



**DEXTER
COMMUNITY
SCHOOLS**

**STAFF
HANDBOOK**

2018-19

Welcome!

We would like to welcome you as an employee of the Dexter Community School District. In addition to fulfilling the role of your particular position, you will be working collaboratively with other highly qualified professionals as part of an exceptional district that serves over 3,500 students. We are committed to providing a high-quality education for students to cradle to career.

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

We are confident that you will find your employment here, as a Dexter Dreadnaught, challenging and rewarding. The Dexter Community School District values each and every employee and the important role that you play in the growth and achievement of our students. Wear your maroon and gold with pride!



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Amendments and Master Agreement Provision

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

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

Equal Opportunity Employer NONDISCRIMINATION NOTICE

In compliance with [Title VII of the Civil Rights Act of 1964](#), [Title IX of the Education Amendments of 1972](#), [Section 504 of the Rehabilitation Act of 1973](#), the [Age Discrimination Act of 1975](#), and the [Americans with Disabilities Act of 1990](#), it is the policy of the Dexter Community School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, genetic discrimination, weight, marital or family status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Dexter Community School District has appointed a Title VII, Title IX, Section 504/ ADA, and Age Discrimination Act Coordinator. Any questions, suggestions or complaints can be submitted in writing by contacting the District Compliance Officer, Executive Director of Human Resources, at:

Dexter Community School District
7714 Ann Arbor St.
Dexter, Michigan 48130
(734) 424-4100, ext. 1031

Dexter Community Schools District Executive Administration

Dr. Chris Timmis, Superintendent of Schools
Barb Santo, Executive Director, Human Resources
Sharon Raschke, Chief Financial Officer
Mollie Sharrar, Executive Director, Instruction

Administrative Offices - Copeland
7714 Ann Arbor Street
Dexter, Michigan 48130

Phone: 734-424-4100

Fax: 734-424-4112



DISTRICT INFORMATION

BOARD OF EDUCATION

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

Michael Wendorf
President
4274 Upper Glade Court
Ann Arbor, MI 48103
Elected 2005
Term Expires 12/2020

Daryl Kipke
Vice President
5041 Dexter-Pinckney
Road
Dexter, MI 48130
Appointed 2014
Term Expires 12/2022

Dick Lundy
Treasurer
1855 N. Parker Road
P.O. Box 247
Dexter, MI 48130
Elected 1979
Term Expires 12/2018

Rob Mitzel
Secretary
9881 Scully Road
Whitmore Lake, MI
48189-9260
Appointed 2016
Term Expires 12/2018

Julie Schumaker
Trustee
7619 Kingfisher Court
Dexter, MI 48130
Elected 2003
Term Expires 12/2022

Richard Ronald Darr
Trustee
2045 JanAnne Drive
Dexter, MI 48130
Elected 2002
Term Expires 12/2020

Barbara Read
Trustee
7130 Ulrich Street
Dexter, MI 48130
Elected 2013
Term Expires 12/20

Dexter Board of Education Meeting Schedule

All meetings are held at the **Creekside Media Center** at 7:00 PM unless otherwise noted.

| <u>DAY</u> | <u>DATE</u> | <u>HOLIDAYS / NO SCHOOL DAYS</u> |
|------------|-------------------|--|
| Monday | July 16* | Business Meeting- 5pm Board Workshop- Immediately Following |
| Monday | August 6* | Regular Meeting- 6pm Board Workshop- Immediately Following |
| Monday | August 27* | Labor Day= Sept. 3 First Day of School= Sept. 4 |
| Monday | September 24 | |
| Monday | October 8 | |
| Monday | October 22 | |
| Monday | November 12 | Thanksgiving = Nov. 22 & 23 |
| Monday | December 10 | Winter Break = Dec. 24 - Jan. 4 |
| Monday | January 14, 2019 | Organizational Meeting |
| Monday | January 28 | MLK = Jan. 21 |
| Monday | February 11 | President's Day = Feb. 18 |
| Monday | February 25 | |
| Monday | March 11 | Spring Break = March 25-29 |
| Monday | April 8 | |
| Monday | April 22 | |
| Monday | May 6 | Memorial Day = May 27 |
| Monday | May 20 | |
| Monday | June 10 | |
| Monday | June 24* | |

* These meetings will be held in the Copeland Boardroom, 7714 Ann Arbor St.

