

BENTLEY COMMUNITY SCHOOL DISTRICT

EMPLOYEE HANDBOOK



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PURPOSE STATEMENT

Welcome to Bentley Community Schools. We are pleased to have you as a member of our staff, and we are confident that you will find your employment here both challenging and rewarding.

The purpose of this publication is to provide a framework and establish a baseline in terms of expectations, which will guide employees of Bentley Community Schools regarding the rules, regulations, policies, and practices to be followed while carrying out your duties. Although we all work under different contracts and expectations that are specific to the position that we hold, this Employee Handbook provides consistent expectations for all employees and is thus applicable to all employees of Bentley Community Schools.

This Handbook does not constitute a contract of employment, nor is it a comprehensive and definitive statement of employment conditions and Board of Education Policy. Specific employment conditions appear in other documents designed for particular sets of employees. That said, should this Handbook conflict with applicable labor agreements, Board Policy, insurance carrier rules, etc., the applicable labor agreement, policy, insurance carrier rules will prevail. Otherwise, failure to meet the expectations set forth in this Employee Handbook may result in disciplinary action consistent with Board Policy and our respective employee collective bargaining agreements.

As a member of the District's professional staff, you are responsible for understanding the content of each of the sections. If, at any time, you have a question or a concern about any of these policies and guidelines, your principal will be available to discuss the matter with you.

Periodically, new or revised information will be given to you. Please be sure to read it carefully, obtain answers to any questions, confirm that you understand what it means, and insert it in the proper section of your handbook.

We are proud of our past and present success. We are certain that you will share this pride with us and do your part to ensure our continued focus on student learning and success as a district. We want to make your role of positively impacting students as pleasant and efficient as possible; as such, your ideas and suggestions are always welcome.

MISSION STATEMENT

The mission of the Bentley Community Schools District is to prepare each student academically and socially to be a respectful, contributing member of their communities. The vision--the hopes and expectations for the future--is that all staff and students LEARN TODAY in order that each can LEAD TOMORROW. Moreover, we believe:

- A. Our students will be productive, contributing members of society.
- B. In a safe learning environment.
- C. That students are the priority of our district.
- D. All students can meet their potential.
- E. Failure is not the end.
- F. The school will have a big impact on futures.

See:

- [Policy: Mission of the District \(po2105\)](#)

BOARD POLICIES AND ADMINISTRATIVE GUIDELINES

Board policies and administrative guidelines can be found at <https://www.bentleyschools.org/>. click District, then Board of Education, then Board Bylaws and Policies. Board of Education meetings are generally held on the 2nd and 4th Mondays (except July and December—only the 2nd Monday) of the month at 5:00 p.m. in the administration office; any changes to the norm will be posted on our District website calendar and in each building.

STATEMENT OF PHILOSOPHY

Bentley Community School believes that the purpose of education is to assist in the development of the potential of each student and help them exercise their rights and responsibilities in ways that benefit them and the society. Bentley's educational process will include areas that focus on societal expectations and personal opportunities available in our society.

See:

- [Policy: Statement of Philosophy \(po2110\)](#)

STATEMENT OF VALUES FOR EDUCATORS

The Board of Education believes that good citizenship and ethical behavior are an integral part of an effective education. As a result, the Board has adopted value statements for both staff and students. The value statements for staff members are listed below.

- A. I will accept responsibility for all my actions.
- B. I will respect the dignity and property of my fellow workers and will never seek them harm.
- C. I will keep all the promises I make, fulfilling the trust that other people place in me.
- D. I will complete projects, which I have begun.
- E. I will strive for excellence in all my work and will respect achievement in my fellow workers.
- F. I will discipline myself to continue to listen, learn, and study, recognizing that long-run achievement is more important to my happiness than short-run pleasure.
- G. I will not use any substance, which will destroy my health and undermine my dignity.
- H. I will respect duty-constituted authority, because that authority is necessary for the welfare of my family, school district, and community.
- I. I will train myself to be useful to others.
- J. I will work together with others to improve my school district, community, and world.

See:

- [Policy: Value Statements for Students and Staff \(po2111\)](#)

EQUAL EMPLOYMENT/EDUCATIONAL OPPORTUNITY

The Bentley Community Schools is an equal opportunity employer and educational facility that supports and subscribes to a policy of nondiscrimination in all aspects of employment and educational opportunity (Section 504). Bentley Community Schools will not discriminate on the basis of race, color, national origin, sex (including sexual orientation or

gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, “Protected Classes” in its educational programs or activities, including employment opportunities and opportunities to learn through the curriculum offered in this District.

The Board designates the following individuals to serve as the District’s “Compliance Officers” (also known as “Civil Rights Coordinators”):

Scott Bednarski	Elizabeth Buckhold
Bentley Middle School Principal	and Director of Curriculum
1180 N. Belsay Road	1170 N. Belsay Rd. Road
Burton, MI 48509	Burton, MI 48509
(810) 591-9061	(810) 591-9123
sbednars@bentleyschools.org	ebuckhold@bentleyschools.org

The Board of Education also prohibits discrimination based on genetic information in all aspects of employment. The Board shall not request, require, or purchase genetic information of employees, their family members, or applicants for employment.

Handicap employees who feel accommodations are needed to perform their jobs must notify the Administration Office in writing of the need for accommodation.

The following people are designated as the District Section 504 Compliance Officer(s)/ADA Coordinator(s) (“District Compliance Officers”):

Adam Heerspink
Special Services Coordinator
1170 N. Belsay Road
Burton, MI 48509
(810) 591-9058
aheerspi@bentleyschools.org

See:

- [Policy: Nondiscrimination and Equal Employment Opportunity \(po1422\)](#)
- [Policy: Nondiscrimination and Access to Equal Educational Opportunity \(po2260\)](#)
- [Policy: Nondiscrimination and Equal Employment Opportunity \(po3122\)](#)
- [Policy: Nondiscrimination Based on Genetic Information of the Employee \(po3122.02\)](#)
- [Policy: Nondiscrimination and Equal Employment Opportunity \(po4122\)](#)
- [Policy: Nondiscrimination Based on Genetic Information of the Employee \(po4122.02\)](#)
- [Administrative Guideline: Nondiscrimination and Equal Employment Opportunity \(ag1422\)](#)
- [Administrative Guideline: Nondiscrimination and Access to Equal Educational Opportunity \(ag2260\)](#)
- [Administrative Guidelines: Nondiscrimination and Equal Employment Opportunity \(ag3122\)](#)
- [Administrative Guidelines: Nondiscrimination and Equal Employment Opportunity \(ag4122\)](#)

PROFESSIONAL RESPONSIBILITY

All staff members have a responsibility to make themselves familiar with, and abide by, state and federal laws that affect their work as well as Board policies and the administrative guidelines designed to implement such policies.

School Safety Legislation

Any individual who is employed full-time or part-time or is assigned to a regularly and continuously working under contract, shall be fingerprinted for the purpose of performing a criminal history background check.

Pursuant to Michigan law, the District shall not employ, in any capacity, an individual who has been convicted of a listed offense (a crime that requires registration as a sex offender). The District may employ an individual who has been convicted of a non-listed offense felony only if the superintendent and school board specifically approve the employment or work assignment in writing.

Michigan law requires employees of the District to self-report to the District and to the Department of Education when the employee has been arraigned/charged with or convicted of certain specified crimes.

The crimes are listed in MCL 380.1235a. Additional information is available on the Michigan Department of Education website: <https://www.michigan.gov/mde/services/ed-serv/educator-conduct>.

If an employee is arraigned or charged with one of the specified crimes, the employee must report to the District and to the Michigan Department of Education within three (3) business days. The arraignment disclosure form that must be completed is available on the Michigan Department of Education website at: https://www.michigan.gov/mde/-/media/Project/Websites/mde/educator_services/prof_practices/criminal-arraignment-disclosure-form.pdf?rev=28fb5a232ea34e5abfcb8ed0ebb73335.

If an employee is convicted of one of the specified crimes, the employee must report to the District to the Michigan Department of Education. The conviction disclosure form that must be completed is available on the Michigan Department of Education website at: https://www.michigan.gov/mde/-/media/Project/Websites/mde/educator_services/prof_practices/criminal_conviction_disclosure_form.pdf?rev=251b5488e64841b98da487127959023e.

If the employee does not report the charge or conviction, he or she is guilty of an additional crime. If the non-reported charge or conviction is a felony or listed offense, the person is guilty of a felony. If the non-reported charge is a non-listed offense misdemeanor, the person is guilty of a misdemeanor.

The Department of Information Technology (DIT) will work with the Department of Education (MDE) and State Police to develop and implement an automated program that will compare the list of Registered Educational Personnel (REP) with the conviction information database. If a person on the REP has been convicted of a crime, MDE is required to notify the District indicated on the REP as the employing district. Convictions for listed offenses will require immediate dismissal of the employee.

Personal Conduct

In the area of personal conduct, all staff members should conduct themselves in a manner that not only reflects credit to the school system, but that sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern. Essential to the success of school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

- Faithfulness and promptness in attendance of work
- Support and enforcement of Board Policies and Administrative Guidelines in regard to students
- Diligence in submitting required reports promptly at the time specified
- Care and protection of school property
- Concern and attention toward their own and the school system's legal responsibility for the safety and welfare of students, including the need to assure that students are always under supervision.

In order to protect the health, welfare, and safety of students, no school employee will dispense or in any way transfer, be in possession, or under the influence of alcohol or any controlled substance (excluding valid medical prescription) while on school premises, including school vehicles, or at any school-planned activity.

