplinary action. Any employee reporting for work or entering the workplace while impaired by alcohol or illegal drugs may be subject to disciplinary action ("impaired by alcohol" is defined as .08 blood alcohol concentration level or above).

The sale or possession of illegal drugs or alcohol on the District or at District functions at any time may be grounds for disciplinary action. Any illegal drug identifier will be turned over to the appropriate law enforcement agency.

GECS at worksite Eagle's Nest Academy property is defined as all facilities, land, buildings, and automobiles owned, leased or used by the school. Eagle's Nest Academy property may also include other work locations, or travel to and from those locations, while in the course of or within the scope of employment.

GECS at worksite Eagle's Nest Academy may use, at its discretion, further investigative measures designed for the prevention and detection of alcohol or illegal drug use and trafficking on Eagle's Nest Academy property.

Employee Drug Testing

The following are the types of drug testing which may be requested of an employee of GECS at worksite Eagle's Nest Academy.

1. **General Policies:** It is the responsibility of GECS to have all examinations performed by a medical facility which will collect, test and retain the samples obtained from employees in such

a way as to ensure the integrity, accuracy, and confidentiality of the testing process. All examinations will be performed with concern for the personal privacy of the employee. All test results will be treated with strict confidentiality on a "need to know" basis.

No substance screen will be conducted without the employee's written consent. An employee who refuses to submit to a substance screen or who refuses to sign a written consent will be considered to have failed the screen and may be subject to disciplinary action.

2. Post Accident/Injury Testing: Any employee who is injured or who claims to have been injured during the course of employment may be subject to testing for illegal drug and alcohol use.

Additionally, any employee returning from work after a prolonged absence may first be required to take and pass a test for alcohol or illegal drug use. A positive substance screen demonstrating the use of alcohol or illegal drugs in violation of this policy may be grounds for disciplinary action.

3. Pre-Assignment Testing: GECS employees at worksite Eagle's Nest Academy may be required to test for current illegal drug use as part of their pre-assignment requirements. Employees will be required to sign a release of test results to GECS for worksite Eagle's Nest Academy.

Refusal to sign a release or refusal to be tested may be grounds for disciplinary action. A positive substance screen demonstrating the current use of alcohol or illegal drugs may also be grounds for disciplinary action.

4. Reasonable Cause Testing: If GECS at worksite Eagle's Nest Academy has reasonable cause to believe that an employee is using alcohol or an illegal drug in violation of this policy, GECS will require that the employee participates in a medical evaluation by a physician or other qualified medical personnel approved by GECS at worksite Eagle's Nest Academy.

This examination includes, but is not limited to, a body fluid test (which may involve a urine drug screen), blood and plasma tests, and a test for breath or saliva. A positive substance screen demonstrating the current use of alcohol or illegal drugs in violation of this policy may be grounds for disciplinary action.

SUBSTANCE ABUSE POLICY:

GECS at worksite Eagle's Nest Academy recognizes that alcoholism and substance abuse may be treatable conditions. Confidential assistance in obtaining treatment may be obtained by contacting your supervisor. Any employee who has a problem or addiction to alcohol or controlled substances is encouraged to seek voluntary treatment and counseling.

GECS at worksite Eagle's Nest Academy will make reasonable efforts to accommodate any employee who is recovering from drug or alcohol addictions. In no event, however, will the current use of illegal drugs be tolerated.

An employee who voluntarily (prior to anticipated or confirmed alcohol or illegal drug use in violation of this policy) seeks assistance from the District for alcohol or drug addiction shall be offered one (1) opportunity to participate in appropriate treatment activity through a facility approved by the District. All costs of treatment shall be paid by the employee. The District reserves the right to suspend the employee without pay pending completion of the initial treatment activity.

If the employee either refuses to participate in the approved treatment program or fails to successfully complete the program, the employee may be subject to disciplinary action.

If the employee accepts and successfully completes the treatment program, GECS at worksite Eagle's Nest Academy shall make a reasonable effort to restore the employee to previous employment, subject to random testing for alcohol or illegal drug use in violation of this policy. If the employee is subsequently found in violation of this policy after completion of the treatment, the employee may be subject to disciplinary action.

SELLING ILLEGAL DRUGS/LAW ENFORCEMENT COOPERATION:

GECS at worksite Eagle's Nest Academy maintains a policy of full cooperation with law enforcement agencies. We reserve the right to refer any suspected illegal drug related incident, on or off District premises, to the proper authorities.

Any employee who is arrested and convicted by a law enforcement agency and court of competent jurisdiction for a drug related offense (any time, anywhere) may be subject to disciplinary action.

Upon arrest and while waiting for resolution of the case, the employee may be suspended without pay or benefits subject to the outcome. If the employee is found not guilty, or the charges are dismissed, the employee will be restored to previous employment after successfully (with negative results) passing a substance screen.

Refusal to Follow Procedures

Any employee who refuses to follow procedures required for evaluation or testing under this policy may be subject to disciplinary action.

Split Sample Testing

An employee who is required to submit to a substance screen for the presence of alcohol and illegal drugs may request, at his/her expense, that a split sample simultaneously be submitted to an accredited competitive lab facility for substance screen. All chain of custody regulations must be met.

Existing Company Policies

This policy will be enforced strictly and consistently in accordance with existing GECS at worksite Eagle's Nest Academy policy, which provides that no employee will be discriminated against based on sex, age, race, color, national origin, religion, marital status, or non-job related

handicap, to the full extent of applicable law.

This Policy shall in no way alter or detract from the policy of at-will employment maintained by the Company, which provides that any employee's employment with the Company may be terminated by either party at any time, with or without cause or notice.

Note: GECS reserves the right to modify or eliminate this policy at any time in whole or in part at its discretion. Employees will be notified of substantial modifications to this policy. We therefore ask your cooperation in making the District an alcohol and drug free workplace.