District Vision

Champion Learning: Develop, Educate, and Inspire!

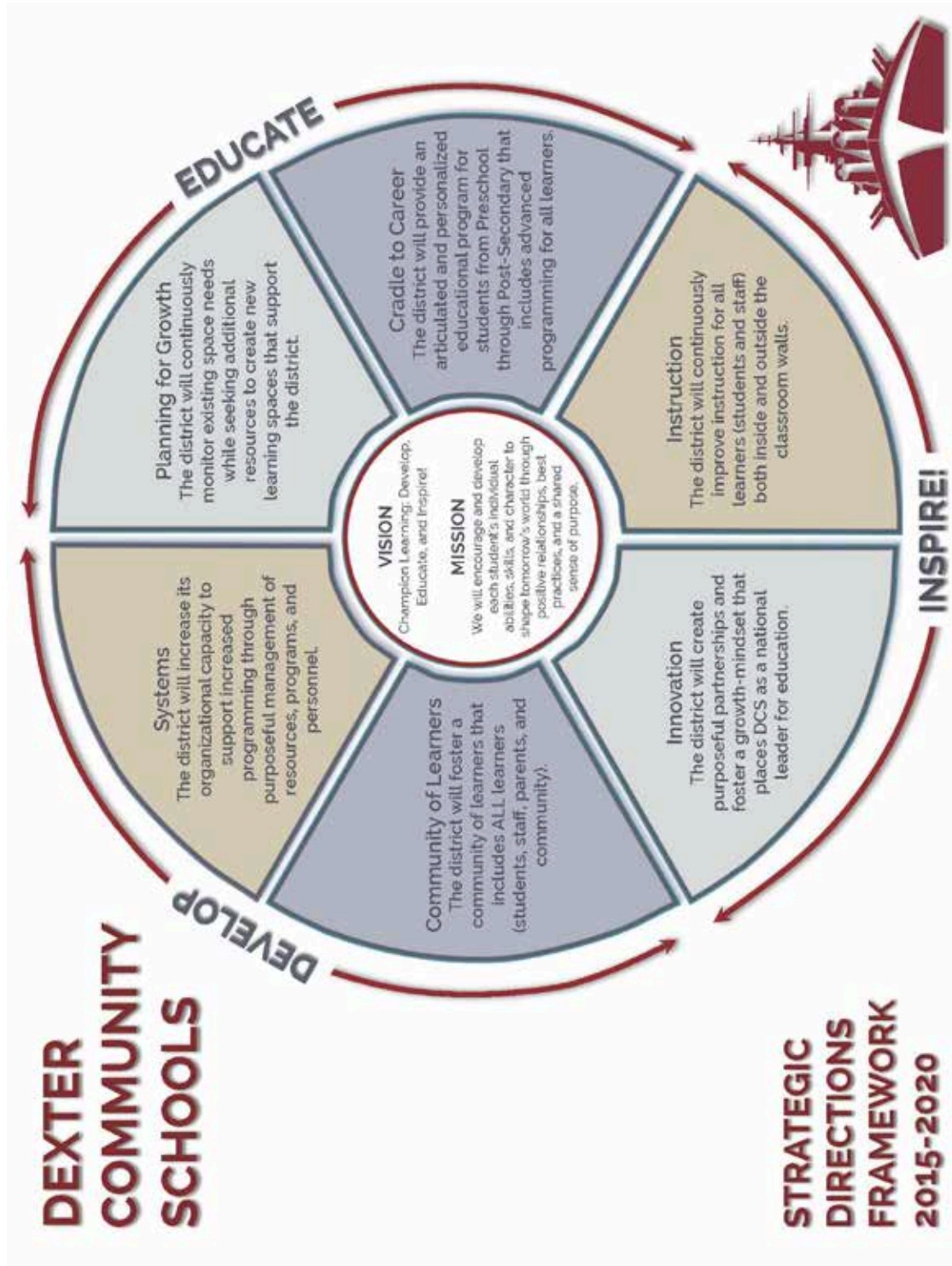
District Mission

We will encourage and develop each student's individual abilities, skills and character to shape tomorrow's world through positive relationships, best practices, and a shared sense of purpose.

District Goals

1. Strengthen the human capacity through the design and delivery of high quality learning opportunities for students, staff, parents and the community both inside and outside the classroom walls.
2. Redesign educational programming to focus on developing students' capacity to think creatively, solve problems, analyze, synthesize, and navigate information.
3. Organizational capacity will increase to improve system effectiveness.
4. Continuously monitor and evaluate existing learning spaces and their ability to support learning needs.
5. Create and effectively implement a robust early childhood program for DCS residents.
6. Create personalized learning opportunities for students that includes advanced programming for all students.
7. Establish strategic partnerships (local, domestic, and international) that support student learning and increase capacity for DCS to provide learning opportunities for students and staff.
8. Foster an internal culture with a growth--mindset focused on increasing DCS' ability to develop students' capacity to think creatively, solve problems, analyze, synthesize, and navigate information.

STRATEGIC DIRECTIONS FRAMEWORK



Building Information

all Dexter, MI 48130; all (734) area code

Dexter High School 424-4240
2200 Parker Road

Transportation 424-4190
2290 Marshall Road

Mill Creek Middle School 424-4150
7305 Dexter-Ann Arbor Road

Copeland Administration 424-4100
