



Kentwood Public Schools

Excellence & Equity in Education

Welcome to the Kentwood Falcon Family

We would like to welcome you as an employee of the Kentwood Public School District. You have become an integral part of an exceptional district, which serves over 9500 students. Kentwood Public Schools believes that:

- Learning is our core business and student achievement in all forms is our fundamental purpose.
- Continuous improvement and high expectations are essential.
- Each person is unique, and we value and respect individual differences.
- We are responsible for equipping all students with life skills through a broad range of educational and extracurricular opportunities.
- Education is a shared responsibility; collaboration between staff, family and the community enhances student and professional learning.
- We are accountable to all constituencies, and we will focus on key academic results.
- Graduates will have the skills to be responsible, contributing citizens in a changing world.

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. This will be shared annually through the employee's Frontline account. The Employee Handbook may also be found on the District website <https://www.kentwoodps.org/> located on the Human Resources page. It is a professional expectation that employees make themselves familiar with the Employee Handbook and comply accordingly. If at any time you have questions about the information contained herein, please do not hesitate to ask your building administrator, supervisor, or the human resources department.

Amendments and Master Agreement Provision

This Employee Handbook supersedes 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interpret, or cancel, in whole or in part, any of the published or unpublished personnel policies and procedures of the District without advance notice in its sole discretion without having to give cause, justification, or consideration to any employee. Recognition of these rights and prerogatives of the District is a term and condition of employment and of continued employment.

Equal Opportunity Employer

NONDISCRIMINATION

In compliance with Title VII of the Civil Right 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 Kentwood Public 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, Kentwood Public 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 by contacting the District Compliance Officer, Executive Director of Human Resources, at:

Kentwood Public Schools
5820 Eastern Ave SE
Kentwood MI 49508
616-455-4400

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**Section 1:
Kentwood Falcon Family**

Section 1.1 Board of Education

The Kentwood 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 the direction for the district. Community members are encouraged to attend board meetings and to participate. The current board members are:



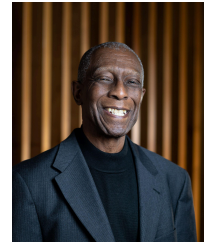
Mimi Madden
President



Sylvia James
Vice President



Pete Battey
Treasurer



Allen Young
Secretary



Marlon Brown
Trustee



Tanya Powell-May
Trustee



Kim Taboada-Arzate
Trustee

Central Office Administration:



Kevin Polston
Superintendent



Jamie Gordon
Executive Director of
Human Resources



Tom Lagone
Executive Director of
Finance and
Business Operations



Veronica Lake
Executive Director of
Student Services



Brè Bartels
Executive Director of
Secondary Education



Carrie Tellerico
Executive Director of
Elementary Education



Sunil Joy
Executive Director of
Strategy and Innovation



Sydney Hanlon
Executive Assistant to
the Superintendent

Kentwood Public Schools Other District Leaders:



Brett Baker
Director of
Facilities & Operations



Lori Bramble-Romeo
Director of
ARCH Program



Teresa Gatza
Director of Early
Childhood



Timothy Hargis
Director of
Communications



Evan Hordyk
Executive Director of
Technology Services



Toni Moore
Director of Special
Education Services



Debbie Schuitema
Director of New
Teacher Development
& Curriculum



Chad Songer
Director of Safety



Sanela Sprecic
Director of
Multi Lingual Learners
Program



Abbie Weiland
Director of Fiscal
Services



Dan Zehr
Director of Child
Nutrition Services

Section 1.2 Board of Education Meeting Dates 2024-2025

The meetings of the Kentwood Board of Education will be held at 6:30 p.m. in the Board Room at the Administration Offices, 5820 Eastern Avenue, S.E. on the following dates:

Monday, July 15th, 2024

Monday, July 29th, 2024 [Subcommittee Meeting Notice](#)

Monday, August 12, 2024

Monday, September 9, 2024

Monday, September 23, 2024

Monday, October 14, 2024

Monday, November 11, 2024

Monday, December 9, 2024

Monday, January 13, 2025

Monday, February 10, 2025

Monday, February 26, 2025

Monday, March 11, 2025

Monday, April 21, 2025 (third Monday due to Spring Break)

Monday, May 12, 2025

Monday, June 9, 2025 (Budget Hearing at 6:15 PM)

Monday, June 23, 2025

Section 1.3 Mission Statement

Excellence and Equity in Education.

Section 1.4 Theory of Action: Strategic Plan Goals

Culture of Excellence: Establish, implement and uphold a common standard of excellence for school climate and instruction.

Equitable Opportunities and Outcomes: Celebrate diversity, while elevating equity of opportunities and outcomes for each student.

Whole-Child Environments: Cultivate an inclusive school environment that recognizes and addresses the whole child - social, emotional, physical, and mental wellness.

High Impact, Diverse Staff: Recruit and retain high impact staff that uphold the values of Kentwood Public Schools - in particular, staff that are reflective of community diversity.

Section 1.5 District Building Contact Information

Bowen Elementary

Principal: Mary Campione
4483 Kalamazoo Ave SE
Kentwood MI 49508
T: 616-455-5220
F: 616-455-6991

Brookwood Elementary

Principal: Lorenzo Bradshaw
5465 Kalamazoo Ave SE
Grand Rapids MI 49508
T: 616-455-0030
F: 616-455-5778

Challenger Elementary

Principal: Dwight Quinn
2475 52nd St SE
Kentwood MI 49508
T: 616-698-2524
F: 616-698-9089

Discovery Elementary

Principal: Blair Feldkamp
2461 60th St SE
Kentwood MI 49508
T: 616-871-1080
F: 616-871-1081

Early Childhood Center Main Campus

Director: Teresa Gatzka
200 60th St SE
Kentwood MI 49548
T: 616-493-5693
F: 616-493-5696

Endeavor Elementary

Principal: Mark Bea
5757 E Paris Ave SE
Grand Rapids MI 49512
T: 616-554-5241
F: 616-554-5244

Explorer Elementary

Principal: Jason Bannister
2307 68th St SE
Caledonia MI 49316
T: 616-554-0302
F: 616-554-0970

Glenwood Elementary

Principal: Zsanara Jones
912 Silverleaf St SE
Kentwood MI 49508
T: 616-455-2510
F: 616-455-0320

Hamilton Elementary

Principal: Ahnna Sisco
3303 Breton Rd SE
Grand Rapids MI 49512
T: 616-493-5693
F: 616-493-5696

Meadowlawn Elementary

Principal: Julie Schrot
4939 Burgis Ave SE
Kentwood MI 49508
T: 616-534-4608
F: 616-534-2512

Southwood Elementary

Principal: Jeff Overkleeft
 630 66th St SE
 Kentwood MI 49548
 T: 616-455-7230
 F: 616-455-7220

Townline Elementary

Principal: Angelia Coleman
 100 60th St SE
 Kentwood MI 49548
 T: 616-538-4120
 F: 616-538-8770

Crestwood Middle School

Principal: Jacquie Harris
 2674 44th St SE
 Kentwood MI 49512
 T: 616-455-1200
 F: 616-455-2338

Pinewood Middle School

Principal: Andy Kolzow
 2100 60th St SE
 Grand Rapids MI 49508
 T: 616-455-1224
 F: 616-455-2054

Valleywood Middle School

Principal: Jenin Shamali
 1110 50th St SE
 Kentwood MI 49508
 T: 616-538-7670
 F: 616-538-9301

