

***HAMADEH EDUCATIONAL SERVICES***  
**OPERATIONS AND PROCEDURES MANUAL**



***We're Glad You've Joined Us!***

**UPDATED: AUGUST 2019**

## **BACKGROUND OF HES AND THE ACADEMIES**

---

Hamadeh Educational Services (HES) was founded in 1998 by Mrs. Nawal Hamadeh, President and CEO. She also serves as the Founder and Superintendent of four public school academies to which HES provides educational services: Star International Academy, Universal Academy, Universal Learning Academy, and Noor International Academy. As an educational service provider, HES is built on the foundation of offering educational management services to Pre-K-12 educational institutions with a primary focus on Public School Academies or charter schools. HES employs over 400 employees. HES may be contacted at 37637 West Five Mile Road, #200, Livonia, MI 48154, (313) 565-0507. HES provides educational management, support and oversight services at each of the Academies and their buildings. HES manages the complete operations of the four Public School Academies.

It is important for all HES employees to understand the background, mission, and philosophy of each of the Public School Academies to which HES provides educational services.

Founded in 1998, Star International Academy, authorized by Bay Mills Community College, operates grades Pre-K-12. Star International Academy (Grades Pre-K-2) is located at 24480 George Street, (Grades 3-12) is located at 24425 Hass, and Support Center at 6919 N. Waverly St., all in Dearborn Heights, MI 48127 and 45081 Geddes Rd Canton, MI 48188.

Universal Learning Academy, founded in 2004, authorized by Bay Mills Community College, operates grades Pre-K-12, is located at 28015 Joy Road, Westland, MI 48185.

Universal Academy, founded in 1998, authorized by Oakland University, operates grades Pre-K-12, is located at 4833 Ogden, Detroit, MI 48210.

Noor International Academy, founded in 2011, authorized by Central Michigan University, operates grades Pre-K-6 and eventually Pre-K-12, is located at 37412 Dequindre Road, Sterling Heights, MI 48310.

Each of the four Public School Academies is a non-profit organization founded to serve students from different geographic areas in the State of Michigan.

The Academies are public, non-discriminatory, independent schools, which admit students from diverse cultural and ethnic backgrounds to their college-preparatory program serving families in the greater Detroit area. They are operated by highly qualified, certified, and experienced group of professional staff, many of whom earned their degrees at numerous colleges and universities throughout the United States.

The Academies strive to provide students with a quality education that focuses on the Michigan core curriculum and international cultures. This includes the study of a language, culture and history different from one's own. The Academies shall provide an education that will enable the various ethnic traditions, values, and experiences of students to enrich and nurture each other.

Such foundation is rooted in a strong curriculum including a foreign language such as Arabic in Pre-K-12 and additional elective languages at the high school grades, an integrated, holistic and exploratory program in language arts, reading, mathematics, science, social studies, health, art, media, physical education, twice-yearly standardized testing and our English Language Learners (ELL) department, which follows Michigan Standards for Limited English Proficiency to service students new to the country with

limited or no English Language skills. Our expectations in these areas are to provide students with a core of cultural values and academic experiences which will contribute to their mental, social, physical and spiritual growth by emphasizing and encouraging scholarship, civic awareness, physical development and the pursuit of integrity and happiness.

The Academies' facilities have been renovated and are intended to serve elementary, middle school, and high school students.

## **MISSION**

---

The mission of HES is to provide quality educational management services to the Public School Academies with which it contracts and their students in order to prepare them for the future and ensure their success in the ever-changing global society.

The mission of Star International Academy (SIA), Noor International Academy (NIA) and Universal Academy (UA) is to provide their students with quality education that focuses on the Common Core Standards and international cultures, including the study of a language, culture and history different from one's own. The Academies shall strive to provide an education that will enable the various ethnic traditions, values and experiences of students to enrich and nurture one another.

The mission of Universal Learning Academy (ULA) is to provide a safe and orderly learning environment where students receive quality education that focuses on the Common Core Standards), Middle Eastern & other International cultures and languages, so as to become productive citizens and independent lifelong learners in an ever-changing global society. The Academy also strives to engage all stakeholders, including our highly qualified and committed staff, in realizing the Academy's educational goals.

Moreover, the Academies shall strive to provide an education of the whole child by integrating the different aspects of children's learning and life experiences to make them more meaningful. The objective of Academies is to prepare students to be independent lifelong learners and productive members of a global society through acquired diverse knowledge, experiences, and skills. The Academies shall strive to provide an environment that encourages students to become upright, responsible decision makers, reflective of equity, respect and understanding, maximizing each individual's intellectual, physical, psychological and moral self by utilizing a unique, safe and orderly environment that is conducive to learning to meet the challenges of this ever-changing world.

## PHILOSOPHY

---

Star International, Universal Learning, Universal & Noor International Academies believe that:

Quality education enhances the student's mental, physical and emotional abilities and promotes altruistic thinking in this diverse and divided world.

Quality education integrates teaching ethnic and cultural traditions and values into the academic program and develops an awareness of their self, identity and obligations towards self, family, community, society and the world.

A successful school inspires a joy for learning.

All students are capable of learning and can reach their potential if given the opportunity.

Learning is a life-long process.

Successful learning requires participation in the school by students, teachers, parents and the community.

Effective schools promote teamwork, collaboration and shared data driven decision-making among staff members, students, parents and the community.

## CONTENTS

---

BACKGROUND OF HES AND THE ACADEMIES.....	2
MISSION.....	3
PHILOSOPHY .....	4
THE WAY WE WORK.....	11
A WORD ABOUT THIS OPERATIONS AND PROCEDURES MANUAL.....	11
BUILDING FOR THE FUTURE .....	11
TOTAL QUALITY MANAGEMENT.....	12
EQUAL EMPLOYMENT OPPORTUNITY .....	12
EMPLOYEE RELATIONS PHILOSOPHY.....	12
NON-HARASSMENT .....	13
ANTI-HARASSMENT COMPLAINT COORDINATOR.....	14
SEXUAL HARASSMENT .....	14
STUDENT RELATIONSHIPS .....	15
SUPERVISOR'S RESPONSIBILITIES WHEN VIOLATIONS OF THE NON-HARASSMENT/SEXUAL HARASSMENT POLICY ARE REPORTED.....	15
POLICIES ON BULLYING IN THE WORKPLACE .....	16
OTHER VIOLATIONS OF THE NON-HARASSMENT/SEXUAL HARASSMENT/NON-BULLYING POLICIES .....	17
HES POLICY ON RELIGIOUS EXPRESSION .....	17
JOB POSTING POLICY .....	18
NEW EMPLOYEE ORIENTATION.....	18
AUTHORIZATION OF EMPLOYMENT.....	18
SAFETY LEGISLATION .....	19
YOUR HUMAN RESOURCES DEPARTMENT.....	19
SUGGESTIONS AND IDEAS .....	20
INFORMAL PROBLEM RESOLUTION .....	20
YOUR PAY AND PROGRESS.....	20
RECORDING YOUR TIME .....	20
PAYDAY .....	22
PAYCHECK DEDUCTIONS .....	22
GARNISHMENT/CHILD SUPPORT.....	22
DIRECT DEPOSIT.....	22
PERFORMANCE REVIEWS .....	22
JOB DESCRIPTION .....	25

PROMOTIONS AND TRANSFERS .....	25
PAY RAISES.....	25
PAY ADVANCES .....	25
OVERTIME.....	25
TELECOMMUTING/WORKING FROM HOME .....	26
ON CALL .....	28
TEMPORARY REASSIGNMENT .....	28
REPORTING TIME PAY.....	29
TIME AWAY FROM WORK AND OTHER BENEFITS.....	29
EMPLOYEE BENEFITS .....	29
HOLIDAYS.....	29
VACATION .....	30
TAKING OF VACATION DAYS PRIOR TO END OF CONTRACTUAL AGREEMENT .....	31
SICK/PERSONAL DAYS.....	31
JURY DUTY .....	33
MILITARY LEAVE .....	33
EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN .....	34
BEREAVEMENT LEAVE .....	34
VICTIMS OF CRIME LEAVE .....	34
PERSONAL LEAVE OF ABSENCE.....	35
DISABILITY LEAVE.....	35
FAMILY AND MEDICAL LEAVE POLICY .....	36
A. GENERAL PROVISIONS.....	36
B. ELIGIBILITY .....	36
C. TYPE OF LEAVE COVERED .....	36
D. EMPLOYEE STATUS & BENEFITS DURING LEAVE .....	38
E. EMPLOYEE STATUS AFTER LEAVE .....	39
F. SUBSTITUTED PAID LEAVE .....	39
G. INTERMITTENT LEAVE OR A REDUCED WORK SCHEDULE .....	40
H. CERTIFICATION OF THE SERIOUS HEALTH CONDITION .....	40
I. PROCEDURE FOR REQUESTING LEAVE .....	41
GENERAL BENEFITS/INSURANCE INFORMATION, AND REQUIREMENTS.....	41
MEDICAL INSURANCE .....	42
DENTAL INSURANCE .....	43
LIFE / DISABILITY INSURANCE.....	44

AFLAC.....	44
SECTION 125 PLAN .....	45
BENEFIT CHANGES AND OPEN ENROLLMENT .....	45
CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA) .....	45
SOCIAL SECURITY BENEFITS.....	47
SOCIAL SECURITY NUMBER PRIVACY POLICY .....	47
UNEMPLOYMENT BENEFITS .....	49
WORKERS' COMPENSATION.....	49
401(k) RETIREMENT PLAN .....	49
BONUS PLAN.....	49
STAFF MONETARY INCENTIVE (SMI).....	50
PROFESSIONAL DEVELOPMENT.....	56
PROFESSIONAL LEARNING EXPERIENCES .....	57
MENTORING .....	57
STATE CONTINUING EDUCATION CLOCK HOURS (SCECHs).....	57
ON THE JOB .....	58
CONFIDENTIALITY OF STUDENT AND PARENT MATTERS.....	58
DISCUSSIONS WITH STUDENTS AND PARENTS .....	58
CARE OF ACADEMY RECORDS .....	58
BOOK INVENTORY .....	59
BOOK SUPPLIES.....	59
MONITORING STUDENTS .....	59
STUDENT SUPERVISION AND WELFARE .....	59
STUDENT DISMISSAL POLICY .....	62
PARENT RELATIONS POLICY.....	63
COMMUNICATION WITH PARENTS.....	63
PARENT-TEACHER CONFERENCES .....	64
RECOMMENDING STUDENTS TO OTHER SCHOOLS.....	64
ATTENDANCE AND PUNCTUALITY .....	65
SPECIAL SERVICES .....	65
FIELD TRIPS .....	66
WORKWEEK.....	67
MEAL TIME .....	67
WORK ASSIGNMENTS.....	67
UNAUTHORIZED ASSIGNMENT OF STAFF.....	67

CONTACT WITH HES .....	68
ON THE JOB TRAINING .....	68
STANDARDS OF CONDUCT .....	69
STUDENT AND PARENT PUBLIC RELATIONS .....	70
SOLICITATION AND DISTRIBUTION .....	71
CHANGES IN PERSONAL DATA.....	71
PROTECTING ACADEMY INFORMATION.....	72
RETURN OF PROPERTY .....	72
CONFLICT OF INTEREST/CODE OF ETHICS/CODE OF CONDUCT .....	72
BUILDING USE.....	73
CARE OF EQUIPMENT .....	73
CARE OF BUILDING .....	74
ACADEMY MONEY HANDLING GUIDELINES & AGREEMENT .....	74
FUNDRAISING ACTIVITIES.....	77
FUNDRAISING AUTHORIZATION FORM .....	77
TRAVEL EXPENSE AND MILEAGE REIMBURSEMENT POLICY .....	78
MILEAGE REIMBURSEMENT .....	79
EMPLOYEE TRAVEL AUTHORIZATION .....	80
PURCHASING & MONEY HANDLING PROCEDURES .....	81
PURCHASING PROCEDURES AND GUIDELINES .....	81
MISCELLANEOUS ACCOUNTING PROCEDURES .....	83
ADDITIONAL REQUIREMENTS FOR PURCHASES WITH FEDERAL FUNDS OR GRANTS.....	84
STAFF/ STUDENT INCENTIVES PURCHASING POLICY.....	92
TEACHERS' SHOPPING SPREE ALLOWANCE.....	92
ATHLETIC FIELD – CONCESSION TRANSACTION PROCEDURES.....	93
TICKET BOOTH-CASHIERS .....	93
CONCESSION-CASHIERS.....	93
ATHLETIC DIRECTOR OR ATHLETIC COORDINATOR.....	93
ACCOUNTING.....	94
TECHNOLOGY AND RELATED PURCHASES.....	94
VISITS BY RELATIVES OR FRIENDS OF STAFF MEMBERS .....	94
VISITORS .....	95
TRANSPORTATION OF STUDENTS .....	96
PERSONAL PROPERTY .....	96
IDENTIFICATION BADGES .....	96



SIGNING IN AND OUT .....	97
SEVERE WEATHER.....	97
INTERNET RADIO & TV.....	98
PERSONAL TELEPHONE CALLS .....	98
CELL PHONE USE POLICY FOR ALL EMPLOYEES INCLUDING BUS DRIVERS .....	98
COMPUTER SOFTWARE LICENSING .....	98
ELECTRONIC MAIL MONITORING .....	98
COMPUTER AND INTERNET USE GUIDELINES .....	99
STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT .....	100
EMPLOYEE OBLIGATIONS IN USE OF THE HES NETWORK, INTERNET AND TECHNOLOGY .....	100
VIOLATIONS AND DISCIPLINE FOR IMPROPER USE OF HES' COMPUTER NETWORK AND SYSTEM .....	101
VOICE MAIL MONITORING .....	102
DRESS POLICY .....	102
PERSONAL HYGIENE .....	103
REFERENCE CHECKS.....	104
OUTSIDE EMPLOYMENT .....	104
EMPLOYMENT OF RELATIVES .....	104
PARKING .....	104
BULLETIN BOARD.....	104
MAILBOXES.....	105
ACADEMY WEBSITES .....	105
LUNCHROOM & STAFF WORKROOM .....	105
COMMITTEES, ACTIVITIES AND FUNCTIONS .....	105
RECEIPT OF GIFTS BY STAFF.....	105
PROFESSIONAL RELATIONSHIPS .....	105
STUDENT AND STAFF MEALS.....	106
IF YOU MUST LEAVE US .....	106
NON-SOLICITATION OF EMPLOYEES.....	107
NON-COMPETE COVENANT.....	108
NON-CONFIDENTIALITY/PROPRIETARY INFORMATION .....	108
SUPPLEMENTAL PROGRAMS .....	109
GINA NOTICE .....	109
STAFF SERVING ON BOARDS OR COMMITTEES OF OTHER ORGANIZATIONS .....	109
CONFIDENTIALITY OF STUDENT AND PARENT MATTERS .....	109

PROCEDURE & POLICY FOR INTERNSHIP AND PRACTICUM REQUESTS .....	110
SAFETY IN THE WORKPLACE .....	111
EACH EMPLOYEE'S RESPONSIBILITY .....	111
EMERGENCY EVACUATION, FIRE AND TORNADO, AND LOCK DOWN DRILLS.....	111
IN THE EVENT OF A FIRE .....	112
IN THE EVENT OF A LOCKDOWN .....	113
STUDENT ACCIDENTS .....	114
EMPLOYEE OR VISITOR ACCIDENTS.....	115
PROPER LIFTING AND STRETCHING.....	116
PROCEDURES FOR SUPERVISORS FOR WORK RELATED INJURIES .....	116
VOLUNTARY ACTIVITIES / TRANSPORTATION WAIVER .....	116
ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS .....	117
STUDENT MEDICAL HEALTH ALERTS .....	117
BLOOD BORNE PATHOGENS EXPOSURE CONTROL .....	117
WORKPLACE SEARCHES.....	118
POLICY AGAINST WORKPLACE VIOLENCE.....	119
HAZARD COMMUNICATION .....	119
GOOD HOUSEKEEPING .....	119
CONCEALED WEAPONS .....	119
SMOKING AND TOBACCO USE IN THE WORKPLACE .....	120
SUBSTANCE ABUSE AND DRUG TESTING POLICY .....	120
ALCOHOL AND DRUG TESTING .....	121
AMERICAN WITH DISABILITIES ACT (ADA).....	122
FITNESS FOR DUTY.....	122
VOLUNTEER POLICY .....	123
STAFF PHOTOGRAPH AND/OR VIDEO .....	125
SOCIAL MEDIA/ NETWORKING GUIDELINES.....	125
EMPLOYEE GUIDELINES .....	125
ONLINE CLASSROOM/BLOGGING SAFETY POLICY FOR STUDENTS .....	127
ONLINE CLASSROOM/BLOGGING SAFETY POLICY FOR TEACHERS.....	127
PUBLIC RELATIONS MATERIALS PROCEDURE .....	128
RECEIPT OF EMPLOYEE OPERATIONS AND PROCEDURES MANUAL, EMPLOYMENT AT WILL STATEMENT AND RECEIPT OF CHANGES OR ADDITIONS TO EMPLOYEE OPERATIONS AND PROCEDURES MANUAL.....	129

## THE WAY WE WORK

---

### A WORD ABOUT THIS OPERATIONS AND PROCEDURES MANUAL

---

This Employee Operations and Procedures Manual represents and contains information about the employment policies and practices of HES which apply to all persons providing services to the Public School Academies. Each HES employee is expected to read this Employee Operations and Procedures Manual carefully, as it is a valuable reference for understanding your job and the organization. The policies outlined in this Employee Operations and Procedures Manual should be regarded as management guidelines only, which will require changes from time to time. HES retains the right to make decisions involving employment as needed. This Employee Operations and Procedures Manual supersedes and replaces any and all prior Employee Operations and Procedures Manuals. Except for the policy of at-will employment, which can only be changed by the HES President in writing, HES reserves the right to revise, delete, and add to the provisions of this Employee Operations and Procedures Manual. All revisions, deletions or additions must be in writing and must be signed by the HES President. No oral statements or representations can change the provisions of this Employee Operations and Procedures Manual.

The provisions of this Employee Operations and Procedures Manual are not intended to create contractual obligations with respect to any matters it covers. Nor is this Employee Operations and Procedures Manual intended to create a contract guaranteeing employment for any specific time period.

HAMADEH EDUCATIONAL SERVICES INC. IS AN AT-WILL EMPLOYER. REGARDLESS OF ANY PROVISION IN THIS EMPLOYEE OPERATIONS AND PROCEDURES MANUAL, EITHER EMPLOYEE OR EMPLOYER (HES) MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS EMPLOYEE OPERATIONS AND PROCEDURES MANUAL OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT-AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF HES IS AUTHORIZED TO ENTER INTO AN AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME—EXPRESSED OR IMPLIED—WITH ANY EMPLOYEE FOR EMPLOYMENT [UNLESS THOSE AGREEMENTS ARE IN A WRITTEN CONTRACT ORIGINALLY SIGNED BY THE PRESIDENT OF HES].

This Employee Operations and Procedures Manual refers to current benefit plans maintained by HES. Refer to the actual plan documents if the employee has specific questions regarding the benefit plan. The plan documents are controlling.

### BUILDING FOR THE FUTURE

---

As an educational service provider HES' primary focus first and foremost is on students' best interests and ensuring student achievement, continued growth and progress. All decision making is geared towards ensuring that this goal is achieved within its means and resources and in compliance with the Academy authorization and state requirements. HES tries to maximize the use of its resources and assets to balance between the demands and the services and seeks to always employ quality staff who are highly qualified and enthused to make a difference in the education of the students who attend the Academies.

HES believes that to maintain current jobs and future development, revenues are necessary and an integral part of a successful operation. Rather than viewing generating revenue as an "undesirable task,"

HES views it as a "must" for the sustainability of its services. For example, the Academies generate revenue by attracting new students and retaining existing students. In order to demonstrate fiscal responsibility to ensure a secure future and continued opportunities for all HES employees, teamwork is a necessity. Together the organization must meet the challenges we face on a daily basis, in this tough economic climate.

In general, the HES Operations and Procedures Manual will mention benefits, responsibilities and operations, and start with the most crucial component of this organization -- You.

HES employees are also assigned representatives of the Academies to which they provide services. The employee's best effort is required. Don't underestimate your contribution. A great number of people outside the greater organization who invest their time and put their faith in us are part of that equation. These stakeholders include students, parents, and community members who will determine how fast we grow, how many people we will employ, how much service we render, and how much we prosper and grow. In order to retain these key stakeholders, the excellence of our service to our students, parents, and community members is mandatory to ensure the best possible value and quality. Teamwork provides us with a bright future and with the most important commodity: a good reputation.

## **TOTAL QUALITY MANAGEMENT**

---

HES is committed to Total Quality Management (TQM), Common Core and Smarter Balanced assessments. In a TQM effort, all members of an organization participate in improving processes, systems, services, the outcome, and culture in which they work with a holistic and diverse approach. HES believes that its employees and the students to whom our employees help educate benefit from this effort. All employees are expected to participate in the ongoing school improvement process and will be able to experience the value of each Academy's diversity and learning environment.

Employees are encouraged to offer ideas and/or constructive criticism to their supervisors or managers. HES encourages employees to take part in project and problem-solving teams and cost reduction projects. Employees' participation in continuous improvement is essential to HES' success.

## **EQUAL EMPLOYMENT OPPORTUNITY**

---

HES is a firm believer in and practices providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, national origin, creed, veteran status, marital status, sexual orientation, genetic information age, disability, or any other legally protected category under the state and federal laws. This policy applies to all terms and conditions of employment at HES, including but not limited to, hiring, placement, assignment to an Academy, promotion, termination, leaves of absence, compensation, and training.

## **EMPLOYEE RELATIONS PHILOSOPHY**

---

HES is committed to providing the best culture possible for maximum development and goal achievement for all employees. HES' practice is to treat each employee as an individual. HES seeks to develop a culture of teamwork: individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, HES strives to provide a comfortable and progressive work place. Most importantly, our objective is to have a work place where

communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. HES takes into account individual circumstances and the individual employee.

HES believes with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

## **NON-HARASSMENT**

---

HES prohibits any form of harassment, joking, remarks, stories, nicknames, unlawful discrimination or other abusive conduct directed at employees or others doing business with the school including but not limited to parents, students, board members, agents, volunteers, contractors, guests and/or visitors on school property (e.g., visiting speakers, participants on opposing athletic teams, etc.) based on characteristics identified and protected in the Prohibited Behavior as defined below. This applies to any and all employment and academy operations, programs, and/or activities. "Prohibited Behavior" includes discrimination or harassment referring to: veteran status, race, color, religion, sex, national origin, age, physical or mental disability, height, weight, arrest record, marital status or membership in another legally protected group.

This policy applies to "Prohibited Behavior" occurring on work premises, school property, or any other location if such conduct occurs during any work related activity.

Additionally, disability, religion, race, color, national origin, age, sex, pregnancy, childbirth or related medical condition; height, weight, familial status, marital status, and genetic information are protected classes in Michigan.

The purpose of this policy is not to regulate the personal morality of employees. It is to assure that no employee harasses another for any reason in violation of this policy. While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes, teasing, sexual advances, requests for sexual favors and other similar verbal or physical contact based on any legally protected characteristic. This policy applies to unlawful conduct occurring on work premises, school property, or at another location if such conduct occurs during a work related activity.

Any employee who feels that s/he is a victim of harassment or unlawful discrimination should immediately report the matter to their supervisor, HES Vice President and/or HES President.

HES will investigate all reports of harassment as confidentially as possible. Adverse action will not be taken against an employee because s/he, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including termination of employment.

The forgoing policy is not intended to prohibit employees from discussing workplace issues that affect the terms and conditions of employment, or any other protected activity under Section 7 of the National Labor Relations Act (NLRA).

## **ANTI-HARASSMENT COMPLAINT COORDINATOR**

---

HES has designated an Anti-Harassment Complaint Coordinator to whom formal complaints can be filed with. Formal complaints are to be filled with the Anti-Harassment Complaint Coordinator:

Representative/Coordinator:

**Mrs. Nawal Hamadeh**

C/O Star International Academy

6919 N. Waverly St.

Dearborn Heights, MI 48127

313-565-0507

[nhamadeh@hesedu.com](mailto:nhamadeh@hesedu.com)

Representative/Backup:

**Dr. Ali Bazzi**

C/O Star International Academy

6919 N. Waverly St.

Dearborn Heights, MI 48127

313-565-0507

[abazzi@starpesa.org](mailto:abazzi@starpesa.org)

## **SEXUAL HARASSMENT**

---

HES prohibits sexual harassment of any employee or others doing business with HES. Sexual harassment is prohibited because it is intimidating, an abuse of power, and is inconsistent with HES' policies, practices, and management philosophy. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can take the following forms:

- Sexual conduct that interferes with another person's work performance or creates an intimidating, hostile, or offensive work environment.
- Personnel decisions (e.g. promotion, raises, scheduling) made by a supervisor or manager based on the employee's submission to or rejection of sexual advances.
- Submission to a sexual advance used as a condition of keeping or getting a job, whether expressed in explicit or implicit terms.

Specific examples of sexual harassment may include: sexual advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, unnecessary touching, the display of sexually suggestive objects or pictures, sexually explicit jokes, or physical assault.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

Sexual harassment of an employee will not be tolerated. Violations of this policy may result in disciplinary action, up to and including termination of employment. There will be no adverse action taken against employees who, in good faith, report violations of this policy or participate in the investigation of such violations.

Any employee who feels they are a victim of harassment or retaliated against for complaining of harassment should report the act immediately to the Supervisor. If employees prefer not to discuss the matter with the Supervisor they may contact the principal of their Academy and/or the HES President or Vice President. All complaints will be promptly and thoroughly investigated.

HES will investigate every reported incident promptly. Any employee, supervisor or agent of the Academy who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate termination of employment.

Complaints of this nature will be maintained in confidence and divulged only to the extent necessary to complete the investigation and determine the appropriate resolution.

The reporting employee and any employee participating in any investigation under this policy have the employer's assurance that no reprisals will be taken as a result of a harassment complaint.