7714 Ann Arbor Street

Creekside Intermediate 424-4160
2615 Baker Road

Community Education/Wylie Pool
734-424-4180 x1410
3060 Kensington

Wylie Elementary 424-4160
3060 Kensington

Buildings & Grounds 424-4100 x1201
7960 Shield Road

Bates Elementary 424-4130
2704 Baker Road

Jenkins ECLC 734-424-4180 x1411
2801 Baker Road

Cornerstone Elementary 424-4120
7480 Dan Hoey Road

District Department Contacts

| | | | |
|---|--------------|--------------------------------|--------------|
| Accounts Payable | 1019 | Internal Accounts | 1017 |
| AESOP Questions Guest Teacher (Absences) | 1012 | Maintenance & Operations | 1201 or 1203 |
| School Athletics | 1101 or 1102 | Payroll | 1014 |
| Benefits/Insurance | 1014 | Purchasing | 1019 |
| Business Office | 1015 | Residency | 1002 |
| C.A.R.E./Preschool | 1401 | School Resource Officer | 7228 |
| Communications Specialist | 1002 | Staff Professional Development | 7346 |
| Community Education | 1401 | Special Education/504 Plans | 6052 |
| Curriculum/Instruction/ Assessment | 7346 | Superintendent's Office | 1001 or 1002 |
| District Nurse | 1051 | Technology Support (Help Desk) | Help ticket |
| Food and Nutrition | 1501 or 1502 | Transportation Department | 1601 or 1602 |

Frequently Requested Phone Numbers

| | |
|--|----------------|
| Child Protective Services | (855) 444-3911 |
| Dexter Fire Department | (734) 426-4500 |
| Dexter Police Department | (734) 426-0228 |
| Dexter Public Library | (734) 426-4477 |
| Michigan Education Association | (800) 292-1934 |
| Michigan Department of Education | (517) 373-3324 |
| Michigan Teacher Preparation & Certification | (517) 373-3310 |
| Washtenaw County Health Department | (734) 544-6700 |
| Office of Retirement Services (ORS) | (517) 322-510 |