Professional staff members are responsible for the safety of students on the grounds and within District facilities. Staff members should avoid situations in which they may incur liability for actions related to students. Each staff member should maintain a standard of care for supervision, control, and protection of students while carrying out assigned duties and responsibilities.

See:

- [Policy: Student Supervision and Welfare \(po3213\)](#)
- [Policy: Student Supervision and Welfare \(po4213\)](#)
- [Administrative Guideline: Liability of Staff for Student Welfare \(ag3213\)](#)

Staff Ethics

An effective educational program requires the services of people of integrity, high ideals, and human understanding. To maintain and promote these essentials, all staff members of the District are expected to maintain high standards in their working relationships.

In keeping with the ethical responsibilities of the staff, Bentley Community Schools prohibits staff from engaging in any romantic or sexual relationship of any kind with students, regardless of their age. Moreover, staff should not provide alcohol, drugs, tobacco, or any other contraband to a student.

Following is the Bentley Community Schools District Board of Education Code of Ethics Policy. As noted within the language of the policy, all staff members are expected to know, understand, and adhere to this policy.

See:

- [Policy: Staff Ethics \(po3210\)](#)

Physical Examination

The Board of Education or Superintendent reserve the right to require any employee or candidate, after a conditional offer of employment, to submit to an examination in order to determine the physical and/or mental capacity to perform assigned duties.

See:

- [Policy: Physical Examination \(po3160\)](#)
- [Policy: Physical Examination \(po4160\)](#)
- [Administrative Guideline: Physical Examination \(ag3160A\)](#)
- [Administrative Guideline: Physical Examination \(ag4160A\)](#)

Reasonable Assurance

Employees including Bentley Education Association (BEA) members, paraprofessionals, bus drivers, cooks, secretaries, substitute and part-time staff members, and all other personnel who report to work at Bentley, such as those employed by Michigan Education Transportation Services (METS), Genesee Education Consultant Services (GECS), and EduStaff, unless personally notified otherwise, are hereby notified that you have reasonable assurance of employment in the same or similar capacity with Bentley Community Schools after recess periods scheduled in conjunction with winter, spring, and summer recesses and all other breaks unless otherwise notified.

Outside Activities

So that staff members may avoid situations in which their personal interest, activities, and associations may conflict with the interests of the District the following guidelines are provided:

- Avoid conduct and associations outside the school, which, if known, could have an adverse or harmful effect upon the school community.
- Do not give job time to outside activities when there is no valid reason to be excused from assigned duties.
- Do not use school property or school time to solicit or accept customers from private enterprises, without written administrative permission.
- Do not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of their position or authority.
- Do not campaign on school property on behalf of any political issue or candidate.
- Cannot accept fees for tutoring when such tutoring is conducted during the normal work day or for remedial tutoring of students currently enrolled in one or more of their classes.
- Do not reveal confidential information to which you were privy at school.
- Refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials.

See:

- [Policy: Outside Activities of Staff \(po3231\)](#)
- [Policy: Outside Activities of Support Staff \(po4231\)](#)
- [Administrative Guideline: Outside Activities of Support Staff \(ag4231\)](#)
- [Administrative Guideline: Participation in Political Activities \(ag3231A\)](#)

Public Records

The Board recognizes its responsibility to maintain public records of this District and to make such records available to residents of Michigan for inspection and reproduction. The public records of this District include any writing or other means of recording or retaining meaningful content prepared, owned, used, in the possession of, or retained by the District, its Board, officers, or employees, subject to certain exemptions according to the Michigan Freedom of Information Act (FOIA). All FOIA requests should be addressed to the Superintendent. Any person may make a written request for any public records of the District. The District shall respond to such requests within five (5) working days after receipt unless otherwise agreed to in accordance with the Freedom of Information Act.

The Board has determined that personal and confidential information provided to and retained by the District on parents, students, staff, and others will be considered exempt from disclosure pursuant to a Freedom of Information Act request, unless advised specifically by the District's legal counsel that the information must be released. Such personal and confidential information shall include home address, telephone numbers, email addresses or website pages, except if they are specifically related to the operations of the schools, or specifically authorized by the individual, or the parent/guardian if the individual is a minor. The District may extend the time for responding to a FOIA request by ten (10) business days.

Bentley reserves the right to charge fees for FOIA requests based on duplication costs and clerical costs.

See:

- [Policy: Public Records \(po8310\)](#)
- [Administrative Guideline: Public Records \(ag8310A\)](#)

All legal documents, such as Notices of Claim, Information Subpoenas, Wage attachments and other documents served against the District should be received and processed with extreme care and immediate attention.

See:

- [Administrative Guideline: Receipt of Legal Documents \(ag8325\)](#)

Confidentiality

Student records, discipline and personal difficulties must be held in the strictest confidence. Employees are not to discuss the student, their problems or the employee's opinions of the students with others, especially to other students or their parents. Such discussions must only take place with appropriate school personnel. It is the expectation of the District to always adhere to confidentiality laws and regulations including the Family Education Right to Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) requirements. As such, employees should never share students' educational record information and/or health and medication information with employees

unless permissible under these guidelines. Furthermore, such information should never be shared in the presence of students. Specific language regarding FERPA and HIPAA can be found at these respective websites:

- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [HIPAA Home | HHS.gov](#)

When the District receives in trust from the public agency information identified to be confidential (whether such information is confidential by Michigan Compiled Laws Annotated, Common Law, Privilege, Case Law or Federal Law), the District will maintain confidentiality of said information to the maximum extent permitted by law.

Employees must not divulge confidential information contained in the records and files of the District, except to other employees who may need such information in connection with their duties and to authorized parties in accordance with proper departmental procedures.

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

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures and should refer the requester to the employee's immediate supervisor.

Any employee who inappropriately releases information or uses confidential information for personal reasons will be disciplined in accordance with established policies and procedures.

This policy applies only to identified confidential information received from a public agency.

In order to prohibit the unauthorized disclosure of information identified as confidential by a sending public agency, the Board may seek to obtain court protection by:

- Denying requests to release such information absent subpoena or court order;
- Pursuing motions to quash or protective order to prohibit unauthorized disclosure.

When possible, the Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

Professional Communication

Professional communication is imperative to the effective operation of any organization. As such, school employees are often confronted with the need to communicate with various stakeholders in the educational process such as colleagues, supervisors/administrators, students, parents, community members, etc. Moreover, in today's technology-driven era, employees usually have access to and are responsible for communicating via telephone, email, text, and social media platforms in addition to traditional verbal and written communications. As such, all employees are expected to check their mailbox/message center, phone messages, and email messages daily. Professional courtesy suggests that responses to such messages be timely and cordial. Priority should be given to return communication involving parents and supervisors.

Although communication is an integral part of our professional responsibilities, it is critical that communication be professional. Special attention must be paid to communication with students of any age. Such communication should always be kept at a professional level. With the onset of text messaging and interactive "chat rooms" or websites such

as Facebook and Instagram, the meaning, context, and overall purpose of communication and professional-personal boundaries can be misconstrued. Therefore, employees should avoid using such technology to communicate with students. Moreover, as public employees, District staff should carefully consider their participation and/or the content of social network sites.

See:

- [Policy: Board-Staff Communications \(po3112\)](#)
- [Policy: Freedom of Speech in Noninstructional Settings \(po3310\)](#)
- [Policy: Anti-Harassment \(po1662\)](#)
- [Policy: Threatening Behavior Toward Staff Members \(po3362.01 \)](#)
- [Policy: Workplace Safety \(po3362.02\)](#)
- [Policy: Board-Staff Communications \(po4112\)](#)
- [Policy: Freedom of Speech in Noninstructional Settings \(po4310\)](#)
- [Policy: Anti-Harassment \(po4362\)](#)
- [Policy: Threatening Behavior Toward Staff Members \(po4362.01\)](#)
- [Policy: Workplace Safety \(po4362.02\)](#)
- [Policy: Staff Acceptable Use and Safety \(po7540.04\)](#)
- [Policy: Use of Social Media \(po7544\)](#)
- [Administrative Guideline: Anti-Harassment \(ag3362\)](#)
- [Administrative Guideline: Reporting Threatening Behaviors \(ag3362A\)](#)
- [Administrative Guideline: Outside Activities \(ag4231\)](#)
- [Administrative Guideline: Anti-Harassment \(ag4362\)](#)
- [Administrative Guideline: Reporting Threatening Behaviors \(ag4362A\)](#)
- [Administrative Guideline: Use of Social Media \(ag7544\)](#)

Educational Meetings

The Board of Education encourages opportunities for professional staff members to develop increased competence beyond what they may obtain through the performance of their assigned duties through attendance at professional meetings.

See:

- [Policy: Professional Meetings \(po3243\)](#)

Professional Dress

All employees in the school system are always to maintain a professional appearance and dress appropriately to reflect their position within the school district. Good taste should be shown in your dress as an example to the students and the community.

See:

- [Policy: Staff Dress and Grooming \(po3216\)](#)

Cell Phone Usage

Personal cell phones should only be used during non-work time. When not in use, cell phones should be either turned off or placed on vibrate so as not to disrupt instruction for students. In case of emergencies, see your immediate supervisor.

See:

- [Policy: Staff Use of Personal Communication Devices \(po7530.02\)](#)

Money/Deposits

Money from any source or reason should not be kept in classrooms or taken. All money should be given to the bookkeeper/designee at the building daily. Money that is collected at evening/weekend events that cannot be turned in to the bookkeeper/designee should be locked up in a secured area.