## **STUDENT RELATIONSHIPS**

---

Sexual conduct/relationships or any behavior appearing as such with students by employees or any other adult member of the Academy community are prohibited and grounds for immediate termination. Any employee, contractor, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery." The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to employees or other adult members of the Academy community.

Any employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to the Complaint Coordinator. Thereafter, the Complaint Coordinator or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise them of the intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

## **SUPERVISOR'S RESPONSIBILITIES WHEN VIOLATIONS OF THE NON-HARASSMENT/SEXUAL HARASSMENT POLICY ARE REPORTED**

---

The non-harassment and the sexual harassment policies of HES instructs any employee who feels that he/she is a victim of harassment to immediately report the matter to the principal of the Academy at which he/she is assigned, HES Vice President, and/or the Superintendent.

It is important for all supervisory staff to know what to do regarding these matters. Should any employee you supervise come to you with issues involving any type of harassment complaint apply the following procedure:

- Take written notes of all conversations which take place.
- Inform the employee that they need to report the matter to either the principal of your Academy, the HES Vice President, and/or Superintendent. Inform them you are required to report this.
- Immediately report the situation to the principal of your Academy, HES Vice President and/or Superintendent verbally and with a copy of your written notes of any conversations.
- Ensure all information relating to any report of harassment is confidential and must not be discussed with anyone other than those administrators specifically stated here.
- Report receipt of harassment complaint to the President of HES immediately including any written documentation received (for Principals, HES Vice President, and/or Superintendent). Ensure all harassment complaints are in writing with a list of all parties who have witnessed the situation and

the names of anyone who may be involved so that HES can investigate all areas of the alleged violation of this policy.

The President of HES will determine which parties will be responsible for the investigation.

## **POLICIES ON BULLYING IN THE WORKPLACE**

HES defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates HES’ Code of Ethics which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, that HES will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination of employment.

Bullying may be intentional or unintentional. However, it must be noted where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when determining disciplinary action. This Policy does not apply to communications or activities that involve discussions of workplace issues that affect the terms and conditions of employment, or any other conduct protected by Section 7 of the National Labor Relations Act (NLRA). As with sexual harassment, it is the effect of the behavior upon the individual which is important. HES considers the following types of behavior examples of bullying:

- **Verbal:** slandering, ridiculing, or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the subject of jokes; abusive and offensive remarks
- **Physical:** pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person’s work area or property
- **Gesture:** non-verbal threatening gestures, glances which can convey threatening messages
- **Exclusion:** socially or physically excluding or disregarding a person in work-related activities

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person
- Shouting, raising voice at an individual in public and/or in private
- Using verbal or obscene gestures
- Not allowing the person to speak or express themselves (i.e., ignoring or interrupting)
- Personal insults and use of offensive nicknames
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person’s job performance or description
- Ignoring/interrupting an individual at meetings
- Public reprimands
- Repeatedly accusing someone of errors which cannot be documented
- Deliberately interfering with mail and other communications
- Spreading rumors and gossip regarding individuals
- Encouraging others to disregard a supervisor’s instructions



- Manipulating the ability of someone to do their work (e.g. Overloading, under loading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions)
- Inflicting menial tasks not in keeping with the normal responsibilities of the job
- Taking credit for another person's ideas
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave
- Deliberately excluding an individual or isolating them from work-related activities (meetings, etc.)
- Using posit

The Anti-Bullying Policies of HES instructs any employee who feels they are a victim of bullying to immediately report the matter to the principal at their academy, the HES Vice President and/or Superintendent.

It is important for all supervisory staff to know what to do regarding these matters. Should any of the employees you supervise come to you with issues involving any type of bullying complaints you need to follow the same procedures that are noted in this section of this Employee Operations and Procedures Manual for the:

**SUPERVISOR'S RESPONSIBILITIES FOR REPORT OF VIOLATIONS OF THE ANTI-BULLYING POLICY: REFER TO SUPERVISORS RESPONSIBILITIES WHEN VIOLATIONS OF THE NON-HARASSMENT/SEXUAL HARASSMENT POLICY ARE REPORTED**

### **OTHER VIOLATIONS OF THE NON-HARASSMENT/SEXUAL HARASSMENT/NON-BULLYING POLICIES**

---

HES will take disciplinary action against individuals engaged in any of the following prohibited acts:

- A. Retaliation against a person who has made a report, filed a complaint and/or has participated as a witness in harassment and/or bullying investigation.
- B. Filing a malicious or knowingly false report or complaint.
- C. Disregarding, failing to investigate adequately, and/or delaying investigation of allegations of harassment and/or bullying when responsibility for reporting or investigating is part of one's supervisory duties.

### **HES POLICY ON RELIGIOUS EXPRESSION**

---

HES, including all employees and the Academies which it services, shall maintain the separation of church and state as mandated by the First Amendment to the United States Constitution. HES, its Employees and each Academy shall maintain a neutral stance regarding religious beliefs and activities. HES, its employees and each Academy shall not favor or support one religion over another, and it shall not support or favor religion over non-religion.

HES, its Employees and each Academy shall not incorporate prayer or religious-based activities into the Academy's activities or events and shall not interfere with individual's free exercise of their own religion. When acting in their capacities as employees, HES personnel are prohibited from encouraging or discouraging prayer and from actively participating in such activity with students.

Students may pray when not engaged in school activities or instruction, subject to the same rules designed to prevent material disruption of the educational program that are applied to other privately initiated expressive activities. While HES, its Employees and each Academy may impose rules of order

and pedagogical restrictions on student activities, they may not discriminate against student prayer or religious speech in applying such rules and restrictions.

HES strives to seek ways to achieve sensitivity to varying religious observances. Significant religious holidays shall be taken into consideration in scheduling school activities. When conflicts arise between an individual student's religious observances and the school's schedule of classes or activities, the religious obligations take precedence. The absence of students from classes or activities because of religious observances shall be excused and assistance shall be provided in arranging for make-up of any missed school work without penalty or embarrassment.

HES strives to incorporate a variety of different themes and ideas that promote a multicultural society based specifically on curricular areas such as art, music, history, and literature. Instructional activities shall not be permitted to advance or inhibit any particular religion. Teachers have a responsibility to ensure they maintain an inclusive classroom for their students including not advancing, degrading, or inhibiting any particular religion. Teachers shall forward requests for religious accommodation in instruction to the Principal of their assigned Academy, HES Vice President and/or Superintendent.

---

## **JOB POSTING POLICY**

A key focus of HES is attracting the best qualified candidates, filling open positions in a timely manner, and promoting and supporting employee career growth.

It is the responsibility of the Human Resources Department to post all job announcements and postings. All job postings and announcements contain standard language and disclosures including formatting expectations. Job postings and announcements require the review and written approval of the HES President, Vice President, before being released and posted.

Recruitment and postings of independent contractors such as coaches, service providers etc. also require the written approval of the HES President and Superintendent or designee.

---

## **NEW EMPLOYEE ORIENTATION**

Upon joining HES you will be given a copy of this Employee Operations and Procedures Manual and/or access to it through the company website and the Employee Self Service Portal through Kronos. Upon receiving and reviewing this Employee Operations and Procedures Manual, you will be prompted to sign an electronic receipt and submit online through the Employee Self Service Portal in Kronos. Additional personnel forms, benefits enrollment and information, and required training will also be requested through the Employee Self Service Portal.

Your supervisor is responsible for the operations of your department. The supervisor is a good source of information about your job and the Academy to which you are assigned and should serve as a role model and guide for your job performance.

---

## **AUTHORIZATION OF EMPLOYMENT**

All employees of HES are required by federal law to verify their authorization to work in the United States. In compliance with the law, HES prohibits discrimination in hiring, recruiting, referring for a fee, and termination of employment based national origin or any other protected class.

If an employee is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed with HES.

## **ELECTRONIC DISCLOSURE DELIVERY**

---

Many regulations require participant disclosure materials to be delivered to employees, beneficiaries and terminated participants. HES uses electronic delivery for disclosure documentation. Disclosures will be sent by email, the Kronos system, and/or posted on a designated website. If an employee would like to request a free paper copy of the disclosure(s), they may request in writing by contacting [hr@hesedu.com](mailto:hr@hesedu.com).

## **SAFETY LEGISLATION**

---

HES is committed to the maximum safety of its students and employees. HES will comply with the "School Safety" legislation (2005 PA 129-131 and 138) enacted in law effective January 1, 2006. As a condition of employment, HES will require that each new employee hired after January 1, 2006 submit criminal background checks for all full-time and part-time employees and for individuals assigned to regularly and continuously work under contract in our schools prior to the first day of employment.

HES requires that student teachers and/or other volunteers undergo a criminal background check prior to the first day of service or if available have a copy of the state created form "red light/green light" letter forwarded to the HES Vice President, and/or Superintendent to show that the individual is cleared to work in the Academy or not.

HES will not employ any individual convicted of any offenses listed by the State of Michigan under the new law in any capacity. HES may employ individuals convicted of felonies other than listed offenses, but only if approved in writing by the Academy Board of Directors, HES Vice President, Superintendent, and/or principal to which HES seeks assigning an employee.

All employees will be required to report to the HES Vice President and HES President, Principal, and the Michigan Department of Education if they have been arraigned or charged with certain identified crimes including listed and enumerated offenses within three business days of arraignment or they will be guilty of an additional crime. All employees must report to the HES Vice President, Superintendent, and principal if they are charged with any crime within three business days after being arraigned. If a person submits a report that they have been charged with a crime, and not convicted they can request HES to delete the report from its records, and upon receiving documentation, HES will do so.

## **YOUR HUMAN RESOURCES DEPARTMENT**

---

The Human Resources Department (HR) is an information center. This department plays an important part in formulating and interpreting HES policy and offers help with a variety of problems and matters that concern employees. The HR staff members are available to discuss subjects such as employment, recruitment, benefits, employee records, safety, and disciplinary problems.

The HR Department is open Monday through Friday from 8:30 AM to 5:00 PM. Appointments may be arranged for other times. Please email [hr@hesedu.com](mailto:hr@hesedu.com) for an appointment.

Employees are encouraged to contribute suggestions and/or questions so the HR staff members may be more responsive to your needs.

## **SUGGESTIONS AND IDEAS**

---

HES is always interested in employee's constructive ideas and suggestions for improving the organization's operations. Employee's suggestions may be submitted via "My Input Matters ("MIM")" link online at any of the Academies websites or at the HES website, then click on STAFF and then Login. After logging in, click on the link to: <http://www.hesedu.com/mim/> and enter your suggestion(s). The suggestion(s) will be forwarded to the party that is involved to handle the suggestion without disclosing the sender's identity unless the disclosure is authorized by the MIM sender. Other options of making suggestions may be in writing to the HES Vice President, and/or Superintendent. If the suggestion is educationally-related, please submit it in writing to your immediate supervisor or the principal.

After HES reviews your suggestion, the employee will be notified whether implementation is feasible.

HES believes that suggestions indicate initiative. Unless the employee advises HES in writing not to do so, HES may place the written suggestion in the employee's personnel file and consider it at the time of the performance review.

HES encourages employees to bring questions, suggestions, and complaints to our attention. HES will carefully consider each of these in our continuing effort to improve operations.

All requests, concerns and/or suggestions must be made in writing to the administrator the employee chooses to refer to for assistance.

Employees' suggestions and comments on any subject are important, and HES encourages employees to take every opportunity to discuss them with us. The employee's job will not be adversely affected in any way because they choose to use this procedure.

## **INFORMAL PROBLEM RESOLUTION**

---

The best way to try to resolve problems in the workplace is to start by discussing the issue. If an employee feels they have a problem, they should present the situation to their immediate supervisor so the problem can be settled by examination and discussion of the facts. HES hopes the immediate supervisor is able to satisfactorily resolve most matters.

If after meeting with the immediate supervisor, the employee still has questions, concerns, or would like further clarification on the matter, the employee should request a meeting with the principal of their Academy. The Principal will review the issues and meet with the employee to discuss possible solutions.

Finally, if the employee still believes their problem has not been fairly or fully addressed, request a meeting with the HES Vice President and/or Superintendent.

## **YOUR PAY AND PROGRESS**

---

### **RECORDING YOUR TIME**

---

Non-exempt employees must record their hours on timesheets and obtain authorization signature from their immediate supervisor. The employee must accurately record their time on their timesheet and

obtain approval from their immediate supervisor. The supervisor is responsible for verifying and approving the hours by no later than Tuesday afternoon following a payroll Friday corresponding with the end of each pay period of every 2 weeks.

All employees subject to this policy are required to accurately record all time worked and submit accurate timesheets via the Kronos system. Supervisors must verify the accuracy of the timesheets and approve them prior to the payroll deadlines as established by the HES Vice President and/or HES President.

For payroll purposes, the workweek starts on Saturday and ends on Friday.

Non-exempt employees must immediately punch in upon starting work and punch out upon stopping work. Exempt employees must punch in upon arrival at any building to report to work and punch out upon leaving the building.

Employees will be granted a 10-minute grace period after the scheduled start time before being considered late. For salaried exempt employees who are late for greater than 30 minutes, personal time will be deducted from the employees accrued personal/sick time. Non-exempt employees should not punch in earlier than 6 minutes of their established start time and shift. Consistently punching in and out late could result in corrective action up to and including termination of employment.

If employees do not punch-in or out during their scheduled time on a daily basis, they will be considered absent and it will be reflected on their payroll as unearned absences, which will be deducted. Failure to punch out when leaving the building during work hours or when leaving the building for meal breaks could result in corrective action up to and including termination of employment.

If employees forget to punch-out, they will automatically be punched-out at the time they punched-in, until the employee can submit proof they were in attendance for their daily scheduled time to their supervisor and HR department. If the employee does not submit such proof, the day will be deducted as an unexcused absence.

If employees forget to punch-in, and remember during the day to punch-in, they must submit proof of attendance to their supervisor, obtain documentation of their supervisor's authorization and submit a copy of this to the HR Department.

Each employee will receive a user name and password for the designated time clock or Kronos system. The username and password are confidential and may not be shared with any other individual. Sharing and/or disclosure of username and password with others including other employees for any purpose including but not limited to having other employees punch in/out, adjust hours, modify timesheets, etc. could result in corrective action up to and including immediate termination of employment.

Work hours must be reflected in Kronos or they will not be compensated. For hourly staff, all overtime hours must have prior written approval by the supervisor and the HES Vice President or President. If there are any concerns regarding inaccurate compensation, work hours not reflected in the time clock system and / or the need to report unpaid time worked, contact the HES Vice President immediately.

Travel for work purposes and between HES school or office buildings must be preapproved in writing by the HES Vice President, and/or Superintendent. For approved travel on the job between school buildings

or for other purposes, employees must punch-out at the time that they leave the school building, and punch-in upon their return. The Employee must accurately notate the travel within their timesheet in Kronos. If employees are traveling to another location, they must punch in and out at the building they are visiting and accurately notate the travel between locations in Kronos. Non-exempt employees will also be required to sign the travel log when traveling between locations. Please refer to the Staff Travel Authorization section for the travel policy.

## **PAYDAY**

---

Employees will be paid biweekly (every 2 weeks) on Fridays for the period which ends 10 work days prior to payday. When our payday is a holiday, employees normally will be paid on the first working day after the holiday.

Every effort is made to avoid errors in your paycheck. Please review your paycheck for errors. If you find a mistake, report it to the HES Vice President immediately. The HES Vice President will assist you in taking the steps necessary to correct the error and ensure that any necessary correction is made promptly.

## **PAYCHECK DEDUCTIONS**

---

HES is required by law to make certain deductions from the employee's paycheck each pay period. Such deductions typically include federal and state taxes and social security (FICA) taxes. Depending on the state in which the employee is employed and the benefits they choose, there may be additional deductions.

All deductions and the amount of the deductions are listed on the employee's pay stub. These deductions are totaled each year on Form W-2, Wage and Tax Statement.

It is the policy of the company that exempt (salaried) employees' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable; however, the company may make deductions from employees' salaries in a way that is permitted under federal and state wage and hour rules. Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

If questions or concerns about any pay deductions arise, employees may contact the HES Vice President.

## **GARNISHMENT/CHILD SUPPORT**

---

When an employee's wages are garnished by a court order, HES is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Garnishments will be handled as required by law.

## **DIRECT DEPOSIT**

---

Employees have the option of receiving their pay in a payroll check or having their pay deposited into their bank account through the organization's direct deposit program. Enrollment in direct deposit is voluntary.

## **PERFORMANCE REVIEWS**

---

Employees' performance is important to HES and the Academy. Formal and/or informal observations and walk-throughs are completed at least twice a year or as necessary. One observation must be unscheduled. A formal staff evaluation or a "Performance Evaluation ("PE")" of employee must be completed as detailed below and based on the personnel employment and performance status as either a) New employee or b) Veteran employee

1. Employment and Performance Status

- A. New Employee: is a new hire with less than one year experience at HES or who is still in need of additional support and training and who continues to gain proficiency on the job assignment. New employees are generally, but not limited to being evaluated before completing 90 days of employment. It is recommended to complete the performance evaluation for new employees between 60 to 80 days of hire. Full-time and part-time Employees are on an introductory probationary period during their first 90 days of employment. New employees must be evaluated twice during the full year of employment. The first PE must be completed during the probationary period before the conclusion of the 90<sup>th</sup> day of employment. The second PE must be completed on or before the first week of the month of May unless employee is hired within the last 90 days of the school year. If so, then the PE may be completed on or before the end of the school year and before the employee's last day of work. During this period of time, you will be able to determine if your new job is suitable for you, and your supervisor will have an opportunity to evaluate your work performance. However, the completion of the introductory period does not guarantee employment for any period of time thereafter.
- B. Veteran Employee: is that who has successfully completed the first year of employment at HES and who demonstrated proficiency with assigned position/job. One formal PE must be completed per year for veteran employees. It is recommended to conduct the PE from mid-year on and by no later than the first week of the month of May.

2) Employee Categories: a) Instructional Employees and b) Non-instructional Employees:

- A) Instructional Employees: Teachers and Instructional Administrators are considered instructional employees.
  - a. Teachers: They are educators who are assigned full/part time teaching responsibility such as Teacher(s), long term substitute teacher(s), interim teacher, and interventionist. A minimum of two observations must be completed for teachers per year with one to be informal and another unscheduled. The supervisor must complete the classroom observation for the supervisee. The number of PEs during the school year will be based on the employee status as being new or veteran. McRel Observation and PE tools must be used for the classroom observation and performance evaluation.
  - b. Instructional Administrators oversee/supervise teachers, instruction and its implementation. This includes principals, assistant principals, and superintendent. McRel performance evaluation tool must be used for the performance evaluation.
- B) Non instructional employees: Employees are those who are not teachers or instructional administrators. Non-instructional employees must be evaluated based on their



employment and performance status either as new or veteran. A Non McRel PE tool must be used as established or developed by HES.

The supervisor, principal and/or superintendent reserve the right to conduct a PE or may delegate the responsibility to a qualified instructional administrator to complete the PE at any time during the school year and at his/her discretion and consistent with the State laws and regulations.

Hamadeh Educational Services Inc. establishes and implements a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. Evaluates the employee's job performance while providing timely and constructive feedback
- B. Establishes clear approaches to measuring student growth and provides staff with relevant data on student growth
- C. Evaluates an employee's job performance, using multiple rating categories that take into account, at a minimum but not limited to, data on student growth. For these purposes, student growth shall be measured using multiple measures that may include student learning objectives, achievement of individualized education program goals, nationally normed or locally developed assessments that are aligned to state standards, research-based growth measures, or alternative assessments. Teachers shall be rated as highly effective, effective, minimally effective, or ineffective
- D. Uses the evaluations, at a minimum, to inform decisions regarding all of the following:
  - 1. The effectiveness of employees, so that they are given ample opportunities for improvement.
  - 2. Promotion, retention, and development of employees, including providing relevant coaching, instruction support, or professional development.
  - 3. Whether to grant full certification to employees, using rigorous standards and streamlined, transparent, and fair procedures.
  - 4. Removing ineffective employees after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.

The staff evaluation program shall aim at the early identification of specific areas in which the individual staff member needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to a staff member shall not release that staff member from the responsibility to improve. If a staff member, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, termination of employment, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each professional staff member as may be provided by HES, the authorizer, the Academy and HES administrative guidelines, and as may be directed by the Michigan Department of Education and the revised School Code to the extent each may be applicable to the professional staff member being evaluated. A professional staff member shall be given a copy of any documents relating to their performance which are to be placed in the personnel file.



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

## **JOB DESCRIPTION**

---

HES maintains a job description for each position in the organization. The job description outlines the duties and/or responsibilities of the position. When the duties and the responsibilities of a position change, the job description is revised to reflect those changes. If employees have any questions or wish to obtain a copy of their position's job description, please email to the Human Resources (HR) department at [hr@hesedu.com](mailto:hr@hesedu.com).

## **PROMOTIONS AND TRANSFERS**

---

HES believes career advancement is rewarding for the employee and HES. HES will promote qualified employees to new or vacated positions whenever possible. In addition, HES Vice President or HES President is available to discuss transfer opportunities.

Job openings may be posted on the staff bulletin board and the HES website. If employees are interested in applying for one of these positions, notify the HES Vice President and/or HES President.

## **PAY RAISES**

---

Depending upon your performance and budget availability, adjustments in your pay may be made when there has been an improvement in or sustainment of an already good performance during the review period of contract renewal. Requests for pay raises will not be considered outside the review period of contract renewal.

## **PAY ADVANCES**

---

Pay advances will not be granted to employees.

## **OVERTIME**

---

There may be times when employees will be required to work overtime to meet the needs of our authorizers or government entities. Although employees will be given advance notice when feasible, this is not always possible. Any overtime requested by a supervisor is mandatory for all employees. Non-exempt employees must have all overtime approved in advance in writing by their supervisor **and** the HES Vice President, and/or Superintendent.

Only Non-Exempt employees are entitled to "overtime pay." Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek unless state law provides otherwise.

Non-exempt employees are not permitted to work beyond their approved regularly scheduled hours on or off the HES or Academy premises without the prior written authorization by the HES Vice President and/or Superintendent. This includes, but is not limited to, transportation checking and responding to email, and checking and responding to text messages. It is the policy of HES to compensate employees for all hours worked. Any instance of employees working hours without authorization or failing to

accurately record time worked will result in disciplinary action up to and including suspension and or discharge at the discretion of the Employer. In this case, at the discretion of HES President or designee. Any unapproved work outside of the employee's regularly scheduled hours, whether on or off the HES or Academy premises, will be considered unauthorized and without HES' knowledge. Any attempt to do so, with or without reporting such time, will result in further disciplinary action up to the discretion of the Employer/HES President or designee. In the event of an emergency that requires a response before the employee returns to work, the supervisor will contact the employee directly via phone call. Supervisors will not attempt to contact employees via phone unless an immediate response is required due to an emergency. Only actual hours worked count toward computing weekly overtime.

Exempt employees are not eligible for overtime; they are expected to work as many hours as required to perform the duties of their position.

Supervisors who authorize staff members to work overtime without prior approval from the HES Vice President and/or HES President will be subject to disciplinary action, including fines or the total cost of the overtime. Supervisors who continually rely on the use of overtime hours for their non-exempt supervisees in order to complete a week's work without it being deemed as extenuating circumstances by the HES Vice President and/or Superintendent will be subject to disciplinary action including immediate termination from their employment.

Non-exempt Employees who fail to obtain approval prior to working hours that extend beyond their normal workweek hours will be subject to disciplinary action up to and including termination of employment.

If employees have any questions concerning overtime pay, check with the HES Vice President.

## **TELECOMMUTING/WORKING FROM HOME**

---

Telecommuting is the practice of working at home or at a site near the home instead of physically traveling to a central workplace. It is a work alternative that HES may consider providing to some employees when it would benefit both the organization and the employee.

Employees who believe telecommuting can enhance their ability to get the job done must submit a written request to the HES Vice President, and/or Superintendent proposing how it will benefit HES and themselves. The request should explain how they would be accountable and responsible, what equipment is necessary, and how communication barriers will be overcome.

The decision to approve a telecommuting arrangement will be based on factors such as position and job duties, performance history, related work skills, and the impact on the organization.

The employee's compensation, benefits, work status, work responsibilities, and the amount of time the employee is expected to work per day or per pay period will not change due to participation in the telecommuting program (unless otherwise agreed upon in writing).

Telecommuting is an alternative method of meeting the needs of the organization if the circumstances permit and is not a universal employee benefit. As such, HES has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

## Telework Requirements

### 1. Work Space and Work Hours

- a. A defined workspace and defined core work hours are necessary to reduce the employees and HES' exposure to risk, facilitate proper management of teleworkers, and ensure work is done in a productive environment.
- b. An employee may telework from his or her home. An employee may also telework from an alternate workplace that has been approved by the HES Vice President, and/or Superintendent.
- c. The employee shall designate a specific workspace at his or her home or the alternate workplace and will conduct work for HES from that location. The workspace must be clean, safe, adequate for the performance of work, and free of obstructions and distractions.

### 2. Work Hours

- a. The employee's at-home work hours will conform to a schedule agreed upon by the employee and the HES Vice President, and/or HES President. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as they were before the employee began telecommuting. Changes to this schedule must be reviewed and approved in advance by the HES Vice President, and/or Superintendent.
- b. Employees subject to mandatory overtime must obtain approval from their supervisor before working overtime. A non-exempt employee working overtime without such approval may cause Employer to terminate the teleworking option and/or take other appropriate action.
- c. Employees may not conduct personal business while in official duty status at the alternate workplace nor entertain business or personal guests. An employee's activities outside the time of work or outside the place designated for work will be deemed to be in the employee's own personal time and place, unconnected to work activities.

### 3. Equipment and Supplies

- a. Office equipment, such as a laptop computer, and job appropriate software, may be issued for use by the employee at the alternate worksite with the approval of the employer.
- b. Office supplies (e.g., pens and paper) will be provided by HES and should be obtained during the employee's in-office work period.
- c. The employee is expected to use his or her own furniture, Internet access, telephone lines, and other equipment when teleworking. Any use of private facilities of the employee will be at the employee's discretion and not at the expense of HES. This applies to all physical improvements and conveniences to the alternate workspace as well as services used in the performance of duties.