Dexter Community Schools 2018 - 2019 Student Calendar

**On half days, students attend in the morning.*

SEPTEMBER

September 4 First Day of School Half Day*

OCTOBER

October 31 Teacher Training Half Day for Students*

NOVEMBER

November 8 & 9 Parent-Teacher Conferences Half Days for Students*

November 21 Half Day for Students & Staff*

November 22, 23 Thanksgiving Break No School

DECEMBER

December 4 Teacher Training Half Day for Students

December 22-31 Winter Break No School

JANUARY

January 1-6 Winter Break No School

January 21 Martin Luther King, Jr. Day No School for Students

January 24-25 High School Exams Half Days for All Students*

FEBRUARY

February 15-18 Presidents' Day Weekend No School

MARCH

March 6 Teacher Training Half Day for Students*

March 23-31 Spring Break No School

APRIL

April 1 Teacher Training No School for Students

April 19 No School

MAY

May 24 Teacher Training No School for Students

May 27 Memorial Day No School

JUNE

June 13 High School Exams Half Day for All Students*

June 14 High School Exams & Last Day Half Day for All Students*

SCHOOL HOURS (full days/half days):

- *Bates, Cornerstone, Wylie, and Mill Creek 8:14am-3:06pm/8:14am-11:40am*
- *Creekside and Dexter High School 8:00am-2:52pm/8:00am-11:25am*





PROFESSIONAL EXPECTATIONS

Attendance/Tardiness

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

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

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

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

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

Absence Without Pay

If you find it necessary to take a day off without pay, you need to submit your request in writing to your immediate supervisor at least five (5) work days in advance, whenever possible. Your immediate supervisor may grant permission for a maximum of two consecutive days without pay. The approval of your immediate supervisor **and** the Executive Director of Human Resources is required for three (3) or more consecutive days off without pay.

If you are denied time off without pay and you are absent on that day, you are subject to disciplinary action, up to and including discharge.

Leaves of Absence

A request for personal leave of absence, disclosing the reason, must be submitted in writing to the Executive Director of Human Resources and is not to exceed one year in duration. The approval or denial of a personal leave request is at the sole discretion of the District and must be approved by the Board of Education. Paid leaves shall be concurrent with the [Family Medical Leave Act](#) (“FMLA”) where applicable.

Conduct

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

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

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

Confidentiality

It is the policy of the District to ensure that the operations, activities, and affairs of our students, their parents, and other employees are kept confidential to the greatest possible extent. If, during their employment, staff members acquire confidential or proprietary information about the District, students, parents, or employees, such information is to be handled in strict confidence and not to be discussed with any individual who does not have a legitimate right to know the information. If an employee discloses student information without parental consent, it can violate federal law. Staff members are also responsible for the internal security of such information. Refer to [Board Policy 8350](#) for additional information. Staff members found to be violating this policy are subject to disciplinary action, up to and including dismissal, and may also be subject to civil and/or criminal penalties for violations of the confidentiality policy.

Customer Service

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

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

Dress Code

Each employee is a representative of their building/department and the District. All employees are expected to dress appropriately for work and be well groomed. Discretion in style of dress, hair and behavior is essential to the professional operation of the District. An employee's clothing and grooming should not interfere with his/her job duties nor disrupt the workplace. Your supervisor may assist you in determining what attire is appropriate. Dexter is proud of its Dreadnaught heritage and every Friday is Spirit Day. Wear your maroon and gold with pride!

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

Financial Responsibilities

A. Money in the Classroom/Management of Collecting & Depositing

Employees routinely collect funds from students and parents for various programs and activities. Funds are not to be kept overnight in classrooms, offices, homes, etc. All funds are to be deposited daily with office staff who will utilize the district's courier services to deposit funds with the bank.