FREEDOM OF SPEECH IN NON INSTRUCTIONAL SETTINGS

GECS at worksite Eagle's Nest Academy acknowledges the right of professional and support staff members, as citizens in a democratic society, to speak out on issues of public concern.

The following guidelines are adopted by GECS at worksite Eagle's Nest Academy to help clarify and, therefore, avoid situations in which the professional and support staff member's expression could conflict with the school's interests. In such situations, he/she should:

- state clearly that his/her expression represents personal views and not necessarily those of the School District where appropriate;
- not make threats, use obscenities or use abusive language towards co-workers, administrators, or officials of the District;
- refrain from making public expressions which he/she knows to be false or are made without regard for truth or accuracy;
- not make defamatory comments about co-workers, administrators, or the district as a whole;
- refrain from making public expressions that incite imminent lawless action; and
- commit slander or libel against the District or its board members, officers, administrators, employees, agents or contractors.

SOCIAL MEDIA POLICY

As part of its effort to better serve and communicate, GECS at worksite Eagle's Nest Academy may create a presence on and utilize social media and social network sites (collectively referred to as "social media"), including but not limited to a School sponsored blog, Facebook page and/or Twitter account. Some GECS staff at worksite Eagle's Nest Academy may have the responsibility to or may be encouraged to contribute to the various School sponsored social media activities. However, staff members are prohibited from interacting with students on private or non-school sponsored sites or email accounts.

Furthermore, GECS at worksite Eagle's Nest Academy recognizes the increasing popularity of social media and their personal use by individuals. GECS at worksite Eagle's Nest Academy respects the rights of its employees to use blogs and other social media as a form of self expression and all GECS at worksite Eagle's Nest Academy employees are welcome to participate in social media activities while an employee of GECS at worksite Eagle's Nest

Academy, with the understanding that employees have no right of privacy in any communications over School systems. However, GECS at worksite Eagle's Nest Academy recognizes that conversations on an employee's personal social media may reference GECS at worksite Eagle's Nest Academy or the employee's association with GECS at worksite Eagle's Nest Academy.

This Policy is intended to cover both the staff at GECS for worksite Eagle's Nest Academy communicating on behalf of GECS at worksite Eagle's Nest Academy using School sponsored social media and GECS at worksite Eagle's Nest Academy staff communicating on their personal social media in which GECS at worksite Eagle's Nest Academy or the employee's association with GECS at worksite Eagle's Nest Academy is referenced.

A. Responsibilities of Employees Using School-Sponsored Social Media or Social Network Sites

These are the official guidelines for employee use of social media on behalf of GECS at worksite Eagle's Nest Academy. The underlying policy is that employees who post on behalf of Eagle's Nest Academy are to maintain the same professional conduct in the virtual world as they would in the real world. We expect all who participate in social media on behalf of Eagle's Nest Academy to adhere to and follow these guidelines:

1. Follow all of GECS at worksite Eagle's Nest Academy policies included within this Handbook.
2. GECS at worksite Eagle's Nest Academy social media sites are to educate and inform the public of School programs, services and activities; therefore, an employee using School social media must:
 - a. Only post accurate and truthful information regarding School programs, services and/or activities;
 - b. Not post personal messages on Eagle's Nest Academy social media sites;
 - c. Not post personal opinions on Eagle's Nest Academy social media sites.
3. Be mindful that you are representing GECS at worksite Eagle's Nest Academy. As a School representative, it is important that your posts convey a positive image of the District; therefore, an employee using School social media must:
 - a. Only post honest, informative and respectful comments;
 - b. Be respectful of all individuals. Do not post content that promotes, fosters or perpetuates discrimination on the basis of race, color, religion, national origin, citizenship, gender, age, height, weight, marital status, veteran status, genetic information, disability or any other characteristic protected by applicable law;
 - c. Not post material that is unlawful, abusive, defamatory, invasive of another's privacy or obscene to a reasonable person;
 - d. Not post spam, off-topic or offensive remarks;
 - e. Not post classified, proprietary or privileged School information;

- f. Exercise sound judgment and common sense and, if there is any doubt regarding whether something should be posted on School social media, do not post it.
4. Fully disclose your affiliation with Eagle's Nest Academy. GECS at worksite Eagle's Nest Academy requires all employees who are communicating on behalf of the District to disclose their name and their affiliation. It is never acceptable to use aliases or otherwise deceive people.
5. Give credit where credit is due and do not violate others' rights; therefore, an employee using School social media must:
 - a. Not claim authorship of something that is not yours;
 - b. Make certain that another party is credited in your post if you are using their content and that they approve of you utilizing their content;
 - c. Not use the copyrights, trademarks, publicity rights, or other rights of others without the necessary permissions of the rights holder(s).
6. Know that the Internet is permanent. Once information is published online, it is essentially part of a permanent record, even if you "remove/delete" it later or attempt to make it anonymous.

B. Responsibilities of Employees Using Personal Social Media or Social Network Sites

These are the official guidelines for employee use of personal social media, while not acting on behalf of GECS at worksite Eagle's Nest Academy. These guidelines apply to GECS at worksite Eagle's Nest Academy staff who create or contribute to blogs, social networks, comment on online media stories or any other kind of social media.

1. Follow all of GECS at worksite Eagle's Nest Academy policies included within this Handbook.
2. GECS at worksite Eagle's Nest Academy staff are responsible for their actions. When you choose to go public with your opinions via a blog or other form of social media, you are legally responsible for your commentary. Individuals can be held personally liable for any commentary deemed to be defamatory, obscene, GECS at worksite Eagle's Nest Academy, individuals, or any other business, school or institution). For these reasons, individuals using social media should exercise caution with regard to exaggeration, colorful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations. In essence, your personal use of social media is done at your own risk.
3. Be conscious when mixing your business and personal lives. Online, your personal and business personas are likely to intersect. GECS at worksite Eagle's Nest Academy respects the free speech rights of all of its employees, but you must remember that School patrons, community members, colleagues and supervisors/managers often have access to the online content you post. Inappropriate posting could lead to adverse employment action being taken by GECS at worksite Eagle's Nest Academy. Keep This in mind when publishing

information online that can be seen by more than friends and family, and know that information originally intended just for friends and family can be forwarded.