Crossroads Alternative High School

Principal: Justin Mathes
 28 60th St SE
 Grand Rapids MI 49548
 T: 616-261-6166
 F: 616-261-6170

East Kentwood Freshman Campus

Principal: Dominic Lowe
 6170 Valley Lane Dr SE
 Kentwood MI 49508
 T: 616-698-9292
 F: 616-698-0313

East Kentwood High School

Principal: Omar Bakri
 6230 Kalamazoo Ave SE
 Kentwood MI 49508
 T: 616-698-6700
 F: 616-698-2384

Section 1.6 Frequently Requested Phone Numbers

| | |
|--|----------------|
| Absence Management (Frontline Education) | (800) 942-3767 |
| Child Protective Services | (616) 248-1000 |
| Kentwood Education Foundation | (616) 455-4400 |
| Kentwood Fire Department | (616) 554-0800 |
| Kentwood Police Department | (616) 698-6580 |
| Kentwood Public Library | (616) 784-2007 |
| Kent County Health Department | (616) 632-7100 |
| Michigan Education Association | (800) 292-1934 |
| Michigan Department of Education | (517) 373-3324 |
| Michigan Teacher Preparation and Certification | (517) 373-3310 |
| Office of Retirement Services | (517) 322-5103 |

Section 1.7 District Department Contacts

| | | |
|--------------------------------------|----------------------------|-------|
| Accounts Payable | Sadie Waber | 79910 |
| Administration Building Receptionist | Dorcus Williams | 79903 |
| Athletics | Blaine Brumels/Dave Emeott | 74902 |
| Aquatics Center | Daniel Kimble | 74647 |
| Business/Operations Office | Thomas Lagone | 79919 |
| Communications | Tim Hargis | 79981 |

| | | |
|--------------------------------|------------------------------|-------|
| Curriculum Office | Bre Bartels/Carrie Tellerico | 79932 |
| Early Childhood | Teressa Gatza | 25000 |
| Employee Benefits | Travis Grace | 79913 |
| Child Nutrition Services | Dan Zehr | 75301 |
| Human Resources | Jamie Gordon | 79929 |
| Maintenance & Operations | Brett Baker | 75201 |
| New Teacher Development | Debbie Schuitema | 79979 |
| Payroll | Lindsey James | 79941 |
| Purchasing | Wendy Besteman | 42226 |
| Residency | Student Services | 79927 |
| Safety Department | Chad Songer | 42300 |
| Special Education | Antonette Moore | 75673 |
| Staff Professional Development | Curriculum Office | 79932 |
| Student Services | Veronica Lake | 79927 |
| Substitute Services | Stephanie Sobota | 79929 |
| Superintendent's Office | Kevin Polston | 79933 |
| Technology Services | Evan Hordyk | 78721 |
| Transportation | Laura Tanis | 75400 |



Section 2: Professional Expectations

Section 2.1 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, your work must be performed by others just as you must perform their work when they are absent. Employees are urged to use sick 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 at work, but no later than one hour before your normal scheduled starting time.

Employees requiring a guest substitute need to report their absence as early as possible but no later than one hour before your normal scheduled starting time, for the District to schedule the best possible substitute to fill your position. Scheduled absences such as in-services and personal business days need to be reported immediately upon approval to ensure your position is filled. Many guest employees also work for surrounding districts and their availability may be limited.

If an emergency arises and you will be absent or tardy, you need to contact your supervisor immediately. In all cases where you may be absent or tardy, you must provide your supervisor with an explanation. Employees are also expected to inform their supervisor when they will arrive or return to work. Except in extenuating or emergency circumstances, employees are expected to contact their supervisor any time they are not able to report to work.

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.

A doctor's note is required for absences of more than three (3) or more consecutive days. The district has the discretion to request a doctor's note at any time. FMLA paperwork may be required to be completed if a serious medical condition is present. Please see Section 4.5 for more information.

Employees covered by a master agreement should read the agreement for details governing the conditions of their personal leave. It is the responsibility of the employee to know what is available to them in their leave bank.

Section 2.1a Absence without Pay

If you find it necessary to take an extenuating circumstances leave without pay (non-medical) please use the following procedure. Submit your request through Frontline Central using the Change of Status form. You will select the box for extenuating circumstances and upload any relevant documentation you may have. The approval of your unpaid leave is at the discretion of the Human Resources department.

If your request is denied and you are absent on that day, you are subject to disciplinary action, up to and including discharge.

Section 2.1b Leave of Absences

A request for a leave of absence, disclosing the reason, must be submitted to Human Resources using the Leave of Absence form in Frontline Central. The request must be submitted at least 30 days prior to the start of the leave when possible. Employees shall make every attempt to schedule their leave of absences for elective and non-urgent procedures during the natural breaks in the school year (summer, winter, spring, mid-winter, etc) whenever possible. The approval or denial of a leave request is at the

sole discretion of the District and must be approved by the Executive Director of Human Resources. Paid leaves shall be concurrent with the Family Medical Leave Act ("FMLA") where applicable.

Section 2.2 Conduct

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

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

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

Section 2.3 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 - Confidentiality](#) 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.

Section 2.4 Customer Service

It is the District's expectation that employees maintain healthy customer relationships with students, parents, co-workers, community members, and all stakeholders related to the school community. We are here to serve. Think long term. Great interactions create a customer for life. Treating our customers in a kind and respectful manner will foster positive relationships and that is the best marketing tool you could ever have (word of mouth).

Section 2.5 Dress Code

Each employee is a representative of his or her 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 and disrupt the workplace. Your supervisor may assist you in determining what attire is appropriate. Kentwood is a proud school community and every Friday is Spirit Day. Wear your Kentwood Gear with pride.

Some jobs may have additional 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 \(Professional\) and 4216 \(Support Staff\) - Staff Dress and Grooming](#) for additional information.

Section 2.6 Financial Responsibilities:

Money in the Classroom/Management of Collecting and 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 on a daily basis.

Section 2.7 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. New employees are to call the Human Resources Office at (616) 455-4400 to schedule an appointment to have their picture taken. The employee will be notified when their ID badge is ready for pickup. If you lose your ID badge, please contact the administration building at ext. 79903 immediately. There may be a replacement fee.

Section 2.8 Keys

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

Section 2.9 Outside Activities for Staff Memo

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 \(Support Staff\) – Outside Activities of Staff](#).

Section 2.10 Personal Calls, Emails, & Text Messages

KPS telephones are intended for the use of conducting District business. Personal usage during business hours is discouraged except for emergency situations. All personal calls should be kept brief.

Cell phones should be silenced and personal emails, texting and social media usage is prohibited in the classroom. Please restrict your use of personal communication devices to your lunch or break periods.

Section 2.11 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 e-mail 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. Refer to [Political Neutrality Memo](#).

Section 2.12 Profanity – Standards of Decency

The use of profanity is prohibited in the District. Profanity is not acceptable employee-to-employee, student-to-student, visitor to visitor, or any combination thereof. Employees who engage in profanity will be subject to disciplinary action, up to and including dismissal.

Section 2.13 School Property Supplied to Employees

Information, materials, equipment, and supplies provided by the District are for the exclusive use of the employee while completing his/her assigned duties, and may not be used for personal projects outside of your employment. The employee is responsible for the loss or damage of KPS property due to the

employee's negligence; all assets or property must be returned to the District in the same condition it was received.

If your employment terminates, you must return all assets or property at the time of termination. KPS may deduct the cost of missing property from your final paycheck.