When this process seems unreasonable, staff should address concerns with their building principal or supervisor to verify the appropriate protocol to follow or consult with the business office.

See:

- [Administrative Guideline: Ticket Sales \(ag6611\)](#)

Purchasing

All purchases must be pre-approved by the appropriate administrator and must be done by creating a purchase order prior to purchasing. All purchases will be brought before the Board for approval. The Superintendent is authorized to make emergency purchases, without prior approval of those goods/services needed to keep the schools in operation. Such purchases shall be brought before the Board's attention at the next regular meeting.

Businesses have been instructed not to accept an order without a District purchase order. Should an employee make purchases on behalf of the District without prior approval, they will be responsible for the payment of the goods/services; the District will not be liable.

Purchases of supplies, materials, equipment items, and/or contracted services costing more than the amount stipulated in Board policy, must be obtained through competitive, sealed bids.

See:

- [Administrative Guideline: Purchasing \(ag6320A\)](#)

Trust and Agency accounts for student or school organizations have been created to establish financial control for the administration. Each organizational group that wants to establish a Trust and Agency account with the District needs the administrator's approval before it can be set up.

These accounts are self-sustaining meaning that the organization is responsible for raising the funds maintained in these accounts; they do not receive money from the general fund. Therefore, no purchase may be made unless there is sufficient cash in the fund to pay for that purchase, plus outstanding orders.

Each building principal is the treasurer of their building's trust and agency account and all purchase orders will need to be approved through them. Once again, all purchases must be pre-approved by the appropriate administrator and must be done by creating a purchase order prior to purchasing. Should an employee make purchases on behalf of the District without prior approval, they will be responsible for the payment of the goods/services; the District will not be liable.

See:

- [Policy: Student Activity Fund \(po6610\)](#)
- [Administrative Guideline: Student Activity Fund \(ag6610A\)](#)
- [Administrative Guideline: Procedure for Inactive Activity Accounts \(ag6610B\)](#)

Petty Cash Funds

The petty cash funds are designed to help with the day-by-day operations of schools. Each custodian of a petty cash shall ensure that the funds in his/her care shall be disbursed only for minor expenditures not readily referred. A request for petty cash must be made in writing, be signed by the person making the request, and include all supporting documentation. The school will not reimburse sales tax that an employee pays. The custodian of each petty cash fund shall prepare a schedule of disbursements when the funds available in petty cash have declined to less than 25 percent of the full amount authorized and shall show the disbursements by line account numbers.

All petty cash funds will be closed out for an audit at the end of the school year and unused funds will be returned to the bank.

See:

- [Policy: Petty Cash \(po6620\)](#)
- [Administrative Guideline: Petty Cash Funds \(ag6620\)](#)

Job Related Expenses

Expenses that are incurred by a staff member as a result of authorized travel in and outside of the District will be reimbursed. Reimbursement is meant to provide staff with transportation, lodging, and reasonable food. A staff member who incurs expenses is expected to act as a prudent person would when traveling on personal business.

See:

- [Administrative Guideline: Job-Related Expenses \(ag3440A\)](#)
- [Administrative Guideline: Job-Related Expenses \(ag4440A\)](#)

The District has also set guidelines for using your personal vehicle for school business.

See:

- [Administrative Guideline: Use of Private Car for School Business \(ag3440B\)](#)
- [Administrative Guideline: Use of Private Care for School Business \(ag4440B\)](#)

Use of District Equipment

Employees are responsible for District equipment that they use or are accountable for and may be required to make restitution for any lost, stolen, or damaged equipment as a result of negligence on their part. Employees should never use District equipment for personal gain. District furniture and instructional materials are the property of the District and should remain in the respective building for which they were purchased. Materials, furniture, equipment, etc. should never be taken off-site unless permission is granted by the supervisor or building principal (obvious exceptions are materials used for lesson planning during the school year). Permission can be granted by the Principal, Director of Facilities, or Superintendent and form 7530 F1 – Lending Agreement is to be used.

See:

- [Administrative Guideline: Personal Use of District Equipment/Supplies/Facilities \(ag7530\)](#)
- [Administrative Guideline: Security Procedures for Technology Resources \(ag7530A\)](#)

Employees are expected to be knowledgeable and adhere to laws and regulations regarding the use of such equipment. Examples of said laws and regulations include but are not limited to the use of District copiers, computers, and other media equipment.

U.S. copyright law (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials. Unauthorized reproductions beyond the scope of fair use and other copyright exemptions may be a violation of the law. Single copies may be made for use in research, instruction, or preparation for teaching. Copying the whole of a work cannot be considered fair use. The person using the equipment is liable for any infringement. In addition, any person who, with fraudulent intent, removes or alters any notice of copyright appearing on a copy of a copyrighted work shall be fined not more than \$2,500 [Section 506 (d)].

See:

- [Policy: Copyrighted Materials \(po2531\)](#)
- [Administrative Guideline: Copyrighted Materials \(ag2531\)](#)
- Form: Request Permission to Copy (2531 F1) – Request from Principal
- Form: Permission to Retain Off-Air Copy (2531 F2) – Request from Principal

All employees are required to sign the “Network and Internet Access Agreement for Staff Members” agreement before using District computers.

See

- Form: Staff Education Technology Acceptable Use and Safety Agreement (7540.04 F1) – Request from Principal

Field Trips

Field trips are wonderful opportunities to enhance the curriculum and provide students with real-world learning experiences. However, it is always important to consider the impact that traveling outside of the District can have on the system as a whole.

Proper administrative approval is necessary for all field trips. The Board of Education shall approve all overnight field trips or other trips involving students.

To ensure that field trips run smoothly and do not impact the regular school program or the transporting of students home from school, staff should understand that the primary function of the driver is to provide safe and efficient

operation of the bus to and from the assigned destinations. Field trips requiring school bus transportation shall not interfere with the regularly scheduled transportation of students to and from school. While the bus driver may assist in emergencies, he or she is not to be considered as a supervisor for field trips and activity trips. Those requesting and approving the field trip or activity trip are responsible for providing such approved adult supervision.

The school bus driver has the right (and is expected) to alter the route and/or return prior to or later than the scheduled times because of inclement weather, equipment failure, or for emergency reasons relating to transportation. Also, it may be necessary to plan for stops for food. The understanding, flexibility, and assistance of instructional staff when such decisions are made is expected and appreciated.

Please see the “forms” under the staff tab on the district website to request permission to attend a field trip with your class.

See:

- [Policy: Field and Other District-Sponsored Trips \(po2340\)](#)
- [Administration Guideline: Field Trip Guidelines \(ag2340A\)](#)
- [Administration Guideline: Co-Curricular and Extra-Curricular \(ag2340B\)](#)
- [Administration Guideline: Overnight Field Trips \(ag2340C\)](#)
- [Administration Guideline: Nondistrict-Sponsored Trips \(ag2340D\)](#)
- [Administration Guideline: Trip Leader Responsibilities \(ag2340E\)](#)

Use of Video in the Classroom

Video clips or entire movies should only be shown in the classroom in compliance with copyright laws. As a general practice, video clips and movies are only appropriate when they are directly tied to, and enhance, the District approved curriculum. In the rare cases in which video clips or entire movies are to be shown for other purposes, teachers must obtain prior approval from their building principal. Whether curricular or non-curricular in nature, parents should always be notified when a movie will be shown in the classroom. Such notification should describe the reason for selecting the movie, the official rating (i.e. G, PG-13) and any potentially controversial/sensitive issues in the movie. Finally, the communication should explicitly provide parents with an “opt-out” and an alternative assignment for their child if they object to the content of the movie.

See:

- [Administrative Guideline: Controversial Issues in the Classroom \(ag2240\)](#)
- [Administrative Guideline: Selection of Instructional Materials and Equipment \(ag2521A\)](#)

Employee Call-In and Absence Reporting Procedures

Employees are expected to be on the job and on time for work. The professional expectation is that employees will notify their supervisor, and/or the Red Rover system (depending on your role in the District) to report their absence at least two (2) hours prior to their established report time. (This timeframe is a minimum expectation; certain positions in the District may require even earlier notification which should be specified by the supervisor). The District understands that unforeseen illness, emergencies, etc. can and will occur, but such instances should be exceptions to, and not the norm. Regardless of the reason for absence, employees must call in for each day absent.

Chronic Absenteeism

Chronic absenteeism and tardiness are problems recognized by all members of the Bentley Community Schools. Chronic absenteeism causes serious problems not only with consistency of personnel with students and staff, but with filling vacant positions on a daily basis. Such instances of chronic absenteeism will be addressed on an individual basis.

PROGRAMS AND STUDENTS

Admission to District

The Board will educate, tuition-free, students who are legal residents of the District. Legal residency must be based on the need for housing and not for educational purposes. Legal residency means a student is residing with his/her parents, legal guardians, or a resident relative with power of attorney over the student. Additionally, the Board of Education has determined that it will allow nonresident students, residing within the Genesee ISD, but whose parent(s) does not reside in the District, and who qualify, to enroll in the District through a Schools of Choice program during the forthcoming school year. Moreover, if a student becomes homeless, it is considered to be in the student's best interest to remain in their school of origin except when do so is contrary to the request of the student's parents.

Students who qualify for admission to District schools, in accordance with Board policy, shall be accepted when enrollment and registration procedures have been followed according to policy.

See:

- [Policy: Admission to the District \(po5111\)](#)
- [Administrative Guideline: Admission to the District \(ag5111\)](#)
- [Policy: Schools of Choice Program \(Inter-District\) \(po5113\)](#)

For the registration of kindergarten students, children must be five years old on or before December 1st. All registrants will receive a kindergarten screening as determined by the principal.