4. Staff members are prohibited from interacting with students on private or non-school sponsored sites or email accounts.

If an employee's personal social media activities reference GECS at worksite Eagle's Nest Academy or the employee's association with GECS at worksite Eagle's Nest Academy, or state an opinion regarding any School activities, the employee must abide by the following guidelines:

1. Make it clear you are speaking for yourself and not on behalf of the District. Use of the following language is recommended: "The postings on this site are my own and do not necessarily represent the District's positions or opinions."
2. Fully disclose your affiliation with the District;
3. Never represent yourself in a false or misleading way;
4. Post meaningful, respectful comments;
5. Use common sense and common courtesy;
6. When disagreeing with others' opinions, be polite and respectful.

SOLICITATION, SELLING AND FUNDRAISING:

Fundraising is limited in order to prevent disruption and includes solicitation and collection of money for any purpose including collection of money in exchange for tickets, papers, or any other goods or services. Fundraising in school, on school property, or at any school-sponsored event is permitted only when the profit is to be used for school purposes or for an activity connected with the schools.

School and student fundraising activities serve two (2) general purposes:

1. To promote the education, general welfare, and morale of students; and
2. To finance the legitimate extra-curricular activities of the student body in order to augment, but not conflict with, the educational program provided by the Superintendent and his/her designee(s).

Requests for fundraising activities are initiated at the discretion of the principal and approved by appropriate school staff. It is the responsibility of the principal to follow the school internal fund accounting policies and procedures in approving and maintaining adequate controls and accountability.

For any fundraiser that involves the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverage item to be sold shall comply with the current USDA Nutrition Standards in the National School Lunch and School Breakfast Programs, the USDA Smart Snack in School regulations, and applicable State law.

Working time is for work. (Working time does not include breaks, lunch periods, or wash-up time.) For this reason, an employee **may not**:

1. Solicit on behalf of any organization or for any purpose during their own working time or during the working time of the employee being solicited. This includes fundraising and selling for personal profit.
2. Distribute written material on behalf of any organization or for any purpose at any time in working areas during working time. This includes, but is not limited to, religious and political materials.
3. Allow persons not employed by the District to solicit or distribute written material on behalf of any organization or for any purpose on District premises, unless prior approval is obtained from the District.
4. Allow persons not employed by the District into work areas unless authorized by the District.
5. Endorse or imply endorsement of a product or service in the name of the District unless prior approval is obtained from the District.
6. Solicit or accept tips or gratuities for any related service in the course of your work duties.
7. Solicit or accept gifts of any kind from vendors, parents, co-workers or students.

WEAPONS, VIOLENCE AND THREATS:

GECS at worksite Eagle's Nest Academy prohibits members of the administration from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of GECS at worksite Eagle's Nest Academy for the purpose of school activities approved and authorized by GECS at worksite Eagle's Nest Academy including, but not limited to, property leased, owned, or contracted for by the District, a school- sponsored event, including athletic events, or in a District vehicle.

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. Weapons include, but are not limited to, firearms, guns of any type, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapon, ammunition, and explosives or any other weapons described in 18 U.S.C. 921.

The Superintendent or Superintendent Designee 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 applicable existing collective bargaining agreements.

Exceptions to this policy include:

- weapons under the control of law enforcement personnel;
- items approved by an administrator, principal, or director as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner

- approved; (Working firearms and ammunition shall never be approved.)
- theatrical props that do not meet the definition of "weapons" above, used in appropriate settings;
- starter pistols used in appropriate sporting events.

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

THREATENING BEHAVIOR TOWARD STAFF MEMBERS

GECS at worksite Eagle's Nest Academy believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words, deeds, or electronic communications including social media that intimidate a staff member or cause anxiety concerning his/her physical and/or psychological well being is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline or reported to the authorities.

The Superintendent or Superintendent Designee shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

WHISTLEBLOWER PROTECTION:

GECS at worksite Eagle's Nest Academy expects all its employees to be honest and ethical in their conduct, and comply with applicable State and Federal laws, Board policies, administrative guidelines and procedures. The Board encourages and requires staff to report all potential fraudulent activity, when done in good faith.

Employees are required to call the Fraud Hotline or contact the Office of Inspector General (OIG) directly, when they have credible information regarding potential fraudulent activity. GECS at worksite Eagle's Nest Academy shall provide protections to complainants of potential fraudulent activity who, as a result of reporting violations to the OIG may be subject to retaliation by their supervisors.

Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making a Whistleblower report as long as the employee had a good faith belief as to the accuracy of any information reported. Employees are subject to disciplinary action, up to and including termination for knowingly making a false report under this policy. In accordance with this policy, employees may also be subject to disciplinary action, up to and including termination, if they fail to report any potential fraudulent activity and violations of Federal, State, or local laws involving or relating to business of the District.

Section IX - STUDENT ISSUES

STUDENT SUPERVISION AND WELFARE:

Administrators shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

GECS at worksite Eagle's Nest Academy shall maintain and enforce the following standards:

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

- Administrators are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, unless written parent consent or School District publicity release form is completed. Such transmission has been made as part of a pre- approved curricular matter or co-curricular/extracurricular event or activity such as a school- sponsored publication or production.

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

Pursuant to the laws of the State and Board Policy 1252 regarding student abuse and neglect, each administrator shall report to the proper legal authorities, immediately, any sign of suspected child abuse or neglect.

STUDENT ABUSE AND NEGLECT:

GECS at worksite Eagle's Nest Academy is concerned with the physical and mental well-being of the students of this District and will cooperate in identifying and reporting cases of child abuse or neglect in accordance with the law.