B. Purchasing Cards

Staff who are provided a district-issued purchasing card will keep the card secure at all times. Staff will not share the purchasing card with others. Sales tax on purchases will not be paid unless prior approval is received from the Business Office. Purchases not substantiated with an itemized receipt will be considered a personal purchase and will be deducted from the employee's paycheck. Intentional misuse of the purchasing card will result in discipline up to and including dismissal.

C. Identification Badges

All employees will be issued and are required to wear an employee identification badge in a way that it can easily be observed at all times. Badges are issued when hired or at the District's discretion. New employees are issued an ID badge when fingerprint results have been received and required new hire paperwork is complete. If you lose your ID badge, please submit a Technology Help Desk ticket immediately and notify your supervisor. There will be a replacement fee.

D. Keys

You may be provided with keys and/or an electronic ID badge to your work area and/or the building. Keys/ID Badge should never be loaned to another employee or a student. Keys/ID Badge should never to be reproduced. Keys/ID Badge and any other district property must be surrendered upon termination of employment. If you lose a district key, please notify your supervisor immediately.

E. Outside Activities for Staff

It is the policy of the Board of Education that professional staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. [Refer to Board Policy 3231](#) (Professional Staff) or [4231](#) (Classified Staff).

F. Political Activities

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

G. Social Media

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

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

The lines between public and private, personal and professional are blurred in the digital world. Even when you have a disclaimer or use a different user name, you will always be considered to be a Dexter Community Schools (DCS) employee. Whether it is clearly communicated or not, you will be identified as an employee of the DCS in what you do or say online. Behavior unbecoming of an DCS employee as determined by administration is subject to disciplinary action and/or termination.

Do not post photos or movies of fellow employees without their permission. Do not use photos or movies taken at school without permission. Do not post photos or movies that contain students without parent permission. Please refer to [Board Policies 7540.02, 7540.04 and 7545](#) for more information.

Staff Development Record

The staff of Dexter Schools is an integral part of the total success of the organization, and the ongoing training and development of the staff is essential to the efficient and effective delivery of services. Staff will be given opportunities to engage in staff development activities in order to maintain and improve job skills and performance, individual growth, and professional development.

Staff members, who are required to participate in a minimum number of professional staff development hours per year, are personally responsible for entering those hours that need to be reported to the State of Michigan, no later than the last workday of the school year in June.

Staff Ethics

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all staff members to maintain high standards in their working relationships, and in the performance of their professional duties.

In keeping with the ethical responsibilities of staff, the Board of Education requires that staff not engage in any romantic or sexual relationship of any kind with students of this District, regardless of their age. Staff must not provide alcohol, drugs, cigarettes, or any other contraband to a student. Please refer to [Board Policy 3210](#) for more information.

Tobacco Free Schools Law

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

For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, pipe, e-cigarette (vaping), chewing tobacco, or any other matter or substance that contain tobacco.

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

employee can be subject to a misdemeanor penalty. For additional information see [Board Policies 3215, 4215 and 7434](#).

Work Environment

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

Policies, Practices, and Procedures

Accident Reporting

All employees who are injured on the job must fill out an accident report (obtained from your immediate supervisor or Human Resources). If an employee needs immediate or lifesaving medical attention, 911 will be called. Please contact the Business Office (ext. 1014) for questions regarding Worker's Compensation procedures and required paperwork. Refer to [Board Policy 8442](#) for additional information.

Alcohol and Drug Testing

The District implements the requirements of the [Omnibus Transportation Employee Testing Act of 1991](#), (OTETA) for all employees whose job requires CDL licensing. Specifically, Federal Law provides for random, reasonable suspicion, post accident, return to duty and follow-up testing. Refer to [Board Policy 4162](#) for additional information.

Alcohol or Drug Use

It is the policy of the District to create a drug-free workplace in keeping with the [Drug-Free Workplace Act of 1988](#). Accordingly, all staff members are notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited anywhere in the workplace. Such conduct is also prohibited during nonworking time to the extent that, in the opinion of the District, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of the District.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. Refer to [Board Policies 3122.01, 3170 and 4170](#) for additional information.