See:

- [Administrative Guideline: Admission to Kindergarten \(ag5112A\)](#)

Student Records

The Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information. The Board is responsible for maintaining records of all students attending schools in this District. Student records shall be available only to students and their parents, adult students, and designated school officials who have legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

See:

- [Policy: Student Records \(po8330\)](#)
- [Administrative Guideline: Student Records \(ag8330\)](#)

Missing and Absent Children

It is the intent of the Board of Education to cooperate with local, State, and National efforts to decrease the number of missing children. Each school should make a concerted effort to assist in identifying missing children using the following guidelines: student absence, voluntary fingerprinting, pictures of identification, and enrollment of new students.

See:

- [Policy: Missing and Absent Children \(po5215\)](#)
- [Administrative Guideline: Missing and Absent Children \(ag5215\)](#)

Interrogation of Students

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

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

See:

- [Policy: Interrogation of Students \(po5540\)](#)
- [Administrative Guideline: Relationship with Governmental Agencies \(ag5540A\)](#)

Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational programs at the District. However, from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the day. The Board shall require that the school be notified in writing or personal request by the student's parent in advance for such absences and the reason why. Justifiable reasons will be determined by the principal. No student will be released to anyone who is not authorized by the parents.

See:

- [Policy: Early Dismissal \(po5230\)](#)
- [Administrative Guideline: Early Dismissal \(ag5230\)](#)

Immunization

Immunization is one of the most cost-effective measures to protect children from vaccine-preventable diseases. The Board requires that all students be properly immunized at the time of registration or not later than the first day of school pursuant to the provisions of the State Health Department regulations. There are circumstances in which the required vaccine may be waived or delayed: valid medical contraindication exists to receiving the vaccine, the parents hold religious or philosophical beliefs against receiving a vaccination, the child has received at least one dose of each immunizing agent and the next dose(s) are not due yet.

See:

- [Policy: Immunization of Students in School \(po5320\)](#)
- [Administrative Guideline: Immunization of Students in School \(ag5320\)](#)

Use of Medication

The Board will not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her education program.

Before any prescribed treatment or medication can be administered, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent.

Before any non-prescribed medication or treatment may be administered, the Board requires the prior written consent of the parent.

Only medications in its original container, labeled with the date (if a prescription), the student's name, and exact dosage will be administered.

No student is allowed to transport medications to school.

See:

- [Policy: Use of Medications \(po5330\)](#)
- [Policy: Epinephrine Auto-injectors \(po5330.01\)](#)
- [Policy: Opioid Antagonists \(po5330.02\)](#)
- [Administrative Guideline: Use of Medications \(ag5330\)](#)

Schools should be notified in writing by the parent or guardian of a student who may need emergency medication. Each building principal will be responsible of ensuring that selected staff members receive appropriate instruction in the administration of such medication. Notation should be made for field trips as well as with the transportation department, should they need to administer the emergency medication as well. Should a situation arise where the emergency medication is administered, the principal should call 911 and then contact the parents.

See:

- [Administrative Guideline: Emergency Medication \(ag5330A\)](#)

When a student becomes ill or injured at school, it may be necessary for the student to be taken home, to a doctor, or to a hospital. This responsibility should be assumed by the parent, except in an emergency when it is apparent that an ambulance or emergency medical service should be called immediately. The final responsibility for the safe transportation of a sick or injured student from school to home, hospital, or to the emergency medical care rests with the principal.

See:

- [Administrative Guideline: Transportation for Student Emergencies \(ag5340D\)](#)

Curriculum

In order to comply with State law, the Board shall adopt a core curriculum which is to be based on the Model Core Curriculum developed by the State Board of Education.

See:

- [Policy: Core Curriculum \(po2231\)](#)
- [Administrative Guideline: Guidelines for Planning Effective Learning Activities \(ag2231\)](#)

The Board believes that controversial issues have a legitimate place in the instructional program of schools. If introduced and conducted properly, such issues can help students learn to identify important issues, explore all sides of the issues, weigh the values and factors involved, and develop techniques for formulating and evaluating positions. If a parent files a complaint regarding the content or activities that conflict with his/her religious beliefs or value system, the school will

honor the written request for his/her child to be excused from classes for specified reasons; these students should be assigned an alternate activity.

See:

- [Policy: Controversial Issues in the Classroom \(po2240\)](#)
- [Administrative Guideline: Controversial Issues in the Classroom \(ag2240\)](#)
- [Administrative Guideline: Alternative Learning Activities for Opt-Out Students \(ag2240B\)](#)

The Board supports the continued improvement of the curricular programs. They encourage those who wish to pursue a promising program for school improvement if it is consistent with the District's objectives and long-range plans.

See:

- [Policy: Innovative Programs \(po2250\)](#)

It is imperative for instructional staff to effectively plan a strategy for planning projects (job, task activity) to benefit their students.

See:

- [Administrative Guideline: Strategy for Planning a Project \(Job, Task, Activity\) \(ag2252\)](#)

The Board believes that an understanding of religions and their effects on civilization is essential to a thorough education of young people, so the curriculum should be developed to include instruction about religion. The materials should be neutral in approach and avoid using them to advance or inhibit religion in any way. Decisions of the Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. Observance of religious holidays through devotional exercise or acts of worship is also prohibited.

See:

- [Policy: Religion in the Curriculum \(po2270\)](#)
- [Policy: Religious Activities/Ceremonies \(po8800\)](#)
- [Administrative Guideline: Religion in the Curriculum \(ag2270\)](#)
- [Administrative Guideline: Religious Expression in the District \(ag8800B\)](#)

Homework assignments are designed to help students with the application of their knowledge, reinforcement of communication and research and other skills and are designed as extensions to the instructional program of the schools.

See:

- [Policy: Course Guides \(po2230\)](#)
- [Administrative Guideline: Course Guide \(ag2230\)](#)

The District will provide students with guidance and counseling services to help the students receive the greatest benefit from the District's instructional programs, help them prepare for their future, overcome obstacles that prevent them from achieving their goals, and maintain productive relationships.

See:

- [Policy: Guidance and Counseling \(po2411\)](#)
- [Administrative Guideline: Guidance and Counseling \(ag2411\)](#)

The District will provide instructional materials and equipment, within its budget, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the school.

See:

- [Policy: Selection of Instructional Materials and Equipment \(po2521\)](#)
- [Administrative Guideline: Selection of Instructional Materials and Equipment \(ag2521A\)](#)

There is a form that rates non-district instructional materials. If any of the criterion rates a 3 or 4, the material must be reviewed by the principal.

See:

- Form: Rating Nondistrict Instructional Materials (2521 F1) – See Principal

Teachers are encouraged to invite guest speakers to discuss a subject with their students if the subject is of educational relevance and value to students. Guest speakers require the permission of the building administrator.

See:

- [Administrative Guideline: Resource Speakers \(ag2521C\)](#)

Libraries and media centers are used to enrich the education of students and to help them learn how to make effective use of reference and enrichment materials. Courses should be designed so that the use of resources that exist in the centers are an essential means for achieving the learning objectives in the course.

See:

- [Administrative Guideline: Student Use of Libraries/Media Centers \(ag2522\)](#)

Each teacher is responsible for planning on a weekly and daily basis. Lesson plans are to be developed within the context of the applicable courses of study and learning units and should be designed for individual student programs being cognizant of student strengths and weaknesses. Weekly plans are to be submitted to the principal each Friday for the following week for review by appropriate administrative and supervisory personnel.

See:

- [Administrative Guideline: Lesson Plans \(ag3270\)](#)

Testing/Assessment

In compliance with laws and rules of the State Board of Education, Bentley will assess student achievement and needs in designed subject areas in order to determine the progress of students and to assist them in attaining the District's goals.

See:

- [Policy: Student Assessment \(po2623\)](#)
- [Administrative Guideline: Testing Program \(ag2623\)](#)
- [Administrative Guideline: Third Grade Reading Assessment \(ag2623.01\)](#)

Promotion, Placement, and Retention

The personal, social, physical, and educational growth of children will vary which will require them to be placed in the educational setting most appropriate to their needs at the various stages of their growth. Each student should be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her development.

See:

- [Policy: Promotion, Placement, and Retention \(po5410\)](#)
- [Administrative Guideline: Promotion, Placement, and Retention \(ag5410\)](#)

Student Conduct/Discipline

All students are expected to respect the law and those persons in authority. Respect for others, consideration of their privileges, cooperative citizenship, respect for real and personal property, pride in one's work, achievement within the range of one's abilities, exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of the District by all. The Student Code of Conduct contained in the student handbooks defines in detail how students are to act while under the school's jurisdiction. The teacher has the authority and responsibility to maintain order anywhere in the school particularly in the classroom. Students should be referred to an administrator when necessary.

See:

- [Policy: Student Conduct in School \(po5500\)](#)
- [Administrative Guideline: Student Conduct in School \(ag5500A\)](#)

Conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students. Each student of the District should adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The administration should take a shared role in the establishment and maintenance of appropriate discipline in the school and in the enforcement of the Code of Conduct. Teacher effectiveness and purposeful, well-planned activities are prerequisites to good discipline. Most students will exhibit "good" behavior when they perceive the teacher is competent, consistent, fair, and supportive of school policies.

See:

- [Policy: Student Discipline \(po5600\)](#)
- [Administrative Guideline: Student Discipline \(ag5600A\)](#)

The purpose of in school-suspensions is to provide students with an alternative to out-of-school suspensions, so it will not completely hinder the educational progress of students.