Section 2.14 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 around the use of social media. Examples of social media include, but are not limited to: Facebook, Twitter, You Tube, Instagram, SnapChat, Tik Tok, 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 a Kentwood Public Schools (KPS) employee. Whether it is clearly communicated or not, you will be identified as an employee of the KPS in what you do or say online. Behavior unbecoming of a KPS 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 – Web Content, Services and Apps, 7540.04 – Staff Technology Acceptable Use and Safety, and 7545 – Electronic Communications](#) for more information.

Section 2.15 District Provided Professional Development (DPPD)

The staff of Kentwood Public 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. DPPD days are part of the paid work days for KEA staff and it is a professional expectation that staff be in attendance as indicated by the District calendar. Employees should not schedule routine appointments or request personal time on DPPD days. As a reminder, here is the schedule of DPPD for the 2024-25 school year:

August 13 (6 Hours)

August 14 (6 Hours)

September 25 (3 Hours)

November 1 (6 Hours)

March 5 (3 Hours)

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 through the [MOECS](#) system, no later than the last workday of the school year in June. The staff member is responsible for retaining the agenda and signature sheet for any and all of the professional development they report to the state.

The District is not responsible for providing SCECHS for Professional Development taken outside of the District. The individual agency providing that professional development would be responsible for providing those SCECHS if appropriate.

Section 2.16 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 – Staff Ethics](#) for more information.

Section 2.17 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 contains 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 puts them 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 \(Professional Staff\), 4215 \(Support Staff\) and 7434 – Use of Tobacco on School Premises.](#)

Section 2.18 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, especially materials of a sensitive or confidential nature, turn off all technology, lights, draw shades and lock and secure doors.



Section 3: Payroll/Salary Information

Section 3.1 Direct Deposit

All employees are expected to participate in direct deposit. Employees may use up to two separate bank accounts. Direct deposit enables immediate access to funds on payday and helps the District keep its limited resources in the classroom. Deposit information can be changed at any time by completing the Payroll Direct Deposit form found in [Frontline Central](#).

Section 3.2 Electronic Pay Stubs

Kentwood Public Schools provides easy and convenient access to your payroll records via a web-based payroll system found on the district website under the staff links tab at the top of the page or by going to our web-based portal, [Employee Access Center \(EAC\)](#) found on the KPS website on the Staff Resources page. The portal enables employees to easily access and update various employment and pay-related records, forms and websites.

To login, please use your five digit employee code as your user ID and the last four digits of your social security number as your password. For assistance with logging in, please contact our Payroll Department at kps.payroll@kentwoodps.org.

Section 3.3 Garnishments

The District must comply with all writs of garnishment it receives. The employee will be notified at the time garnishments are made. Information about the garnishment will be held in confidence.

Section 3.4 General Payroll Information

The majority of payroll related forms can be found on the [Business Office](#) page of our website. If the form you are looking for is not found in that folder, please contact the Payroll Department at kps.payroll@kentwoodps.org. Other forms related to paycheck voucher, tax withholdings, annuity, and direct deposit can be found in your EAC account.

Section 3.5 Jury Duty

For information regarding jury duty, please refer to your [Bargaining Agreement](#).

Section 3.6 Name Change

In order to change your name with the District you must first change your name with the Social Security Administration. Visit their website, <https://www.ssa.gov/>, for office locations, document requirements and the name change application. Be sure to sign your new social security card when you receive it.

If you hold a teaching certificate, you must also change your name with the Michigan Department of Education. Log in to your [MOECS](#) account and choose the Manage Demographics button to make the change and then print a new certificate. The certificate must be notarized so do not sign it until you are in front of a notary.

To change your name with the district, you must submit a Change of Status form for a "Name Change" via [Frontline Central](#). Upload a copy of your new social security card to the form for secure submission to our human resources department. Your new name will be updated in our human resources information systems. Our benefits department will also update your information in the appropriate benefit administration platform. Contact human resources at human.resources@kentwoodps.org with any questions.

Section 3.7 Overtime

Overtime pay will be administered in accordance with the Fair Labor Standards Act and any applicable bargaining agreement. Overtime must be pre-approved by your immediate supervisor in advance of the work being performed.

From time to time, you may be asked to work longer than your scheduled shift. Your supervisor will give you as much advance notice as possible when extra work is required. You should not begin working before your normal starting time, work through your lunch period or other unpaid breaks, or continue working after your normal quitting time without first getting your administrator or supervisor's approval.

Hourly and salaried nonexempt employees working more than 40 hours per week will receive overtime pay (1 1/2 times straight pay or according to the employee's Master Agreement):

Only hours actually worked are counted in determining if you are entitled to overtime pay. Exempt employees will not receive overtime pay when working more than forty hours in a workweek. Refer to [Board Policy 6700 – Fair Labor Standards Act \(FLSA\)](#) for additional information.

Section 3.8 Payroll Deductions

Questions regarding deductions can be directed to the Payroll Department at kps.payroll@kentwoodps.org.

Section 3.9 Payroll Schedule

Pay dates are scheduled bi-weekly. The payroll calendar is available and updated every July and can be found on the [Business Office](#) page on the district website.

Section 3.10 Electronic W-2 Consent

Automatic Consent: By acknowledging receipt of the employee handbook, employees are considered to have provided automatic consent for electronic delivery of their W-2 forms unless they explicitly opt-out. Employees will be informed of this automatic consent provision upon their initial employment and during subsequent communications regarding W-2 delivery.

Opt-Out Option: Employees who wish to opt out of electronic delivery of W-2 forms must notify the Payroll Department in writing. Upon receipt of such notification, the District will provide paper copies of W-2 forms to the employee.

Notification: Employees will receive a notification via email once their W-2 forms are available for access electronically. This notification will include instructions on how to access and download the W-2 form securely.

Access Security: Access to electronic W-2 forms will be secured through individual employee accounts on the Employee Access Center (EAC). Employees will be required to use unique login credentials to access their W-2 forms.

Delivery Timeframe: Electronic W-2 forms will be made available to employees on or before the IRS deadline for furnishing W-2 forms to employees, which is typically January 31st of each year. The District will make every effort to ensure timely delivery.

Format: W-2 forms will be provided to employees in a format that meets the requirements set forth by the IRS for electronic delivery. The electronic W-2 forms will be in a readable and printable format.

Consistency and Recordkeeping: Once an employee opts to receive their W-2 forms electronically, the District will continue to deliver W-2 forms electronically in subsequent years unless the employee opts out of electronic delivery. The District will maintain records of employee consent for electronic delivery in accordance with IRS guidelines.

Employee Responsibilities: It is the responsibility of each employee to promptly review their electronic W-2 form for accuracy and to address any discrepancies or errors with the Payroll Department within Kentwood Public Schools.

Technical Support: The District will provide technical support to employees who encounter difficulties accessing or downloading their electronic W-2 forms. Employees can contact the Payroll Department for assistance at kps.payroll@kentwoodps.org.

Compliance: This policy is designed to comply with the regulations outlined by the IRS regarding the electronic delivery of W-2 forms to employees. The District will review and update this policy as necessary to ensure continued compliance with IRS guidelines.

Section 3.10 RETIREMENT

Section 3.10a Additional Optional Retirement Savings

Additional retirement savings options are available through District approved vendors. A 403(b) or 457(b) plan allows you to save for retirement on a tax-deferred basis. Your voluntary contributions can be made through the District payroll process, and you can choose the amount based on your retirement goals. For a list of the District's approved vendors and more specific information, please visit [TSA Consulting Group's website](#).