Michigan Child Protection Law requires professional staff (mandatory reporters) who have reasonable cause to suspect child abuse and/or neglect to file reports with the Department of Human Services, Children's Protective Service Division. **To make a report, call 1-855-444-3911 Health Care Services.**

All mandatory reporters who have reasonable cause to suspect child abuse or neglect shall immediately report any such case to 1) his/her supervisor, and 2) the principal or his/her designee who shall, in turn, immediately notify Children's Protective Services.

GECS at worksite Eagle's Nest Academy shall establish a procedure for all mandatory reporters to report situations of suspected child abuse/neglect and shall advise staff members of their responsibilities.

The identity of all mandatory reporters shall remain confidential, subject only to disclosure by consent of court order. All mandatory reporters 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 subjects the disseminator to civil liability for resulting damages.

Each administrator or his/her designee 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 or his/her designee.

STUDENT NON-FRATERNIZATION:

GECS at worksite Eagle's Nest Academy expects all school internal and external stakeholders who directly engage with students on or off school property, to maintain the highest professional, moral and ethical standards in their conduct with students. The interactions and relationships between all school internal and external stakeholders should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in an educational setting, and consistent with District and community standards.

GECS at worksite Eagle's Nest Academy expects all professional and support staff, contractors, as well as all athletic coaches, counselors, administrators, volunteers, and other school stakeholder who directly engage with students on or off school property, to maintain appropriate professional relationships with students and be sensitive to the appearance of impropriety in their conduct with students. All professional and support members are encouraged to discuss issues and concerns with school administrators or other personnel who function in an administrative/supervisory capacity whenever they are unsure whether particular conduct may constitute or appear as a violation of this policy.

Fraternization of any type may create the perception of inappropriate conduct or may lead to allegations or instances of sexual harassment or child abuse. Accordingly, all staff members are prohibited from engaging in any of the following types of prohibited conduct, regardless of whether the conduct occurs on or off school property or whether the conduct occurs during or outside of school hours. The following list of prohibited conduct does not, and is not intended to, constitute the entire list of conduct for which discipline may be imposed:

- A. allow a student into his/her home, or enter the home of a student, at any time without the express permission of the principal or the parent(s) or legal guardian of the student, and a record of the permission placed on file;
- B. engaging in any romantic or sexual relationships with students, including dating, flirting, sexual contact, inappropriate physical displays of affection, or sexually suggestive comments between staff and students, regardless of whether staff or student initiates the behavior, whether the relationship is consensual, or whether the student has parental permission;
- C. fostering, encouraging, or participating in inappropriate emotionally or socially intimate relationships with students in which the relationship is outside the bounds of the reasonable, professional staff-student relationship and in which the relationship could reasonably cause a student to view the professional or support staff person as more than an administrator, teacher, or coach;
- D. initiating or continuing communications with students, including those through District and personal accounts, for reasons unrelated to any appropriate purpose, including oral or written communication; telephone calls; electronic communication such as texting, instant messaging, email, chat rooms, Facebook, or other social networking sites;

- webcams; or photographs;
- E. providing any mood altering substances to students;
- F. socializing with students outside of class time for reasons unrelated to any appropriate purpose; and
- G. transporting students in personal vehicles, or ride in a personal vehicle with a student, before, during or after school hours without the express permission of the principal and the parent(s) or legal guardian(s) of the student, and a record of the permission placed on file.

Any person with knowledge or suspicion of an improper relationship between staff and a student must immediately report the conduct to school administration. Staff who makes a good-faith report of a suspected fraternization violation, or who cooperates in inquiries or investigations related to the investigation of such a report, shall be protected from retaliation in accordance with GECS at worksite Eagle's Nest Academy policy.

Reports of suspected fraternization violations by represented staff shall follow the procedures set forth in accordance with the appropriate District disciplinary policies and guidelines. The District shall take appropriate disciplinary action, up to and including dismissal, against any staff found to have violated this non-fraternization policy.

CORPORAL PUNISHMENT AND USE OF REASONABLE FORCE AND RESTRAINT:

GECS at worksite Eagle's Nest Academy employees shall assume full-authority over students under their span of control and maintain order. Under no circumstance shall GECS at worksite Eagle's Nest Academy employees find it necessary to resort to physical force or violence to compel student obedience and manage disruptive behavior. Instead, GECS at worksite Eagle's Nest Academy employees shall consider the application of alternative discipline approaches that include, but are not limited to, counseling, student mediation, conflict resolution, parental involvement, alternative education programs, restorative justice, and other forms of positive reinforcement. If all other means fail, professional staff shall consider the administrative removal of disruptive students through detention and in-school/out-of-school suspension. By no means, shall corporal punishment ever be exercised to manage disruptive behavior.

Corporal Punishment

While recognizing that students may require disciplinary action in various forms, GECS at worksite Eagle's Nest Academy does not condone, in any form, the use of corporal punishment as an appropriate means to discipline students. Corporal punishment is therefore strictly prohibited.

If any staff member, full-time, part-time, or substitute intentionally inflicts, or causes physical pain to be inflicted by hitting, paddling, spanking, slapping, head-butting, forcing prolonged maintenance of physically-painful positions, or make use of any other kind of physical force as a means of disciplining a student, the professional or support staff member shall be subject to discipline up to and including discharge.

A staff member engaging in the use of corporal punishment shall also be subject to possible criminal charges and prosecution.

Reasonable Force and Restraint

Staff may use or apply incidental, minor, or reasonable physical contact (reasonable physical force) as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning, under limited circumstances, as described below:

- A. if after requesting that the student refrain from further disruptive acts, staff may restrain a student whose behavior is interfering with the orderly exercise and performance of school district functions;
- B. for self-defense or defense of another;
- C. to prevent a student from inflicting harm on himself or herself;
- D. to quell a disturbance threatening physical injury to others;
- E. to obtain possession of weapons or other dangerous objects upon or within the control of the student; or
- F. for the protection of property.