See:

- [Policy: In-School Suspension \(po5610.02\)](#)
- [Administrative Guideline: Saturday School/Detention \(ag5610.02\)](#)

While students may require disciplinary action in various forms, the Board of Education does not condone the use of unreasonable force and fear as a means of student discipline. District personnel should not threaten to inflict, inflict, or case to be inflicted corporal punishment on any student. In accordance with State law, if a staff member is found to have used physical force as a means of discipline, s/he may be subject to discipline by the Board and possible face criminal assault charges as well. If all other means fail, staff members may always resort to the removal of the student from the classroom or school through suspension or expulsion procedures. Professional staff may use and apply reasonable force and restraint to remove a student who refuses to comply with request to behave or report to the office, quell a disturbance threatening physical injury to self or others, and obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property.

See:

- [Policy: Student Seclusion and Restraint \(po5630.01\)](#)
- [Administrative Guideline: Alternatives to Corporal Punishment \(ag5630A\)](#)
- [Administrative Guideline: Use of Physical Force \(ag5630B\)](#)

Student Dress and Grooming

Each student's mode of dress and grooming is a manifestation of personal style and individual preference. Bentley will not interfere with the rights of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational programs of the schools. It is necessary for students to groom themselves in a way that promotes discipline, maintains order, secures the safety of the students, and provides a healthy environment conducive to academic purposes.

Each building principal, in consultation with his/her staff, shall develop a dress code for students to comply with the following policy. Staff members should demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

See:

- [Policy: Dress and Grooming \(po5511\)](#)
- [Administrative Guideline: Dress and Grooming \(ag5511\)](#)

Search and Seizure

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student. The privacy of students or his/her belongings may not be violated by unreasonable search and seizure and no student should be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

See:

- [Policy: Search and Seizure \(po5771\)](#)
- [Administrative Guideline: Search and Seizure \(ag5771\)](#)

Weapons

Bentley will not tolerate the possession of weapons by anyone while on school property or at a District-related event. A weapon is any instrument capable or appearing capable of causing serious bodily injury to a person. A staff member or student who has reason to believe that a person on school property or at a school-related activity possesses or will possess a weapon should report the possession to the school principal or the supervisor of the activity. No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent probable injury to any person.

See:

- [Policy: Possession of Weapons \(po5772\)](#)
- [Administrative Guideline: Possession of Weapons \(ag5772\)](#)

Student Hazing

Hazing activities of any type are inconsistent with the educational process and is prohibited at all such activities at any time in school facilities, on school property, and at any District-sponsored event. Staff members should be alert to possible situations, circumstances, or events which might include hazing. All hazing incidents should be reported immediately to the Superintendent. All students or employees who fail to abide by this policy may be subject to disciplinary action or liable for civil or criminal penalties.

See:

- [Policy: Student Hazing \(po5516\)](#)

Bullying

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of all administrators, faculty, staff, and volunteers to provide positive examples for student behavior. This applies to all activities on school property and to all school sponsored activities whether on or off school property. Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the building principal or Superintendent. Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process.

See:

- [Policy: Bullying and Other Aggressive Behavior Toward Students \(po5517.01\)](#)
- [Administrative Guideline: Anti-Harassment \(ag5517\)](#)

Parent Teacher Conferences

Parent teacher conferences play a significant role in the education of our students. The conferences provide teachers with vital information from parents that will strengthen the plans and strategies the teacher uses with a student, help a parent understand the objectives of a teacher, what students are to accomplish, and what a parent can do to facilitate the process. Conferences can build a strong home-school partnership that has implications for support of school programs.

See:

- [Policy: Parent Teacher Conference \(po5420\)](#)
- [Administrative Guideline: Parent Teacher Conferences \(ag5420B\)](#)

Public Attendance at School Events

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools in the District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events.

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. In accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

The Board holds the legal authority to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators have the authority to call law enforcement officials if a person violates posted regulations or does not leave school property when requested. They are also authorized to use detectors and other devices to better ensure the safety and well-being of participants and visitors. If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Recordings of school events can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the Superintendent.

See:

- [Policy: Public Attendance at School Events \(po9160\)](#)

District Sponsored Clubs and Activities

The goals and objectives of the District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to curriculum. They should enable students to explore a wider range of individual interests than may be available in their courses of study but are directly related to accomplishing the District's education outcomes for students.

See:

- [Policy: District Sponsored Clubs and Activities \(po2430\)](#)
- [Administrative Guideline: District Sponsored Clubs and Activities \(ag2430\)](#)
- [Administrative Guideline: Student Participation in Summer Camps/Programs \(ag2430A\)](#)

The purpose of an interscholastic athletic program is to provide the benefits of an athletic experience to as many students as feasible within the District. These programs provide students with the chance to exercise and test their athletic abilities in a greater and more varied way than which the school district could do alone. It should help develop school pride and stimulate community interest in athletics.

See:

- [Policy: Interscholastic Athletics \(po2431\)](#)
- [Administrative Guideline: Interscholastic Athletics \(ag2431A\)](#)
- [Administrative Guideline: Banned Drugs \(ag2431D\)](#)

Student Attendance

All students enrolled in the schools of this District are required to attend school regularly in accordance with the laws of the State. A student's regular attendance is vital in ensuring that the student receives a quality education and benefits fully from the educational program that our District offers. While there are valid reasons for students to miss school, it is the responsibility of staff members to encourage students to attend on a daily basis. Staff members should speak frequently to their students on the importance of students being in class and provide meaningful learning experiences every day.

See:

- [Policy: Attendance \(po5200\)](#)
- [Administrative Guideline: Attendance \(ag5200\)](#)

Student Accident / Illness

In the event of a student accident or illness, staff members shall, if properly trained, administer first aid, report the accident to the appropriate administrator, and complete a Student Accident Report Form.

School personnel will not diagnose illness or administer medication of any kind except in accordance with policy.

See:

- [Policy: Use of Medications \(po5330\)](#)
- [Administrative Guideline: Use of Medication \(ag5330\)](#)
- [Policy: Student Accidents \(po5340\)](#)

Contact parents as soon as possible regarding the incident.

Records are to be kept on all injuries which occur while students are on school property, in school buildings, on the way to or from school, or at school-sponsored activities.

A copy of the Student Accident Report Form is to be filed with the carrier of the District's liability insurance. Please send form to Dianna Slusarzyk in the administration office.

Each principal shall prepare in-building procedures for dealing with illness at school, which ensure prompt attention to the child and proper communication with the parents.

If a student requires immediate attention for an accident or illness call 911 and request a paramedic if needed.

See:

- [Policy: Student Accidents \(po5340\)](#)
- [Administrative Guideline: Student Accident/Illness \(ag5340A\)](#)
- [Administrative Guideline: Health Emergencies and First Aid Care \(ag5340B\)](#)
- [Administration Guideline: Transportation for Student Emergencies \(ag5340D\)](#)
- [Administrative Guideline: Concussions and Athletic Activities \(ag5340.01\)](#)

Student Suicide

Depression and self-destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological disability of depression cannot benefit fully from the educational program of schools, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students. All school personnel needs to be aware of students who exhibit signs of unusual depression or who threaten or attempt suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness. All professional staff members should understand how to use an intervention procedure.

See:

- [Policy: Student Suicide \(po5350\)](#)
- [Administrative Guideline: Student Intervention Process \(ag5350\)](#)

Child Abuse or Neglect

In compliance with State statute, professional staff members are required to report to the proper legal authorities any sign of child abuse or neglect. Support staff members are to report to the Principal or his/her supervisor. All suspected cases are to be reported even if documentation is not available. The proper reporting procedure is to:

1. Immediately make an oral report to the State of Michigan, Department of Protective Services, phone number 810-760-2053, nights, weekends and holidays call 810-760-2222. A written report shall be completed within 72 hrs. of making the oral report.
2. Inform building principal or immediate supervisor of the report. A copy of the report must also be filed in the Main Office but must not be included in the child's CA-60.

The law provides protection for the reporting staff member.

Reports of child abuse/neglect may include, but are not limited to, physical abuse and neglect, sexual abuse, and/or emotional maltreatment. Basically, physical abuse is the non-accidental, physically injury of a child; physical neglect is the failure to provide proper parental care, support medical attention, and education for a child; sexual abuse is any indecent sexual activity in the family; and emotional maltreatment is failure to provide warmth, attention, supervision, and/or normal living experiences for a child.

See:

- [Policy: Student Abuse and Neglect \(po8462\)](#)

Care of Property

Bentley's philosophy is to respect the rights of others. Students are urged to exercise this respect regarding the belongings of others, including District property. Each student should realize vandalism to District Property is costly to repair and is directly related to increased school taxes. Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of District materials and equipment. Students who cause damage to District Property shall be subject to disciplinary measures and/or have fines for damage.

See:

- [Policy: Care of District Property \(po5513\)](#)
- [Administrative Guideline: Care of Property \(ag5513\)](#)

Student Fundraising

Student Fundraising will be permitted by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools. Fundraising by approved school organizations, those whose funds are managed by the District, may be permitted in school by the principal. Such fundraising off school grounds may be permitted by the Superintendent. Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the Superintendent.

See:

- [Policy: Student Fundraising \(po5830\) \[aka Fund Raising and Fund-raising\]](#)
- [Administrative Guideline: Student Fund-raising \(ag5830\)](#)

Food Service

Bentley will provide food service for the purchase and consumption of lunch for all students. They will also provide a breakfast program in accordance with the procedures of the Department of Education. The food service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages. A food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent to prevent food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons. Food services shall be operated on a self-supporting basis with revenue from students, staff, federal reimbursement, and surplus food.