#### 4. Security and Access to Information

- a. The employee is responsible for maintaining confidentiality and security at the alternate workplace while teleworking, the same as required at the primary workplace.
- b. The employee must protect the security and integrity of data, information, including all student information as provided for under Employer policy, paper files, and access to HES computer systems as if the employee were working at HES' office or at a school building or other facility.

#### 5. Liability

- a. The employee's home workspace when used for telework is an extension of Employer's workspace. The Employer's liability for job related accidents will continue to exist during the approved work schedule and in the employee's designated work location. The teleworker is covered under HES' worker's compensation insurance policies for injuries occurring in the course of the actual performance of official duties at the alternate workplace.
- b. If an injury occurs during teleworking work hours, then the employee shall immediately report the injury to the supervisor, HES Vice President, and the supervisor shall follow all necessary steps mentioned in this manual.
- c. HES or any of the Academies are not responsible for any injuries to family members, visitors, and others in the employee's home.
- d. HES or any of the Academies are not liable for any depreciation, maintenance costs, or replacement costs for any employee owned equipment used for teleworking, including computers, telephones, fax machines, copiers, modems or other equipment used by the employee.
- e. To the extent permitted by law, the employee will not attempt to hold HES or any of the Academies responsible or liable for any loss or liability in any way connected to the employee's non-work related use of his or her own home.
- f. The employee is responsible for contacting the teleworker's insurance agent and tax consultant and consulting local ordinances for information regarding home workplaces.
- g. Teleworking is not a substitute for childcare or dependent care. The teleworker shall continue to make arrangements for child or dependent care to the same extent as if the teleworker was working at HES' office or facility.

### **ON CALL**

---

It may be necessary for individuals in certain positions to be available by telephone after hours, during the week, or on the weekend including non-scheduled school days. When called, the employee will be required to answer the calls or return the calls at the earliest convenience. Non-exempt employees will be compensated if they are required to respond to a call.

### **TEMPORARY REASSIGNMENT**

---

It may be necessary for individuals in certain positions to be reassigned to different assignments on a temporary basis to meet the needs of our students, stakeholders and/or business requirements. When this occurs HES may make the decision to offer additional compensation to affected employees. Substitutes who complete long term assignments will be compensated according to their contractual terms.

## **REPORTING TIME PAY**

---

HES will make every effort to notify employees in advance when it is not necessary to report to work. These circumstances may include inclement weather, fire, flood, power outage, lack of work, etc. In the event employees report for work without being notified in advance and their services are not needed, employees will be compensated in accordance with applicable state and federal wage and hour laws.

Failure to inform HES of your most up-to-date contact information, inability to be contacted, and/or the employee's lack of availability to communicate with the supervisor(s) will not be construed as an excuse to work unauthorized time when the school is closed on scheduled school days due to inclement weather or any other reason.

## **TIME AWAY FROM WORK AND OTHER BENEFITS**

---

### **EMPLOYEE BENEFITS**

---

HES has developed a comprehensive set of employee benefit programs to supplement the employee's regular wages. HES' benefits represent a hidden value of additional income to employees as detailed in this section.

This Employee Operations and Procedures Manual describes the current benefit plans maintained by HES. Refer to the actual plan documents if you have specific questions regarding the benefit plan. The applicable plan documents supersede any policies and procedures mentioned in this manual, communications and/or any other documents.

HES reserves the right to modify its benefits at any time. HES will keep employees informed of any changes.

### **HOLIDAYS**

---

HES and the Academies normally observe holidays during the year as defined in the school calendar.

If one of the holidays falls on Saturday, it normally is observed on the preceding Friday. If one falls on Sunday, it normally is observed on the following Monday.

Full-time active employees are eligible for paid holidays immediately upon hire as per their employment contract.

Full-time active employees are paid for the holiday only if the holiday falls on their regularly scheduled workday as per their employment contract.

Exempt, full-time active employees will receive holiday pay in compliance with state and federal wage and hour laws.

## VACATION

---

Full- time active employees are eligible for paid vacation time.

Vacation is provided as stated in your employment contract. No vacation is permitted during the school calendar days unless specifically authorized in writing by the HES Vice President, and/or HES President. Supervisors are not permitted to authorize vacation days during the school year. Failure of supervisors to comply with this policy will result in disciplinary action such as the complete payment for the employee's vacation pay and/or termination of employment.

Vacation time for the following employees is calculated annually as follows:

**Full-time active administrators:** Administrators in this category who are assigned to a school building qualify for all school closing days (Central Office/Support Center administrators – Central Office/Support Center closing days) and 2-6 weeks depending on their classification and employment contract. Administrators in this category who are assigned to the Support Center/Central Office (SC/CO) are required to follow the school calendar closing days as approved by the HES Vice President, and/or HES President unless advised otherwise.

**Full-time active teachers:** All school closing days and 8 weeks, or as designated in the employment contract.

**Full Year Full-time non-exempt hourly employees:** 12 days as designated in the employment contract and the specified amount of emergency school closings/inclement weather days per the employment contract.

**All active employees:** as may be stated in the employment contract.

Except for the holidays and school closing days, vacation days are not guaranteed if the employee has not completed all required tasks by the required due dates. The employer reserves the right to schedule professional development (PD) sessions during the summer or on school closing days as may be necessary in the best interests of the Academies and/or HES at which time, staff may be required to attend the PD sessions.

Vacation time cannot be carried over to the following year. Monetary compensation will not be granted in lieu of taking time off. Employees must be employed for at least two months of the school year before they may qualify for summer vacation time.

To be compensated for vacation days of school closing, closing due to severe weather and other emergencies, or SC/CO closing, an employee must work the day immediately before and the day immediately after the school closing (Support Center/Central Office closing for SC/CO staff). Employees who do not report to work the day before and/or the first day back after a school closing will not be compensated for the school closing, holiday, or vacation pay. If a medical emergency, illness, injury, or other emergency situation prevents an employee from working the day immediately before and/or immediately after a school closing, the employee is allowed a combined total of up to five days absence immediately before and/or after the school closing and still be compensated for the holiday or vacation pay. Some of the total five days of absence can occur before the school closing and some can occur after the school closing. The employee will be required to provide documentation to verify the emergency

situation. The documentation can be rejected and the employee compensation is not guaranteed and is at the sole discretion of the HES Vice President, and/or HES President.

If a new employee is scheduled to start on the day that an unanticipated school closing is announced than the official start date for the employee will be the 1<sup>st</sup> day that the school or support center reopens and the employee will only be compensated for the actual start date worked.

---

## **TAKING OF VACATION DAYS PRIOR TO END OF CONTRACTUAL AGREEMENT**

---

The contractual agreement with Hamadeh Educational Services (HES) states that vacation time is to be taken during the summer when the Public School Academy to which an employee is assigned is not in session. Vacation time that is taken prior to the summer is allowed only with the preapproval of the, HES Vice President, or HES President. This vacation time is accrued only upon completion of the contract.

If vacation time is approved to be taken prior to the summer, employees will be paid at the time of the scheduled vacation conditional upon their continued employment at least through the end of their current employment contract. If the employee resigns before the completion of their contract, the vacation days taken will be considered not accrued and treated as an advance to the employee, and as such payment for these days will be deducted from the employee's last paycheck(s).

Also, all unauthorized vacation days will be considered as unauthorized absence and subsequently will not be compensated.

---

## **SICK/PERSONAL DAYS**

---

### **SICK/PERSONAL DAYS**

Active full-time employees are eligible for paid sick/personal days each year per the employment contract agreement. Inactive employees do not qualify for sick/personal days during the time off for any type of leave.

Sick/personal days are calculated according to the calendar year.

Active full time exempt and non-exempt employees accrue up to eight hours, which is the equivalent of one sick/personal day each full calendar month, up to a maximum of eighty (80) hours or ten (10) sick/personal days each school year unless specifically stated in the employee's contract agreement. Employees do not start accruing any time until actively working after the contract start date. Employees will be front loaded a total of forty 40 hours at the beginning of their contracts which will count towards their maximum of eighty (80) hours for the school year and which time may be used for reasons covered by the Paid Medical Leave act *only* (reasons are described below). Active current exempt and new exempt/non-exempt employees are eligible to take accrued time sick/personal time off after the first day of the month after completing 30 days of service. Exceptions to this policy will be granted at the sole discretion of the HES Vice President, and/or HES President. HES reserves the right to reject requests for sick/personal time and/or time off requests based upon the needs of HES and its Academies if the request is for a reason not covered under the FMLA, Paid Medical Leave act or other applicable leave of absence.

Requests for accrued, planned personal days must be electronically submitted in Kronos to the supervisor for approval.

Paid Medical leave may be used for absences due to the following reasons only:

- o An employee's own physical or mental illness or injury, including medical diagnosis, care or treatment, and for preventative care;
- o For absences due to the illness, injury, medical care or treatment of immediate family members (consisting of the employee's spouse, children, parents, siblings, grandchildren and grandparents).
- o For medical care or treatment, counseling, or related assistance if the employee or a family member is a victim of domestic violence or sexual assault.
  
- o Absences for maternity leave or to stay at home with a newborn child, or bereavement, do not qualify for Paid Medical Leave.

Documentation of reason for absence covered by Paid Medical leave will be required to be submitted to Human Resources. A doctor's note must be provided within 3 days of the employee's leave. Any unscheduled emergency absence requires the staff member to call their supervisor as early as possible. Text messages & emails are only acceptable once the employee has attempted to contact their supervisor and the principal of their academy by phone and left voice mail messages with all. Any employee on leave for personal medical reasons must provide HES with a doctor's note releasing the employee to return to work for HES review and clearance to return to work at least 48 hours before the employee's expected return to work date.

Requests for personal/sick days that exceed the maximum accrued must be pre-approved by the HES Vice President or HES President. Sick and/or personal days off for more than two days at a time must be pre-approved by the HES Vice President and/or HES President.

Any unscheduled emergency absence that is called in to a supervisor needs to be submitted as an absence request in Kronos by that supervisor immediately. The absence request needs to be submitted to HR in Kronos on the same day. If a staff member calls in sick two or more days consecutively, their supervisor or designee must immediately notify the HES Vice President and/or HES President in writing and a doctor's note with proof of a visit to a health care provider needs to be presented within 3 days and will be required before the staff member can return to work. The employee must contact his/her supervisor by phone. If the supervisor is unreachable immediately, leave a message on both the supervisor's cell phone and the school voice mail.

HES also may require a specific "Fitness for Duty" note from a physician in order to return to work when an employee's illness or injury could affect or interfere with their job responsibilities, duties, or the communicability of an illness.

Partial days off may be allowed at a supervisor's discretion as follows: total hours off cannot exceed the accrued and unused time off and may not exceed two days total. Non-exempt employees will be deducted for all non-accrued and unapproved time off. Exempt employees will be deducted for all non-accrued and unapproved full day time off.

Absences the day before or the day after a school closing for any reason are not permitted unless authorized in writing by the HES Vice President, and/or HES President. The employer reserves the right to approve/disapprove such days off during extreme circumstances. Supervisors are not authorized to approve absences falling on the day before or the day after a school closing. To be compensated for



vacation days of school closing, an employee must work at least one full day immediately before and one full day immediately after the school closing. Employees who do not report to work on the day before and/or first day back after school closing will not be compensated for the holiday (Please reference the section on vacations for further clarification and defined emergency exceptions to this policy).

Any unapproved absences falling immediately before or after a school closing will be considered unexcused and will not qualify for sick or personal day compensation unless specifically excused in writing by the HES Vice President, and/or HES President due to an emergency situation as mentioned in the vacations section of this Operations and Procedure Manual.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Sick/personal days cannot be carried over to the following school year. There will be no compensation for unused sick/ personal days at the end of the year except as may be stated in the employment contracts. The terms of compensation of sick/personal hours are as stated in the individual employee contract.

## **JURY DUTY**

---

Full-time employees summoned for jury duty are paid the difference between their normal rate of pay and jury duty pay up to three days per school year. Thereafter, full-time employees summoned for jury duty are granted an unpaid leave in order to serve. Requests for jury duty leave should be made in writing to your immediate supervisor and the HES Vice President, and/or HES President as soon as possible along with documentation.

To receive compensation for jury duty please submit a copy of compensation documentation from the court within 30 days of check issue date to the HES Vice President. If compensation documentation is not submitted, the day will be counted as a personal day.

All other employees summoned for jury duty are granted an unpaid leave in order to serve.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Make arrangements with the HES Vice President or as soon as you receive your summons.

HES expects employees to return to their job if they are excused from jury duty during their regular working hours.

## **MILITARY LEAVE**

---

Employees who are required to fulfill military obligations in any branch of the United States Armed Forces or in-state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued vacation may be used for this leave if the employee chooses. Military orders should be presented to the HES Vice President and arrangements for leave made as early as possible before departure. Employees are required to give advance written notice of their service obligations to the company unless military necessity makes this impossible. The employee must notify the HES Vice President of their intent to return to employment based on requirements of the law. The employee's benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from the HES Vice President.

## **EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN**

---

Children of an active duty member of the United States Armed Forces services shall be entitled to all of the rights and protections afforded under the Interstate Compact on Educational Opportunity for Military Children (Compact).

The intent of this policy is to minimize the potential challenges to educational success for children of military families because of frequent moves and deployment of their parents by:

- A. Facilitating the timely enrollment and placement of children of military families in educational and other school programs and activities;
- B. Facilitating the on-time graduation of children of military families; and
- C. Providing for the uniform collection and sharing of information between and among schools and military families.

## **BEREAVEMENT LEAVE**

---

Full-time employees are eligible, after completing 90 days of employment, for three paid days for the death of an immediate family member. Members of the immediate family include spouses, parents, brothers, sisters, children, grandchildren, grandparents, parents-in-law, step parents, step children, and foster children.

Requests for bereavement leave should be made in writing to your immediate supervisor and the HES Vice President as soon as possible. HES reserves the right to request written verification of an employee's familial relationship to the deceased and their attendance at the funeral service as a condition of the bereavement pay.

Bereavement leave can only be taken within 30 days of death of immediate family member.

## **VICTIMS OF CRIME LEAVE**

---

HES will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime to attend or participate in legal proceedings pertaining to the crime. Affected employees must provide HES reasonable notice that leave under this policy is required. Affected employees must specifically ask for this type of leave and submit any required documentation prior to approval.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

## **PERSONAL LEAVE OF ABSENCE**

---

Under special circumstances, full-time employees, who have completed 90 days of employment, may be granted a personal leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the HES Vice President, and/or HES President.

Leaves may not exceed 8 weeks in a contract year during which time no benefits will accrue. All leaves of absences must be run concurrently with available accrued sick/vacation time at the employer's discretion. HES will continue to provide medical insurance coverage to employees on authorized disability for the first 60 days of disability. When the above period expires, employees may continue their medical insurance coverage by making arrangements with the HES Vice President, and/or HES President to pay the appropriate monthly premium in advance each month.

HES will make reasonable efforts to return employee to the same or similar job position they held prior to the leave of absence, subject to HES staffing and business requirements. Employees who need to request leave due to disability should refer to the disability leave section in this document and submit a request to human resources for a disability leave.

## **DISABILITY LEAVE**

---

Full-time employees who do not qualify for FMLA leave are eligible for an unpaid disability leave after completing one year (12 months) of employment. Disability leave due to non- occupational illness, injury or pregnancy related disability is not to exceed eight weeks.

Employees who require a longer leave than is provided, or who do not meet the eligibility requirements under this leave policy, will be eligible for leave if they are qualified individuals with a disability, request a leave as a reasonable accommodation of their disability, and HES is able to provide such leave as a reasonable accommodation after evaluating the request. Any request for extended disability leave will be denied if it imposes an undue hardship on HES.

A statement by the attending physician must be furnished by the employee at the time of the leave request if the leave will exceed three (3) days, and it must state the approximate date the employee can return to work and whether the employee can, before and after the leave period, perform the work required for their job. For any medical leave exceeding three (3) days, employee must submit a written release from their doctor before returning to work. HES may require supplementary statements from the employee's physician updating the Company on the status of the employee's medical condition and the employee's ability to continue to work. HES may also require employee to submit to a physical examination by a doctor, selected and paid for by HES.

HES will continue to provide medical insurance coverage to employees on authorized disability for the first 30 days of disability. When the above period expires, employees may continue their medical insurance coverage by making arrangements with the HES Vice President to pay the appropriate monthly premium in advance each month.

When the employee is able to return to work, please inform the HES Vice President at least one week's advance written notice. The employee must include a doctor's certificate stating that they are medically able to return to their normal duties.

## **FAMILY AND MEDICAL LEAVE POLICY**

---

### **A. GENERAL PROVISIONS**

---

It is the policy of HES to grant up to 12 weeks (26 weeks if caring for a service member) of family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). HES provides for a total of 12 weeks of unpaid leave, depending on the circumstances and as specified in this policy. The FMLA and its regulations will be used as the guidelines for family and medical leave under this policy.

Employees who require a longer leave than is provided or who do not meet the eligibility requirements under this Family and Medical Leave Policy, may be eligible for leave if they are a qualified person with a disability, request a leave as a reasonable accommodation of their disability, and HES is able to provide such leave as a reasonable accommodation after evaluating the request, provided that any request for extended disability leave will be denied if it imposes an undue hardship on HES.

### **B. ELIGIBILITY**

---

In order to qualify to take family and medical leave under this policy, the employee must meet all the following conditions:

1. The employee must have worked for the employer at least 12 months or 52 weeks. The twelve months or 52 weeks, need not have been consecutive. HES will measure the 12-month period by a "rolling" 12-month period measured backward from the date an employee used any FMLA leave. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
2. The employee must have worked at least 1250 hours during the 12-month period immediately before the date when the leave would begin.
3. The employee must work in an office or work site where 50 or more employees are employed within 75 miles of that office or work site.

### **C. TYPE OF LEAVE COVERED**

---

In order to qualify for FMLA leave under this policy, the employee must be taking the leave for one of the reasons listed below:

1. The birth of a child and in order to care for that child;
2. The placement of a child for adoption or foster care;
3. To care for a spouse, child, or parent with a serious health condition; or
4. The serious health condition (described below) of the employee;
5. To care for a covered service member who is the spouse, son, daughter, parent or next of kin of the employee.

An employee may take a leave because of serious health condition that makes the employee unable to perform the functions of the employee's position, as provided by the FMLA and its regulations.

Serious health condition means an illness, injury, impairment, or physical or mental condition that involves:

1. Any period of incapacity or treatment connected with or consequent to in-patient care in a hospital; or
2. Any period of incapacity requiring absence from work, school, or other regular daily activities, of more than 3 calendar days, or any subsequent treatment or period of incapacity relating to the same condition.
  - a. Treatment 2 or more times by a health care provider, by a nurse or physician's assistant under the direct supervision of a health care provider or by a provider of health care service under orders of, or on referral by, a health care provider; or
  - b. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
3. Any period of incapacity or treatment for the incapacity due to a chronic serious health condition which:
  - a. Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under the direct supervision of a health care provider;
  - b. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
  - c. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy).
4. Any period of incapacity due to pregnancy or for prenatal care.
5. A period of incapacity, which is permanent or long term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider.
6. Any period of absence to receive multiple treatments (and recovery) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity for more than 3 calendar days in the absence of medical intervention or treatment.
7. The term "serious injury or illness," in the case of a service member of the United States Armed Forces, including a member of the United States National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the

United States Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

- a. The service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Employees with questions about what illnesses are covered under this FMLA Policy or under HES' sick leave policy are encouraged to consult with the Human Resources (HR) Department via email at [hr@hesedu.com](mailto:hr@hesedu.com).

HES may require an employee to provide a doctor's certification of the serious health condition. The certification process is outlined in Section H. Employees are also required to provide certification of their fitness to return to work.

If an employee takes a leave for a condition that progresses into a serious health condition or develops a condition that is a serious condition, HES may designate all or some portion of related sick leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

An eligible employee can take up to 12 weeks (26 weeks if caring for a service member) of leave under this policy during any 12-month period. HES will measure the 12-month period by a "rolling" 12-month period measured backward from the date an employee used any FMLA leave.

A husband and wife who are eligible for leave under this policy and are employed by the same covered employer are permitted to take only a combined total of 12 weeks (26 weeks if caring for a service member) of leave during any 12-month period if the leave is taken:

- For the birth of a son or daughter or to care for the child after birth;
- For placement of a son or daughter for adoption or foster care, or to care for the child after placement; or
- To care for a parent (but not a parent-in-law) with a serious health condition;
- To care for a covered service member who is the spouse, son, daughter, parent or next of kin of the employee.

Each time an employee takes leave, HES will compute the amount of leave the employee has taken under this policy and subtract it from the 12 weeks (or 26 weeks if applicable) of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

#### D. EMPLOYEE STATUS & BENEFITS DURING LEAVE

While an employee is on leave, HES will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition or reasons beyond the employee's control, HES will require the employee to reimburse HES the amount it paid for the employee's health insurance premium during the leave period.

Under current HES policy, the employee pays a portion of the health care premium. If an employee is on paid leave, HES will continue to deduct the employee's portion of the premium. If an employee is on unpaid leave, the employee must make arrangements with the HES Vice President for payment of the employee's portion of the health care premium.

If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. In the event that a payment is not received, HES will mail a notice of late payment to the employee 15 days before the date that the coverage is dropped, advising that coverage will be dropped on a specific date at least 15 days after the date of the letter.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave if any. While the employee is on unpaid leave, the employee must continue to make those payments in the same manner prescribed in the paragraph above, along with the health care payments. If the employee does not continue these payments, HES may discontinue coverage during the leave period, or will recover the payments at the end of the leave period, in a manner consistent with the law.

#### E. EMPLOYEE STATUS AFTER LEAVE

An employee who takes leave under this policy will be able to return to the same position when leave commenced, or to an equivalent position as provided by the FMLA and its regulations. The equivalent position will have the same pay, benefits and working conditions, including privileges, prerequisites, and status.

Under certain circumstances, HES may deny restoration if:

1. The employee would not otherwise have been employed at the time reinstatement is requested;
2. The employee is no longer qualified for the position because of the employee's inability to attend a necessary course or renew a license as a result of the leave, despite being given a reasonable opportunity to fulfill those conditions upon return to work;
3. The employee is unable to perform the essential functions of the job due to a physical or mental condition, including the continuation of a serious health condition with or without a reasonable accommodation;
4. The employee is a "key employee" and the restoration of the employee would result in substantial and grievous economic injury to the company.

(The term "key employee" refers to any salary eligible employee who is among the highest paid 10 percent of all employees within 75 miles.)

#### F. SUBSTITUTED PAID LEAVE

If the employee is eligible for paid leave, that paid leave will be substituted against and run concurrent with part or all of the approved 12-week family and/or medical leave. The type of paid leave that will be substituted during an approved 12-week FMLA leave will depend upon the reason for the family or medical leave.

An employee who is taking leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave as a substitute during an approved FMLA leave.

An employee taking leave for the birth of a child must use paid sick leave for physical recovery following childbirth. Pregnancy, disability, or other leave taken under HES' temporary disability plan or workers' compensation leave is considered paid sick leave for purposes of FMLA substitution. The employee must then use all paid vacation, personal or family leave, as a substitute during an approved FMLA leave for the remainder of the 12 weeks.

HES will run any period of leave due to a worker's compensation injury concurrent with an employee's available FMLA leave.

#### G. INTERMITTENT LEAVE OR A REDUCED WORK SCHEDULE

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over a year), or under certain circumstances, may use the leave to reduce the workweek or work day, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 weeks over a 12-month period.

HES may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced leave schedule.

For the birth, adoption, or foster care of a child, HES and the employee must mutually agree to the schedule before the employee may take leave intermittently or work a reduced hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

HES may require certification of the medical necessity, discussed in Section H.

An employee on an approved intermittent FMLA leave for unanticipated absences from work must follow the HES call-in procedure for any absence. HES may deny an intermittent FMLA leave day for failure to follow the procedure.

#### H. CERTIFICATION OF THE SERIOUS HEALTH CONDITION

HES will ask for medical certification of the serious health condition. The employee must respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification should be provided by using the Medical Certification Form available from Human Resources.



Certification of the serious health condition shall include: the date when the condition began, its expected duration, and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.

HES has the right to ask for a second opinion if it has reason to doubt the certification. HES will pay for the employee to get a certification from a second doctor, whom HES will select, and who is not an HES employee. HES will also reimburse the employee or family member for any reasonable "out-of-pocket" travel expenses incurred to obtain the second and third medical opinions.

If necessary to resolve a conflict between the original certification and the second opinion, HES will require the opinion of a third doctor. HES and the employee will jointly select the third doctor, and HES will pay for the opinion. This third opinion will be considered final.

## **I. PROCEDURE FOR REQUESTING LEAVE**

---

Except where leave is not foreseeable, all employees requesting leave under this policy should submit the request in writing to the HES Vice President.

When an employee plans to take leave under this policy, the employee must give HES 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to HES' operations.

If an employee fails to provide 30 days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date HES receives notice.

While on leave, employees are requested to report periodically to HES regarding the status of the medical condition and their intent to return to work. If the employee does not return at the end of the leave period, the employee's notification of his/her intent not to return will be the COBRA qualifying event.

HES may request re-certification as provided in the FMLA regulations, and may require the employee to provide from his/her health care provider, a fitness-for-duty certification.

## **GENERAL BENEFITS/INSURANCE INFORMATION, AND REQUIREMENTS**

---

Eligible employees may participate in HES' medical, dental, life, AFLAC and/or disability insurance plans subject to the plans' enrollment requirements and procedures.

Full-time employees are eligible for benefits based on their employment contract on the first day of the next month after completing 30 days of employment according to their contract agreement provided the employment contract is for at least two (2) months.

The open enrollment period will be designated by the insurance companies and/or HES. Adding new members to existing coverage can only be accepted during the open enrollment period of the plan as

designated by HES or within 30 days of a qualifying life event. Examples of qualifying events include the following: marriage, child birth, adoption, and loss of coverage is required). If an employee or spouse loses coverage with a different health insurance company, they would have 30 days to enroll provided they have proof of loss of coverage. The employee is required to submit proper documentation of the qualifying event.