The above-referenced policy governs the use of corporal punishment, reasonable force and restraint. All District staff and contractors interacting with students will be trained in accordance with this policy, such training shall include de-escalation techniques. The Board directs all staff to comply with Michigan law and policy, as well as, District policy related to the use of emergency seclusion and emergency physical restraint as defined and prohibited, as well as, permitted.

CONTROVERSIAL ISSUES:

GECS at worksite Eagle's Nest Academy believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

For purposes of this policy, a controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion.

GECS at worksite Eagle's Nest Academy will allow the introduction and proper educational use of controversial issues, as part of curriculum or course of study, provided that their use in the instructional program:

- A. is related to the instructional goals of the course of study and level of maturity of the students;
- B. does not tend to indoctrinate or persuade students to a particular point of view; and

C. encourages open-mindedness and is conducted in a spirit of scholarly inquiry.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction and it is not substantially disruptive to the educational setting.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal. When controversial issues have not been specified in the course of study, the Board shall permit the instructional use of only those issues which have been approved by the Superintendent and his/her designees.

In the discussion of any issue, a teacher may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to his/her point of view.

GECS at worksite Eagle's Nest Academy recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specific reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.

The Superintendent or Superintendent Designee shall develop administrative guidelines and shall provide training for professional personnel to constructively handle controversial issues.

PROHIBITION OF REFERRAL OR ASSISTANCE:

In accordance with Michigan statute, any officer, agent, or employee of GECS at worksite Eagle's Nest Academy shall strictly comply with Michigan Revised School Code as it relates to provision of sex education and is prohibited from referring a student for an abortion or assisting a student in obtaining an abortion.

Whenever it becomes necessary to discipline a member of the staff for violation of this policy, the Superintendent or Superintendent Designee shall utilize related procedures described in the Staff Discipline Policy or the current negotiated agreement, if applicable.

The Superintendent or Superintendent Designee shall conduct an investigation, as appropriate to the situation, including providing the employee with reasonable notice and the opportunity to respond.

If it is determined that any officer, agent, or employee of the Board has violated this policy, the Board shall apply a financial penalty against such individual that is equivalent to not less than three percent (3%) of that individual's annual compensation.

GECS at worksite Eagle's Nest Academy shall refund to the State School Aid fund an amount of money equal to the amount of the penalty or fine.

STUDENT ACCIDENTS AND INCIDENTS:

GECS at worksite Eagle's Nest Academy believes that school personnel have certain responsibilities in case of accidents which occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident and incident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident or incident. The Superintendent or designee may provide for an in-service program on first aid and CPR procedures.

The administrator in charge must submit an accident or incident report to the Superintendent or designee on all accidents or incidents.

Section X- HEALTH AND SAFETY

ACCIDENT PREVENTION AND SAFETY:

Safety is a vital concern to the District. The ultimate responsibility for safety, however, lies with you. We need your help in promoting safety and the prevention of accidents.

Please observe the following common sense rules:

- Learn your job and how to be safe in the workplace. See your supervisor for appropriate instructions.
- Learn the location of fire alarm boxes, extinguishers, and your duties in case of fire.
- Promptly report all unsafe or potentially hazardous conditions to your supervisor.

Examples include, but are not limited to, the following:

- Wet or slippery floors
- Icy areas in the parking lots or sidewalks
- Excessively wet, soiled, or damaged/curled entrance mats
- Trashy or unsafe areas at work
- Equipment left in halls or walkways
- Exposed or unsafe electrical wiring
- Electrical cords routed across walkways
- Careless handling of equipment
- Defective or unshielded equipment
- Staff or students using a chair or table as a step stool
- Staff or students not wearing appropriate personal protective equipment 12.
- Extreme reaching or bending when performing a task

- Do not operate electrical equipment with wet hands or while standing on a wet floor.
- Immediately report all accidents to your supervisor.
- Use proper lifting procedures and get help when needed.
- Wear safety glasses, protective clothing and other appropriate personal protective equipment when necessary.
- Handle hazardous chemicals with extreme care.
- Do not store, allow or instruct a student to use cleaning solutions/powders, or any items of a hazardous or chemical nature in the classroom.
- No employee should ever remove or modify equipment unless properly authorized by the District.

NOTE: A First Report of Injury must be completed and submitted to the District for all injuries, no matter how minor, *and* reported immediately to your supervisor..

COVID-19

GECS at worksite Eagle's Nest Academy has implemented policies and protocols per the Governor's Executive Orders, MI-OSHA and the CDC guidelines for health and safety compliance.

GECS at worksite Eagle's Nest Academy staff are expected to familiarize themselves and comply with the school COVID-19 policies and protocols such as:

- COVID-19 control strategies
- Social distancing as required
- Complete all training as assigned
- Follow facility Cleaning and Disinfecting protocols per CDC and MI-OSHA guidelines
- Comply with point of entry protocol for staff, students, and all entrants to the buildings

This list is not all inclusive and may be updated from time to time. If you are in question of how to handle a particular situation, contact your immediate supervisor.

FIRE PREVENTION:

Knowledge of fire prevention is necessary for all employees' safety. Employees should know the location of the fire extinguisher(s) and alarms in your area. Notify your supervisor immediately if you cannot locate the fire extinguisher(s) in your area or if the extinguisher seal is broken. Make sure all-flammable materials, such as alcohol or glues, are stored in approved and appropriately labeled safety cans and are never placed near any ignition source or within reach or use by a student.

In the case of a fire, you are to:

- Dial 911 or the local fire department immediately.

- Contact your supervisor immediately, if possible.
- Use the nearest fire extinguisher for small, contained fires. If you are not knowledgeable in the correct use of fire extinguishers, contact another employee or your supervisor for assistance.
- **Never Attempt To Fight The Out of Control Fires**. If the fire appears to be out of control evacuate the area immediately.
- **Never Re-enter the Building**. Direct the firefighters to the fire location upon their arrival.