Section 3.10b Applying for Retirement

An employee who has made the decision to retire from the District must submit a Resignation/Retirement form via Frontline Central as soon as they are aware of the decision to retire. Please review the district specific "[So You Are Retiring](#)" document located on our website. Human Resources requests at least 90 calendar days prior to their official retirement date if possible. Application through the ORS should be completed by the employee online in [MiAccount](#). For retirement questions, please visit www.michigan.gov/orsschools.

All employees over (or upon turning) age 19 are members of the Michigan Public Schools Employee Retirement System (MPSERS). If you have worked for a Michigan public school district in previous years, you are already enrolled in a pension plan. To determine which plan you are in you may check your first paycheck, or contact the Office of Retirement Services (ORS) at 1-800-381-5111. You may also find information on their website at <http://www.michigan.gov/orsschools>. To access your pension information online you will need to log on to your [MiAccount](#), which can be accessed through the ORS website.

Section 3.11 EMPLOYEES ENROLLED IN MPSERS:

Section 3.11a Pension Plus and Defined Contribution members

Defined Contribution rates for employees who change employers must start at the mandatory rate with the new employer regardless of the contribution rate in place with the previous employer. Once the employee has been reported by the new reporting unit, the employee may contact the third party administrator and make changes to the member rate.

Section 3.11b Existing TDP agreements for the purchase of service credit

Employees with existing Tax-Deferred Agreements for the purchase of service credit may transfer the agreement to the new employer within 90 days of the termination date from your previous employer. Employees have 90 days to complete and submit the TDP Agreement Addendum to the payroll department. The form can be found on the ORS website by clicking on the Forms and Publications tab on the left.

Section 3.11c Employees new to MPSERS

If you have never worked for a Michigan public school district, as a new member, you have 75 days from the date of your first paycheck to enroll in either the Pension Plus 2 Plan or the Defined Contribution Plan. If you do not make an election you will default to the Pension Plus 2 Plan, this is a permanent decision and can not be changed. Should you choose the Defined Contribution Plan, adjustments will be made to prior pays to align with the Defined Contribution Plan. The ORS election information was provided to you in your new employee paperwork. The state of Michigan also has a website to aid in making your decision. Please visit <http://www.pickmiplan.org/> for more information and to make your election. You can also speak to the ORS at 1-800-381-5111.

Section 3.12 Leaving Public School Employment

You can request a refund (or transfer your DB pension contributions, Retiree Health Care Fund contributions, and interest to another qualified retirement plan) using MiAccount at any time after you terminate.



Section 4: Benefits

Section 4.1 Bereavement

Eligible employees are allowed to use days according to the guidelines of the employee agreement for death in the immediate family and bereavement.

Section 4.2 Change in Status

All changes in status such as marriage, divorce, birth, adoption, death, a dependent ceasing to be a dependent, or loss of coverage from another insurance carrier are qualifying events that give you the opportunity to change your coverage outside of open enrollment. These changes must be reported to the Employee Benefits Department at kps.insurance@kentwoodps.org within 30 calendar days of the event.

Section 4.3 Consolidated Omnibus Budget Reconciliation Act (COBRA)

Consolidated Omnibus Budget Reconciliation Act (COBRA) is the continuation of health, dental or vision coverage, available for a limited time, to covered employees, their spouses and dependent children ("qualified beneficiaries") whose coverage would end due to any of the following "qualifying events:"

- ◆ an approved unpaid leave of absence;
- ◆ the death of the covered employee;
- ◆ termination (other than by reason of gross misconduct) or reduction of hours of the covered employee's employment;
- ◆ divorce or legal separation of the covered employee;
- ◆ a dependent child ceasing to be a dependent child under the generally applicable provisions of the plan;
- ◆ your employer files for Chapter 11 reorganization under federal bankruptcy laws.
You and your dependent(s) must pay the required contribution for the continued coverage.

Additional information regarding COBRA can be obtained from the Employee Benefits Department at kps.insurance@kentwoodps.org or by contacting your insurance provider directly.

Section 4.4 Health Insurance Portability and Accountability Act (HIPAA)

The District complies with the HIPAA. Refer to [Board Policies 3419.02 \(Professional Staff\) and 4419.02 \(Support Staff\) – Privacy Protections for Group Health Plans](#) for additional information.

Section 4.5 Family Medical Leave Act (FMLA)

In accordance with the Family and Medical Leave Act (FMLA), eligible employees are provided with up to 12 weeks of unpaid, job-protected leave in each rolling 12-month period. Eligible employees are those who have worked at least 12 months and have accumulated at least 1,250 hours during the preceding 12 months. FMLA leave may be requested for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child or parent.

The request for FMLA leave must be presented to the Human Resources at least 30 days in advance of the requested departure date, when foreseeable. If you fail to give notice with no reasonable excuse, FMLA coverage may be delayed or denied.

If 30-days advance notice is not possible, you must provide notice of the need for leave as soon as

practical. The human resources department will provide FMLA paperwork after the employee submits the Leave of Absence form in Frontline Central and determines that FMLA should be considered.

For maternity-related FMLA leave, if both parents work for the District, your combined parental leave is limited to 12 weeks during a 12-month period.

Employees requesting FMLA leave for health reasons will be given a form for their physician to provide medical certification of the need for the leave and the probable duration of the leave, which must be returned within 15 days of the medical certification form being provided.

Upon commencing the FMLA leave, employees are required to use paid sick leave days concurrently with FMLA leave. FMLA will also be designated to run concurrently with Workers Compensation and ADA leave.

KPS will continue group health coverage for employees covered under the District's medical insurance at the time of the leave, but if you fail to pay your portion of the medical co-premium during FMLA leave, the group insurance policy may be canceled. If you fail to return to work following the expiration of your leave, you may be subject to termination and be required to repay the insurance premiums paid by the District on your behalf during your leave. Employees on unpaid family leave will not continue to accumulate service time or benefits while on leave, unless otherwise stated in your CBA or contract.

Refer to [Board Policies 1630.01 \(Administrative Staff\), 3430.01 \(Professional Staff\) and 4430.01 \(Support Staff\) - Family & Medical Leaves of Absence.](#)

Section 4.6 Holidays

The District observes the following listed holidays. When a holiday falls on a Saturday, it will generally be observed on the preceding Friday. When a holiday falls on a Sunday, it will generally be observed on the following Monday.

The following days are recognized as holidays:

| | |
|--------------|-------------------------------|
| January 1 | Thanksgiving Day |
| Labor Day | Friday following Thanksgiving |
| Memorial Day | December 24 |
| July 4 | December 25 |
| | December 31 |

Section 4.7 Insurance

Kentwood Public Schools provides health insurance to each eligible employee per the provisions of his/ her collective bargaining agreement or contract. The nature, amount, extent, commencement, duration, and terms of benefits and coverage shall be as provided in the insurance policies, rules and regulations of the insurance carriers.

It is the policy of the District that employees may not have double coverage for health insurance. If you have health insurance through a spouse or another source, you may qualify for a cash payment in lieu of health benefits. However, you may have coordination of benefits for dental and vision insurance.

Insurance questions should be directed to the Employee Benefits Specialist at kps.insurance@kentwoodps.org.

Section 4.7a Eligibility

Eligibility for coverage is outlined in the collective bargaining agreement or contract. An employee will not

be provided with insurance coverage unless he/she is eligible for the coverage, completes all the necessary carrier enrollment forms and has been enrolled for coverage by the insurance carrier.