After the open enrollment period has closed, all requests for enrollment based on a qualifying life event must be reported to [benefits@hesedu.com](mailto:benefits@hesedu.com) within 30 days of the event or 60 days in the event of a divorce. In addition, if an employee or his or her dependent loses eligibility for coverage under Medicaid or the Children's Health Insurance Program (CHIP) or becomes eligible for a premium assistance subsidy under Medicaid or CHIP, the employee may be able to enroll in the plan or add dependent coverage during the plan year. The employee's request for enrollment must be made within 60 days of the loss of Medicaid or CHIP coverage or the determination of eligibility for a premium assistance subsidy, and must be submitted in writing to [benefits@hesedu.com](mailto:benefits@hesedu.com).

Should the employee decide to reduce their coverage or remove members from their plan, they may not re-enroll the members until the next open enrollment period.

Information and enrollment forms may be obtained from the HES Vice President.

Employees intending to enroll in the program should make the appropriate elections in Kronos, and if necessary fill out applicable enrollment forms before the designated deadline. which is typically at least 2 weeks prior to eligibility in order for program to be effective on the first day of eligibility. The actual effective date of the policy may be based on the effective date designated by the insurance company.

Employees are required to access their Kronos account and either enroll or decline in the benefits of their choice. If they do not log in and decline by the specified deadline this will be considered an automatic decline, and the benefits will be processed as a default decline in the Kronos system.

The employee portion of insurance cost will be prorated based on the payroll calendar. The employee is responsible for paying for their portion of insurance cost through payroll deductions.

Upon termination of employment, benefits coverage will end on the last day of the month in which employment termination occurred. Please note that the actual termination effective date of the policy may be based on the effective date designated by the insurance company.

In addition, upon termination of employment, employees may be entitled to continuation or conversion of the group medical and dental insurance plan in accordance with the terms of the policy and/or applicable state or federal law. For more information, contact the HES Vice President.

HES reserves the right to modify or cancel all benefits plans at any time. HES will keep employees informed of plan changes.

## **MEDICAL INSURANCE**

---

Eligible employees may participate in our medical insurance plan subject to the insurance plan's enrollment requirements. and procedures. For more details, eligibility and requirements see section "General Benefits/Insurance Information and Requirements." The medical insurance includes prescription drug coverage and vision coverage.

Full-time employees are eligible for benefits based on their employment contract on the first day of the next month after completing 30 days of employment according to their contract agreement provided that the employment contract is for at least two (2) months.

To assist the employee with the cost of this insurance, HES pays a portion of the medical insurance contract depending on the employment contract agreement. The employee is responsible for paying the balance through payroll deductions.

Eligible exempt full-time employees can enroll in the plan(s) designated by the employer. HES will pay percentage of the medical insurance cost (as described in the plan) and the employee is responsible for paying the balance of the medical insurance cost through payroll deduction. Non-exempt employees are not eligible to enroll in this plan.

Eligible hourly employees working at least thirty (30) hours per week can enroll in the designated health insurance plan. To assist the employee with the cost of this insurance, HES pays a portion of the medical insurance contract depending on the contract agreement, and the employee is responsible for paying the balance through payroll deductions.

Some restrictions and benefit maximums may apply. Be sure to carefully review the specific details of this program in the plan. Detailed documents of the plan and eligibility requirements may be obtained from the HES Vice President. The plan description controls in the event of a conflict regarding this benefit.

Upon termination of employment, the employee may be entitled to continuation or conversion of the group medical insurance plan in accordance with the terms of the policy and/or applicable state or federal law. For more information, contact the HES Vice President.

HES reserves the right to modify or cancel all benefits plans at any time. HES will keep the employee informed of plan changes

## **DENTAL INSURANCE**

---

Eligible employees may participate in our dental insurance plan, subject to the plan's enrollment requirements. For more details regarding eligibility and requirements see section "General Benefits/Insurance Information and Requirements."

Full-time employees are eligible for benefits based on their employment contract on the first day of the next month after completing 30 days of employment according to their contract agreement provided that the employment contract is for at least two (2) months.

Eligible exempt full-time employees can enroll in plan(s) designated by the employer. HES will pay a percentage of the dental insurance cost and the employee is responsible for paying the balance (as described in the plan) of the dental insurance cost through payroll deduction. Non-exempt employees are not eligible to enroll in this plan.

Eligible hourly employees working at least thirty (30) hours per week can enroll in the designated Dental Plan. The employee is responsible for paying 100% of the dental insurance cost through payroll deductions.

Some restrictions and benefit maximums may apply. Be sure to carefully review the specific details of this program in the plan. Detailed documents of the plan and eligibility requirements may be obtained from the HES Vice President. The plan description controls in the event of a conflict regarding this benefit.

Upon termination of employment, the employee may be entitled to continuation or conversion of the group dental insurance plan in accordance with the terms of the policy and/or applicable state or federal law. For more information, contact the HES Vice President.

## **LIFE / DISABILITY INSURANCE**

---

Eligible employees may participate in our voluntary Life/Disability insurance plan, which is subject to the plan's enrollment requirements and procedures. For more details, eligibility and requirements see section "General Benefits/Insurance Information and Requirements."

Full-time employees are eligible for the plan based on their employment contract on the first day of the next month after completing 30 days of employment according to their contract agreement provided that the employment contract is for at least two (2) months.

Eligible employees working at least thirty (30) hours per week can enroll in the voluntary life, AD&D life, short-term disability, and/or long-term disability insurance plans. The employee is responsible for paying the life/disability insurance cost through payroll deduction.

Some restrictions and benefit maximums may apply. Be sure to carefully review the specific details of this program in the plan. Detailed documents of the plan and eligibility requirements may be obtained from the HES Vice President, the benefits administrator. The plan description controls in the event of a conflict regarding this benefit.

Upon termination of employment, the employee may be entitled to continuation or conversion of the voluntary group life insurance plan in accordance with the terms of the policy and/or applicable state and federal law. For more information, contact the HES Vice President, the benefits administrator. Please note that the actual termination effective date of the policy may be based on the effective date designated by the insurance company.

## **AFLAC**

---

Eligible employees may participate in HES' AFLAC insurance plan, which is subject to the plan's enrollment requirements and procedures. For more details, eligibility and requirements see section "General Benefits/Insurance Information and Requirements."

Full-time employees are eligible for the program based on their employment contract on the first day of the next month after completing 30 days of employment according to their contract agreement provided that the employment contract is for at least two (2) months.

Eligible employees working at least thirty (30) hours per week can enroll in the AFLAC's Personal Accident Indemnity, Cancer Indemnity, Specified Health Indemnity, Personal Sickness, or any other plans designated by the employer. The employee is responsible for paying the AFLAC insurance cost through payroll deduction.

Some restrictions and benefit maximums may apply. Be sure to carefully review the specific details of this program in the plan. A booklet containing the details of the plan and eligibility requirements may be obtained from the HES Vice President. The plan description controls in the event of a conflict regarding this benefit.

Upon termination of employment, the employee may be entitled to continuation or conversion of the AFLAC insurance plan in accordance with the terms of the policy. For more information, contact the HES Vice President.

## **SECTION 125 PLAN**

---

HES offers a pretax contribution option for employees. This employee benefit is known as a Section 125 plan.

A Section 125 plan is a benefit plan that allows employees to make contributions toward premiums for medical insurance, dental insurance and vision care insurance on a "before-tax," rather than an "after-tax" basis. This means premium contributions are deducted from gross pay before income taxes and social security are calculated. The employee's gross pay is reduced by an amount equal to their contributions for eligible elected plans.

Thirty days (30) before the new plan year, employees will be offered the opportunity to change their benefit election. If the employee does not complete and return a new election form at that time, the employee will be treated as having elected to continue their coverage on the same basis (before-tax or after-tax) that was currently in effect. Employees may withdraw participation from the plan only at the end of the plan year.

The HES Vice President or HES President may modify this agreement, if necessary, in order to satisfy the provisions of the Internal Revenue Code.

## **BENEFIT CHANGES AND OPEN ENROLLMENT**

---

Employees cannot make any changes to their medical, dental, AFLAC, & life/disability plan coverage until the next open enrollment date, unless within 30 days of a qualifying event. Examples of qualifying events include family status changes or if employees become eligible for a special enrollment period due to a loss of coverage. Family status changes include marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of employee's spouse. Employee must inform HES of qualifying events within no later than 30 days. A change in election due to a change in family status is effective the next pay period. More information regarding the special enrollment rules can be found in the Summary Plan Description for the Welfare Benefits Plan.

## **CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)**

---

### **\*VERY IMPORTANT NOTICE\***

Federal law requires that most employers sponsoring health plans offer employees and their families the opportunity for a temporary extension of health coverage at group rates in certain instances where

coverage under the plan would otherwise end. This notice is intended to inform the employee of their rights and obligations under the continuation coverage provision of the law. Both the employee and their spouse, if applicable, should read this notice carefully.

If you are an employee of the company and covered by the plan, you have a right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part). If you choose to continue coverage, you will be required to pay a monthly premium, which will be indicated to you before you make your decision.

The spouse of an employee covered by the plan, has the right to choose continuation coverage for their self if group health coverage is lost under the plan for any of the following 4 reasons:

1. The death of the employee's spouse;
2. A termination of the employee spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment;
3. Divorce or legal separation from the employee's spouse; or
4. The employee's spouse becomes eligible for Medicare.

In the case of a dependent child of an employee covered by the plan, including a child who is born or placed with the employee for adoption during a period of COBRA coverage, they have the right to continue coverage if group health coverage under the plan is lost for any of the following 5 reasons:

1. The death of an employee's parent;
2. The termination of a parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with the Company;
3. Parent's divorce or legal separation;
4. The employee's parent becomes eligible for Medicare; or
5. The dependent ceases to be a "dependent child" under the plan.

Each employee or family member has the responsibility to inform the HES Vice President in writing (via email at [hr@hesedu.com](mailto:hr@hesedu.com) or mail) of a divorce, legal separation, or child losing dependent status under the plan. When HES is notified one of these events happened, the Company will notify the employee of their right to choose continuation coverage. Under the law, the employee has at least 60 days from the date the qualifying event occurs to inform the Company that the employee wants continuation coverage.

If the employee does not choose continuation coverage, the employee's group health insurance coverage will end.

If the employee chooses continuation coverage, the Company is required to give the employee coverage, which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. The law requires the employee be afforded opportunity to maintain continuation coverage for 3 years unless the employee lost group health coverage because of termination of employment or reduction in hours. In that case, the required continuation coverage period is 18 months. If the employee lost group health coverage because of termination of employment or reduction in hours and the employee is determined to be disabled as defined by the Social Security Act at the time of the termination of employment or reduction in hours,

or at any time during the first 60 days of COBRA coverage, the continuation coverage period is 29 months. However, the law also provides that the employee's continuation coverage may be cut short for any of the following reasons:

1. If the Company no longer provides group health coverage to any of its employees;
2. If the premium for the employee's continuation coverage is not paid;
3. If the employee becomes covered under another group health plan which does not contain any exclusions or limitations with respect to any pre-existing condition the employee may have;
4. If the employee becomes eligible for Medicare;
5. The employee extends coverage for up to 29 months due to disability and there has been a final determination that the employee is no longer disabled;
6. If the employee was divorced from a covered employee and subsequently remarry and is covered under the employee's new spouse's group health plan.

This notice is provided as a matter of information only. It does not and is not intended to create any contractual, legal or other rights. Rather, the employee's rights are only as expressly set forth in the plan and in federal and state law. The Company reserves the right to amend and/or change the plan as permitted by the terms of the plan.

In addition, a subsequent qualifying event and an initial qualifying event can extend the period of coverage for qualified beneficiaries.

For further information about this law, contact Human Resources.

## **SOCIAL SECURITY BENEFITS**

---

HES also contributes to your Social Security benefits. These benefits include retirement income, survivor benefits and Medicare. Questions about Social Security benefits should be directed to your local Social Security office.

## **SOCIAL SECURITY NUMBER PRIVACY POLICY**

---

HES' policy is to protect the confidentiality of social security numbers obtained in the ordinary course of company business from employees, vendors, contractors, customers or others in compliance with Michigan's Social Security Number Privacy Act. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a social security number that HES obtains or possesses except in accordance with the act and this privacy policy.

Social security numbers may be collected only where required by federal and state law or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy. Legitimate reasons for collecting a social security number include, but are not limited to:

- Pre-employment background check.
- Verifying employee's eligibility for employment.
- Tax, or new hire reporting or for enrollment in employee benefit plans.
- **Public Display:** No more than four sequential digits of a social security number shall be placed on identification cards, badges, time cards, bulletin boards, permits, licenses or any other materials or documents designed for public display. Documents, materials or computer screens that display



more than four sequential digits of a social security number shall be kept out of public view at all times.

- **Account Numbers:** No more than four sequential digits of a social security number shall be used as a primary account number for an individual.
- **Computer Transmission:** No more than four sequential digits of a social security number shall be used or transmitted on the Internet or on a computer system or network unless the connection is secure or the transmission is encrypted.
- **Mailed Documents:** Documents containing more than four sequential digits of a social security number shall only be sent in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits or requires that a social security number appear in the document. Documents containing more than four sequential digits of a social security number that are sent through the mail shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.
- **Storage:** All documents containing more than four social security numbers shall be stored in a physically secure manner. More than four social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.
- **Access to Social Security Numbers:** Only personnel who have legitimate business reasons to know will have access to records containing social security numbers. Personnel using records containing social security numbers must take appropriate steps to secure such records when not in immediate use.
- **Disposal:** Documents containing more than four social security numbers will be retained in accordance with the requirements of state and federal laws. At such time as documents containing more than four social security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the social security numbers, such as shredding.
- **Unauthorized Use or Disclosure of Social Security Numbers:** HES shall take reasonable measures to enforce this privacy policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses or discloses more than four social security numbers for unlawful purposes or contrary to the requirements of this privacy policy shall be subject to discipline up to and including termination of employment.

Please be advised that from time to time, HES will be required to report personnel information to the authorizers, auditors and/or other local, state and/or federal entities or agencies as required by law. HES is also required to report personnel data using the Registry of Educational Personnel (REP). The REP is designed to collect basic employment elements relating to school personnel, such as certification, degrees held, school and grade/ subject assignments, length of service and salary. The REP contains information about all school personnel involved with the education of students in Michigan. Personnel data must be submitted via the Internet twice a year, in December and at the end of year (EOY). December data is issued primarily by the Michigan Department of Education (MDE) to conduct its annual teacher audit. EOY data is used to produce numerous federal reports. Data compiled via the REP will be used to meet the requirements of the federal "Every Student Succeeds Act (ESSA)" and the Michigan Department of Education accreditation initiative, Education YES! Additionally, data for all



educational personnel are necessary to complete reports required by the office for Civil Rights and the National Center for Education Statistics.

HES (and the Academies it services) will comply with all state, federal, and authorizer reporting requirements for personnel information based on the “Budget and Salary/Compensation Transparency Reporting” requirements and/or any further changes in the law without further notice to the employees.

For more information about this policy, please contact the Human Resources Department.

---

## **UNEMPLOYMENT BENEFITS**

Unemployment compensation contributions are paid by HES in accordance with state requirements. Further information may be obtained through the Michigan Unemployment Insurance Agency website at [www.michigan.gov/uia](http://www.michigan.gov/uia).

---

## **WORKERS' COMPENSATION**

On the job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to the employee. If the employee is injured on the job, no matter how slightly, report the incident immediately to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. HES requests your assistance in alerting management to any condition which could lead to or contribute to an employee accident

---

## **401(k) RETIREMENT PLAN**

HES provides eligible employees with a 401(k) Retirement plan, which is an excellent means of long-term savings for your retirement. HES' contribution, if any, is determined by HES on an annual basis.

As a participant in the plan, the employee should receive a copy of the Summary Plan Description. This document contains the details of the plan including eligibility and benefit provisions. In the event of any conflict in the description of the plan, the official plan documents, which are available for your review, shall govern. If the employee has any questions regarding this plan, they should contact the plan administrator.

Employees must be employed for a period of six months to qualify for the 401(k) Retirement plan and are eligible to enroll with the elective deferrals beginning the first payroll cycle of the following month. More information can be obtained from the HR department.

---

## **BONUS PLAN**

Although HES does not plan to offer bonuses, it may be possible for employees to receive bonuses from time to time. These are based on individual merit, budgetary considerations, and any other factor deemed significant by HES. The decision whether or not to grant bonuses and bonus amount is at the sole discretion of the HES President.

## STAFF MONETARY INCENTIVE (SMI)

---

### I. Types of Awards

#### 1. Exceptional Student Achievement Award:

Awards will be based on the listed standardized assessments and exceptional student achievement and/or growth as indicated below:

Item	Standardized Assessment	Qualification: (Tentative, subject to change)
A	NWEA	Elementary: Achievement of overall growth across all subjects with at least 60%, 65%, 70%, 75%, 80% or above
		Secondary: Achievement of overall growth across all scheduled classes, subjects and sections with at least 60%, 65%, 70%, 75% 80% or above
B	PSAT	Achievement of overall growth in reading/writing, and/or math across all scheduled classes, subjects and sections with at least 55%, 60%, 65%, 70%, 75%, 80% or above
C	SAT	Achievement of overall growth in reading/writing, and/or math across all scheduled classes, subjects and sections with at least 55%, 60%, 65%, 70%, 75%, 80% or above
D	AP	Number of students passing the AP exam in addition to meeting the established minimum class roster threshold
E	Electives or Other Classes Standardized Assessment (Must be pre-approved by the Principal, Superintendent & HES President)	Not Available - TBD
F	Music SLOs (Grades 6-12)	70% of students will achieve a proficiency score of 80% or better (Final determination rating: Excellent 24-30 points) by the second assessment.
G	Other (TBD)	Not Available - TBD

#### 2. Retention Award:

Item	Retention	Qualification
A	Returning Teacher/ Interventionist Teacher	<u>All</u> of the following criteria must be met for staff to receive a retention bonus: 1. All Teachers and Interventionist Teachers whose

	Retention Bonus	<p>most recent start date was on or before August 31, 2017.</p> <ol style="list-style-type: none"> <li>Contract Job title must be Teacher and/or Interventionist Teacher throughout qualifying employment period.</li> <li>Remained continually employed, and were offered a contract, accepted, and worked through at least November 1, 2019, of the 2019-20 contract year and are actively employed at the time the bonus payment is made.</li> </ol>
--	-----------------	---

### **3. Years of Service Award:**

Item	Years of Service	Qualification
A	5 years	Based on date of hire for all employees. For rehires, all active service counts excluding interrupted service time
B	10 years	
C	15 years	
D	20 years	

### **4. Outstanding Attendance Award:**

Item	Attendance	Qualification
A	Outstanding Attendance	<ul style="list-style-type: none"> <li>Maximum of 9 hours of absence during the entire school year including partial and full day occurrences</li> <li>Newly hired employee must be employed for a minimum of at least six months and must be still employed by the end of the school year</li> </ul>

### **5. Above and Beyond Service Award:**

For staff activity that reflects exceptional performance which has a direct impact on student achievement, teaching and learning based on one's own performance.

Item	Type of Service	Qualification: Activity must meet the following criteria:
A	<b>Exceptional Program Support</b> Examples: Program Development, Curriculum development, standardized assessment development,	<ol style="list-style-type: none"> <li>Be performed with the knowledge and consent of the school Principal, Superintendent and HES President</li> <li>Provides exceptional service which is above and</li> </ol>

	exceptional self-Lead professional development, self-lead efforts to ensuring 100% school-wide compliance, etc.	beyond the employee's job requirements 3. Be performed on a voluntary basis
B	<b>School Committees, school clubs, and/or student activities</b> – Must have served on at least three school committees and have gone above and beyond to make a difference	
C	<b>Community Service:</b> Putting in additional volunteer hours above and beyond anything else.	

## II. Awards Terms

### 1. Eligibility for all Awards:

Item	Employee Qualifications	HES Staff who do not qualify/ Excluded from the Award (Not applicable for Service & Attendance Awards)
A	<ol style="list-style-type: none"> <li>The HES staff member must be employed full time (35 hours or more)</li> <li>Must have successfully completed End of Year Performance Evaluation</li> <li>Must be employed by HES for a minimum of six months in the same role</li> <li>Must be employed by HES through the end of the school year or contract (whichever is later) and been offered and accepted a contract to return for the 2019-20 school year</li> <li>The employee must be actively employed at the time of bonus payout to receive the award. If the employee is no longer employed as of the date of bonus payout, the employee will not qualify for SMI.</li> <li>All staff members including: Administrators, Teachers and Interventionists, Substitutes and Paraprofessionals, Instructional Support Staff, Ancillary Staff, Counselors, Social</li> </ol>	<ol style="list-style-type: none"> <li>SMI Review Committee (SMIRC) members</li> <li>Non-employees (contractors)</li> <li>Exited Staff (must be employed through the end of the school year or contract, whichever is later)</li> <li>Principals</li> <li>HES executive members</li> <li>Nominations by Colleagues or others, other than those stated in II.2, Award Terms</li> </ol>

	Workers, Food Service, Central Office Staff, Administrative Assistants, Bus Drivers, Hall Monitors and Maintenance Staff, Library Staff, Nursing Staff, and Technology Staff.	
--	---	--

## 2. Award Application and Nominations:

Item	Application	Nomination By:
A	<ol style="list-style-type: none"> <li>1. Application must be received by no later than 5 PM on June 30<sup>th</sup> of the school year.</li> <li>2. Application must be submitted in the form of an email to the attention of the Human Resources Compliance Administrator, at <a href="mailto:SMI@hesedu.com">SMI@hesedu.com</a></li> <li>3. Application must include employee full name, position/title, academy assigned to, specific grade level(s), subject(s) of assignment, department, and the type of award(s) for which the employee is applying</li> <li>4. Application must include supporting documentation</li> </ol>	<ol style="list-style-type: none"> <li>1. Self</li> <li>2. Immediate Supervisor</li> <li>3. Principal</li> <li>4. SMIRC</li> <li>5. HES President</li> </ol>

## 3. Acceptable Documentation:

All documentation must be provided electronically via email or USB by no later than the deadline, June 30<sup>th</sup> of the school year. Acceptable documentation and/or artifacts must be included as part of the application as below:

Item	Documentation
1.	Evidence of pre-approval of activity where applicable per the terms of the award for which the applicant is applying
2.	Data analysis of student achievement and student progress on standardized tests
3.	Relative award certificates during the same school year (prior years will not be accepted)
4.	Communication and/or meeting minutes or binders that represent the extracurricular involvement/engagement, attendance, activities, etc.
5.	Schedules that demonstrate exceptional and productive "Above and Beyond" the regular work hours
6.	Attendance and/or service record by the HR office
7.	EOY Performance Evaluation (Check with supervisor if it was submitted and <b>submit a</b>

	copy)
8.	Principal recommendation will be obtained by SMIRC directly
9.	Any other meaningful and relative information that supports the SMI application and meeting the requirements

#### 4. **Additional Terms:**

Item	Additional Terms
1.	Evaluation of requests/awards will be reviewed and approved by the SMI Committee
2.	All activities must be in compliance with all school policies and procedures
3.	The SMIRC may request to review various artifacts to substantiate SMI applications not generally submitted by applicants including but not limited to performance documentation, Rubicon, McRel, student discipline referral data, adherence to essentials agreement, feedback/assessment from supervisors and other stakeholders to substantiate applications. Inconsistent data artifacts could result in the applicant being disqualified from receiving the SMI award. The SMIRC reserves the right to establish minimum class roster thresholds based upon the data used to establish student achievement.
4.	The SMIRC may decide to award substitutes, interventionists, and tutorial staff with awards for student achievement if it could be substantiated they contributed significantly to data and achievement results as reviewed by the committee.
5.	Employees cannot have had any written disciplinary action(s) within the school year of application.
6.	All employees who have applied to the SMI will have their applications reviewed by the SMIRC to ensure they have met all requirements including adhering to supporting and observing the Four HES Pillars, HES Operations and Procedures Manual (OPM), SMI requirements and terms, have served the best interest and needs of the students and have been in compliance with all school policies and procedures.
7.	The awards will be limited to the top exceptional performers.
8.	Monetary awards/payments will be made in a form of a lump sum payment. Additional payments for awards will be paid out separately subject to the qualifications of all terms of such award. The employee must be actively employed at the time of bonus payout to receive the award. If the employee is no longer employed as of the date of bonus payout, the employee will not qualify for SMI.
9.	Results will be released on the first day for all staff at the beginning of the new school year.
10.	The monetary incentive payments will be paid in the form of a bonus will not count towards the benefits program such as medical or any other benefits but will be subject to taxes as in the case of any other income.
11.	Awardees are responsible for any taxes that are imposed by the local, state, and/or the IRS.

12.	The SMI is a voluntary incentive program by HES, is not guaranteed, and is subject to funding availability, qualification by the Review Committee, and final recommendations.
13.	Multiple awards may be issued to individual applicants if he/she meets the qualification terms and requirements.
14.	The amount of award will be determined based on the total budget, total number of qualified applicants for each type of award, type of award, and the percent that is allocated to the type of award.
15.	Budgeted awards will cover the total awarded amounts and expenses including taxes and miscellaneous fees. Any unused SMI budget will not be carried over to the next school year.
16.	The SMI budget is determined annually at the sole discretion of the HES President.
17.	Each year's budget may differ from the previous years. THE SMI award may be cancelled at any time.
18.	SMI Committee reserves the right to consider exceptional circumstances for award consideration.
19.	SMI terms may be subject to further modification upon advisement of HES legal counsel, compliance regulations, SMI Committee or HES President as may be deemed necessary.

## 5. 2018-19 SMI Review Committee (SMIRC) Members:

No.	SMI Review Committee Members	Position
1.	Ms. Zahraa Almaarej	Human Resources Compliance Administrator
2.	Ms. Wanda Hammoud	Director of Talent Acquisition
3.	Dr. Michael Lance	Director of Data Analysis
4.	Mrs. Nawal Hamadeh	Superintendent & HES President

## 6. 2018-19 Budget

- Applications will be identified by the SMIRC as either qualified or non-qualified.
- The total budget and award ratios or percentages are not guaranteed and are subject to change at any time depends on the HES budget and at the discretion of the SMIRC.
- The SMI awards may be issued in the form of payroll checks depends on the total amount of each award.
- Awards that are at \$200 or less may be issued in the form of a gift card at the discretion of the SMIRC.