EMERGENCY EVACUATION PROCEDURE:

If it is necessary to evacuate the premises due to fire or other hazard, you are to: • Stop all work immediately

- **Make sure all students are accounted for.**
- Calmly proceed with students to the nearest exit, including emergency exit doors. Exit the premises quickly but do not run.
- **Do Not Stop For Personal Belongings.**
- Call 911 or other emergency response agency.
- Contact your supervisor immediately, if possible.
- Proceed, in a calm and orderly fashion, to the designated emergency evacuation meeting area.
- **Immediately conduct a roll call to assure that all students in your charge are accounted for.**
- Do not re-enter the building until instructed by authorities to do so.

LOCKDOWN AND SHELTER IN PLACE:

All GECS at worksite Eagle’s Nest Academy staff are expected to participate in Lockdown and Shelter In Place drills upon notification of a drill as may be required and conducted at the school worksite.

Lockdown - In the event of an intruder, active shooter or threat outside or inside of building:

Immediate Actions –

- Activate notification system – *refer to the school procedures manual or seek counsel from Administration for your school location procedure.*
- Call 9-1-1

Protective Measures –

- Outside activities are routed to a safe location away from the building
- Check halls and rest rooms for students
- Close and lock interior doors and windows
- Move students to safe corner to reduce visibility
- Turn off lights (including computer monitors)
- Verify attendance
- Activate signaling system – *refer to the school procedures manual or seek counsel from Administration for your school location procedure.*

- Remain in position until all clear and notified by law enforcement, fire, emergency manager, principal or designee

Shelter In Place - In the event of hazardous material or chemical incident outside of building:

Immediate Actions –

- Notification will come from emergency responder or administrator
- Activate notification system– *refer to the school procedures manual or seek counsel from Administration for your school location procedure.*
- Call 9-1-1

Protective Measures –

- Individuals outside of the building should be relocated to a separate area away from other building population (isolated)
- Close and lock exterior doors and windows (**NO** entrance or exit)
- Shut down air handling system/HVAC
- Ensure students and staff in safe area
- Verify attendance
- Remain in position until all clear and notified by law enforcement, fire, emergency manager, principal or designee

HAZARDOUS CHEMICAL AND YOUR RIGHT TO KNOW:

You must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act of 1970 (OSHA), and regulations that have been added to this act, by both state and federal governments.

If you believe that you are being exposed to a known or suspected hazard when working with toxic chemicals or substances, you have a right to know about such hazards through Material Safety Data Sheets (MSDS). Ask your supervisor to review the MSDS with you. If your supervisor does not have this information available, you are to contact the Superintendent or Superintendent Designee immediately.

New employees who work with or who have contact with hazardous chemicals or substances are to consult with their supervisors as to the proper handling of such chemicals in the workplace during orientation and new employee training.

Section XI: DISCIPLINE AND SEPARATION FROM EMPLOYMENT

NON-RENEWAL OF ADMINISTRATOR CONTRACTS

If GECS at worksite Eagle’s Nest Academy determines to consider non-renewal of the contract

of an administrator, either the Board or the

Building Lead shall notify the administrator in writing of:

- A. the reasons for possible non-renewal, which shall not be arbitrary or capricious; and
- B. the right to meet with a majority of the Board, in open or closed session, to discuss the decision prior to the vote on non-renewal.

Such notice must be delivered to the administrator at least thirty (30) days prior to the date that the Board will vote on the issue of non-renewal together with a written statement of the reason the Board is considering non-renewal.

The vote on non-renewal must occur:

- A. At a meeting which shall be open to the public or a closed session as the affected person elects under section 8 of the open meetings act, 1976 PA 267, MCL 15.268; and
- B. After notice of consideration of non-renewal (with statement of reason) is issued but before written notice of non-renewal decision is issued.

Written notice of the non-renewal decision must be provided to the administrator at least seven (7) days prior to the termination date of the administrator's contract.

If GECS at worksite Eagle's Nest Academy fails to allow for a meeting, or if the non-renewal is for arbitrary or capricious reasons as determined by a court, then the contract is renewed for one additional year.

ADMINISTRATOR DISCIPLINE

Whenever it becomes necessary to discipline an Administrator, the Superintendent or Superintendent Designee, shall utilize the following principles and procedures. GECS at worksite Eagle's Nest Academy, or its designee, shall utilize the following principles and procedures if the Superintendent or Superintendent Designee is the subject of the disciplinary action.

The Superintendent or Superintendent Designee shall conduct an investigation of any alleged act or omission by an Administrator that could result in disciplinary action. The Administrator shall be provided with oral or written notice of the issue or incident being investigated.

The investigation shall include, at a minimum, written statements of appropriate persons and a meeting with the subject Administrator to allow the Administrator an opportunity to respond to the allegations. Prior notice of this meeting shall be provided to the Administrator for any discipline that may result in a suspension or discharge.

After completion of the investigation, if discipline is to be imposed, the Administrator shall receive written notice of the discipline and this notice shall also be placed in the Administrator's file.

Discipline may include, but is not limited to:

- A. verbal warning;
- B. written warning/reprimand;
- C. suspension without pay; and
- D. discharge.

GECS at worksite Eagle's Nest Academy does not have to apply discipline in a progressive manner, but, rather, may impose discipline consistent with seriousness of the Administrator's conduct, as determined by GECS at worksite Eagle's Nest Academy. Additionally, nothing in this policy limits GECS at worksite Eagle's Nest Academy right to take other appropriate action, such as placing an Administrator on administrative leave during the pendency of an investigation, imposing a financial penalty in accordance with Michigan law, or issuing a counseling memorandum, which is considered instructional, not disciplinary.

The Superintendent or Superintendent Designee decision to impose any disciplinary action that is not subject to Board review is final. Discharge, demotion or non-renewal of an Administrator may only be imposed upon the Superintendent or Superintendent Designee's recommendation by GECS at worksite Eagle's Nest Academy in adherence with the requirements of the Revised School Code.