Insurance coverage for the employee and eligible dependents will cease when the employee has terminated employment with the District, is on an unpaid leave of absence (other than under the guidelines of the FMLA), or is laid off from employment. Employees eligible for extension of benefits under COBRA should contact their insurance carrier or the Employee Benefits Department at 616-455-4400 ext. 79913.

Section 4.7b Health Insurance

Health care coverage is provided by the District for eligible employees as indicated in the bargaining agreement or contract.

Section 4.7c Health Insurance Opt Out

Employees eligible for health insurance, but who are covered under another plan, may be offered a cash incentive in lieu of health coverage as indicated in the bargaining agreement. Eligible employees selecting this option must log onto the correct benefit administration platform and elect the plan for waiving medical coverage as indicated in the bargaining agreement and provide proof of medical coverage before cash in lieu starts.

Section 4.7d Dental Insurance

Dental care coverage is provided by the District for eligible employees as indicated in the bargaining agreement.

Section 4.7e Vision Insurance

Vision coverage is provided by the District for eligible employees as indicated in the bargaining agreement.

Section 4.7f Life Insurance

Group term life insurance coverage is provided by the District for eligible employees as indicated in the bargaining agreement.

Section 4.7g Long-Term Disability

Long-term disability coverage is provided by the District for eligible employees as indicated in the collective bargaining agreement. Benefits are based on a percentage of the employee's contractual salary. Payments begin after the waiting period (as defined in the insurance policy) after the onset of a disability.

Section 4.7h Health/Dependent Care Reimbursement Accounts

There are two parts to the employee reimbursement account. Employees have the option to participate in one or both options by contributing to the account through pre-tax payroll deductions.

Section 4.7i Health Care Expenses

The Health Care Reimbursement Account enables employees to pay for medical, dental, and vision expenses not covered by insurance, with pre-tax dollars; with a maximum of \$2,500 per year.

Section 4.7j Dependent Care Expenses

The Dependent Care Reimbursement Account enables employees to pay for dependent care expenses with pre-tax dollars; with a maximum of \$5000 per year.

Section 4.7k Health Savings Accounts

The Health Savings Account enables participants of a high deductible health plan to pay for health care expenses with pre-tax dollars. Annual contribution limits are adjusted annually.

Section 4.7I Optional Insurance

Optional insurance such as group term life insurance, accidental death and dismemberment (AD & D) insurance, spouse and dependent life insurance, critical illness, accidental injury, and voluntary long-term disability are available to eligible employees to purchase through payroll deduction.

Section 4.7m Employee Assistance Program (EAP)

The Ulliance Employee Assistance program is a confidential service available to employees and their immediate family members. The program can be used for assistance with personal challenges including: family, marital, alcohol, drugs, emotional, legal, financial, elder/child care, etc. If you have further questions you may contact KPS.insurance@kentwoodps.org or you may contact Ulliance directory at LifeAdvisor.com or call 1-800-448-8326.

Section 4.8 Open Enrollment

Open Enrollment is a designated period of time set aside each year to give employees the opportunity to verify their health coverage, make changes to their health coverage, change health carriers, or elect new benefits. The District will designate a three-week period in the fourth quarter of the year as the annual Open Enrollment period. Changes and elections made during this Open Enrollment will become effective on January 1 of the following calendar year.

Section 4.9 Social Security Number Privacy

Pursuant to both state and federal law, it is the policy of the District to protect the confidentiality of social security numbers. Access to 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. Neither the Board nor any of 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 and not display more than four sequential digits of the social security number except as permitted by existing law. Persons who violate this policy may be subject to disciplinary action up to and including suspension or dismissal.

Section 4.10 Employee Workplace Injury

If injured while at work, the employee must report their injury to an immediate supervisor, within 24 hours of the injury and complete the following four steps:

1. The employee **MUST** fill out an Employee Report of Work-Related Injury Form in [Frontline Central](#).
2. If an employee is wanting to go to the med center, the building secretary or principal needs to fill out the Authorization to Treat form and the employee must go to a Corewell Health approved location for treatment. If an employee goes to a different location, their injury may not be covered by workers comp.
3. The direct supervisor **MUST** fill out the Supervisor Report portion of the Employee Report of Work-Related Injury Form in Frontline Central.
4. If an employee goes to Corewell Health to be treated, the employee must be released with no restrictions in order to return to work. A doctor's note should be turned into the insurance department at KPS.insurance@kentwoodps.org.



**Section 5:
Policies, Practices and
Procedures**

Section 5.1 Accident Reporting

All employees injured on the job must fill out a Workplace Injury report via [Frontline Central](#) within 24 hours of the injury. If an employee needs immediate lifesaving medical attention, 911 will be called. For Worker's Compensation information, please contact our Employee Benefits Department at kps.insurance@kentwoodps.org. Refer to [Board Policy 8442 – Reporting Accidents](#) for additional information.

Section 5.2 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 – Controlled Substance and Alcohol Policy](#) for additional information.

Section 5.3 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 \(Professional Staff\) and 4122.01 \(Support Staff\) – Drug Free Workplace, 3170 \(Professional Staff\) and 4170 \(Support Staff\) – Substance Abuse](#) for additional information.

Section 5.4 Board Policy

Board Policies are available online ([Board Docs](#)) for staff review and on the District website. All questions regarding Board Policies should be directed to the Executive Director of Human Resources at 616-455-4400.

Section 5.5 Bullying and Other Aggressive Behavior Policy

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. 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 written, physical, verbal, and 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 administrators, faculty, staff, and volunteers to provide positive examples for student behavior. Refer to [Board Policy 5517.01 Bullying and Other Aggressive Behavior Toward Students](#) for more information.

Section 5.6 Communicable Disease Control Policy

The District has an established policy regarding Communicable Disease Control. Refer to [Board Policies 8450 Control of Casual-Contact Communicable Diseases and 8453 – Direct Contact Communicable Disease](#) for additional information.

Section 5.7 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.

Section 5.8 Concussions Training

The State of Michigan has a Concussion Awareness Law that requires staff members who are coaches, PE teachers and staff/volunteers who monitor students during physical activity to be educated about concussions. Refer to [Board Policy 5340.01 Concussions and Athletic Activities](#).

Section 5.9 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 \(Professional Staff\) and 4110 \(Support Staff\) – Conflict of Interest](#) for additional information.

Section 5.10 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 administrator, department director, and the Superintendent.

Consistent with Michigan law, a school employee may use reasonable physical force upon a student as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the employee may use physical force upon a student as may be necessary for one or more of the following:

1. To restrain or remove a student whose behavior is interfering with the orderly exercise and performance of school district or public school academy functions within a school or at a school related activity, if that student has refused to comply with a request to refrain from further disruptive acts.
2. For self-defense or the defense of another.
3. To prevent a student from inflicting harm on himself or herself.
4. To quell a disturbance that threatens physical injury to any person.

5. To obtain possession of a weapon or other dangerous object upon or within the control of a student.
6. To protect property.

Section 5.11 Crisis Plans

The District has an established comprehensive Crisis Plan. Refer to the Kentwood Public Schools District Crisis Plan Manual available in the main office of each building for policies/procedures. Refer to [Board Policy 8410 – Crisis Intervention and 8420 – Emergency Situations at Schools](#) for additional information.

Section 5.12 District Security

Staff will keep classroom doors leading into the hallway in a closed and locked position at all times that students are present in the classroom. Locked classroom doors leading into the hallway may be propped with a device that can be quickly removed to secure the door during an emergency. Staff will keep classroom doors leading to the exterior of the building (if applicable) in a closed and locked position at all times. Staff will not prop open any doors leading to the exterior of the building unless the door is being monitored by staff and it is being propped for the purpose of loading/unloading only.