Item	Award Type	Qualified (Yes)	Not Qualified (NO)	Award %	Total Award Amount (Tentative)
------	------------	-----------------	--------------------	---------	--------------------------------

1.	<b>Exceptional Student Achievement</b>			<b>40%</b>	<b>\$80,000</b>
2.	<b>Retention</b>			<b>35%</b>	<b>\$70,000</b>
3.	<b>Years of Service</b>			<b>7.5%</b>	<b>\$15,000</b>
4.	<b>Attendance</b>			<b>5%</b>	<b>\$10,000</b>
5.	<b>Above and Beyond</b> a. Program Development b. School Committees c. Community Service			<b>13%</b>	<b>\$25,000</b>

**Disclaimer:** Hamadeh Educational Services (HES) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, HES complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. HES expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

## PROFESSIONAL DEVELOPMENT

HES believes in supporting the individual growth of our employees.

The HES President or HES Vice President, the Director of Improvement & Accountability or the academy Principal schedules the annual professional education that is appropriate to your level of experience.

HES, on its own or through an Academy, pays for all professional education in-services required by HES, including any in-service required by any Academy. Failure to complete the obligations of your employment contract may result in the employee being required to reimburse HES for applicable training costs as mentioned in the employee's employment agreement/contract. HES (or any Academy) will not pay for any professional education courses that are required by the state to maintain or keep certification or to fulfill state requirements. Employees will be required to complete and maintain an accurate and up-to-date professional learning opportunity log tracking all professional development opportunities, including any that are offered by the Academy to which the employee is assigned. The employee's plan must be approved by their immediate supervisor and be in alignment with the Academy's school improvement plan. The employee's professional learning opportunity log will be collected by supervisors throughout the school year and may be used to evaluate the employee's performance and professional learning experiences at the Academy.

HES has partnered with the University of Phoenix to facilitate offerings of college credit for some of the professional development provided at the Academy or HES. To learn more about this opportunity visit [www.phoenix.edu/hamadeheducationservices](http://www.phoenix.edu/hamadeheducationservices).

All professional learning opportunity sessions that will be paid for must first be pre-approved in writing by the Academy principal, HES President, and/or Superintendent and HES President.

Every effort will be made to schedule professional learning opportunity sessions during scheduled school days. At times when it is not possible to schedule sessions during school days, if and when necessary, professional learning opportunity sessions may need to be scheduled after school hours, on weekends, or during scheduled school days off upon which time, full-time exempt employees may be required to attend such sessions at no additional compensation.



## PROFESSIONAL LEARNING EXPERIENCES

---

HES encourages employees to attend conferences/ workshops that are related to the employee's job and help to improve employee performance, resulting in improving student achievement. All conference/workshops may be approved if deemed beneficial to the employee. Prior written approval from the HES Vice President, or President will be required before any arrangements can be made for travel and attendance. Professional learning experiences must be consistent with your individual professional learning opportunity plan and/or an Academy's school improvement plan.

## MENTORING

---

HES implemented a mentoring program in compliance with the Michigan Department of Education guidelines and recommendations. For the purpose of the mentoring program a beginning teacher is defined as any certified teacher in their first three years of certified classroom teaching in the State of Michigan. A mentor teacher is a certified teacher who has completed at least three full years of certified classroom teaching in the State of Michigan.

All beginning Teachers will be:

- Required to meet a minimum of 30 hours of applicable Professional Development per year during Induction period;
- Assigned a mentor teacher to receive coaching on the field of teaching as well as design and meet an Individual Professional Growth Plan;
- Collaborating with their mentor teacher and school administration to focus on professional growth and the development of skills in the classroom;
- Reflecting on observations and feedback by their mentor teacher, and implement necessary changes to maximize teaching effect on student achievement.

## STATE CONTINUING EDUCATION CLOCK HOURS (SCECHs)

---

### [SCECH Program Overview](#)

***HES is approved for one of its academies from the Michigan Department of Education to provide professional development that count towards State Continuing Education Clock Hours (SCECHs).***

### **Traditional Professional Development:**

- Conferences
- Non-Conference Meetings/Workshops

### **Non-Traditional Professional Development:**

You ***must*** contact the Director of Improvement and Accountability who is the SCECH facilitator to obtain complete description, qualification requirements, instructions, and rules prior to starting these assignments to receive SCECHs for the following. Credit can *only* be earned by filing the appropriate documentation with the Director of Improvement and Accountability within 30 days after the assignment is complete.

The following qualify for SCECHs:

- Mentoring a new teacher at the academy

- Supervising a college student during their student teaching experience
- Supervising a college student during their pre-teaching experience
- Mentoring a new administrator or principal at the academy
- Serving on a P.A. 25 School Improvement Team Serving on a School Committee

For more information about the SCECH program, please contact the Director of Improvement and Accountability or visit MDE's website at the following link:

[https://www.michigan.gov/mde/0,4615,7-140-5683\\_14795\\_83468-457786--,00.html](https://www.michigan.gov/mde/0,4615,7-140-5683_14795_83468-457786--,00.html)

## **ON THE JOB**

---

### **CONFIDENTIALITY OF STUDENT AND PARENT MATTERS**

---

The law requires each employee maintain the highest degree of confidentiality when handling student and parent affairs. The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of students' education records. Under FERPA, most information about our students cannot be made public without the express consent of parents/guardians.

In order to maintain privacy and follow the law, no employee shall disclose student or parent information to outsiders, including other staff members or third parties and members of one's own family.

Questions concerning student and parent confidentiality may be addressed to your supervisor.

### **DISCUSSIONS WITH STUDENTS AND PARENTS**

---

When working on an assignment with students and parents, the employee may be asked to offer specific suggestions or comments regarding their practices or the student's development.

It is strongly encouraged that recommendations be shared with supervisors prior to sharing with parents and students.

### **CARE OF ACADEMY RECORDS**

---

Because HES employees are assigned to provide services to an Academy it is of crucial importance to understand the role an employee has in the educational experience offered by the Academy of assignment. The impression that students and parents have of the Academy is based, in part, on how we care for their records. If we are careless with their files and records, students and parents may conclude we have the same attitude toward our technical work. As professionals, we must respect the confidence we are entrusted and ensure Academy files are handled with care.

To ensure compliance with FERPA, teachers may request to review a student's record for assessing a student's needs and making educational decisions and to do so must submit a written request to the principal. The request must specify date of request, name and grade of the student, when the record is needed, length of the period the record is needed, the purpose of requesting the records, and the teacher's signature. After reviewing the student's record, teachers must return the material back to the files. Material must be returned in the same condition or better than when the employee received it. Viewing students' records may only be done in the main attendance office.

## BOOK INVENTORY

---

Student textbooks are the property of the Public School Academy to which the staff member is assigned. Textbook distribution and collection is the responsibility of teachers in coordination with administration. At the beginning of the school year, teachers must keep complete and thorough records of textbook distribution, collection, and purchases. A School Textbook Inventory Form must be completed by each teacher for each textbook. After its completion, a copy of the form must be returned to the Coordinator of Curriculum and Instruction or the Academy principal to keep until the end of the school year. At the end of the school year, teachers will reuse their original forms upon collection of textbooks from students. Condition of the textbook must be noted on the form per each student. The teacher is responsible for keeping the form up to date especially when new students are admitted during the school year.

## BOOK SUPPLIES

---

Teachers are responsible for informing the Curriculum Coordinator or the principal of any books, textbooks, or resource material that are needed during the school year. To prevent shortage of supplies, teachers must submit a request form or requisition order form at least one month ahead of time or at the beginning of the school year.

Under no circumstances will outside requests for Academy material be fulfilled unless prior written permission is received from the President.

Staff members are expected to properly supervise and monitor the use of books, supplies and resources (staff's and students'). Staff will be charged the cost of books, resources or supplies if damage or loss is the result of staff negligence, with the employee's written authorization, and in accordance with state and federal wage and hour laws.

Inventory labeling may not be removed, covered or edited in any manner.

## MONITORING STUDENTS

---

Teachers have a legal responsibility for their students while they are in their custody. **Teachers may not leave students unattended under any circumstances.** Teachers are expected to greet their students in the morning and begin their supervisory responsibility at their scheduled work times or assignment until the last student has left for the class or day during dismissal. Teachers are also responsible for students' supervision during all recesses, study halls and dismissal periods. At times, when parents volunteer to monitor students, especially at recess, at least one certified staff member will need to be present to ensure proper supervision. Students' dismissal will be supervised by teachers to ensure their safety.

Additionally, any employee responsible for supervising students at any level, may not leave them unattended. This includes the athletic coaches, assistant coaches, and/or supervisors as well as administrators who are scheduled to attend to the student's supervision.

## STUDENT SUPERVISION AND WELFARE

---

All employees are required to maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish

and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty.

The principal must maintain and enforce the following standards and report any deviation from such standards to the HES President:

- Each employee must immediately report to the principal and the principal must report to the HES Vice President and/Superintendent any accident, safety hazard, or other potentially harmful condition or situation (s).
- Each employee must immediately report to the principal and the principal must report to the HES Vice President and/HES President any knowledge of threats or violence by students.
- Never send students on personal errands.
- Do not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco.
- Any sexual or other inappropriate conduct with a student by any employee will subject the offender to potential criminal prosecution and disciplinary action up to and including termination of employment.
- If a student approaches an employee to seek advice or to ask questions regarding sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the Academy or community who specialize in assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances may a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor may such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.
- Employees may not transport students in a private vehicle without approval of the principal.
- A student may not be required to perform work or services detrimental to their health.
- Employees may only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, Instagram, Snapchat, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the principal and when such communication is authorized by the students' parents/ legal guardians in writing.

- Employees are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, Instagram, Snapchat, Skype, blogs, etc., unless such transmission has been approved by the principal as a part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance to school policies.
- Since most information concerning a child in school, other than directory information, is confidential under federal and state laws, including FERPA, any employee who shares confidential information with another person not authorized to receive the information may be subject to further discipline as may be determined by the principal or HES President and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the state and school policies, each employee shall report to the proper legal authorities, immediately, any sign of suspected child abuse or neglect and must promptly notify the principal and Superintendent.

### CHILDREN'S PROTECTIVE SERVICES AND THE MICHIGAN ONLINE REPORTING SYSTEM FOR MANDATED REPORTERS

All persons who work in a public education setting are mandated reporters. Mandated reporters are required under Child Protection Law to report suspected child abuse and/or neglect. The Michigan Department of Health and Human Services (MDHHS) has developed the Michigan Online Reporting System for mandated reporters to submit complaints of suspected child abuse and neglect to assist with this requirement. MDHHS created the Michigan Online Reporting System for mandated reporters to submit non-emergency complaints of suspected child abuse and neglect. The benefits of submitting a complaint via the Michigan Online Reporting System include:

- Submit a complaint 24/7 from anywhere with internet access
- Save the reporter information so future reports are more quickly completed
- Avoid phone wait time
- Upload photos and documents with the complaint
- Save in-progress complaints and resume later
- View recently submitted complaints
- Receive an automatic email receipt that the complaint was received
- Skip completing the DHS-3200

When submitting a complaint through the Michigan Online Reporting System, be sure to provide all the complaint information as thoroughly as possible to allow Centralized Intake to fully assess the situation. For cases which require an emergency response, please collaborate with your building Principal to contact 911 and then the Centralized Intake Hotline at 855-444-3911 instead of using the Michigan Online Reporting System to submit a complaint. The Centralized Intake phone hotline will also remain available and fully staffed for those who prefer to call in their report. However, when calling a complaint into the hotline, MDHHS still requires a written report (DHS-3200) within 72 hours of the call.

Find more information regarding the Michigan Online Reporting System at [www.michigan.gov/mandatedreporter](http://www.michigan.gov/mandatedreporter).

## STUDENT DISMISSAL POLICY

---

Student dismissal during school hours must be authorized by the Main Office with the principal's or building director's approval. Parents who come into the classrooms to pick up their children earlier than dismissal time should be directed to the Main Office. The Main Office will request dismissal of a student either in person or in writing by a memo. At times, there may be exceptional cases when parents are authorized to pick-up their children from the classroom. In this case, a note authorizing the student's release will be sent to the teacher with the parent. The note will have the date, student's name, name of the person who is authorized to pick-up the child, and signature of the office personnel who is authorizing the dismissal of the student.

## GRADUATION CEREMONIES

---

Earning the status of "valedictorian" and/or "salutarian" is an honorable achievement and, must be treated as such. Students must demonstrate honorable mention and accomplishment consistent with the HES Four Pillars. The selection of valedictorian and salutarian will be the responsibility of Academy Principal.

The valedictorian designation shall be the student who has the highest cumulative grade point average in grades 9 – 12 and the salutarian shall be the student with the next highest cumulative grade point average.

Any disciplinary issue dealing with academic honesty and/or major discipline issues that involve Out of School Suspension for more than two days will automatically disqualify a student even if they hold the highest GPA.

To qualify a student must have been enrolled at the Academy for two consecutive school years at time of graduation. All grades earned in all subjects, both required and elective, shall count in determining the final average. In the instance of a tie, students will be awarded a designation as co-valedictorian or co-salutarian.

Graduation Speech: Speaking at the graduation ceremony is voluntary and a privilege for students, a valedictorian and/or salutarian for the graduating class. The Academy principal and/or Superintendent make the final determination if the valedictorian and/or salutarian may speak at the graduation ceremony. The student speech must be submitted to the administration at least 48 hours prior to the graduation ceremony and must be preapproved in writing by the principal or Superintendent. Any deviation from a pre-approved speech at the graduation will automatically disqualify the student from attending the ceremony and will result with consequences and disciplinary action according to the Board policies. The student will immediately be removed by the administration and/or local government authority, investigation of the incident, and legal action may be pursued by the academy to remedy the damages. Possible consequences may include any or a combination of the following consequences at the discretion of the principal and/or Superintendent:

- 1) Prohibit the student from graduating from school.

- 2) Withholding of the diploma.
- 3) Public written Apology.
- 4) A letter of censure will be placed in the student school file to reflect that the student violated the school code of conduct along with the graduation contract based on her/his actions at the Academy commencement ceremony.

## **PARENT RELATIONS POLICY**

---

### **COMMUNICATION WITH PARENTS**

---

Parents are key stakeholders in any Academy to which HES provides services. Proper communication with parents is very important to the success of an Academy's educational mission. Staff members are responsible for keeping the channels of communication with parents open. Frequent communication with parents throughout the school year is necessary. Staff members are required to keep a log of all communication with parents. This log is required as part of the semi-annual and annual evaluation. When parents are kept well informed about the child's progress in the class, parents become very grateful for the teacher's concerns and therefore, become more involved in their children's education. Also, notifications provide the teachers with opportunities to gain the parent's cooperation and support. Parents should be asked to reinforce good school attitudes with the child at home, to talk with their children about school, and continuously encourage them.

When addressing your concerns to parents, always be specific about homework that has not been completed, neglected class work, and poor test scores. Also, provide parents with positive notes or remarks about their children when possible. Teachers should use a progress report form to communicate this information to parents. Teachers must keep a copy of this Progress Report for record.

During the school year, several means of communication will be used. Teachers should attempt to use every communication avenue in the best interest of the child.

Communication by phone or conferencing: Mandatory when there are areas of concern,

Parent-Teacher Conferences: Mandatory Attendance as scheduled in the school calendar,

Personal Visits to Students Homes: Optional for K-12 as deemed necessary with parent's permission and prior notification to the principal is required. Home visits are required for Prek students as may be scheduled by the Early Childhood Specialist at the beginning and the end of the school year.

Progress Reports: Mandatory and must be sent by middle of each marking period to parents of all students with a "C" average or less or with areas of concern such as discipline.

Report Cards: Mandatory at the end of each marking period. Every teacher must make every effort to meet or speak with all parents to discuss their child's progress and report card at least once per marking period.

Student Assignment Books or Logs: Mandatory weekly or monthly as applicable.

Tests and Assignments: It is recommended that tests created by teacher be signed by parents after evaluation; this is an optional and useful strategy for students. Standardized tests are mandatory for all students.

Weekly packages and Reports for Elementary Students: Mandatory.

Written messages: Mandatory when unable to reach parents or if signature is needed or for referrals.

Power Grade/ Power School/ Electronic Grade Books: Each marking period reflects formative and summative assessments for each unit and subject that are taught in alignment with the MI Common Core Curriculum and Grade Level Expectations and Standards. Only sections must be entered for parent/student preview via power school portal.

---

## **PARENT-TEACHER CONFERENCES**

---

Conferences are scheduled in November after the first marking period, in February after the second marking period and in May after the third marking period per the school calendar. Teacher Conferences are scheduled where possible by homeroom teachers to allow flexibility in dates and times. This will improve meeting attendance and ease scheduling of secondary student/parent meetings as needed. These are the only scheduled conferences for the school year. However, a parent is always welcome to call the school to speak with the teacher and schedule an individual conference as needed. Parents are also welcome to contact the office to speak with the principal. Conference request slips must be sent home prior to the conference dates to provide parents opportunity to select a convenient time. However, due to complications in scheduling, it is not always possible to meet those requests, but every effort will be made to do so.

---

## **RECOMMENDING STUDENTS TO OTHER SCHOOLS**

---

It is against the policy of HES and the Academy to which any employee is assigned to recommend interested students of any school age and parents to other schools without the prior written authorization from the HES Vice President or Vice President.

HES President and Vice President are positioned as the HES representatives who are best able to help students and their parents determine whether attendance at another school is in that student's best interest. Accordingly, while HES and the Academy aim at collaborating to support students in completing recommendation letters so that they may apply to colleges, universities, and scholarships, it is important to note that it is against policy to recommend in any form for students to attend other similar programs as the Academy's for high school completion or school attendance without prior written authorization from the HES Vice President, and/or HES President. Examples of such prohibited recommendations include, but are not limited, to college preparation programs, virtual high schools, advanced or gifted programs, or any other K-12 school programs which are not colleges. Unauthorized recommendations may not be made or issued in any form whether expressed via verbally, in writing, gesture, or any other mean of communication that may lead the student(s) or parent(s) to leaving the academy or losing interest in any of the HES academies. A student's enrollment at schools or programs that have high school program(s) that offer college credit and are advertising to draw students from other high schools to theirs may not be in the student's best interest, and such programs may be competitive with HES and an Academy's programs and as such, may constitute a conflict of interest. Completion of recommendation forms, recommendation letters, or suggestions for students to leave or not enroll at the HES academy without the prior written authorization from the HES Vice President, and/or HES President is considered a violation of the employment policies and may be subject to serious consequences including law suit, financial liability and/or an immediate termination from employment.



All inquiries pertaining to such programs that come to the employee's attention must be referred to the Central Office, the HES President for further direction.

## **ATTENDANCE AND PUNCTUALITY**

---

Attendance and punctuality are important factors for the employee's success within the Academy. We work as a team and this requires each person to be in the right place at the right time.

If the employee is going to be late for work or absent, notify your immediate supervisor before the start of your workday. Notification must be by phone call. Text messages are not an acceptable form of notification.

Personal issues requiring time away from your work, such as doctor appointments or other matters, should be scheduled during non-work hours if possible.

The below is the process followed for unexcused unscheduled absences or tardiness that demonstrate excessive disregard for attendance and punctuality.

1. 4 Unexcused Unscheduled Absences within a 90 Day Period = Verbal Warning
2. 7 Unexcused Unscheduled Absences within a 90 Day Period = 1<sup>st</sup> Written Warning
3. 10 Unexcused Unscheduled Absences within a 6-month period = 2<sup>nd</sup> Written Warning and Subject to Discharge

HES and the Academy require all teachers and paraprofessionals to submit a substitute packet for regularly taught classes for the Academy of assignment. Substitute packets must be submitted to the office by mid-September. It is the teacher's and paraprofessional's responsibility to keep those packets updated.

Requests for absences that require a substitute must be submitted to your supervisor at least one week before leave day except in documented emergencies.

If the employee is absent for three days without notifying HES through the notification procedure, it is assumed the employee has voluntarily abandoned her/his position with HES, and will be removed from the payroll.

Absences for covered qualifying reasons under the Michigan Paid Medical Leave Act will not be counted as unexcused absences and will be treated as an excused leave of absence up to the maximum allowed under the act (40 Hours) with acceptable documentation.

Documentation may be requested by the employee's supervisor or Human Resources Department to support same day absence, absence requested without notice, or consecutive days' absence.

## **SPECIAL SERVICES**

---

**M-STEP/MME/ACT/SAT/TERRANOVA/SCANTRON/WIDA/DRA/NWEA and/or other Standardized Testing.**

HES, through its services to any Academy, aims to constantly evaluate the programs and students' performance to plan improvements, design programs, and to meet students' needs. The M-STEP

ASSESSMENT is required by the State of Michigan Board of Education and it will be administered around the Spring for grades 3-9. WIDA testing is administered for all new students annually in the fall and spring for purposes of providing support programs and/or services to students. Other standardized tests are administered during the school year mostly in the fall and spring. Scranton or the NWEA Testing is also administered twice a year to assist teachers in getting immediate feedback about students' performance. All homeroom teachers will administer standardized tests in their homerooms. Scranton tests are administered in the computer lab. A test schedule, test manual or training, and pre-test information will be provided by the principal to the teachers ahead of time to plan carefully and to better prepare our students for testing. All test procedures noted in the test manuals or the training must be adhered by. Teachers are responsible for reading test manuals and/or following training directions.

## **FIELD TRIPS**

---

Field trips can contribute greatly to the educational experience of students. Field trips that provide challenging experiences are encouraged. Students should be given opportunities to learn how to conduct themselves in a public vehicle, as an audience, and as part of the group. Whenever a group of students leaves the building, their security and safety must be ensured. To do so, the following trip procedure and policy applies to all teachers:

Teachers must become familiar with the FIELD TRIP GUIDE HANDBOOK (an electronic copy is on the school website) and comply with its policies, guidelines, and procedures. The following are brief guidelines which should be helpful (but are not inclusive) to teachers in planning their field trips. Teachers must submit a Field Trip Request Form to the instructional coach or department head and principal at least three weeks before the field trip date and after full information about the field trip is obtained.

The trip should be appropriate to the grade level curriculum, level of maturity of the students, and within a reasonable distance from the school;

The principal will return the request form within one week's time with the appropriate response regarding the field trip. Once approval has been received, the teacher must submit a request for "Field Trip Bus Use" form to the Dean of Students. After approval has been obtained from the office, teachers must complete a parent consent form (Field Trip Permission Slip) at least two weeks before the trip is scheduled;

No student may be permitted to go on the trip without return of a signed consent form. Each class going on a field trip must be accompanied by one adult for every ten students in the upper grades, and one adult for every five students in the lower grades.

Before departing the school an "Emergency Staff and Chaperone Contact Information Form" must be submitted to the principal.

When a field trip involves the academy students and staff, it is automatically considered a school field trip and therefore, it must follow all academy field trip policies and guidelines. Employees who fail to follow the field trip policies and procedures will be subject to further disciplinary action including the possible termination of employment.

Unauthorized visitors and/or staff who are no longer employed by HES may not be permitted to accompany the students on any of the field trips unless they are preapproved in writing by the Superintendent and HES President or HES Vice President.

## **WORKWEEK**

---

Due to the nature of the services we provide, the employee's work schedule may vary depending on the job. Normal office hours at any Academy are 7:30 AM to 4:00 PM, Monday through Friday. The employee should check with their supervisor if they have questions about their hours of work. All administrators must work at least from 7:30 AM to 4:00 PM. Teachers hours during the regular school program for grades Pk-12 are 7:30 AM – 3:30 PM or until all his/her students are picked up by the guardians whichever is the latter Monday through Friday. The Support Center/Central Office hours are from 8:30 AM to 5:00 PM. At times, working late may be necessary to complete certain assignments..

Employees who are assigned to an Academy are required to participate in all Parent-Teacher Conferences and certain after-school activities, unless advised otherwise by the principal or the HES Vice President and/or HES President in writing. Any absence requests from a required Parent-Teacher Conference can only be approved by the HES Vice President and/or HES President.

## **MEAL TIME**

---

A 30 minute, unpaid meal break should be taken each day. The employee's supervisor is responsible for approving the scheduling of this meal break time.

Staff members are relieved of duties and may leave during their scheduled time. However, staff must punch out in the Kronos system upon leaving and punch-in upon returning to the building.

Should the need require the employee to leave the work location beyond her/his unpaid meal time; written permission from their supervisor should be obtained and documented in KRONOS. The employee must then punch-out upon leaving, and punch-in upon returning to the building. Any leave from the building beyond the unpaid meal time will be considered an absence. Also, any unauthorized leave during work time will be considered as a voluntary resignation from the position with HES and the employee will be removed from the payroll.

## **WORK ASSIGNMENTS**

---

Work assignments will be distributed by the employee's supervisor. When possible, the employee will be advised of future assignments in advance, so he/she will have ample time to prepare.

Once the employee has begun an assignment they will report directly to their supervisor for all matters relating to its completion.

## **UNAUTHORIZED ASSIGNMENT OF STAFF**

---

Staff job descriptions are issued by the HES Human Resources Department. Assignments according to job descriptions are disseminated to staff members upon hire, job reassignment or promotion. When a new staff member is hired, the principal, assistant principal, and the supervisor at the assigned building are informed of the staff qualifications, job description and job title of the vacancy for which that staff

member has been hired to fill. Each opening is based off a preapproved hiring recommendation and hiring requisition.

Unauthorized assignment of a staff member to another position is prohibited.

When scheduling changes are required, a written request to change the staffing assignment will need to be submitted. Staffing assignment changes can only occur with the approval of the HES Vice President, and/or HES President. An updated schedule or schedules for the proposed change will need to be submitted with the request. Please review and ensure the following:

- The assignment of multiple staff members to one job opening in a classroom is prohibited.
- Assigning duties to a staff member that are outside the scope of their job description is prohibited even though the job description may indicate “may be assigned other duties as necessary.”
- No promise of assignment changes may be made to any staff member without prior written authorization.
- Teaching assignments may only be for full size classrooms. On rare occasions, the student count may drop to a small number in one classroom, particularly for high school electives. Only on such rare occasions, a teacher may be assigned to a small number of students if there is no other choice. Under no circumstance may a supervisor or principal assign instructional staff to a classroom course at any given session that has less than 7 students at a time. Assignment of a teaching course to less than 7 students in one classroom is also prohibited unless authorized in writing by the HES Vice President, and/or HES President.