STAFF DISCIPLINE

Whenever it becomes necessary to discipline a member of the staff, the Superintendent or Superintendent Designee shall utilize related procedures described in the current negotiated agreement, to the extent not inconsistent with the current negotiated agreement, the following principles and procedures.

A staff member may only be discharged, demoted or otherwise disciplined for a reason that is not arbitrary or capricious. In all instances, discipline, discharge and demotion shall occur in accordance with the statutory requirements under the Teacher Tenure Act (if applicable), the Revised School Code or other applicable statutes.

The administrator/Superintendent or Superintendent Designee shall conduct an investigation of any alleged act or omission by a staff member that could result in disciplinary action. The staff member shall be provided with oral or written notice of the issue or incident being investigated.

The investigation shall include, at a minimum, interviews of appropriate persons and a meeting with the subject staff member and, if requested or if required by the bargaining agreement, his/her designated representative (either another employee or a union representative if part of a bargaining unit) to allow the staff member an opportunity to respond to the complaint. Prior notice of this meeting shall be provided to the staff member for any discipline that may result in a suspension or loss of pay. The meeting shall not proceed without the staff member's designated representative (if applicable); however, the meeting shall not be unduly delayed to secure the attendance of the staff member's preferred representative.

After completion of the investigation, if discipline is to be imposed, the staff member shall receive written notice of the discipline and this notice shall also be placed in the staff member's file. Discipline may include, but is not limited to:

- A. written warning;
- B. written reprimand;
- C. suspension (paid or unpaid);
- D. discharge; and/or
- E. financial penalty in accordance with Michigan law.

GECS at worksite Eagle's Nest Academy does not have to apply discipline in a progressive manner, but, rather, may impose discipline consistent with the seriousness of a staff member's conduct, as determined by GECS at worksite Eagle's Nest Academy. Additionally, nothing in this policy limits GECS at worksite Eagle's Nest Academy right to take other appropriate action, such as a placing on administrative leave during the pendency of an investigation or issuing a counseling memorandum, which is considered instructional, not disciplinary.

If it appears that disciplinary action beyond written reprimand may be necessary, the administrator should contact the Superintendent or Superintendent Designee to discuss the disciplinary action that is to be taken.

WORK RULES AND STAFF CORRECTIVE DISCIPLINE

As we educate and empower every student, in every community, every day to build a stronger Flint, GECS at worksite Eagle's Nest Academy recognizes that a focus on maintaining high standards for staff conduct is critical to our success. This policy has been established to provide progressive disciplinary guidelines to be utilized when employees deviate from expected GECS at worksite Eagle's Nest Academy standards, or fail to adhere to work rules, policies, administrative guidelines and procedures. The Department of Human Resources and Talent (Human Resources) will respond specifically to actions or activities of employees requiring disciplinary intervention.

Eagle's Nest Academy Work Rules

The following work rules are published for informational purposes and to minimize the likelihood of any employee, through misunderstanding or otherwise, becoming subject to any disciplinary action. Violation of these rules cannot be ignored by management. In the event an employee is found to have violated these rules, he/she will be subject to immediate discipline, including suspension, discharge, and criminal prosecution where warranted.

This list is not all-inclusive. Employees may be disciplined or discharged for other inappropriate conduct as determined by GECS at worksite Eagle's Nest Academy.

- A. All employees are expected to report for duty every working day. Excessive tardiness or absenteeism will not be condoned.
- B. Each employee must notify his/her administrator in charge of intended absence within

- the time limitations specified.
- C. Each employee must observe working hour schedules (starting time, end time, lunch hour, and preparation periods).
 - D. No employee may solicit or collect contributions for any purpose on Board property without written management permission.
 - E. Employees must not sell or offer for sale any article or service without written management permission.
 - F. Employees must be diligent in their duties during assigned working hours. Loafing or other abuse of compensable time during scheduled work hours will not be tolerated.
 - G. Employees must not interfere with any other employee's performance of duties.
 - H. Employees may not perform unauthorized personal work during assigned working hours.
 - I. Employees must not commit an act which might endanger the safety or lives of others.
 - J. Employees must perform all work properly assigned by an administrator in charge.
 - K. Employees may not falsify school records, reports or payrolls.
 - L. Employees must not abuse, destroy, damage, or deface GECS property, tools, equipment, or the property of others on GECS at worksite Eagle's Nest Academy premises.
 - M. Employees must not fight on GECS at worksite Eagle's Nest Academy property.
 - N. Employees are prohibited from carrying liquor or illegal substances on GECS at worksite Eagle's Nest Academy property or consuming liquor or using illegal substances on GECS at worksite Eagle's Nest Academy property, or reporting for duty under the influence of liquor or illegal substances.
 - O. Employees are prohibited from carrying firearms or other weapons on GECS at worksite Eagle's Nest Academy property.
 - P. Employees must not disclose confidential information to unauthorized persons.
 - Q. Employees must not convert GECS at worksite Eagle's Nest Academy, other employees', students', or vendors' property for their own use.
 - R. Employees must adhere to the school's Staff Dress and Grooming policy.
 - S. Employees are prohibited from fraternizing with students. This includes but is not limited to any inappropriate activities, touching, excessive conversation, romantic or sexual relationships or other non-job related personal contact with students.

Staff Corrective Discipline

Human Resources possesses the primary responsibility for managing and interpreting the District's corrective discipline process. This responsibility includes providing direct assistance to principals and supervisory administrators with respect to applying and interpreting the work rules and implementing disciplinary procedures. Accordingly, pursuant to this policy, Human Resources will conduct disciplinary hearings and make recommendations for disciplinary action. Human Resources will provide guidance and training to administrators on the corrective discipline process. The set of corrective disciplinary guidelines and procedures outlines due process in dealing with unacceptable employee behavior.

Progressive discipline is designed to correct unacceptable employee conduct through a series of progressively more serious penalties. Depending on the circumstances, progressive

discipline provides the employee with an opportunity to correct his/her behavior before discharge. Progressive disciplinary steps include, but are not limited to the following:

- A. Warning;
- B. Written Reprimand;
- C. Suspension with or without pay; and
- D. Demotion or Discharge.