Section 5.13 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 \(Professional Staff\) and 4139 \(Support Staff\) – Staff Discipline](#) for additional information.

Section 5.14 District Property/Searches

Lockers, labs, classrooms, tool bins, vehicles, phones, electronic equipment, and (other property) are the property of the District and must be maintained according to District rules and policies. District property, such as the aforementioned 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.

Section 5.15 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 oneself 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 \(Professional Staff\) and 4122.01 \(Support Staff\)- Drug Free Workplace, 3170 \(Professional Staff\) and 4170 \(Support Staff\) - Substance Abuse](#) for additional information.

Section 5.16 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.

Section 5.17 Employment At-Will

This Employee Handbook applies to all employees of the District. 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 employment contract or collective bargaining agreement. No employee, supervisor, or other person, except the Superintendent or designee 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 dismiss 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. The District intends to abide by the terms of its collective bargaining agreements with exclusive bargaining representatives, and nothing in this Handbook is intended to supersede, replace, or conflict with those terms. To the extent of any conflict, the terms of a collective bargaining agreement will control over the Handbook's provisions.

Section 5.18 Evaluations

The District is committed to the growth and development of all staff. Evaluations will be conducted according to the master agreement to support growth, optimal performance, and encourage communication and understanding between the employee and supervisor. Your evaluation should let you know what you do well, areas where improvement is needed, and it should guide you to set goals for your future performance.

After your evaluation has been conducted, you will review the results with your supervisor, who will then ask you to sign the evaluation and acknowledge that it has been discussed with you and that you have had an opportunity to review it. All evaluations are placed in the employee's personnel file.

Section 5.19 Incident Reporting

Any time a student or any other non-employee is injured while on school grounds, the staff member who witnessed the incident must complete an Incident Report. These are available in the school office.

Section 5.20 Job/Position Descriptions

Job descriptions or position descriptions have been developed for secretarial, paraprofessional, custodial, maintenance, transportation, food service, and administrator positions. Job/position descriptions for positions are established and revised as job requirements change. Job/position descriptions may be general in nature and not address each duty and responsibility required of the job/position. The employee is expected to be able to perform the essential functions of the job/position. Refer to [Board Policy 1400 – Job Descriptions](#).

Section 5.21 Liability and Risk Management

Any information about a potential or actual lawsuit against the District or its employees must be directed to the Executive Director of Human Resources at 616-455-4400 ext. 79929.

Section 5.22 Mandatory Reporting – Child Abuse and Neglect

District employees are reminded of their obligation, by law and District policy, to report suspected child abuse or neglect to the appropriate authority. Under the Michigan Child Protection Law, [MCL 722.623b](#), a school administrator, counselor, social worker, psychologist, or teacher who has reasonable cause to

suspect child abuse or neglect must immediately, by telephone or otherwise, make an oral report of suspected child abuse or neglect to Family Independence Agency. Within 72 hours after making the oral report, the reporting person shall file a written report with the Family Independence Agency. The identity of the reporting person is generally confidential. Any person acting in good faith in making such a report, cooperating in an investigation, or assisting in any other requirements of the act, is immune from civil or criminal liability.

While the Child Protection Law reporting requirements apply to only school administrators, counselors, social workers, psychologists, and teachers, it is the District's expectation that any employee, regardless of position, who has reasonable cause to suspect child abuse or neglect will immediately report that suspicion to his or her supervisor or other District administrator. This policy is applicable regardless of whether the person suspected of abuse or neglect is another District employee. The District also expects and requires that you will report your suspicion immediately.

Your failure to do so can compromise the subsequent investigation of any incident to the possible detriment of either a student or another employee. Refer to [Board Policy 8462 – Student Abuse and Neglect](#) for additional information.

Section 5.23 Mileage Reimbursement

If you are required to drive your own vehicle while performing your job, you are eligible to be reimbursed for mileage at the prevailing Internal Revenue Service maximum mileage reimbursement rate.

Any work related travel with your own vehicle must be approved by your immediate supervisor before reimbursement will be considered. An employee must complete, sign, and submit an Expense Report to the Business Office before reimbursement will be provided.

Section 5.24 Personal Protection Order (PPO)

Any employee that has been awarded a Personal Protection Order by the court against an individual must notify his/her supervisor if there is any possibility that person may attempt to make contact with the employee at the workplace. Members of the staff who have obtained a protective order should supply a copy of the order to the Superintendent. Other parties may also be informed when deemed necessary for the safety of the School District personnel.

Section 5.25 Personnel Files

State law governs the maintenance and disclosure of employee personnel files. The "Bullard-Plawecki Employee Right to Know Act," [MCL 423.501](#), defines what constitutes a "personnel record," limits its use, provides for employee review, and restricts its disclosure to third parties.

You have a right to examine your personnel file. If you wish to examine your file, you may do so during normal business hours by contacting the Human Resource Office at human.resources@kentwoodps.org and pre-arranging a time. All procedures, including payment for copies are in accordance with the Bullard-Plawecki Right to Know Act.

Requests for disclosure of a personnel file to another party will be handled in accordance with the Bullard-Plawecki Act, and other applicable laws, including but not limited to the Michigan Freedom of Information Act and Revised School Code Section 1230b, [MCL 380.1230b](#). You will be notified of such a request.

Section 5.26 Resignation Procedures

As a matter of courtesy, support staff employees who desire to leave Kentwood Public Schools are

expected to give at least 14 calendar days' notice in writing. An employee shall be paid earned salary to the date of which employment terminates. Employees whose employment is terminated by the school district, and resigning employees who give the requested notice, will be paid for accumulated but unused vacation according to the terms of their collective bargaining agreement.

Administrators and certified staff are expected to give at least a 90 days' notice of their intention to resign by using the Resignation/Retirement form in Frontline Central.

The employer's contributions to insurance plans will be made through the end of the month in which termination occurs.

Resignation Procedures:

1. Employees must complete a Resignation/Retirement form via Frontline Central as soon as they become aware of their intention to resign.
2. Employees are requested to complete the Exit Survey found within the Resignation/Retirement form.
3. The employee must return all keys, security cards, credit cards, and other property of the District.

A resignation, once accepted, may not then be rescinded.

Section 5.27 Safe and Secure Environment

Effective January 1, 2006, new statutory amendments to the [Revised School Code](#) require criminal history checks by the Michigan State Police and criminal records checks by the Federal Bureau of Investigation for all employees assigned "regularly and continuously" to work under contract in any school. In addition, anyone employed after January 1, 2006 must have a criminal history check and criminal records check completed prior to employment.

Michigan law allows the school district to employ individuals as conditional employees before the criminal history check and criminal records check are received if employment will commence during the school year or within 30 days of the start of the school year.

The legislation, commonly referred to as the School Safety Initiative, prohibits a school district from hiring, or continuing to employ, any person convicted of a crime listed and defined under the Sex Offenders Registration Act (SORA). An employee convicted of a felony other than a "listed offense" may not continue in their employment unless approved in writing by the District's Board of Education and the Superintendent.

Section 5.28 Criminal Conviction Notification

Any employee charged with a crime under Section 1535a(1) or 1539b(1) of the [Revised School Code](#) must notify the Superintendent within three (3) business days after being arraigned for the crime using this [Conviction Notification form](#). The Superintendent must also be notified by the employee if he/she enters a plea of guilty or no contest to or is the subject of a finding of guilt by a judge or jury of any crime after having been initially charged with a crime described in Section 1535a(1) or 1539b(1).