Any such assignments is a violation. Staff members who are assigned without going through the proper process and authorization will not be compensated by HES. If and when compensation becomes obligatory upon HES for the unauthorized hires or assignments, the personnel who fail to follow the above hiring and assignment guidelines and procedures will be responsible for all compensation or cost incurred as a result of failure to comply with the above policies.

## **CONTACT WITH HES**

---

HES should know your location at all times during business hours. In addition, because you provide services to an assigned Academy, the Academy also needs to know your location. Your supervisor will keep a record of your assignments, and they should be notified of your whereabouts outside HES or Academy grounds during working hours.

## **ON THE JOB TRAINING**

---

Your supervisor is responsible for initiating all on the job training for employees within your department. This may include safety training, participation in off-site training and continuing education when necessary for job safety and work performance. Training will be conducted during regular working hours whenever possible. There will be times when training is provided after business hours. Employees will be paid in accordance with state and federal wage and hour laws.

The Academy will pay for any required training programs. Employees may be tested from time to time to evaluate the effectiveness of the training program.

Staff is expected to be actively involved in all training sessions and expect post-training evaluation either through survey or through implementation of skill on the job.

If employees have any questions regarding training, they should contact their supervisor.

## **STANDARDS OF CONDUCT**

---

Each employee has an obligation to observe and follow HES' policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or termination of employment. The appropriate disciplinary action imposed will be determined by HES. HES is not required to follow and does not guarantee that one form of action will necessarily precede another.

The following may result in disciplinary action, up to and including termination of employment:

- Unsatisfactory work performance;
- Insubordination (refusing to follow instructions);
- Theft, unauthorized removal of property, or misappropriating HES or Academy funds;
- Fighting;
- Violating Substance Abuse Policy;
- Leaving HES property without permission;
- Violation of the MDE Code of Educational Ethics or Code of Conduct
- Harassment on the basis of Prohibited Behavior as defined in this Manual;
- Gambling;
- Profanity in the presence of students;
- Dishonesty;
- Unproductive Behavior;
- Violation of the HES Social Media/Networking Guidelines;
- Unsatisfactory attendance or excessive tardiness;
- Immoral or indecent conduct;
- Inappropriate or unnecessary touching;
- Causing hazardous or unsafe working conditions;
- Possessing weapons on HES or on Academy premises or during working hours;
- Falsification of company records including personnel and time and attendance records;
- Interfering with the job performance of fellow employees or visitors;
- Horseplay, scuffling, running or throwing material or other objects;
- Absence without notification or permission within an acceptable amount of time;
- Loafing, sleeping on the job, neglect or failure to perform assigned duties;
- Damaging, destroying, or misusing property and equipment belonging to HES or its employees and/or the Academies;
- Leaving work before the end of the assigned schedule without permission;
- Violating the no-solicitation policy;
- Threatening, intimidating, coercing, or interfering with employees;
- Improper recording of time on your timesheet or having another employee complete your timesheet;

- Refusing to work overtime, or working overtime without permission;
- Smoking on school premises and at school sponsored events;
- Improper dress attire;
- Conducting personal business unrelated to HES or the Academy during working hours and/or on property;
- Using specialized HES or Academy equipment without proper training and/or authorization;
- Failing to be at the assigned place at starting time, after rest periods, and after lunch;
- Leaving the assigned work station prior to the scheduled time when students are not in need of adult supervision or when the task is completed/fulfilled;
- Discourteous driving when entering or leaving HES or Academy parking lot;
- Defacing HES or Academy property;
- Engaging in other employment without prior approval by HES or during a medical leave or personal leave;
- Any action which threatens the safe or efficient operation of HES or any of its affiliated Academies;
- Failing to cooperate in an investigation of an offense;
- Failure to maintain a safe workplace;
- Failing to punch out when leaving premises at lunch break;
- Unauthorized use of HES or Academy telephone;
- Personal conduct which is obnoxious or abusive of other employees including gossip, rumors, and/or statements of a defamatory nature;
- Parking in unauthorized area;
- Failing to keep work area clean;
- Unauthorized entry into the building during non-working hours;
- Wasting time;
- Excessive cell phone use, including texting, for personal needs during work time;
- Posting, removing, or tampering with notices on HES or Academy bulletin boards;
- Violating safety policies;
- Leaving students unattended/unsupervised or creating an unsafe environment
- Violating HES' absentee policy;
- Possessing books, magazines, or posters on HES or Academy property which contain nudity or sexually explicit material;
- Using, removing, or disclosing employee lists or confidential information of any nature without prior written authorization from HES or the Academy;
- Inappropriate conduct directed toward others during working time.
- Sharing personal passwords with another staff or non-staff individuals.

These examples are not all inclusive. We emphasize that termination of employment decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our employment at will policy. The foregoing policy is not intended to prohibit employees from discussing workplace issues that affect the terms and conditions of employment, or any other protected activity under Section 7 of the NLRA.

## **STUDENT AND PARENT PUBLIC RELATIONS**

The reputation of each Academy serviced by HES is built on excellent service and quality work. To maintain this reputation requires active participation of every one of our employees.

The opinions and attitudes students and parents have toward their Academy may be determined for a long period of time by the actions of one of our employees. It is sometimes easy to take students and parents for granted, but when we do, we run the risk of losing not only those students and parents, but their associates, friends or family who may also be students and parents or prospective students and parents.

Each employee must be sensitive to the importance of providing courteous treatment in all working relationships.

## **SOLICITATION AND DISTRIBUTION**

---

In order to avoid unnecessary annoyances and interruptions from your work, solicitation of any kind on school premises during work time is prohibited.

Employees are not allowed to solicit other employees during working time. In the interest of maintaining clean and orderly facilities, distributing literature in working areas during working time is prohibited.

Soliciting or distribution of literature by non-employees on these premises is prohibited at all times.

HES is often approached by businesses asking us to post or distribute their fliers to our stakeholders, etc. HES is not a marketing company and therefore, HES or any of the Academies will not advertise for anyone unless specifically directed by the HES President and when there is a mutual agreement, partnership and understanding on expectations and legal terms.

HES employees may not under any circumstances keep, post and/or distribute fliers or any type of communication for any company without the written authorization from the HES President. This policy includes postings on the school bulletin boards. The bulletin boards are for the Academy and HES business use only. No parents, staff, vendors, or any other party, may post promotional materials on the bulletin boards. The employee's employment is with HES and not with any other company and therefore employees may not assist other companies in promoting their businesses on HES and Academies grounds or via any of the HES or any of the Academies' communication tools or stakeholders.

Employees may not engage in the promotion of their own business, other businesses or organizations, and/or any other products or services as this is a conflict of interest and is an in direct violation of the HES employment policies; examples include but not limited to the sale of Avon Products, candy fundraising, book clubs, athletic programs, community organizations, etc. Violation of this policy will have serious consequences that may affect the continued employment of the employee engaging in such activities that are not in compliance with this Solicitation and Distribution Policy.

## **CHANGES IN PERSONAL DATA**

---

To aid the employee and/or their family in matters of personal emergency, HES need to maintain updated information.

Changes in name, address, telephone number, marital status, emergency contacts, number of dependents or changes in next of kin and/or beneficiaries should be reported to the HR department promptly using the appropriate action in the Employee Self Service System in the Kronos System.

## **PROTECTING ACADEMY INFORMATION**

---

Protecting HES' and the Academy's information, including all student information, is the responsibility of every employee, and we all share a common interest in making sure it is not improperly or accidentally disclosed. Do not discuss HES and the Academy's confidential business with anyone who does not work for HES and in accordance with the confidentiality clause stated in your employment contract.

All telephone calls regarding a current or former employee's position/compensation with the Academy must be forwarded to the Human Resources (HR) Department via email at [hr@hesedu.com](mailto:hr@hesedu.com).

Neither HES' nor the Academy's address may be used for the receipt of personal mail or email.

## **RETURN OF PROPERTY**

---

Employees are responsible for items issued to them by the employer or the school, or in their possession or control. Employees must return all property immediately upon request or separation of employment from HES, or at the end of the school year.

## **CONFLICT OF INTEREST/CODE OF ETHICS/CODE OF CONDUCT**

---

HES' reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other employees. This reputation also reflects on each of the Academies to which we provide services. Therefore, employees must never use their positions with HES or assignment with an Academy, for private gain, advancement of personal relationships or interests nor to obtain favors or benefits for themselves, their families or any other individuals, corporations or business entities.

HES adheres to the highest legal and ethical standards applicable in our business. HES' business is conducted in the strict observance of both the letter and spirit of all applicable laws and the integrity of each employee is of utmost importance. Following this standard also reflects well on the Academies serviced by HES.

Employees of HES shall conduct their personal affairs in such a way that their duties and responsibilities to HES are not jeopardized and/or legal questions do not arise with respect to their association or work with any assigned Academy.

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 employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees of HES, and agents of HES/or the Academy must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, HES and/or the Academy may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.



Violations of the HES or Academy written code of conduct, this policy or the HES or Academy policies could result in disciplinary action up to and including written reprimand, suspension and/or termination depending on the severity of the violation.

## **BUILDING USE**

---

Each school facility is open for full-time students and all staff members Monday through Friday. Office hours are 7:30 AM to 4:00 PM. Also, the school facility will be made available for community activities on weekends. Custodial services will be provided after school hours.

Each Academy Support Center/Central Office is open for all staff Monday through Friday by appointment only. Office hours are 8:30 AM – 5:00 PM. The Academy Support Center/Central Office and school building(s) may not be used for personal purposes of any kind and/or at any time.

The school administration tries its best to maintain a safe environment for everyone. Sometimes HES may not be able to prevent certain unfortunate incidents that occur, such as theft or vandalism. All staff should take extra measures to prevent such incidents from occurring by taking good care of their personal belongings. If such unfortunate incidents do occur, the school will not be responsible for any losses that may be incurred other than what is provided in our building insurance policy.

Should an unfavorable incident occur, employees should report the incident immediately to the assistant principal or principal by filling out a written complaint.

If an employee wishes to use a school facility during the evening or weekend for planning or for class set up, they must coordinate the time and schedule with the HES Vice President, and/or President. Permission for using the facility after school is needed before the building may be used.

In addition, employees may not use any facility and its equipment for personal use. This includes the gym and weight equipment. HES, and any of the Academies it services, are not be responsible or liable for any injury or damages as a result of any unauthorized use and/or violation of this policy.

Unauthorized use of the facilities or equipment is subject to further disciplinary action including termination of the employee from their employment.

## **CARE OF EQUIPMENT**

---

Employees are expected to demonstrate proper care when using HES or assigned Academy property and equipment. No property may be removed from the premises without proper authorization from the Chief Technology Officer. If employees lose, break or damage any property, they must report it to their supervisor immediately.

An employee who is found negligent in using school equipment may be held responsible for the cost of replacement of such equipment. Any access codes that have been issued for equipment may not be shared with others be it staff, students, Parents, volunteers, visitors, or anyone else. The use of an assigned Academy or HES copiers, printers, laminating machines, faxes and/or other equipment is limited strictly for school use. Proper care and conservative effort must be taken when printing and/or copying to prevent paper waste, unnecessary printing and/or damage to equipment. Excessive printing for more than one ream at a time requires written authorization from the principal and/or supervisor. If

and when the employee has large printing jobs, they will need to obtain prior approval from their supervisor with at least 2 days' notice. All requests for approval must be made in writing.

## CARE OF BUILDING

---

Employees are expected to demonstrate proper care when using classrooms, offices, hallways or any parts of the school or office building where they are assigned. If the employee notices any damage in the building they are assigned, they must report it to the Building Manager immediately to ensure proper and timely remediation and a safe environment for all at all times.

An employee who is found negligent in using the school/office building or Academy property may be held responsible for the cost of damage to the building as a result of improper use and/or handling.

Duct tape, transparent tape, or abrasive adhesives are not permitted on the walls, windows or board. Check with the Building Manager regarding what may be used to post student work and/or classroom materials.

## ACADEMY MONEY HANDLING GUIDELINES & AGREEMENT

---

In providing services to the Academies employees may be involved in monetary transactions on behalf of the Academy or HES. Money transactions of the Hamadeh Educational Services (HES) or any of its Academies in the form of checks, cash or credit from fundraising, donations, sales or reimbursements must be handled as follows throughout the process of collection to submittal and/or depositing:

1. Only authorized personnel or individuals may handle Cash Transactions in the form of Cash, Check, or Credit.
2. The authorization of personnel/individual to handle Cash Transactions in the form of Cash, Check, or Credit may only be issued by the Chief Financial Officer, HES Vice President, and/or HES President.
3. At the beginning of each school year, each Building Principal must identify administrators ("The Principal's Designee") who will handle the collection of monies from the various pre-approved school events/functions and their delivery to the Accounting Department located at Central District Office/Support Center at 6919 N. Waverly St., Dearborn Heights, MI 48127 per the following money handling guidelines.
4. The authorized personnel/individuals must document in an Excel database the following: **his/her name, position, date of the report, name or title of the activity** that took place for collecting the funds (Ex: Vending Machines, Pizza Sale, Book Sale, field trip, Parent Teacher Council (PTC), property damage reimbursement, uniforms, etc.), **source of the funds** (specific student, parent, vending machine, etc.), **exact amount**, the **goal or how it is to be expensed** if a goal was already set, **responsible party** (who will collect the funds), and **to which authorized personnel the money will be submitted**. A template will be provided to the authorized personnel/individuals in the beginning of each school along with the agreement.
5. The Excel database **must** be provided to the Accounting Department ([ap@hesedu.com](mailto:ap@hesedu.com)) for any exchange or handling of monies being brought to the Central District Office/Support Center. **ALL Fundraising activities must be authorized by the Principal and submitted to the Chief Financial Officer, the HES President or designee (HES Vice President) for final approval.**
6. Food Services may submit reports and databases generated by Power School to document any money transactions for the Department. The Power School Reports must be detailed and must include at the minimum the student names, grades, student numbers, transaction amounts, and

dates of the transactions. An original receipt must be issued for any money collected at \$10 and over. The receipt must be issued by the end of the school day in which the money was collected if not immediately upon collection of the money.

7. Once a fundraising activity has been approved by the Principal and the Superintendent or Designee, the authorized personnel/individual may expense the funds collected following the following procedure: The expenses must be aligned with the goal of the activity as authorized by the Principal & Superintendent or Designee.

Original receipts for all expenses must be kept and submitted to the Principal's Designee at the building on a weekly basis.

The authorized personnel/ individuals must submit a complete detailed database of the expenses using the Expense Report (found under forms and documents @ <http://www.hesedu.com/staff/login/>) to the Principal's Designee, **cc:** the Principal, the Accounting Department ([ap@hesedu.com](mailto:ap@hesedu.com)) and the Superintendent. Any and all funds not expended must be submitted to the Principal's Designee, on a weekly basis following the money handling guidelines set forth in this document.

8. For uniform sales; the authorized personnel/ individuals must printout and e-mail the Accounting Department ([ap@hesedu.com](mailto:ap@hesedu.com)) **cc:** Chief Financial Officer and the Superintendent or designee a detailed report from [www.squareup.com](http://www.squareup.com) for each submittal of monies transaction to the Central District Office/Support Center. The detailed report from [www.squareup.com](http://www.squareup.com) must be kept on file at the Academy, and must be submitted for internal or external audit at any time it is requested in writing only by the Chief Financial Officer, Superintendent or designee. The authorized personnel/individuals must issue a copy of a Uniform Order Receipt generated on [www.squareup.com](http://www.squareup.com) to the parent/guardian for their records.
9. The authorized personnel/individuals must issue an original receipt for all individual amounts that are collected at \$10 each and over. This applies to the person receiving the money for the transaction and the authorized personnel who is collecting the money upon reporting and submittal of the transactions to the Chief Financial Officer, Superintendent or Designee.
10. The authorized personnel/individuals must keep on file a receipt book and submit it for internal or external audit at any time it is requested by the Chief Financial Officer, Superintendent or designee
11. The receipt must indicate the Academy name, where the activity took place, the receipt number, the date the money was received; the type of transaction (Cash/check), the name of the person the money was received from, the amount in number format and word format, a signature of the recipient, and reference what the amount was for.
12. For those activities that generate funds less frequently (under \$1000), funds must be submitted by the authorized personnel/individuals on weekly basis to the Principal's Designee. If cumulative funds reach \$1000 or more they must be submitted **within 24 hours** and on a daily basis to the Central Office. Funds must always be safeguarded in a lockable container or safe and placed in an area not accessible to others unless authorized by the Chief Financial Officer, Superintendent and/or designee. The party who is collecting the funds must submit the following:
  - a. A complete detailed database of the transactions to the Principal's Designee and **cc:** Principal, Accounting ([ap@hesedu.com](mailto:ap@hesedu.com)) and/or the Chief Financial Officer, Superintendent or designee.
  - b. The authorized personnel/individuals must promptly submit all collected monies to the Principal's Designee as noted above.
  - c. All submittals by the authorized personnel/individuals must be **prescheduled** with Accounting ([ap@hesedu.com](mailto:ap@hesedu.com)) at least two business days in advance.

**Walk-ins and last minute appointments will not be accepted.**

- d. The Principal's designee must provide receipts upon receipt of the funds to the personnel/individuals who submit the funds. The Principal's designee must submit a copy of the receipt to the Accounting Department ([ap@hesedu.com](mailto:ap@hesedu.com)). The Principal's Designee must submit the collected funds to the Accounting Department consistent with the Money Handling Guidelines policy.
  - e. The Principal's Designee **must promptly** report to the Accounting Department at [ap@hesedu.com](mailto:ap@hesedu.com) and HES President any individual(s) handling and/or collecting money unauthorized.
  - f. Food Services and Athletic Department must submit the spreadsheets and monies directly to the Accounting Department ([ap@hesedu.com](mailto:ap@hesedu.com)) consistent with the Money Handling Guidelines policy listed within.
13. The authorized personnel/individuals must record all cash, checks and receipts on a daily basis using the Daily Cash Receipt form.
  14. Checks must be listed individually in a database and must be submitted weekly if not daily, but may not be kept on hand over one week.
  15. Cash receipts must be sorted and submitted to the Accounting Department as follows:
    - a. Dollar Coins, Quarters, Dimes, Nickels, Pennies, and sorted bills of \$1, \$5, \$10, \$20, \$50, \$100.
    - b. Coins must be wrapped.
  16. Lost funds that are the result of negligence by the staff who fails to report the transactions to the Accounting Department or who fails to safeguard the funds in a lockable container and place in area not accessible to unauthorized personnel will be the responsibility of the staff member in charge. The full lost amounts or the un-cashed checks amounts that have not been submitted on time will be deducted from the payroll of the responsible Employee/Contractor or Subcontractor member. Volunteers are responsible for reimbursing the academy for lost funds in full upon invoicing by the academy/entity.
  17. The Accounting Department must provide receipts upon receipt of the funds to the personnel/individuals who submit the funds from the Academy. Separate receipt books must be used for each academy. The Accounting Department must deposit the collected funds in the academy's checking account within seven business days, and submit an electronic receipt to HES President showing the funds have been deposited in the Academy's account. Documentation of the funds, expenditures and deposits by the accounting department must be consistent with MDE's GASB34 Accounting Manual/standards and guidelines.
  18. The designated templates must be used for transactions documentation and reporting.
  19. To be authorized to handle cash transactions, the Employee, contractor /subcontractor or volunteer must agree and adhere to the above Fund Handling Guidelines. All Employees must agree to adhere to the full terms and policies that are noted above and herewith and to:
    - Be responsible for handling the cash funds in form of cash, credit or checks.
    - Timely submit all collected cash funds according to the guidelines noted above.
    - A payroll deduction in the full amounts that are mishandled or lost will occur as a result of my negligence.
    - To reimburse the academy/entity the full amounts that are mishandled or lost as a result of my negligence.

By signing below, I certify that I have read and understood and will voluntarily knowingly abide by the above terms, policies and guidelines:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorization to handle academy/entity funds by:

\_\_\_\_\_ Date: \_\_\_\_\_  
HES President/Superintendent/Designee

## **FUNDRAISING ACTIVITIES**

---

All fundraising activities must receive prior written approval by the Principal, the Chief Financial Officer and the HES President or designee (HES Vice President) using the Fundraising Authorization Form that is available at the SC/CO prior to the fundraising activity's implementation. Once approved, the Fundraising Authorization Form must be submitted to Chief Financial Officer, HES Vice President, and/or HES President at least 10 days prior to the fundraising event.

As the schools consider fundraising events and raffles, be it for sports activities, Parent Teacher Committee (PTC) activities or any other type of activity, please note the Michigan Bureau of State Lottery, Charitable Gaming Division has recently notified all schools that regardless of what the event may be called, (drawing, 50/50, door prizes, etc.), a raffle is a form of gambling that must be licensed to be conducted legally.

It is critical employees do not conduct any raffle activity without first being approved by the Support Center/Central Office ("SC/CO") and obtaining a raffle license from the state. If it is necessary to conduct a raffle at your building, employees must notify the SC/CO at least 30 days ahead of time so that it may obtain a license for each specific event. Obtaining a raffle license legitimizes the event and relieves some of the burden on the school by involving charitable gaming as an objective party to assist in settling any dispute that may arise as a result of any raffle.

The licensing fee is determined as follows:

- If you intend to award prizes totaling greater than \$500 over the course of a day, a Large Raffle license is required. The fee for a Large Raffle license is \$50 per day.
- If you intend to award prizes totaling \$500 or less over the course of a day, a Small Raffle license may be obtained. The fee for a Small Raffle license is \$15 for 1-3 days, and \$5 for each additional day.
- Though we do not have a Booster Club, FYI, Booster Clubs that have not previously obtained a charitable gaming license must first complete the Qualification Process.

## **FUNDRAISING AUTHORIZATION FORM**

---

All fundraising activities must be approved by the principal, Chief Financial Officer and HES President or designee (HES Vice President) in writing prior to their implementation. Once approved, the Fundraising

Authorization Form must be submitted to the HES Vice President, or Chief Financial Officer and/or HES President at least 10 days prior to the fundraising event.

Please complete the Fundraising Authorization Form and return to the principal at least one month in advance.

Date of Request: \_\_\_\_\_ Date of Fundraising Activity: \_\_\_\_\_

Name of the Activity: \_\_\_\_\_

Place: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Volunteers needed? ☐ YES ☐ NO Number of volunteers: \_\_\_\_\_

Name & Position of sponsoring staff member: \_\_\_\_\_

Name of staff member collecting the money: \_\_\_\_\_  
(if different than sponsoring staff member)

Brief Description of the activity and how it will be conducted:

---

---

---

Purpose/Goal(s) of the activity and relationship to the Curriculum:

---

---

---

Signature of sponsoring staff member: \_\_\_\_\_ Date: \_\_\_\_\_

**(For Office Use Only)**

☐ Approved ☐ Not Approved

**Reason:** \_\_\_\_\_

**Disclaimer:** The fundraising approval is an approval of the fundraising activity ONLY, and does not imply approval of the activity and/or which the fundraised money will be used towards. Approval for activities and purchases must be processed in accordance with HES applicable policies.

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**HES President/ Designee**

\_\_\_\_\_  
Date

### **TRAVEL EXPENSE AND MILEAGE REIMBURSEMENT POLICY**

HES may reimburse employees for reasonable expenses incurred through pre-approved business travel or entertainment. Such pre-approval must be sought and obtained in writing from the HES Vice President, or HES President specifically and for specific expenses. All cash advances must be accounted for and expense original receipts are required.

To request pre-approval, staff must submit a travel Authorization form and purchase order for approval by HES Vice President, and/or HES President. The travel authorization form will detail all pre-approved expenses and reimbursements associated with the travel including lodging, transportation and meals.

The Business Office may not pay/reimburse staff for any travel expenses without having a pre-approved paid travel authorization form. When in doubt, the Business Office staff or who is processing the invoice is responsible for verifying the approval status with the HES Vice President.

The Business Office may not pay for travel expenses in an amount that is in excess to the amount approved on the Travel authorization form. Staff members must submit original receipts for all pre-approved travel expenses.

## MILEAGE REIMBURSEMENT

---

Employees may request mileage reimbursement when the employee uses personal vehicle for pre-approved business related travel, and when pre-approval for the mileage reimbursement claim is obtained in writing from The HES Vice President or HES President. Staff will be reimbursed according to the Internal Revenue Services (IRS) mileage reimbursement rate for the time period during which the travel occurred. The travel must be pre-authorized in writing by the HES Vice President or the HES President, in accordance with HES Staff Travel Authorization Policy as set forth in the Employee Handbook. All Mileage Reimbursement Requests must be submitted and handled according to the following guidelines:

- In order to be reimbursed for mileage, the employee must submit a HES Mileage Reimbursement Request.
- The Mileage Reimbursement Request must include the starting and ending address for each segment of the trip, and must be accompanied with a copy of the driving directions using the most direct travel route.
- If the travel starting or ending point for a given segment of the trip is the staff residence, HES will reimburse the staff for the total miles traveled in excess of the daily commute between home and work for that segment of the trip.
- The Mileage Reimbursement Request must be signed and approved by the supervisor. By signing the Mileage Reimbursement Request the supervisor assumes the responsibility of verifying that the travel is authorized and the report is accurate and complete.
- Incorrect/incomplete/inaccurate Mileage Reimbursement Requests may result in delayed or denial of reimbursement of expenses.
- Requests for mileage reimbursements must be submitted within 30 days of the travel date.
- An electronic copy of the Mileage Reimbursement Request must be submitted to the Accounting Department at AP@hesedu.com, and CC [hr@hesedu.com](mailto:hr@hesedu.com) . An original hard copy of the expense must be submitted to the Accounting Department via internal school mail.
- Staff will not receive mileage reimbursements for travel between any academy or between an academy and Central Office unless such reimbursement is pre-authorized in writing by the HES Vice President or HES President.
- Staff may not receive reimbursements for gasoline charges, vehicle wear and tear, vehicle maintenance and repair in connection with a business travel for which mileage reimbursement was claimed.