See:

- [Policy: Food Services \(po8500\)](#)
- [Administrative Guideline: Food and Beverage Sales \(ag8500\)](#)

The Board recognizes the importance of good nutrition to each student's educational performance. The Board shall provide needy children with breakfast and lunch at a reduced rate and/or no charge to the student. Students, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. The school shall annually notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing applications to the family of each student enrolled in school.

See:

- [Policy: Free and Reduced-Price Meals \(po8531\)](#)

The Board recognizes that vending machines can produce revenue which are useful to augment programs and services to students and staff and authorizes the District to use vending machines as long as: no products are vended that would conflict with or contradict information or procedures contained in the District's education programs on health and nutrition, the District's share of the revenues is managed by the Superintendent, and the installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products.

See:

- [Policy: Vending Machines \(po8540\)](#)

SCHOOL SAFETY

As an employee of the Bentley Community Schools you must be aware of numerous safety protocols about students and staff. Being proactive and aware can reduce even eliminate the need to implement any accident or crisis procedures, yet knowledge of such procedures is essential for all employees.

Safety Standards

Employees and students of this District are entitled to function in an environment as free from hazards as can reasonably be provided. The Board will provide reasonable and adequate protection to the lives, safety, and health of its employees. The Superintendent will ascertain that the employees and students of this District are aware of their rights to a hazard-free environment, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of the law.

Each principal is to assist by developing and administering such measures and practices as necessary to adequately monitor safety conditions in the school and to prevent accidents.

See:

- [Policy: Safety Standards \(po7430\)](#)
- [Administrative Guideline: Safety Standards \(ag7430\)](#)

Severe Weather and Other Emergency Situations

All employees are responsible for obtaining and having a working knowledge of all crisis procedures (Fire, Tornado, Lock-Down, Evacuation, etc.) for any position and/or building that they work in. Although very different based on the nature of their position/role, each employee has a responsibility to the well-being of students, staff, and property. Employees should gain access to crisis and other safety procedures from their direct supervisor or building administrator.

See:

- [Policy: Emergency Situations at School \(po8420\)](#)
- [Administrative Guideline: Severe Weather and Tornadoes \(ag8420A\)](#)

Bomb Threats

See:

- [Policy: Bomb Threats \(po8430\)](#)
- [Administrative Guideline: Telephoning of Bomb Threats \(ag8430\)](#)

School Day/Closings

The Board has the authority to arrange and schedule the school day in order to maximize educational opportunities for all students within the limitations of school facilities and the laws and regulations of the State.

The Superintendent may close, delay, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. When it becomes necessary to cancel school, the Administration Office will use local TV stations, District website, Facebook, and mass phone calls to notify families of such changes.

See:

- [Policy: School Day \(po8220\)](#)
- [Administrative Guideline: School Day \(ag8220\)](#)

Staff Identification Badges

An integral component of safe schools is the identification of authorized staff members in a building as well as the detection of unauthorized individuals in the building. Therefore, staff members must wear picture identification badges during normal school hours and while working any school activities.

Staff Accident/Illness

Should you experience an accident on the job, please contact your building supervisor immediately. Once it is reported, you are required to receive treatment immediately.

If it is not an emergency, you will be required to complete the Incident/Accident Report in its entirety; this form requires your signature in your own writing. Following completion of the form, the form needs to be submitted to Dianna Slusarzyk in the Administration Office. Also, your supervisor will need to complete the Supervisor's Report. These forms need to be submitted to the Administration Office immediately.

Additionally, in order to receive treatment at the District's occupational provider, you will need to take the Employer Authorization for Treatment form (blue form) that requires an authorized signature. You can pick up this form from the central office in your building or the administration office. Remember that, by law, treatment must begin with the District's Worker Compensation Health Care Provider. Seeking medical advice from your own physician or provider may cause you to be responsible for payment.

Bentley's Occupational Health Provider is:

McLaren Occupational and Convenient Care
1459 Center Rd.
Burton, MI 48509

Phone: (810) 496-0900 Fax: (810) 742-3891

You must make sure that you have a doctor's note indicating the diagnosis, current treatment, follow up treatment, and the length of time you are expected to be off work. It is to your advantage that all items of concern related to your injury/accident are in writing. Medical documentation is to be forwarded to Dianna Slusarzyk in the Administration Office.

In case of emergency, the employee should be sent to the emergency room.

See:

- [Policy: Reporting Accidents \(po8442\)](#)

Building Security

The Superintendent is responsible for developing and supervising a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with the law. This program can include the use of video surveillance and electronic monitoring equipment in appropriate public areas in and around schools, District facilities, and on school buses.

Every effort will be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors and Board property and may require persecution of those who bring harm to persons and/or property.

See:

- [Policy: Facility Security \(po7440\)](#)
- [Policy: Video Surveillance and Electronic Monitoring \(po7440.01\)](#)
- [Administrative Guideline: Facility Security \(ag7440\)](#)
- [Administrative Guideline: Video Surveillance and Electronic Monitoring \(ag7440.01\)](#)

School Visitors

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. However, the Superintendent or the principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school.

See:

- [Policy: School Visitors \(po9150\)](#)
- [Administrative Guideline: School Visitors \(ag9150\)](#)

If any staff member has a parent or community member volunteer for their building, they must seek administration approval and submit a background screening form to the administration office so that a proper background check can be done on that person.

Workers Compensation

1. All employees of the Board are subject to the provisions of the State of Michigan's Worker's Compensation Act. The Worker's Compensation Act is "an act to promote the welfare of the people of this state, relating to the liability employers have for injuries or death sustained by their employees, providing compensation for the disability or death resulting from occupational injuries or diseases, or accidental injury to or death of employees, and method for payment and apportionment of the same."
2. According to this Act, no compensation shall be paid until after the seventh calendar day of injury. Compensation will be paid for the duration of the absence under the terms of the Worker's Compensation Act. If the injury causes absence of over two weeks, the first seven days will also be paid.
3. An employee who has unused sick days may choose to receive only Worker's Compensation, in which event, no charge will be made against the employee's accrued sick days.
4. Payment for accrued sick days used in combination with Worker's Compensation shall not exceed the regularly scheduled daily wage. Charges against accrued sick days will be made in the same ration as sick day pay is to regular daily wage.
5. An employee who has unused sick days may choose to use them and receive their regular daily wage. On or after the eighth calendar day of the injury, the portion of the daily wage covered by compensation funds shall not be charged against accrued sick days. If the employee is out of work over two weeks, the first week is also pro-rated. After all sick days have been used the employee shall receive only Worker's Compensation.
6. Each employee is responsible for completing all Workers' Compensation accident reports immediately after any occupational injury and signing a certificate outlining details of the injury.

Notice to All Employees

It is your responsibility to report all injuries to the main office promptly. Employees that are injured on the job must complete an Accident Report and report to the District assigned Emergency Clinic. Failure to follow these procedures may result in the inability to file for Worker's Compensation.

Bloodborne Pathogens

As a condition of employment, all employees of the District must participate in Bloodborne Pathogen Training on an annual basis. Employees are responsible for following appropriate protocol regarding the treating and handling of Bloodborne Pathogens.

See:

- [Policy: Control of Blood-Borne Pathogens \(po8453.01\)](#)
- [Administrative Guideline: Control of Blood-Borne Pathogens \(ag8453.01\)](#)

Casual Contact Communicable Diseases

The control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation. In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting. If a student exhibits symptoms of a communicable disease, the principal will isolate the student in the building and contact the parents/guardians.

See:

- [Policy: Control of Casual-Contact Communicable Diseases \(po8450\)](#)
- [Administrative Guideline: Management of Casual-Contact Diseases \(ag8450\)](#)

Noncasual Contact Communicable Diseases

Bentley seeks to provide a safe educational environment for both students and staff. It is our intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual-contact will have the confidentiality of the information protected and his/her status in the District examined at an appropriate panel of resource people and that the rights of both the affected individual and those of other staff members and students will be acknowledged and respected. The District will allow students and staff members to attend school unless there is definitive evidence to warrant exclusion.

Due to the possible occupational exposure to blood or other potentially infectious materials, each employee has the option to obtain a voluntary employee immunization of the Hepatitis B Vaccination. You will receive a packet regarding this information in your back to school packet.

See:

- [Policy: Direct Contact Communicable Diseases \(po8453\)](#)
- [Administrative Guideline: Direct Contact Communicable Diseases \(ag8453\)](#)
- [Administrative Guideline: Control of Blood-borne Pathogens \(ag8453.01\)](#)

CONDUCTIVE WORKING ENVIRONMENT

Public Complaints

Any person or group having a legitimate interest in the operations of this District have the right to present a request, suggestion or complaint concerning District personnel, the program, or the operations of the District. Employees are however protected from unnecessary harassment. Each public complaint will be judged in a fair and impartial manner and will seek remedy when appropriate. The Board would like to rectify any misunderstandings between the public and the District by direct discussions of an informal type among the interested parties. If the informal meetings fail, more formal procedure will be employed.

It is imperative to a conducive working environment to follow the proper chain of command when dealing with public complaints with a professional member:

- First Level: Staff member should meet with complainant and discuss issue and report the matter and actions taken to their supervisor.
- Second Level: If the matter is not satisfactorily resolved at level one, the issue will be discussed by the complainant with the staff member's supervisor.
- Third Level: If the matter is not satisfactorily resolved at level two, a written request for a conference shall be submitted to the Superintendent. Should the matter be resolved in conference with the Superintendent, the Board shall be advised of the resolution.
- Fourth Level: Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires Board action, the complainant shall request, in writing, a hearing by the Board.