Board Policy

Board Policies are available online (<http://www.neola.com/dexter-mi/>) and on the District web site. All questions regarding Board Policies should be directed to the Superintendent at 734-424-4101.

Communicable Disease Control Policy

The District has an established comprehensive Communicable Disease Control Policy Manual in the health room of each school building and main office of other school facilities. [Refer to Board Policies 8450 and 8453](#) for additional information.

Complaint Resolution Procedure

It is the District's desire to provide good working conditions and maintain harmonious working relationships among employees, as well as between employees and management. Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Many incidents resolve themselves naturally. If a situation persists that is believed to be detrimental to an employee or the District, the employee should first discuss it with his/her immediate supervisor. If the issue is not resolved, the employee should follow the procedures in his/her individual contract, [applicable collective bargaining agreement \(CBA\)](#), or contact the Executive Director of Human Resources.

Conflict of Interest

Staff members shall perform their official duties in a manner free from conflict of interest. The maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by School District employees is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the School District.

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

No staff member shall use his/her position to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.

Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the School District.

Employees shall not make use of materials, equipment or facilities of the School District in private practice. Refer to [Board Policy 3110 and 4110](#) for additional information.

Corporal Punishment

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

Crisis Plans

The District has an established comprehensive Crisis Plan. Refer to the Dexter Community Schools Emergency Operation Plan Manual available in the main office of each building and every classroom for policies/procedures. Refer to [Board Policy 8410 and 8420](#) for additional information.

District Security

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

Disciplinary Actions

The District uses progressive discipline when responding to unsatisfactory performance by employees. This in no way modifies the District's policy that the employment relationship is an at-will relationship which is terminable at the will of either party. Disciplinary action may include oral or written warnings, written reprimands, suspension and dismissal. The disciplinary action which is imposed will depend upon various factors, including the nature and severity of the problem and the employee's disciplinary history. Depending upon the situation, any of the aforementioned disciplinary actions or any combination thereof may be imposed, and the discipline may not be progressive. If a written record of an incident/issue is inserted in your personnel file, you shall receive a dated copy of the document within ten workdays of the District's knowledge of the incident/issue and completion of the subsequent investigation, whenever possible.

You have the right to submit a written rebuttal to any disciplinary document placed in your personnel file. If you submit a rebuttal, it should be received in the Human Resources Office within ten workdays of your receipt of the disciplinary document. If you write a rebuttal, it will be attached to the disciplinary document in your personnel file. [Refer to Board Policies 3139 and 4139](#) for additional information.

District Property/Searches

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

negligence. All property provided to the employee must be returned to the District in the same condition as when it was received. Employees who terminate employment with the District must return all District owned property at the time of termination.

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

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

Drug-Free Schools

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

The use or possession of alcohol, marijuana, or other non-prescription drugs is strictly prohibited by District policy. Presenting one's self for work under the apparent influence of alcohol or other non-prescription drugs is prohibited. No employee shall be permitted to begin or continue work while under the apparent influence of alcohol or other drugs. Any employee in the possession of or testing positive for alcohol, marijuana (except if in possession of a state issued medical marijuana card) or other non-prescription drugs while on the premises will be subject to disciplinary action up to and including dismissal, within the sole discretion of the District. In the event the District, in its sole discretion, determines that an employee may be under the influence of alcohol, marijuana or other non-prescription drugs, the employee will be required, as a condition of continued employment, to immediately submit to testing at a facility selected by the District.

Any employee who violates this policy may be subject to disciplinary action up to and including dismissal of employment. In the sole discretion of the District, an employee who violates this policy may be required or permitted to satisfactorily participate in a drug assistance or rehabilitation program approved by the District. Allowing or permitting participation in a drug assistance or rehabilitation program shall not establish a precedent. Refer to [Board Policies 3122.01, 3170, 4122.01, and 4170](#) for additional information.

Emergency Building Closing

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

Employment At-Will

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

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

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

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