- The Business Office may not reimburse staff for any mileage amount in excess of the amount approved on the travel authorization form.
- The responsibility of timely and thoroughly completing and submitting the request for mileage reimbursement rests solely with the Employee; Hamadeh Educational Services and its affiliated academies/entities are not responsible for any unclaimed mileage expenses.
- HES reserves the right to decline any requests for mileage reimbursement that are not in compliance with HES policies for authorized travel, and /or for which sufficient and timely documentation was not received within 30 days of the travel.
- This policy is subject to change at the discretion of HES at any time including to make it consistent with any changed and applicable laws or regulations.
- Accounting cannot process the payment till they receive evidence of attendance such as notes or PowerPoint.

Neither HES nor any of the academies to which it provides services and all HES supervisors, employees, volunteers, and representatives, are responsible for any and all personal injury, property loss or damage, liability and / or wrongful death wherever, whenever, or however they may have occurred or suffered by any Employee, passenger(s), pedestrian(s), and/or any other party involved for any reason whatsoever, including negligence as a result of a business related travel and the HES Employee agrees in consideration for employment with HES to voluntarily indemnify, hold harmless, waive, and release HES, its affiliated academies, their supervisors, employees, volunteers, and representatives from any and all present and future claims, actions, and/or demands, that may be made by the Employee, Employee's relatives, assignees, heirs, distributees, spouse and /or legal representatives resulting from the business related travel. Employee is responsible to provide their own insurance for their transportation regardless of whether Employee uses personal or other transportation.

## EMPLOYEE TRAVEL AUTHORIZATION

---

Employee travel between school buildings is required for some specific job descriptions and duties. Staff members may not travel between buildings or other outside locations for any unauthorized purpose.

For approved travel on the job between school buildings or for other purposes, Employee must punch-out at the time that they leave the school building which they are assigned, and punch-in upon return. In addition, non-exempt employees are required to sign the travel log. The employee must also sign the travel log that will be kept in the Main Office. If employee is traveling to another HES location they must punch in and out at the HES building they are visiting, and sign in and out of the travel log at that location. All travel on the job time must have prior written approval by employee's immediate supervisor and principal. Supervisors and principals may not assign travel to staff members whose job duties do not require it and/or at times that are not according to authorized schedules without first obtaining written approval from the HES Vice President or HES President. Travel arrangement changes can only occur with approval of the HES Vice President, and/or HES President. When travel changes are required, a written request to allow the staff member travel privileges will need to be submitted. The assignment of staff members to travel without written authorization is prohibited.

Assigning duties requiring travel to a staff member that are not within the scope of their job description is prohibited. No promise of assignment changes or travel assignments may be made to any staff member without prior written authorization from the HES Vice President, and/or HES President.



Any such assignments are a violation. Staff members who travel without written authorization will not be compensated for the time and will be subject to discipline, up to and including termination of employment.

Any supervisor who fails to follow the above travel guidelines and assigns unauthorized travel to another staff member will be held responsible for any compensation for the staff member during unapproved travel. The supervisor will also be held liable for any damages or liability that may occur from any unauthorized travel. In addition, the supervisor will be subjected to disciplinary actions up to and including termination of employment.

## **PURCHASING & MONEY HANDLING PROCEDURES**

---

If a staff member needs to purchase any of the following items: School or class supplies, Services, Teaching Supplies, Office Supplies, Food Supplies, Outside Services, and / or Furniture & Equipment, the staff member must comply with the following procedures for purchase requisition:

### **PURCHASING PROCEDURES AND GUIDELINES**

---

#### **1. Purchasing Requisition**

- a. **A Purchase Requisition:** Must be submitted to the immediate supervisor/ manager for review and approval, then to be submitted to the office of the principal, Superintendent, and HES President for approval prior to placing any purchase order with the vendors or suppliers. (The applicant can recommend Vendor or Supplier names). The following guidelines must be considered and followed before placing and/or authorizing a purchase:
  - a. For purchases over \$5000, the staff is required to request quotes from at least three different vendors where possible; the quotes are to consider quality, price and service (delivery charges for example). Purchases over the State threshold, ~\$24,459 must be publicly bid and must follow the public bidding guidelines as set by the State. The public bidding may take place only under the supervision and direction of the Chief Financial Officer and Superintendent.
  - b. All purchases regardless of budget size must have prior approval by the HES President and be consistent with the school's board approved budget.
  - c. All Grants purchases must have prior approval by the Chief Financial Officer, Superintendent and Director of Improvement and Accountability.
  - d. All General Budget purchases must have prior approval of the Chief Financial Officer and Superintendent unless directed otherwise by him/her in writing.
  - e. Only authorized personnel (supervisors) pre-authorized in writing by the Chief Financial Officer and Superintendent may approve and process purchases
  - f. Unauthorized purchases are at the responsibility of the staff making the purchase and/or the supervisor approving the purchase.

## **2. Purchase Orders**

- a. All items identified for purchase that will exceed \$300 shall be purchased with a pre-approved purchase order (PO). The Treasurer, Principal, Chief Financial Officer, Superintendent or his/her designated representative, shall create these POs in accordance with the approved PO format based upon the information presented by the requester. All known details of the anticipated purchase must be included in the PO including shipping and handling. The Academy designated Administrative staff will match the request against the management plan and the budget to validate compliance. In the event a PO is submitted for a single purchase of more than the state threshold, a public bidding is then required and approval from the Academy Board will be required. Once the Board of Directors are satisfied with the details provided and the compliance with the approved management plan and budget, they will then sign or delegate to a designee to sign the PO and fax it to the requester.
- b. Once the merchandise is delivered the purchase order will be compared to the packing slip, sales receipt, and/or bill of lading to ensure all merchandise ordered was received. If any items are on back order the requester shall make a copy of the purchase order to place with the bill of lading. The original PO shall be placed into a PO file until the outstanding items are delivered. The packing slip and the invoice for the delivery shall be emailed to the Accounting Department for payment processing.
- c. Before the merchandise is delivered to the person who made the request, the merchandise should be appropriately marked. A property inventory shall be maintained and updated by the Chief Financial Officer or designee.
- d. After-the-fact PO requests shall not be entertained. A pre-approved PO will expire if not used within 30 calendar days of the Chief Financial Officer or designee's approval.
- e. A preapproved PO must be completed in its entirety before a purchase order may be considered for approval.
- f. Regular purchase that is below the purchasing threshold must follow the following guidelines:
  - a) All administrators are compelled to get authorization for their purchases from the principal.
  - b) All purchases less than \$1000 per month must have prior approval by the principal, Chief Financial Officer, and Superintendent.
  - c) All purchases over \$1000 per month must have prior approval by the principal, Chief Financial Officer, and Superintendent.
  - d) Teachers are allowed a budget of \$100 annually to purchase necessary items for their classrooms set up or activities for items that are not usually purchased by the school.
  - e) All purchases must have a PO signed by the supervisor and approved by the building principal, Chief Financial Officer, and Superintendent if under \$1000.
  - f) A request for purchase must be made to the supervisor for approval before an order may be processed.
  - g) Only authorized personnel (supervisors) may approve and process purchases
  - h) Unauthorized purchases are at the responsibility of the staff making the purchase.
  - i) If there is an issue with the purchase (items, damage, etc.) the school contacts the vendors; if there is an issue with payment the Business Office contacts the vendor
  - j) Bills are only paid from invoices (Bills are never made from statements, packing slips or PO).
  - k) If an item is on backorder, the item on the PO is highlighted, and a copy of the PO is filed aside to be referenced once the item is received and invoiced.
  - l) Bills are only paid from invoices. Bills are never made from statements, packing slips or a PO).
  - m) If an item is on backorder, the item on the PO is highlighted, and a copy of the PO is filed aside to be referenced once the item is received and invoiced.

## **3. Receipt of Shipment**

When a shipment is received from a vendor or supplier by the Academy's Main Office, following procedures to be followed:

- a) The Academy Main Office will count the shipment; check every item against the purchase order to make sure that all items and quantity received are correct.
- b) Send all shipping documents such as packing list, shipping receipts, or copy of invoice to the Business Office marked RECEIVED on the documents and in the PO system within 3 business days of the shipment receipt.
- c) The Business Office will enter all necessary transactions to the Vendor Accounts and pay for the invoices when are due.
- d) If the packing slip is not available, the principle needs to confirm that the supplies have been received.
- e) Any order more than \$10,000, In addition to the packing slip the principle needs to confirm that the supplies have been received.

#### **4. Competitive Bid Threshold**

For purchases over \$5000, the staff is required to request quotes from at least three different vendors; the quotes are to consider quality, price and service (delivery charges for example). Purchases over \$24,459 must be publicly bid and must follow the public bidding guidelines as set by the State. The public bidding may take place only under the supervision and direction of the HES President. The most recent guidelines states the following: "The fiscal year 2018-19 base for Section 1267, pertaining to construction, renovation, repair, or remodeling and the new base for Sections 623a and 1274, pertaining to procurement of supplies, materials, and equipment, is \$24,459.

Section 620(1) of the Revised School Code [MCL 380.620(1)] establishes a base above which travel expenses paid with intermediate funds must be posted to the ISD website. Section 620(1) provides for an increase in the base that corresponds with increases in the Consumer Price Index. For fiscal year 2018-19, the base amount for mileage reimbursement is .58 for premium rate and .36 for standard rate to \$4,001 (3,906 x 1.0242)."See the following link for more details:

[https://www.michigan.gov/documents/mde/Competitive\\_Bid\\_Threshold\\_333257\\_7.pdf](https://www.michigan.gov/documents/mde/Competitive_Bid_Threshold_333257_7.pdf)

---

## **MISCELLANEOUS ACCOUNTING PROCEDURES**

---

### **1. Invoice Matching**

- a) Upon receipt, Invoices are usually separated by school and then by vendors.
- b) The invoice is the main document, PO and packing slips are the supporting documents
- c) Checks are only issued when an invoice has all the supporting documents and upon the receipt of the good and/or the completion of the service.
- d) Utility bills do not require PO or packing slip.
- e) Upon receipt of an invoice follow these steps:
  - i. Stamp the invoices by the date received.
  - ii. Match the invoice with the corresponding PO and packing slip
  - iii. Check items on invoice against items on PO and on Packing Slip
  - iv. Check quantity on invoice against quantity on PO and on Packing Slip
  - v. Check price on invoice against price on PO and on Packing Slip

- f) If there is discrepancy try to identify the source of the discrepancy, by contacting first the staff member who placed the order, and then the vendor if needed.
  - i. Examples of why discrepancies may occur: Staff ordered from an old catalog or vendor discount not accounted for in the PO or partial shipping
- g) Initial first and last names next to the items checked
- h) Partial Shipping:
  - i. Sometimes an order may be received in more than one shipment. The PO will be checked against the packing slip, and the items not received are highlighted.
  - ii. Make a copy of the PO and save aside for when the rest of the shipments are received.
- i) A payment is issued only for the items received and recorded on the packing slip
- j) Invoices related to maintenance, building & security are shared with Building & Facilities Operations Manager to review and approve prior to making a payment
- k) Invoices related to Technology are shared with the Chief Technology Officer (CTO) to review and approve prior to making a payment.
- l) Invoices related to phone and internet bills are shared with the CTO to review typically invoices are scanned to the CTO; for cell phone invoices only the summary page is scanned, and additional information is furnished to the CTO upon his request.
- m) Invoices related to Food Services are shared with the Food Services Coordinator at the building to review and approve prior to making a payment.
- n) Invoices related to substitute teachers are shared with the Substitute Coordinator to review and approve prior to making a payment.
- o) Invoices related to curriculum materials, furniture, and/or classroom or office supplies, are shared with the Principal of the academy making the purchase to review and approve prior to making the payment
- p) Software items and services do not require packing slip, only a verification that the service was rendered by the administrator overseeing the area. The verification need to be in writing (Initialing & signing the invoice)
- q) Check the purchase order for proper authorization by the supervisor and/or Superintendent and for consistency with the purchasing policy
- r) In case of credit cards, only original receipts may be accepted. Make sure the credit card policy is followed.
- s) The Business Office staff matching the invoice must verify each item against the packing slip and the purchase order for quantity, price and receipt and each item has to have a check (**v**) mark for full receipt or if partial, the quantity received needs to be noted and initialed.
- t) Partial shipments need to be followed up with the vendor to be sure they're scheduled to ship. If not, the administration will need to be notified to plan either replacements or cancellation.
- u) The Business Office staff member handling the invoice holds on to the invoices that he/she receives, and release them only after s/he has requested and obtained all the supporting documents. Also, prior to releasing the invoice to initial it; initialing the invoice would mean that he/she has reviewed and collected all related documents and no problems/errors were identified.
- v) Always be mindful of invoice due dates so that the academies are not penalized.

## **ADDITIONAL REQUIREMENTS FOR PURCHASES WITH FEDERAL FUNDS OR GRANTS**

- a. In order to maintain effective control over the purchase of supplies, materials, equipment and services with Federal monies or under a Federal grant, HES and/or the Academy must follow all applicable Federal laws, regulations and standards, as well as all applicable Board policies and applicable State laws, rules and regulations.
- b. It is the general policy of HES and the Academy that the purchase of all federally funded supplies, materials, equipment and services be at the lowest cost and must consider quality, price, service, specification, warranty, and the best interests of the Academy in addition to being procured in accordance with the Academy purchasing policy. All procurement processes should use good administrative practices and judgement and free of any real or apparent conflict of interest. Additionally, staff must ensure that all procurements are to be conducted in a manner which provides open competition.
- c. When purchasing supplies, materials or equipment with Federal monies or under a Federal grant, the procurement processes must also be in accordance with and follow the Accounting Manual, Grant Manual and the HES Operations and Procedures Manual.
- d. When procuring services with Federal monies or under a Federal grant, if the reasonably anticipated cost is greater than the established Simplified Acquisition Threshold of \$150,000 than a cost or price analysis will need to be completed with every procurement action in excess of the threshold including contract modifications, in addition to adhering to the HES and/or Academy general purchasing policies and requirements. The method and degree of analysis required will be dependent on the facts surrounding the particular procurement situation.
- e. It is the policy of HES and the Academy that when procuring services, supplies, material or equipment that affirmative steps are taken to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. Affirmative steps must include:
  - 1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - 2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  - 4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
  - 5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
  - 6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.
- f. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal, State, or local award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or

is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

- g. The officers, employees of HES, and agents of HES and/or Academy must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, HES and/or the Academy may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.
- h. Violations of the HES or Academy written code of conduct, this policy or the HES or Academy policies could result in disciplinary action up to and including termination depending on the severity of the violation.
- i. Violations of the HES or Academy written code of conduct, this policy or the HES or Academy policies could result in disciplinary action up to and including written reprimand, suspension and/or termination depending on the severity of the violation.

## **ADDITIONAL REQUIREMENTS FOR PURCHASES OF THE NATIONAL SCHOOL LUNCH PROGRAM/CHILD NUTRITION PROGRAM**

---

The Academy plan for procuring items, supplies and materials with the National School Lunch Program/Child Nutrition Program and others programs as deemed necessary and required is described in this section. The guidelines provide for free and open competition, transparency in transactions, comparability, and documentation of all procurement. Any purchase that is not a part of the National School Lunch Program or other applicable Federal program will follow the standard Academy purchasing policy.

- A. If the amount of purchases is more than \$150,000, formal procurement procedures will be used as required by 2 CFR 200. Informal procurement procedures (small purchase) and the standard Academy purchasing policy will be required for purchases under \$150,000 and the Academy Board of Directors approved threshold (currently \$24,459).

The following procedures will be used for all purchases related to the designated program:

### **Micro-Purchases:**

Staff will research all purchases and compare prices prior to making decisions regarding the expenditure of food service funds in addition to following Academy Board of Directors approved purchasing policy. Employees are expected to contact more than one provider before making a purchasing decision under \$3,500. Federal law requires that micro-purchases be reasonable and equitably distributed.

### **Small Purchases:**

If the estimated expenditure is more than \$3,500 but less than \$150,000 the following must be completed in addition to following the standard Academy Board of Directors approved purchasing policy prior to making the purchase:

1. Obtain at least three bids, quotes or offers from providers. The employee may solicit bids, quotes or offers directly from providers and may utilize bids received by fax, telephone, e-mail and catalog comparison or through online submissions to potential providers.

2. If less than three providers sell or provide the service or product, document that fact and consult the available provider(s).
3. Maintain documentation of the above.

### **Formal Purchases**

If the estimated expenditure is \$150,000 or more or above the Academy Board of Directors approved threshold currently \$24,459, a formal procurement method is required including following the standard Academy purchasing policy. The following competitive sealed bid in the form of invitation for bid (IFB) or competitive negotiation in the form of a Request for Proposal (RFP) procedures will apply in addition to the standard Academy Board of Directors approved purchasing policy:

1. An announcement of an IFB or RFP will be placed the newspaper/media to publicize the intent of the Academy to purchase needed items. The advertisement for bids/proposals or legal notice will be run for at least two weeks.
2. An advertisement is required for all purchases over the district's small purchase threshold of \$24,459. The announcement (advertisement or legal notice) will contain a general description of items to be purchased, the deadline for submission of sealed bids or proposals, and the address where complete specifications and bid forms may be obtained.
3. In an IFB or RFP, each vendor will be given an opportunity to bid on the same specifications.
4. The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.
5. The IFB or RFP will clearly define the purchase conditions. The following, shall be addressed in the procurement document:
  - a) Contract period
  - b) The Academy Board of Directors is responsible for all contracts awarded (statement)
  - c) Date, time, and location of bid opening
  - d) How vendor is to be informed of bid acceptance or rejection
  - e) Delivery schedule
  - f) Set forth requirements which bidder must fulfill in order for bid to be evaluated
  - g) Benefits to which the Local Education Agency will be entitled if the contractor can not or will not perform as required
  - h) Statement assuring positive efforts will be made to involve minority and small business
  - i) Statement regarding the return of purchase incentives to the Local Education Agency's non-profit Child Nutrition account
  - j) Statement regarding the return of all discounts, rebates and credits for all cost reimbursable contracts
  - k) Termination provisions and the basis for any settlement for all procurement over \$10,000
  - l) Provision requiring compliance with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in the Department of Labor regulations required for all contracts over \$10,000
  - m) Procuring instrument to be used are purchase orders from firm fixed prices after formal bidding
  - n) Escalation/De-escalation clause based on appropriate standard or cost index
  - o) Specific bid protest procedures



- p) Provision requiring access by duly authorized representatives of the Local Education Agency, State Agency, United States Department of Agriculture, or Comptroller General to any books, documents, papers and records of the contractor which are directly pertinent to all negotiated contracts
  - q) Method of shipment or delivery upon Contract award
  - r) Provision requiring contractor to maintain all required records for **three** years after final payment and all other pending matters are closed for all negotiated contracts
  - s) Description of process for enabling vendors receive or pick up orders upon Contract award
  - t) Provision requiring the contractor to recognize mandatory standards and policies related to energy efficiency which are contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165)
  - u) All contracts over \$100, 000 will require compliance with the Clean Air Act issued under Section 306, Executive Order 11738
  - v) Signed Certificate of Lobbying for all contracts over \$100,000
  - w) Signed statement of non-collusion
  - x) Signed Debarment/Suspension Certificate or statement included in contract or copy of Excluded Parties List System (EPLS).
  - y) Provision requiring "Buy American" as outlined in Policy Memorandum SP 38-2017 and 7 CFR 210.21(d); specific instructions for prior approval of any and all of non domestic product.
  - z) Provision requiring the Contractor to abide with the Jessica Lunsford Act
6. Specifications will be prepared and provided to potential contractors desiring to submit bids or proposals for the products or services requested. The Food Service Director or Coordinator and/or the Accounting Department will identify as many potential vendors as possible who meet the requirements outlined in this policy and the Academy purchasing policy.
  7. If any potential vendor is in doubt as to the true meaning of specifications or purchase conditions, an interpretation will be provided by the responsible party identified in the RFP.
  8. The appropriate department will be responsible for securing all bids or proposals.
  9. The Superintendent or her designee will be responsible to ensure all Academy procurements are conducted in compliance with applicable Federal Regulations, State General Statutes or policies of the Academy Board of Directors.
  10. The following criteria will be used in awarding contracts as a result of bids.
    - a. Program Schedule
    - b. Comprehensiveness of Bid
    - c. Product Cost & Quality
    - d. Qualifications
  11. In awarding a competitive negotiation (RFP), a set of award criterion in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration when awarding a contract. Following evaluation and negotiations a firm fixed price or cost reimbursable contract is awarded.



12. The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and is most advantageous to the Academy, price, and other factors considered. Any and all bids or proposals may be rejected in accordance with law.
  13. The designated Bid Evaluation Committee is required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.
  14. The Accounting Department will review the procurement system to ensure compliance with applicable laws, guidelines, policies and procedures.
  15. The Food Service Director or Coordinator will be responsible for documentation that the actual product specified is received, including the required domestic agricultural commodities and products in compliance with Policy Memorandum SP 38-2017 and 7 CFR 210.21(d).
  16. Any time an accepted item is not available, the Food Service Director or Coordinator will select the acceptable alternate. The contractor must inform the Food Service Director or Coordinator as soon as possible that a product is not available. In the event a non-domestic agricultural product is to be provided to the Academy, the contractor must obtain, in advance, the written approval of the product from the Food Service Director or Coordinator. The Food Service Director or Coordinator must comply with the Buy American Provision at all times.
  17. Full documentation as to the reason an accepted item was unavailable, and to the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is Food Service Director or Coordinator.
  18. The Food Service Director or Coordinator will be responsible for maintaining all documentation of the procurement process.
- B. If the amount of purchases for items is less than the district's formal purchase threshold, the following, small purchase procedures, including quotes, will be used in addition to following the Academy Board of Directors approved purchasing policy. Quotes from an adequate number of qualified sources will be required.
1. Written Specifications will be prepared and provided to each vendor.
  2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of two vendors shall be contacted.
  3. The Food Service Director or Coordinator and/or the Accounting Department will be responsible for contacting potential vendors when price quotes are needed.
  4. The price quotes will receive appropriate confidentiality before award.

5. Quotes will be awarded in accordance with the standard Academy purchasing policy. Quotes awarded will be to the lowest and best quote based upon quality, service availability, price, and/or other factors determined to be in the best interest of the Academy.
  6. The Food Service Director and the Accounting Department will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
  7. The Food Service Director or Coordinator will be responsible for documentation that the actual product specified is received.
  8. Any time an accepted item is not available, the Food Service Director or Coordinator will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
  9. Bids will be awarded on the following criteria:
    - a. Program Schedule
    - b. Comprehensiveness of Bid
    - c. Product Cost & Quality
    - d. Qualifications
    - e. Other factors determined to be of the best interest of Academy needs
  10. The Bid Evaluation Committee is required to sign all quote tabulations, signifying a review and approval of the selections.
- C. If items are available only from a single source when the award of a contract is not feasible under small purchase, sealed bid or competitive negotiation, non-competitive negotiation procedures will be used:
1. Written Specifications will be prepared and provided to the vendor.
  2. The Food Service Director or Coordinator will be responsible for the documentation of records to fully explain the decision to use the non-competitive negotiation. The records will be available for audit and review.
  3. The Food Service Director or Coordinator will be responsible for documentation that the actual product or service specified was received.
  4. The Food Service Director or Coordinator will be responsible for reviewing the procedures to be certain all requirements for using single source or non-competitive negotiation are met.
  5. Non-competitive negotiations shall be used for one-time purchases of a new food item in order to determine food acceptance by students and for samples for testing purposes. A record of non-competitive negotiation purchase shall be maintained by Accounting Department. The record of non-competitive purchases shall include, at a minimum, the following:
    - a. Item name

- b. Dollar amount
  - c. Vendor, and
  - d. Reason for non-competitive procurement
- 6. A member or representative of the local Board of Education or Governing Board will approve, in advance, all procurements that result from non-competitive negotiations.

D. Miscellaneous Provisions:

- 1. All new product, must be evaluated to insure compliance with Federal Funds and Academy policy.
- 2. The Academy agrees that the reviewing official of each transaction will be the Superintendent or her designee.
- 3. Payment will be made to the vendor when the contract has been met and verified and has met the Academies procedures for payment. (If prompt payment is made, discounts, etc. are accepted.)
- 4. Specifications will be updated as need dictates.
- 5. If product is not as specified, the following procedure will take place:
  - a. Communicate the issue in writing with the selected vendor.
  - b. Work to resolve the issue by collaborating with vendor while remaining in compliance with applicable guidelines, policies and procedures.

E. Emergency or "Pressing Need" Purchases

- 1) If it is necessary to make a one-time emergency procurement to continue service or obtain goods, the purchase shall be made, and a log of all such purchases shall be maintained by the Accounting Department. The following emergency procedures shall be followed. All emergency procurements shall be approved by the Superintendent or her designee and follow the Academy Board of Directors approved purchasing policy. At a minimum, the following emergency procurement procedures shall be documented by the Food Service Director or Coordinator and the Accounting Department:

- a. Item name
  - b. Dollar amount
  - c. Vendor, and
  - d. Reason for emergency

- G. CRIMINAL BACKGROUND CHECKS. The Vendor shall conduct criminal background checks on each of its employees who, pursuant to this Agreement, engage in any services on Academy property or at Academy events. The Vendor shall provide documentation that criminal background checks were conducted on each of its employees prior to hiring, and shall refuse employment to any person convicted of a felony or any other crime, whether misdemeanor or felony, that indicates the person poses a threat to the physical safety of students, school personnel or others. Such check shall include an annual check of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration

Program, and the National Sex Offender Registry and other checks deemed necessary by the Academy and/or the Michigan Department of Education. Vendor shall not assign any employee or agent to provide services pursuant to this contract if (1) said worker appears on any of the listed registries; (2) said worker has been convicted of a felony; (3) said worker has been convicted of any crime, whether misdemeanor or felony, involving sex, violence, drugs or a listed offence in accordance with the Michigan Sex Offenders Registration Act; or (4) said worker has engaged in any crime or conduct indicating that the worker may pose a threat to the safety or well-being of student or school personnel. Hamadeh Educational Services and/or the Academy reserves the right to prohibit any individual employee of any Vendor from providing services on Academy property or at Academy events if Hamadeh Educational Services and/or the Academy determines that such employee poses a threat to the safety or well-being of students, school personnel or others.