See:

- [Policy: Public Complaints \(po9130\)](#)
- [Administrative Guideline: Complaint Review Committee Procedures \(ag9130\)](#)

Staff-Student Relations

All District employees are expected to maintain relationships with members of the student body which are conducive to an effective learning environment. All District employees are responsible for the regulation of student conduct.

Harassment

It is Bentley's policy to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board. Members of the school District are encouraged to promptly report incidents of harassment before the conduct becomes severe, pervasive, or persistent.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing harassment within his/her building or office.

All complaints of harassment will be formally investigated. Please report complaints of harassment to one of the Anti-Harassment Complaint Coordinators:

Scott Bednarski
Bentley Middle School Principal and
1180 N. Belsay Road
Burton, MI 48509
(810) 591-9061
sbednars@bentleyschools.org

Elizabeth Buckhold
Director of Curriculum
1170 N. Belsay Rd. Road
Burton, MI 48509
(810) 591-9123
ebuckhold@bentleyschools.org

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process.

See:

- [Policy: Anti-Harassment \(po3362\)](#)
- [Policy: Anti-Harassment \(po4362\)](#)
- [Administrative Guideline: Anti-Harassment \(ag3362\)](#)
- [Administrative Guideline: Anti-Harassment \(ag4362\)](#)
- [Policy: Anti-Harassment \(po5517\)](#)
- [Administrative Guideline: Anti-Harassment \(ag5517\)](#)
- Form Report of Harassment (5517F1) – Request from principal

Drug, Alcohol and Tobacco-Free Environment

The buildings, grounds, and vehicles of Bentley Community Schools are to be free from any illegal drugs, alcohol, tobacco, and vaping products. As such, all employees and students are prohibited from the possession, transfer, sale, or use of any illegal drug, alcohol, or tobacco on school property or in school vehicles.

See:

- [Policy: Drug-Free Workplace \(po3122.01\)](#)
- [Policy: Use of Tobacco by Professional Staff \(po3215\)](#)
- [Policy: Drug-Free Workplace \(po4122.01\)](#)
- [Policy: Use of Tobacco by Support Staff \(po4215\)](#)
- [Policy: Use of Tobacco by Students \(po5512\)](#)
- [Policy: Use of Tobacco on School Premises \(po7434\)](#)
- Form: Memorandum to Staff members on Federal Regulations Concerning Drug Prevention (3122.01 F3) – Request from principal
- Form: Memorandum to Staff members on Federal Regulations Concerning Drug Prevention (4122.01 F3) – Request from principal

Bentley recognizes that alcoholism and drug abuse are treatable illnesses. A professional staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to professional staff members having other illnesses. The responsibility to correct

unsatisfactory job performance or behavior resulting from a suspected health problem rests with the professional staff member. Failure to do so will result in appropriate corrective or disciplinary action as determined by the Board.

Early recognition and treatment of illegal drug use, controlled substance abuse, or alcohol abuse is important for successful rehabilitation, return to work, and reduced personal, family, and social disruption.

No professional staff will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance.

Professional staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis.

See

- [Policy: Substance Abuse \(po3170\)](#)
- [Policy: Employee Assistance Program \(EAP\) \(po3170.01\)](#)
- [Policy: Substance Abuse \(po4170\)](#)
- [Policy: Employee Assistance Program \(EAP\) \(po4170.01\)](#)
- [Administrative Guideline: Substance Abuse \(ag3170A\)](#)
- [Administrative Guideline: Employee Assistance Program \(ag3170B\)](#)
- [Administrative Guideline: Substance Abuse \(ag4170A\)](#)
- [Administrative Guideline: Employee Assistance Program \(ag4170B\)](#)

The safety of students while being transported to and from school or school activities is of the utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with District vehicles must be mentally and physically alert at all times while on duty. All CDL license holders are expected to comply with the policy on Drug Free Schools which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times and while on duty.

See:

- [Policy: Controlled Substance and Alcohol Policy for Commercial Motor Vehicle Drivers and Other Employees Who Perform Safety-Sensitive Functions \(po4162\)](#)

Relations with Special Interest Groups

Students, staff, members, and District facilities are not to be used for advertising or promoting the interests of any non-school agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by the Board. Materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any group. The distribution of materials to students may be authorized if the material:

- Is related to a current course of study offered by the school
- Ties in with a District-sponsored activity

- Is unrelated to a District activity but is related to an activity for students that is conducted by an approved outside organization
- Is unrelated to any type of student activity but presents information that will be beneficial to the students receiving the material and distribution by other means is either not possible or is not feasible.

Any person wanting to distribute material on school property must first submit for approval a copy of the material to the principal 5 days in advance of desired distribution.

See:

- [Administrative Guideline: Distribution of Materials to Students \(ag9700A\)](#)

Children and Pets in the Workplace

Children and pets in the workplace can be a distraction to the work environment as well as posing safety concerns for both the child/pet and/or others in the school setting. For these reasons children and pets should not be brought to the workplace (the official “Take your Child to Workday” is an exception to this regulation). It is also reasonable for children to briefly visit an employee during the workday on occasion. However, it is unacceptable for a pet to be in a school building at any time or on school property during the workday. Pets used for instructional and/or therapeutic roles may be approved by the building administrator based on the certification of instructional/therapeutic benefit. However, the safety and well-being of staff and students will supersede any such instruction/therapy.

See:

- [Administrative Guideline: Pets on School Property \(ag9150A\)](#)
- [Administrative Guideline: Use of Animals in the Classroom and on School Premises \(ag2521B\)](#)
- [Administrative Guideline: Use of Service Animals \(ag8390\)](#)

Gifts, Grants, and Bequests

The Board of Education is appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor. All gifts, grants, or bequests shall be accepted and acknowledged by the Board.

See:

- [Policy: Gifts, Grants, and Bequests \(po7230\)](#)
- [Administrative Guideline: Public Gifts to the District \(ag7230\)](#)

Staff Gifts

The presentation of gifts to professional staff members by students or their parents is considered an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor. The professional staff may accept gifts of nominal value from students or parents.

See:

- [Policy: Staff Gifts \(po3214\)](#)
- [Policy: Staff Gifts \(po4214\)](#)

PERSONNEL AND EMPLOYMENT

Orientation

All new employees need to complete a new hire packet. Employees must complete an application, tax forms, employment verification, I-9, retirement, criminal history, unprofessional conduct release, staff verification form, and Blood Borne Pathogen Training.

Direct Deposit

It is our hope that all employees will sign up for direct deposit. This eliminates a delay in receiving pay when offices are closed due to school not being in session, holidays, or bad weather. It is also a cost-saving measure for the District. Those employees who sign up for direct deposit receive their pay on Thursday instead of Friday. Direct Deposit may be set up for any bank or credit union of your choice, and you may direct deposit to multiple accounts. You can obtain a direct deposit form at the administration office.

Employee Web

Employee Web is an Internet module that has a seamless interface with our Human Resources System (HRS). This provides employees with access to their basic information, certificates/degrees, accruals/attendance, benefits, deductions, tax information, and payroll history. Employee Web uses 128-bit encryption for security, which is the same security level used by banks and financial institutions. Employee Web is located on our website under Site Shortcuts. Browse to <http://www.bentleyschools.org>, click Employee Web under Site Shortcuts and then select the first link on the page.

This will bring up the login page, where you will enter your 6-digit employee ID number and PIN. Bentley recommends that you change your PIN to something unique that is more than 6 characters in length, using a combination of letters, numbers and/or symbols. If you forget your ID login or PIN, please contact Dianna Slusarsyk (810-591-9120).

Once you have entered your ID and PIN, click the login button, this should take you to the Welcome screen. The different areas of your employee record are listed along the left-hand side of the screen once you have logged in successfully. Click on the "Log Out" when you are ready to exit the program.

Personnel Files

You have a right to examine your personnel file or obtain a copy of your file upon a written request to the Administration Office. If you wish to examine your file, you may do so during normal office hours provided it does not interfere with your assigned duties. You will need to complete a request to inspect and review personnel file (See Form 8320 F2). This form indicates your name and the specific records that you are requesting to review. Arrangements to view your file may be made by contacting Dianna Slusarsyk to make an appointment. The District determines the content of personnel files. When viewing personnel files, it must be done in front of Dianna Slusarsyk to ensure that nothing is added or taken from your personnel file. You do have the right to request an amendment to your personnel record (See Form 8320 F4); however, the Superintendent will determine whether modifications are to be made within 90 days of the appeal.

See:

- [Policy: Personnel Files \(po8320\)](#)

The following is the personal information that is retained in personnel files:

Required in all employees' files:

- Application/resume for employment

- Copy of Social Security Card
- Copy of Driver's license
- Retirement card and/or retirement number (if retired)
- Conditional Employee Agreement
- Previous Employer(s) release of information
- Local criminal records check
- LiveScan fingerprint check

Required in all teachers' files:

- Teaching certificate
- Michigan Highly Qualified Teacher Report
- Transcripts

Required for certain employees' files:

- Specialized licenses (CDL) or certifications (brakes, passengers) pertinent to position
- Standard physical and/or Department of Transportation (D.O.T.) physical (Note: Physicals will include drug screening)
- Tuberculosis (TB) test if required for employment
- Highly qualified certificate

Evaluations

During your employment, you may receive periodic performance evaluations. Typically, your supervisor will conduct your evaluation and discuss it with you. After reviewing your evaluation, your supervisor will ask you to sign the evaluation to acknowledge that you have had an opportunity to review it. Performance evaluations are intended to measure the quality and quantity of the work you perform, your effort and attitude, and your ability to work with others. Your evaluation should let you know areas where improvement is needed and should help you set goals for your future performance.