This legislation has very strict requirements for both the school district and employees. If you have any questions as to whether you need to report any incident of a criminal nature, please contact the Executive Director of Human Resources. Refer to [Board Policies 3121\(Professional Staff\) and 4121\(Support Staff\) - Criminal History Record Check, 3121.01\(Professional Staff\) and 4121.01\(Support Staff\)- Criminal Conviction Review](#) for additional information.

Section 5.29 Solicitations/Distribution

Staff members and non-staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission. Staff members may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions, or solicit for any other cause during working hours. This includes using district email, staff mailboxes, staff lounges, etc. Staff members may not use school mailboxes in any way that violates the Michigan Campaign Finance Act. Staff may use the electronic staff bulletin board for these purposes. Refer to [Board Policies 3110 \(Professional Staff\) and 4110 \(Support Staff\) – Conflict of Interest](#) for more information.

Section 5.30 Student Seclusion and Restraint

District staff members may need to restrain and seclude students under certain emergency circumstances. This must be done only as a last resort if students pose a threat to themselves or others. All such intervention shall only be done in accordance with standards adopted by the State Board of Education regarding the use of student restraint and seclusion. Refer to [Board Policy 5630.01 – Student Seclusion and Restraint](#).

Section 5.31 Transporting Students/Vehicle Insurance

It is a general rule of thumb that employees should NEVER transport students. If you must use your vehicle while performing or acting on authorized Kentwood Public Schools business, you are required to have motor vehicle insurance (at your own expense), or be personally responsible equal to the State of Michigan minimum insurance requirements. If you do not have insurance and you are requested to use your vehicle, you must notify your supervisor, in writing, before using your vehicle for any school business. See [Board Policy 8660 – Transportation by Private Vehicle](#) for more information.

Teachers must complete the Administrative forms [8660F1](#) and [8660F2](#) prior to each and every trip using their personal motor vehicle to transport students while acting on authorized Kentwood Public Schools Business. Forms can be found in the forms section of [Board Policy](#).

Section 5.32 Tutoring

Staff members may not accept fees for tutoring when such tutoring is conducted during the normal workday. Staff members may not accept fees for tutoring, private lessons, or other activities related to their professional duties for students currently enrolled in (1) or more of their classes or on their caseload. Should exceptions to this policy be necessary in order to provide services to students or clients of the School District, all such exceptions will be made known to the employee's, officer's or agent's supervisor and will be disclosed to the Superintendent before entering into any private relationship. For additional information, see [Board Policy 3110 \(Professional Staff\) and 4110 \(Support Staff\) – Conflict of Interest and 3231 \(Professional Staff\) and 4231 \(Support Staff\) – Outside Activities of Staff](#).

Section 5.33 Universal Procedures/Bloodborne Pathogens

A Bloodborne Pathogens Exposure Control Plan is available in each facility for your review. It contains details on the District's compliance with the Occupational Safety and Health Administration (OSHA) standards pertaining to job duties of designated first aid providers, locations of hazardous waste containers, vaccine information, and forms for record keeping. For your own protection, you are encouraged to practice universal precautions to prevent the transmission of bloodborne diseases.

This includes the use of latex gloves when dealing with another person's body fluids. Hepatitis B vaccine is offered to at-risk employees. Should you be exposed to another person's body fluids, you are required to report this immediately to your immediate supervisor and complete an Incident Report. You will be

provided the necessary medical care, including the vaccine, if a medical doctor retained by the District recommends it. For additional information, see [Board Policy 8453 – Direct Contact Communicable Diseases, and 8453.01 – Control of Bloodborne Pathogens.](#)

Section 5.34 Weapons on School Property/Right to Carry

The Board of Education of Kentwood Public Schools, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process, in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons.

The possession or concealment of any kind of weapon or dangerous instrument, device, materials, knife, gun, metal knuckles, tools, nun-chucks, mace, pepper gas, look alike weapons, objects used as weapons, etc. or any other item deemed to be a weapon is strictly prohibited. For additional information, see [Board Policies 3217 \(Professional Staff\), 4217 \(Support Staff\), and 7217 – Weapons.](#)



Section 6: Technology

Section 6.1 District Telephones

Telephones are maintained for school business. Use of school phones for personal convenience of employees is limited to necessary calls. Employees are expected to ask family members and friends not to call them at work unless there is an emergency.

Section 6.2 Electronic Information Policy

The district provides all employees with access to a computer along with a district email account. It is an expectation that all employees will regularly access their district email, which serves as a significant mode of communication. The District expects the staff and students to conform to ethical and legal standards in the use of technology systems, including email, and to demonstrate knowledge and responsibility in the use of technology resources, processes and systems.

District staff and students who choose to use a personally owned computer or electronic device for educational and work related purposes are prohibited from downloading or retaining on their personal device any student/employee data, records, personally identifiable information, pictures, videos or any other files that can reasonably be expected to be of a confidential nature.

All users of the District's technology/email will comply with the terms of the Technology [Board Policies 7540.03 - Web Content, Services and Apps, Policy 7540.04 - Staff Technology Acceptable Use and Safety and Policy 7545 - Electronic Communications](#). Use of the District's email system is a privilege. All employees are required to sign an [AUP Form](#) before access is provided. Inappropriate use of these resources may result in disciplinary action, including the possibility of dismissal and/or referral to legal authorities. The District may limit, suspend, or revoke network and/or Internet access for inappropriate use of electronics and social media.

Personal use of District technology should be limited to before and after scheduled work hours and during duty-free breaks. Personal use of District technology must comply with Board policies and acceptable use standards and may not limit or interfere with the educational and operational needs of the District. District provided technology resources may not be used for non-District related commercial or for-profit, personal business purposes.

Section 6.3 Internet - Acceptable Use

It is the responsibility of an employee who is aware of any Board member or employee that may be using District Internet or technology in a way that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of his/her immediate supervisor or the Director of Technology. If the reported conduct relates to the Superintendent, the report may be filed directly with the Board President.

Employees are subject to disciplinary action, up to and including termination, for knowingly making a false report under this policy.

Section 6.4 Wireless Communication Devices

During work hours, personal communications made or received, regardless of whether on a personal communication/electronic device, telephone, or computer, can interfere with employee productivity and/or distract others. Employees are expected to use discretion in using personal electronic devices while at work. Employees are asked to limit personal communication to duty-free breaks and lunch breaks. Employees are responsible to inform friends and family members of the Board's policy in this regard. Please refer to [Board Policy 7530.02 - Staff Use of Personal Communication Devices](#) for more information.



Section 7: Regulatory Compliance

Section 7.1 Nondiscrimination and Equal Employment Opportunity

The District does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

The District's Compliance Officer is responsible for ensuring that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with the law. The Compliance Officer shall also ensure that the proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 is provided to students, parents, staff members, and the general public. Refer to [Board Policy 3122 \(Professional Staff\) or 4122 \(Support Staff\) - Nondiscrimination and Equal Employment Opportunity](#) for more information.

Section 7.2 Nondiscrimination Policy

It is the policy that the District will not discriminate and will comply with the requirements of Title II of the Americans with Disabilities Act of 1990, Elliot-Larsen Civil Rights Act of 1977, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973.

The District's Compliance Officer is responsible for ensuring that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with the law. The Compliance Officer shall also ensure that the proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 is provided to students, parents, staff members, and the general public. Refer to [Board Policy 3122 \(Professional Staff\) or 4122 \(Support Staff\) - Nondiscrimination and Equal Employment Opportunity](#) for more information.