Progressive discipline may be issued at an appropriate level based on the circumstances surrounding the infraction, the nature and severity of the offense, the employee's past record and previous history of discipline. Progressive discipline requires that any penalty imposed must correspond to the severity of the misconduct. It should be noted that several disciplinary steps may be skipped if the misconduct of the employee is so serious that a more severe penalty is appropriate. Consequently, under certain circumstances discharge may be warranted on the first offense. GECS at worksite Eagle's Nest Academy reserves the right to determine whether infractions committed warrant suspension or discharge.

Investigation & Due Process

Generally, prior to application of discipline, an investigation of the situation should be conducted. However, an employee may be subject to immediate suspension, depending upon the nature of the offense, pending an investigation. An investigation may include questioning available witnesses, obtaining statements, reviewing applicable records, and interviewing the employee who is subject to disciplinary action.

A fair and objective investigation should be conducted, and the degree of discipline administered should be reasonably related to the seriousness of the employee's proven offense and the prior disciplinary record of the employee.

GECS at worksite Eagle's Nest Academy shall abide by due process as required by law or as such term is set forth in a collective bargaining agreement, the Teacher Tenure Act or the individual contract, as applicable.

If any provision of these policies conflict with an express provision(s) of an applicable collective bargaining agreement, the latter shall supersede this policy to the extent necessary to comply with contractual obligations.

RESIGNATION

A professional staff member may resign in accordance with the terms of the negotiated, collectively-bargained agreement or his/her employment contract.

An administrator may resign by filing a written resignation with the Superintendent or Superintendent Designee at least thirty (30) days prior to the effective date of the resignation. A resignation, once accepted, may not then be rescinded.

The Superintendent or Superintendent Designee may act for GECS in the acceptance of a resignation.

A staff member may resign by submitting a written resignation with the Superintendent or Superintendent Designee, or the employee's immediate supervisor with a suggested timeframe of thirty (30) days prior to the effective date of the resignation. GECS at worksite Eagle's Nest Academy will respectfully request that a written confidential statement of reasoning for resignation, subject to FOIA, be submitted to GECS at worksite Eagle's Nest Academy. A resignation, once accepted by The Superintendent or Superintendent Designee, or an employee's immediate supervisor shall not then be rescinded. The Superintendent or Superintendent Designee may act for GECS at worksite Eagle's Nest Academy in the acceptance of employee resignations.

The Superintendent or Superintendent Designee shall present to GECS a report of monthly personnel transactions providing school terminations and resignations.

TERMINATION, RESIGNATION, AND REDUCTION OF STAFF

If you find it necessary to resign, you are requested to give advance notice in writing to your supervisor, indicating the last day you will be working. A two-week notice period is expected. If you resign without notice, you may forfeit your eligibility to be rehired.

Prior to receipt of your final check, you are expected to return all company-owned property, including but not limited to, office and equipment keys, equipment, radios, laptops, et al.

Financial reversal or economic slowdown at the worksite Eagle's Nest Academy may make it necessary to reduce your paid working hours or even cause a layoff. In the laying off and rehiring of personnel, the particular work performed by said employee will be considered as an important factor. Wherever possible, employees will be given advance notice of impending layoff. The employees and the staff recognize that the company shall have the right to assign any employee to any available work and the employee will perform the work assigned.

The following are considered as terminations:

1. Voluntarily quitting
2. Discharge for cause
3. Absence for three (3) consecutive working days without your Supervisor's permission and without proper daily notification.
4. Working for another employer during a leave of absence without written consent of the employer.
5. Failure to return to work immediately upon expiration of a leave of absence, unless such failure is due to an injury or illness which makes it impossible for the employee to return.
6. Failure to report to work after layoff within three (3) working days after being notified by registered or certified letter at the employee's last known address as contained in the records of the employer.
7. Failure to report to work immediately after being released to work by a physician following a workers comp injury or sick leave.

EXIT INTERVIEWS

Human Resources designee will endeavor to conduct an exit interview for separating employees except those for whom the termination is involuntary. The result of the interview will be confidential to encourage the departing employee to be frank and candid.

An exit interview can serve several important purposes:

1. As a courtesy to the employee
2. As a mean of informing the employee about continuation and conversion of employee benefits
3. As an opportunity to uncover ways to avoid the loss of valuable employees in the future
4. As a source of information on employees attitude and concerns, which can be useful in developing and evaluating new and modified District practices.

Departing employees are therefore strongly encouraged to participate in an exit interview.

Acknowledgment of Handbook

I hereby acknowledge that I have received a copy of Eagle's Nest Academy Employee Handbook and any applicable Addendums, which provide information affecting my employment with the District. I accept responsibility for familiarizing myself with the information in this Handbook, as well as the Addendums, Guidelines, and Policies to which this Handbook refers, and will seek verification or clarification of its terms or guidance where necessary.

I understand that I should consult my manager or a representative of Human Resources if I have any questions that are not answered in this Handbook.

I further Understand that the purpose of this Handbook is to inform me about the Eagle's Nest Academy employment practices and that nothing contained in this Handbook or any other communications by GECS, whether written or oral, is binding upon GECS. I further understand that all the provisions of the Handbook are only guidance and that my employment may be terminated by me or GECS, at any time, and for any or no reason.

I also understand that all information presented to me in this Handbook with the exception of my at-will status is subject to change, with or without notice, at the sole discretion of the District. This Handbook, including the Acknowledgement, is not an employment contract. This Handbook supersedes all prior editions of the Handbook. I acknowledge that there are no other arrangements, agreements, or understandings, oral or in writing with The District's officers, Superintendent or Superintendent Designee, or employees regarding my terms of employment. My signature below is electronic confirmation of receipt of this Handbook and my agreement to abide by its terms.

Date: _____

Employee Name (Please Print):

Employee

Signature: _____