See:

- [Policy: Professional Staff Evaluation \(po3220\)](#)
- [Policy: Evaluation of Support Staff \(po4220\)](#)

Mentor Program/Professional Development (Teaching Staff)

Act No. 335 Section 1526 requires that for the first 3 years of his or her employment in classroom teaching, a teacher shall be assigned by the school in which he or she teaches to 1 or more master teachers, or college professors or retired master teachers, who shall act as a mentor or mentors to the teacher. During the 3-year period, the teacher shall also receive intensive professional development induction into teaching, based on a professional development plan that is

consistent with the requirements of Section 3a of article II of Act No. 4 of the Public Acts of the Extra Session of 1937, being Section 38.83a of the Michigan Compiled Laws, including classroom management and instructional delivery. During the 3-year period, the intensive professional development induction into teaching shall consist of at least 15 days of professional development, the experiencing of effective practices in university-linked professional development schools, and regional seminars conducted by master teachers and other mentors.

Taxes

Those with questions regarding income tax withholding or W2s should contact the Payroll Department in the Business Office.

Garnishments

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

Retirement

As an employee of the District you are a member of the Michigan Public School Employees Retirement System (MPERS). The MPERS retirement plan is designed to provide you with a monthly income, called a pension, when you retire. If you need more information about any Retirement Plan feature or program, please contact the Office of Retirement Services (ORS) 1-800-381-5111 or 517-322-5103. Information is also available on their website at www.state.mi.us/dmb.ors.

403(b) Retirement Plan

As an employee of Bentley Community Schools, you are permitted to participate in a 403(b) tax-deferred retirement program. In this plan, you can make pre-tax contributions for retirement savings. Bentley Community Schools uses a third-party administrator to oversee 403b contributions to make sure we are compliant with regulations. The third party administrator is TSA. Please contact the Business Office for a list of authorized vendors with agent(s) or look on Bentley's website for a link with this information. You will need to make contact with the vendor of your choice.

The agents listed will be able to set-up your account and provide you with the required calculations to begin a payroll deduction for a tax-sheltered annuity. Please present the completed original Bentley Community Schools Compensation Reduction Agreement along with the calculation worksheets to the payroll office. The deduction will begin with the next pay cycle.

Benefits-Medical/Dental/Vision/Life Insurance

Employees who qualify for benefits and have questions regarding their benefits can contact the Benefits Department in the Business Office at 591-9122. If there is any change in your life such as address, adoption, birth, death, divorce, marriage, you need to let us know immediately. You only have thirty (30) days from the date of the qualified event to make changes (add or drop someone) to your insurance coverage. If you neglect to complete the necessary forms, you will be responsible for paying all medical bills until the open enrollment periods and subsequent effective date for changes to your insurances.

Purchasing Service Credit (Tax Deferred Purchases or TDP)

As a Michigan public school employee, you can make service credit purchases through tax-deferred payroll deduction. By taking advantage of the tax-deferred purchase (TDP) program, you can realize substantial tax benefits, which have the effect of lowering the service credit purchase cost.

The voluntary TDP program can be used to purchase universal buy-in, maternity-paternity-child rearing time, out-of-system public educational employment, active-duty military service, non-public educational employment, sabbatical leave, State of Michigan employment, weekly Worker's Compensation, and repayment of a Public School Employees Retirement System fund. Purchases also can be made with check or money order or through a rollover of qualified retirement plan funds. For more information, please contact the Retirement Office at (800) 381-5111 or visit the website at <https://www.michigan.gov/ors/>.

Please note that if you choose to purchase service credit through a tax-deferred payroll deduction, once you set an amount for your deduction, you can only increase the amount of the deduction; you cannot decrease the amount.

Fair Labor Standards Act (FLSA)

The Board will pay at least the minimum wage required by the FLSA to all covered, non-exempt employees. Teachers are generally exempt. Non-exempt employees who work more than forty (40) hours in a given work week will receive overtime pay in accordance with the FLSA for all hours worked in excess of forty (40). Non-exempt employees who work overtime without prior approval may be subject to disciplinary action up to and including termination. The Board reserves the right to make deductions from pay of otherwise exempt employees under the following circumstances:

- the employee is absent from work from one or more full days for personal reasons other than sickness or disability
- the employee is absent from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness
- to offset amounts employees receive as jury or witness fees or military pay
- for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions
- for penalties imposed in good faith for infractions of safety rules of major significance

Visit [Wages and the Fair Labor Standards Act | U.S. Department of Labor \(dol.gov\)](#) for more information.

See:

- [Policy: Fair Labor Standards Act \(FLSA\) \(po6700\)](#)
- [Administrative Guideline: Fair Labor Standards Act \(FLSA\) \(ag6700\)](#)

Military Leave

The Board provides military leave, reemployment, and other rights as established by the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and State Law. To qualify:

- The employee gives advance written or verbal notice of his/her military duty unless excused
- The cumulative length of all periods of military service with the employer does not exceed five (5) years, except as provided under State statute
- The employee timely reports to work after the period of military service ends
- The employee has not separated from service with a disqualifying or other than honorable conditions

See:

- [Policy: Military Leave \(po3437.01\)](#)
- [Policy: Military Leave \(po4437.01\)](#)

Visit [USERRA - Uniformed Services Employment and Reemployment Rights Act | U.S. Department of Labor \(dol.gov\)](#) for more information.

Termination of Employment

When an employee terminates their employment with the District, they should provide written notification to the Administration Office. Within that notification, the employee should state the reason for the termination along with an effective date.

Family Medical Leave Act of 1993

FLMA requires covered employees to provide up to a total of 12 weeks of job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months. Application for such a leave should be submitted to the Administration Office by the employee and must be done in a timely fashion. FMLA leaves shall run concurrently with any other leave paid or unpaid granted by the District.

Visit [Family and Medical Leave Act | U.S. Department of Labor \(dol.gov\)](#) for more information.

See:

- [Policy: Family & Medical Leaves of Absence \(FMLA\) \(po3430.01\)](#)
- [Policy: Family & Medical Leaves of Absence \(FMLA\) \(po4430.01\)](#)
- [Administrative Guideline: Family Leave \(ag3430.01A\)](#)
- [Administrative Guideline: FMLA Recordkeeping Requirements \(ag3430.01B\)](#)
- [Administrative Guideline: FMLA Recordkeeping Requirements \(ag4430.01B\)](#)
- Also see form on next page.

BENTLEY COMMUNITY SCHOOLS
FMLA LEAVE REQUEST FORM

_____ Employee's Name	_____ Employee's Position
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Counting any periods of time you worked in Bentley Community Schools (whether they were consecutive or not), have you worked for Bentley Schools for a total of 12 months or more?

BENTLEY COMMUNITY SCHOOLS

1170 North Belsay Rd.
Burton, MI 48509

Employee Notice COBRA – Consolidated Omnibus Budget Reconciliation Act

Employees and all persons covered under the employee's group health, dental, and vision insurance program have a right to choose continuation coverage at their expense if they are no longer eligible for benefits because of a reduction in hours, leave of absence, or termination of employment (for reasons other than gross misconduct on the employee's part). The employee, the employee's spouse and/or dependents of the employee may purchase continuation coverage as shown in the table below.

A child born or adopted during the period of COBRA coverage may be added to the continuation coverage by providing written notice to the District and completing enrollment forms.

EVENT	LENGTH OF TIME
1. The employee quits	18 months*
2. The employee's work hours are reduced or the or the employee is laid off from work	18 months*
3. The employee is on an approved leave of absence	18 months*
4. The employee is legally separated or divorced	36 months
5. The death of the employee	36 months
6. The employee is eligible for Medicare	36 months
7. The dependent child is no longer dependent	36 months
8. The dependent child is no longer eligible for benefits under the terms of the policy	36 months

*The length of time to purchase coverage may be extended from 18 months to 29 months if the employee, spouse, and/or dependents become disabled as defined by the Social Security Act within the first 60 days in which they were purchasing coverage under COBRA. Note: You have 60 days to notify Bentley Community Schools in writing from the date of disability to take advantage of the 11-month extension.

The length of time to purchase coverage will be shortened for any of the following:

1. Your payment for continuation coverage is 30 days overdue
2. The District no longer provides group health coverage for health, dental, and/or vision insurance for any of its employees.
3. The person is purchasing the continuation coverage becomes covered by another group plan.
4. The person purchasing the continuation coverage becomes eligible for Medicare
5. Employee, Spouse, and Dependent Responsibilities
6. District policy and contract language determine how long premiums will be paid by the board of education should an employee quit, have a reduction in hours, be laid off, or take a leave of absence
7. You have 60 calendar days from the date you lose coverage to notify Bentley Community School's administration office in writing of your intent to purchase continuation coverage. Failure to notify the District in writing forfeits your right to purchase.

8. You have 30 days to notify Bentley Community School's administration office in writing of a divorce, legal separation, a child losing dependent status or a change in dependents in order to be eligible for continuation coverage.
9. Employees must notify the administration office in writing of any changes of address or telephone number so that this information can be coordinated with applicable insurance carriers.

Questions Regarding COBRA contact:

SET SEG

(800) 292-5421