Section 7.3 Age Discrimination Act of 1975

No Person shall, on the basis of age, be excluded from participation, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.

Section 7.4 Americans with Disabilities Act of 1990 (Title II)

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals with disabilities. The District complies with the Americans with Disabilities Act and all other applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The District provides reasonable accommodations for such individuals in accordance with these laws.

Qualified individuals with disabilities may make requests for reasonable accommodation to the District Equal Employment Opportunity (EEO) officer. On receipt in writing and within 182 days of request for an accommodation, the EEO officer will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodations that the District may make to help overcome those limitations.

The designated EEO officer for the District is the Executive Director of Human Resources
616-455-4400.

Section 7.5 Copyright and Fair Use Laws

The District recognizes that with the increased access to materials of all kinds, that there must be adherence to current copyright laws, which by definition is the body of federal law (found in Title 17 of the United States Code), that protects intellectual property. This includes a person or entity's lawful right to claims of ownership or authorship as outlined in the law. The Board of Education directs its

staff to use copyrighted works only to the extent that the law permits. The Board recognizes that Federal law applies to public school districts and the staff must, therefore, avoid acts of copyright infringement under penalty law.

The fair use of a copyrighted work for purposes such as: criticism, comment, new reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and the effect of the use upon the potential market for or value of the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

Any questions or concerns regarding "Fair Use" of materials should be directed to the appropriate Executive Director of Education (Elementary or Secondary) at 616-455-4400.

Section 7.6 Elliott-Larsen Civil Rights Act 453 of 1976

The Elliott-Larsen Civil Rights Act 453 of 1976 prohibits discriminatory practices, policies, and customs in the exercise of those based upon religion, race, color, national origin, age, sex, height, weight, familial status, or marital status; to preserve the confidentiality records regarding arrest, detention, or other dispositions in which a conviction does not result; to prescribe the powers and duties of the civil rights commission and the department of civil rights; to provide remedies and penalties; to provide for fees; and to repeal certain acts and parts of acts.

Section 7.7 Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA)(20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Parents of students or eligible students, who have attained the age of eighteen, have rights under the Family Educational Rights and Privacy Act of 1974, (i.e., FERPA). In view of this, and to ensure compliance with FERPA, the following is expected of all employees: NEVER discuss individual students with others unless the person is a school official with a legitimate educational interest. A school official has a legitimate educational interest if the official has direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District, or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Section 7.8 Harassment

Harassment is unlawful under both Michigan and federal law and is contrary to the commitment of the District to provide a safe and effective learning and work environment. The District's policy prohibits sexual harassment of students, employees, Board members, volunteers, contractors, or applicants for employment. Harassment of staff (including those who volunteer their services) or applicants for employment is prohibited, and will not be tolerated. This includes inappropriate conduct by any person in the school environment, including other employees, Board members, parents, guests, students, contractors, vendors and volunteers. It is the policy of the District to provide a safe, positive work environment free of harassment for its entire staff. The District does not tolerate any form of workplace hostility or threats.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a staff member's ability to perform his/her job. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, age, height, weight, marital status, genetic information or disability. This policy, however, is not limited to these legal categories and includes any improper harassment that would negatively impact a staff member. This would include such activities as stalking and unwelcomed taunting, teasing or intimidation. A complainant will not be required to interact with the alleged harasser in fulfilling his/her job duties.

Any staff member who believes this policy has been violated should notify his or her supervisor immediately, and prompt action will be taken to ensure the individual's safety and well-being. Staff

members who believe that the supervisor has not or cannot adequately address this problem are encouraged to speak with the Executive Director of Human Resources or the Superintendent. Refer to [Board Policies 3362 \(Professional Staff\) and 4362 \(Support Staff\) – Anti-Harassment](#).

Section 7.9 Right-to-Know Law

Safety Data Sheets (SDS) listing the contents of all substances containing toxic properties used in the District are available to you. Each facility has access to the Right-to-Know manual that outlines this information. This is done in compliance with Michigan law. For questions, contact the Executive Director of Finance and Business Operations at 616-455-4400. Refer to [Board Policies 8405 – Environmental Health and Safety Issues and 8431 – Preparedness for toxic Hazard and Asbestos Hazard](#).

Section 7.10 Section 504 of the Rehabilitation Act of 1972

Individuals with a disability in the United States, as defined in section 705 (20) of the Section 504 of the Rehabilitation Act of 1972 shall, solely by reason of their disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The law requires that the District provide a reasonable accommodation to a qualified employee with a disability so that the employee may perform the essential functions of a job, or may enjoy the benefits and privileges of employment equal to those enjoyed by employees without disabilities, unless doing so would cause a significant difficulty or expense (“undue hardship”) for the District. An employee with a disability who believes that a job accommodation is necessary must notify the Assistant Superintendent of Human Resources in writing of the requested accommodation. Refer to [Board Policy 3122 \(Professional Staff\) or 4122 \(SupportStaff\) – Nondiscrimination and Equal Employment Opportunity](#) for additional information.

Section 7.11 Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origins in programs and activities receiving federal financial assistance.

Section 7.12 Title VII of the Civil Rights Act of 1964

Title VII of the Civil Rights Act of 1964 (Title VII) prohibits discrimination based on race, color, sex, religion, or national origin, and the Americans with Disabilities Act (ADA) prohibits discrimination on the basis of disability.

Section 7.13 Title IX of the Education Amendments of 1972

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

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

The district’s Title IX Coordinators are:

Jamie Gordon, Executive Director of Human Resources, jamie.gordon@kentwoodps.org OR
Veronica Lake, Executive Director of Student Services, veronica.lake@kentwoodps.org.



Section 8: Grievance Procedure

Section 8.1 Grievance

Any person believing that Kentwood Public Schools or any part of the school organization has violated the laws or regulations of (1) Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975 and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance to the Compliance Officer.

Employees wishing to file a grievance should reference their employee agreement.

Section 8.2 Investigation and Complaint Procedure

All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the Central Office (CO) within two (2) business days of learning of the incident/conduct. Thereafter, the CO or designee must contact the employee within two (2) business days to advise him/her of the Board's intent to investigate the alleged wrongdoing.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

Section 8.3a Informal

An individual who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to one of the COs; and/or (3) to the Superintendent or other District-level employee.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint.

Section 8.3b Formal

An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"), may file a formal complaint, either orally or in writing, with a Principal, the CO, Superintendent, or other District-level employee. Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a Principal, Superintendent, or other District-level employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or the designee, the Superintendent must either issue a final decision regarding whether the charges have

been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

The decision of the Superintendent shall be final.

Section 8.4 Compliance Officer

Kentwood Public School District
Executive Director of Human Resources OR
Executive Director of Student Services
5820 Eastern Ave SE
Kentwood MI 49508
616-455-4400

Refer to [Board Policy 2264 \(Nondiscrimination on the basis of sex in education programs or activities\) and 2266 \(Nondiscrimination on the basis of sex in education programs or activities \(The Board's Policy and Grievance Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024\)\)](#)

Any employee or community member may contact the U.S. Department of Education/Office of Civil Rights for information and assistance at (216) 522-4970.

If the grievance has not been satisfactorily settled, further appeal may be made to:

Regional US Department of Education, Office for Civil Rights,
600 Superior Ave. East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Enforcement of Title IX
Office of Civil Rights
US Department of Education 1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
216-522-4970