---

## **STAFF/ STUDENT INCENTIVES PURCHASING POLICY**

---

Staff and student incentives are typically fundraised to provide funds for staff and student incentive purchases. The fundraising activities must be consistent with HES fundraising policy, and any requirements imposed by an Academy. All fundraising activities must be pre-approved by HES President or her/his designee. Principals must submit a student/ staff incentive program plan to the HES President for approval prior to making any purchases; the plan must include detailed description of items to be purchased and their intended use.

---

## **TEACHERS' SHOPPING SPREE ALLOWANCE**

---

- a) Each teacher is allowed \$100 per school year for classroom supplies the teacher may need that are not available at the school.
- b) Teachers may use this budgeted amount to purchase school supplies that are not usually supplied by the school and that are intended for the teacher's classroom use Teachers may opt to use that money for field trips that are not budgeted in the school budget. The \$100 shopping spree may be from any vendor of the teacher's choice.
- c) The teachers who choose to use the \$100 shopping allowance, is required to submit original receipts to the Business Office in order to be reimbursed for the money that he/she spent.
- d) Teachers are not required to complete a PO for this purpose.
- e) Teachers may use the shopping spree allowance at any time during the school year. When the Business Office receives the original receipts from teachers, the following must be in order prior to issuing a reimbursement check:
  - i. All the receipts must be original receipts.
  - ii. The Business Office must review all the receipts to verify that the items claimed are relevant to education, and can be justified for instructional use.
  - iii. The Business Office must complete a payment voucher in the teacher reimbursement database for each reimbursement. The voucher to include:  
**teacher name, academy, breakdown of amounts per vendor, and total amount reimbursed.**
  - iv. The Business Office must verify that the total amount reimbursed does not exceed \$100. If a teacher submits receipts for an amount exceeding \$100, a check is issued for the \$100 only, any excess amount may not be considered for reimbursement. In such case and for auditing purposes a note must be included

on the voucher explaining the reason for the discrepancy between the receipts amount and the reimbursement amount.

- v. Teachers may only submit 2 partial requests for reimbursement for a total amount not to exceed \$100.00 for the school year Teachers are required to write their names and academy on each receipt.
- vi. An expense report is issued by the Business Office to verify the amounts being billed and previously paid.
- vii. Items purchased for the amounts that are paid by the academy remain as the property of the academy in case a teacher's employment terminates for any reason.

## **ATHLETIC FIELD – CONCESSION TRANSACTION PROCEDURES**

---

### **TICKET BOOTH-CASHIERS**

---

Only approved personnel may work the ticket booth and handle cash transactions with spectators. Approved personnel will be set up by the technology department with log in access to the register. Only logged in cashier may use the register at any time. Ticket booth cashiers shall follow the following procedures:

1. Ticket Booth will have a cash register and cash drop box
2. Cashier will log in to their register at the beginning of their shift.
3. Appropriate transaction selection will be selected for each spectator. Examples: Adult Varsity, Student Varsity, Adult Middle School, Student Middle School.
4. Customers will be given a duplicate raffle ticket with the same number on the ticket and stub.
5. Spectators will also be stamped on their right hand in case someone needs to leave and come back.
6. At the end of the shift cashier will print the end of the shift reports. End of the shift cash reports, stubs and cash shall be inserted in a dated envelope and dropped into the cash drop box.
7. Athletic Director or Athletic Coordinator are responsible for collection, documentation and submittal to the Accounting Assistant weekly.

### **CONCESSION-CASHIERS**

---

Only approved personnel may handle the cash transactions Approved personnel will be set up by the technology department with log in access to the register. Only logged in cashier may use the register at any time. Concession cashiers shall follow the following procedures:

1. Concessions will have two cash registers to process food, drink and merchandise transactions during a home game or event.
2. Cashier will log in to their register at the beginning of their shift.
3. Appropriate transaction selections for all items are to be entered on the register. Example: hotdogs, nachos, pizza, popcorn, pop, hats, shirts, etc.
4. At the end of the shift cashier will print the end of the shift reports. End of the shift cash reports, stubs and cash shall be inserted in a dated envelope and dropped into the cash drop box.
5. Athletic Director or Athletic Coordinator are responsible for collection, documentation and submittal to the Accounting Assistant weekly.

### **ATHLETIC DIRECTOR OR ATHLETIC COORDINATOR**

---

1. Director or Coordinator are responsible to collect all envelopes and document on the athletic field/concession transaction report.
2. Reports, stubs and cash are to be submitting to the Accounting Assistant at a minimum once weekly.

## ACCOUNTING

---

- a. All transactions, reports, stubs and money are to be verified and entered into the system.
- b. All funds are to be deposited within one week of receipt.

## TECHNOLOGY AND RELATED PURCHASES

---

All school technology purchases must be approved and purchased by the Chief Technology Officer unless directed by him/her in writing. This includes but is not limited to grant purchases, computers, software, laptops, phones, CD's or DVD's, flash drives, cameras, camcorders, wiring, speakers, printers, toner, etc. If you are not sure about a technology purchase or need further clarification, please contact the Chief Technology Officer for further assistance.

## VISITS BY RELATIVES OR FRIENDS OF STAFF MEMBERS

---

Employees with children who do not attend any of HES Academies may not bring their children to the Academy building for babysitting purposes. Employees whose children attend the Academy are responsible for ensuring their children leave the school building at dismissal time. Employee's children may not be allowed to wander around the Academy building without proper adult supervision and may not be left in any of the school offices after school hours.

Employees who wish to have their children volunteer at the Academy must first be approved by the principal, HES Vice President, and/or Superintendent. Priority in assigning student volunteers is always given to students who attend the Academy. Children of employees who are not enrolled at the Academy may be permitted to attend the Academy during school hours for a maximum of (one day) with prior written approval of the principal, HES Vice President, and/or Superintendent and may only be permitted on rare occasions under exceptional circumstances.

Relatives or friends of employees who wish to visit the Academy must first be approved in writing by the building principal, Superintendent, and/or HES Vice President. The employee and child/guest must also agree to adhere to the following:

- Have a Waiver Form completed and approved school's code of conduct at all times
- Keep confidential and not disclose, or make any use of, except for the HES or Schools' benefit, at any time, either during or subsequent to this Agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the company relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the company's business, or any of its clients, customers, students, student parents, consultants, suppliers or Affiliates, which a Covenanter may produce, use, view or otherwise acquire during /while engaged pursuant to this Agreement ("Proprietary Information").
- Observe the school's dress code while on school property

- Act, speak and work professionally
- Recognize the teacher is the main authority in the classroom
- Demonstrate and maintain a positive attitude toward the school, staff, students & parents
- Observe confidentiality of information about students, staff/employees, parents & school
- Refrain from destructive & negative remarks, criticism and gossip
- Be familiar and consistent with the classroom and school rules
- Smoking, drinking alcohol, possessing drugs and weapons while on school property or attending at school events are totally prohibited

The SC/CO is an office of the Academy and the same above policies apply. All Visitors to SC/CO must be pre-authorized by Principal, HES Vice President or Superintendent. All approved visits must be pre-scheduled as to not interfere with SC/CO work activities, and must be kept to a minimal time frame. Visitors to SC/CO are not permitted into staff office/work areas except for pre-authorized work-related activities or unless otherwise approved in writing by the principal, HES Vice President and/or Superintendent. The aim of this policy is to ensure everyone's safety, minimal distraction to the work environment, and to eliminate any potential conflict of interest, breach of building security and/or exposure of confidential information. This policy is applicable to all visitors including but not limited to: relatives, friends, community members, current and/or former HES employees, etc.

It is the employee's responsibility to inform the HES Vice President and Superintendent of any potential visitors to the SC/CO immediately upon learning of the visit, and to direct visitors to secure required authorization prior to coming to the SC/CO.

All visitors (employee children, visitors, community members, friends or relatives, etc.) also agree that the school visit is completely voluntary, and assume all risks and agree that neither Hamadeh Educational Services (HES) nor its affiliated Academies or entities are responsible for any injury or loss of property suffered by any person for any reason whatsoever, including negligence on the part of Hamadeh Educational Services and its affiliated Academies, its supervisors, employees, or volunteers.

## **VISITORS**

---

If the employee is expecting a visitor, please notify the Academy main office staff. All visitors must first check in at the main office. Visitors are not allowed in any area of the building without being accompanied by an authorized employee and without prior written approval by the principal, the HES Vice President, and/or Superintendent. Under no circumstances will visitors be allowed in confidential, unauthorized or potentially hazardous areas.

Students are not allowed to invite visitors into the building without the permission and approval of the building Principal. Students are not allowed to use food delivery services to order food or other items onto Academy premise. Staff may not order these types of services on behalf of students. Any exceptions to this policy must receive prior written approval from the building Principal and will only be approved in rare uncontrollable circumstances.

HES employees assigned to work at an Academy will have specific assignment areas. All HES employees are expected to refrain from visiting other staff members/ classrooms in areas outside of their assignment area.

In case of plans to invite guest speakers or special visitors to classrooms or school, staff members must obtain written authorization from the principal, HES Vice President, and/or Superintendent prior to the event.

## **TRANSPORTATION OF STUDENTS**

---

Transportation of students attending an Academy is the responsibility of the parents. Parents who wish to obtain public or private transportation may coordinate transportation with any transportation system at their own cost. More information on student transportation may be obtained from the Academy office.

Staff is prohibited from transporting students in their vehicles. HES and any Academy it services are not responsible for any expense/cost accrued as a result of staff transport of students in their own vehicle. Violation of this policy may result in further disciplinary action including possible dismissal from employment.

## **PERSONAL PROPERTY**

---

Neither HES nor the Academy are responsible for loss or damage to personal property. Valuable personal items, such as purses and all other valuables should not be left in areas where theft might occur.

Upon the termination of an employee, all employee belongings will be moved to the Central Office/Support Center where they will be inventoried prior to the release of the employee personal items. Terminated employees are responsible for coordinating pickup schedule of their belongings from the Support Center at the earliest convenience with the HES Vice President.

## **IDENTIFICATION BADGES**

---

Identification badges are issued to all employees at the beginning of the school year or the beginning of their employment with HES. All employees must wear their badges while at the school facility. Identification badges are also issued to all visitors who are authorized to walk in the school building.

Visitors must wear a badge if they will be going beyond the main office. Visitors in the building without an identification badge must be reported immediately to the Academy office.

Identification badges are the property of the Academy and must be returned to the supervisor upon termination of employment or prior to leaving during the summer vacation. Failure to return the identification badge will result in a payroll deduction charge of fifteen dollars (\$15).

Some employees may be issued keys to certain offices and/or classrooms in the building. If the employee is issued a key, the employee must use it for official business only and during authorized business hours. Keys may not be duplicated, shared and/or given to any unauthorized person(s) and must be returned to the supervisor upon termination of employment, change of building/office assignment or prior to leaving during the summer vacation. The employee must notify their supervisor immediately in case their key(s) are lost, stolen or misplaced. The employee will be responsible for any fees incurred to replace key(s), lock re-keying and any other expenses resulting from failure to properly safe guard and maintain their key(s).



## **SIGNING IN AND OUT**

---

Non-exempt employees must immediately punch in upon starting work and punch out upon stopping work at any location. Exempt employees must punch in upon arrival at any building to report to work and punch out upon leaving the building. Swipe or door access cards known also as Identification Badges are issued at the beginning of employment to all staff members. Swipe cards must be used each time the employee enters the school building if they are assigned at UA, ULA and SIA and if traveling between buildings at Hass or George Street locations in Dearborn Heights or Canton. Authorized staff members with entry keys who are assigned to NIA building in Sterling Heights must use the building entry key to enter the Academy building.

Also, if the employee experiences problems with the time clock or with punching in and out, they must report it to the payroll office via email at [timesheets@hesedu.com](mailto:timesheets@hesedu.com) and show proof of attendance with their supervisor's authorization. If the employee fails to punch -in or punch -out, they will be punch -out automatically at the same time they punched-in or vice versa and will be marked as absent.

If the employee travels between buildings on an authorized assignment, they must punch -out at the site they travel from and punch-in at the site to which they travel. If the employee is returning to the original site, they must then punch-out from the visited site, and punch back in at the original site.

If for some reason the employee forgets to punch-in or out, please refer to "Recording Your Time" of Section 2 for more details on the proper procedures to follow in order to remedy the situation.

## **SEVERE WEATHER**

---

Severe weather is to be expected during the winter months. Although driving may at times be difficult, when caution is exercised, the roads are normally passable. Except in cases of severe storms, employees are expected to work their regular hours. Time taken off due to poor weather conditions while the business remains open must be made up or is unpaid.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

If extreme weather conditions require closing of the building, a notice will be recorded on the school's voice mail. Also, the school closing will be announced on Channels 2, 4 and 7, WWJ Radio 950 AM, and the school website. If there is any doubt regarding a school closing, employees may contact their immediate supervisor at his/her number which will be provided to employees or try calling the school number at any time.

Additionally, the Academy uses a automated messaging system to notify the employees of school closing during non-school hours upon the announcement of a school closing by the Superintendent. Unless there is a state of emergency and serious safety concerns, the Superintendent is the only authorized administrator to issue a school closing. Employees may be contacted via the automated messaging system at any time when and where possible before 7 AM to advise them of a school closing. At times if a school closing is issued during the school day, the principal will notify the employees who are assigned to their building upon announcement of school closing by HES President. Employees are responsible for either answering the calls or checking their voice mail or emails to receive confirmation of an announced school closing.

## **INTERNET RADIO & TV**

---

Please refrain from using any kind of streaming internet radio & TV while working. It slows down the internet for the entire building. If the employee would like to listen to the radio while they are at work, they may bring in a regular personal radio or audio player, instead of using the Internet.

## **PERSONAL TELEPHONE CALLS**

---

It is important to keep our telephone lines free for parent calls. Although occasional use of the Academy's telephones for a personal emergency may be necessary, routine personal calls should be kept to a minimum.

## **CELL PHONE USE POLICY FOR ALL EMPLOYEES INCLUDING BUS DRIVERS**

---

In accordance with federal law, HES prohibits use of personal or HES-issued cell phones and/or smart phones while traveling to and from HES activities or business or operating HES or Academy vehicles, or any Academy vehicle supplied to an HES employee. The U.S. Department of Transportation has issued regulations prohibiting commercial motor vehicle drivers from using their phones, holding their phones, attempting to reach for their phones, or engaging in text messaging; regardless of whether traffic is moving or stagnant. Drivers must pull-over and remove their vehicles from the road in order to legally utilize their cell phone device. HES views these restrictions as appropriate for all employees to follow when driving on behalf of HES or in providing services to any of the Academies.

HES is not liable nor responsible for any injury, mishap, or compromise of safety should any employee self-elect to utilize their personal or company cell phone device while traveling between HES business or operating HES vehicles. HES asks that employees practice safe driving by avoiding use of cell phones and cell phone-related distractions (dialing, reaching, texting, holding). Employees using cell phones while traveling to or from HES business do so at their own risk and face penalties; which may include but are not limited to: \$2,740 fine for bus drivers, suspension of driver's license, termination from employment, and severe safety hazards.

## **COMPUTER SOFTWARE LICENSING**

---

Licenses for the use of various computer software programs are purchased by HES or by an Academy to which employees are assigned. HES employees do not have the right to duplicate this computer software or its related documentation. Unauthorized duplication of computer software is a federal offense, punishable by up to a \$250,000 fine and up to five years in jail.

HES does not condone illegal duplication of software. Employees must use software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops but to local area networks as well.

HES employees learning of any misuse of software or related documentation within any Academy shall notify the Chief Technology Officer. Employees who reproduce, acquire or use unauthorized copies of computer software will be subject to discipline, up to and including termination of employment.

## **ELECTRONIC MAIL MONITORING**

---

HES recognizes the need to be able to communicate efficiently with fellow employees. Therefore, an internal electronic mail (E-Mail) system has been installed to facilitate the transmittal of business related information as part of the employees work. Employees are expected to monitor their e-mail daily for business correspondence. Due to the nature of administrative roles, HES asks that administrators check their e-mail daily and regularly during school breaks as well.

Passwords may not be stored and employees shall not use unauthorized codes or passwords to gain access to others' files.

All HES and Academy E-Mail passwords must be made available to HES, but also to the Academy of assignment, at all times. Please notify the Chief Technology Officer and supervisor if you need to change your password.

E-Mail and access to the Internet is to be used primarily for business purposes. Employees are authorized to retrieve and read only E-mail messages specifically addressed or directed to them. Employees shall not use the Internet or E-mail to conduct personal business that competes with HES or exploit's one's position with HES for personal gain. Creating, transmitting (uploading), copying, or receiving (downloading) messages or material that violates any policy contained in this Manual is prohibited. In particular, messages or material containing violence, sexual content or innuendo, racial or ethnic slurs, gender-specific comments, or any derogatory statements concerning age, sexual orientation, religious, national origin, physical characteristics, disabilities, or other protected groups are prohibited.

Transmitting, copying, or receiving trade secrets, or proprietary information, including but not limited to: customer lists, vendor and supplier information, business and marketing plans, and confidential financial information without prior authorization is prohibited.

HES reserves (and intends to exercise) the right to review, audit, intercept, monitor, inspect, access, and disclose with or without notice, permission or consent all E-mail messages and material accessed on the Internet which employees create, transmit, view, copy or receive. Such action may occur during or after working hours. The content of any and all E-mail messages and material within the system may be disclosed within HES and to third parties for legitimate business purposes, without the employee's permission. Employees can have no expectation of privacy for any emails on the HES system, or in relation to an employee's use of any of HES' electronic information systems.

Any employee violating this policy will be subject to discipline up to and including termination of employment.

The foregoing policy is not intended to prohibit employees from discussing workplace issues that affect the terms and conditions of employment, or any other protected activity under Section 7 of the NLRA.

## **COMPUTER AND INTERNET USE GUIDELINES**

---

It is every employee's responsibility to keep viruses off HES or Academy provided equipment by adhering to all copyright guidelines in the use of hardware, software and the transmission of electronic files or text from the Internet or other sources. Staff members will be held accountable for deliberately attempting to install or run a computer virus.

To ensure that all employees are responsible, productive Internet users and that they are protecting HES' public image, HES has adopted and published an "Electronic Communications, Network Usage and Social Media Policy." Because of our role as an educational service provider to various academies, this policy also applies to any Academy to which an employee is assigned to provide services.

All HES employees are expected to review and strictly comply with this policy in all electronic communications, HES network usage and social media participation. Violations of the "Electronic Communications, Network Usage and Social Media Policy" will result in discipline, up to and including termination of employment. If necessary, HES will advise legal officials of any illegal violations. All staff members are expected to use the computer equipment responsibly and for HES related business only. Any inappropriate use of computer equipment, modification to existing software, abusing, damaging, removing, relocating or making other changes to the equipment is forbidden. Use of any computer equipment and Internet access should be used primarily for HES related business purposes. Employees may not visit Internet websites that contain content that violates any HES policy or work rule.

The foregoing policy is not intended to prohibit employees from discussing workplace issues that affect the terms and conditions of employment, or any other protected activity under Section 7 of the NLRA.

#### STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

As a prerequisite to the use of the HES computer network, Internet and technology resources, all employees are required to sign and submit this Staff Network and Internet Acceptable Use and Safety Agreement Form.

HES uses technology protection measures that block or filter Internet access to some Internet sites that are not in accordance with HES policy. It must protect against access by adults and minors to visual depictions that are obscene, pornographic material, child pornography, "harmful to minors." This technology protection measure may be disabled by a staff member for bona fide research and lawful purposes by an adult. HES employees may override the technology protection measure that blocks or filters Internet access for a student to access a site with legitimate educational value that is wrongly blocked by the technology protection measure that blocks or filters Internet access but only with express approval of the Chief Technology Officer and Superintendent or HES President. HES staff will be assigned as appropriate to monitor students' use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure enforcement of the policy. Filtering must be applied to all computers/devices that are owned by HES or used by an Academy to which HES is providing services. HES trains all staff members about appropriate online behavior, including, but not limited to, interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response annually.

#### EMPLOYEE OBLIGATIONS IN USE OF THE HES NETWORK, INTERNET AND TECHNOLOGY

- a. HES employees are responsible, after training, for educating students concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- b. No one, including employees, shall have access material that is obscene, pornographic material, child pornography, "harmful to minors, inappropriate text files, or files

- dangerous to the integrity of the network from entering the HES system via the Internet, flash/thumb drive, or diskette or otherwise inappropriate for educational uses.
- c. Employees shall not use HES provided resources to engage in "hacking and other unlawful activities" or attempts to otherwise compromise system security, including bypassing the HES' e-mail and/or Internet filtering systems and features.
  - d. Employees shall not engage in any illegal activities on the Internet including plagiarizing work or violating copyright or trademark laws.
  - e. Employees shall primarily use electronic mail, education portal and communication tools, social media, chat rooms, and other forms of direct electronic communications for HES business related purposes, including furthering the education of students at any Academy.
  - f. Employees shall not disclose, use or disseminate personal information regarding minors, such as name, Academy, address, parent information, and telephone number.
  - g. Employees must not make malicious use of the network to develop or use programs that harass other users or infiltrate a computer or computing system and / or damage the software components of a computer or computing system.
  - h. Employees must adhere to all copyright guidelines in the uses of hardware, software, and the transmission or copying of text or files on the Internet from other resources.
  - i. Employees are responsible to do their best to keep viruses off any HES equipment or system. Employees will be terminated for any deliberate attempts to install and or run a computer virus.
  - j. Employees may not make any modifications to existing software or hardware by abusing, damaging, destroying, removing, relocating, or making any other changes to the equipment.
  - k. The use of threats, intimidation, coercion, or otherwise interfering with the job performance of a fellow employee or visitors of HES in either public or private messages, via the Internet (chats, social media, newsgroups, or others) violates these guidelines.
  - l. Employees are required to sign the Network and Internet Acceptable Use and Safety Agreement.
  - m. Employees agree not to use the network for commercial or for-profit purposes.

The foregoing policy is not intended to prohibit employees from discussing workplace issues that affect the terms and conditions of employment, or any other protected activity under Section 7 of the NLRA.

## **VIOLATIONS AND DISCIPLINE FOR IMPROPER USE OF HES' COMPUTER NETWORK AND SYSTEM**

Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate conduct. Any violation of these responsibilities described above will be dealt with seriously in accordance within the HES disciplinary policy and/or including any of the following consequences to an employee

- Barred from access to the Internet.
- Required to make full financial restitution for criminal charges.
- Barred from use of equipment and/or software for any period deemed appropriate by HES executive management.

- Termination of employment.

## **VOICE MAIL MONITORING**

---

HES recognizes the need to be able to communicate efficiently with fellow employees and parents. Therefore, HES has a voice mail system to facilitate the transmittal of business related information within the Academy and with parents.

The voice mail system should be used primarily for business use.

Employees are also prohibited from the transmission of sexually explicit messages, ethnic slurs, racial epithets or anything that could be construed as harassment or disparaging of others.

All voice mail passwords must be made available to HES and the Academy at all times. Please notify the Chief Technology Officer and your supervisor if you need to change your password.

All voice mail recordings must be kept up-to-date. At times assignments may change where staff may transfer to a new voice mail number. If this is the case, please change the old voice mail recording to reflect this change.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

For business purposes, HES and/or the Academy reserves the right to enter, search and/or monitor the voice mail system and the voice mail of any employee without advance notice and consistent with applicable state and federal laws.

## **DRESS POLICY**

---

HES strives to provide services which satisfy Academy students and their parents. Whether or not your job responsibilities place you in direct student or parent contact, you represent HES, and the Academy to which you are assigned, with your appearance as well as your actions. The properly attired individual helps to create a favorable image for HES and the Academy, to the public and fellow employees.

HES expects all employees to present a professional, conservative, and modest appearance at all times during work hours. Employee attire during work hours and work related activities shall be appropriate to the duties of the position, to the safety of the employee and other individuals.

It is the responsibility of the employee to arrive at work dressed in accordance with applicable policy and the job duties of the position. Supervisors are responsible for assuring that each employee under his/her supervision is aware of this dress code policy, its contents, and that he/she must abide by the terms of the policy as a condition of employment as well as the consequences of violation of the policy.

The following attire is considered unacceptable for all employees during work hours:

- Items which are tight, worn, ripped, frayed, torn, unkempt or dirty
- Items containing obscene, profane, discriminatory, provocative or inflammatory words or pictures
- Items advertising alcoholic beverages, drugs, drug paraphernalia or tobacco products

- Sleeveless dresses, shirts or blouses
- Skirts that expose the knees when the staff member is seated
- Tights, leggings or Jeggings unless worn underneath a dress or skirt that meets the above requirement
- Shorts, Capri's, cropped pants, or similar garments
- See-through garments, halter tops, bare midriff/back tops, tank tops/muscle shirts, low-cut blouses and pants
- Pool/beach attire including thong style sandals and flip-flops
- Blue jeans or other denim pants (except building maintenance, custodial and food service support staff)
- Bare Feet (socks or nylons must be worn at all times inside your shoes), including sandals
- Worn out sneakers
- Excessive jewelry or distracting symbols
- The exposure of tattoos
- Hats except on hat days as a preauthorized activity

The items listed are intended as an illustration of the various types of items that are not acceptable attire. In addition, the dress code is subject to change as deemed necessary by the Human Resources Department and the Superintendent. During official student breaks, staff may wear casual attire; however, they must refrain from any items listed above.

**Note:** Loose-fit blue or black jeans may be worn on Fridays only. Jeans are not permitted on any Friday when public activities are held at an Academy such as parent/teacher conferences, tours, in-service training by outside vendors, and/or special events. On Monday through Thursday all staff must adhere to the business casual attire. This rule does not, however, apply to Employees who work in food service or maintenance areas. If in doubt about whether a Friday activity prohibits jeans contact the Human Resources Department.

The SC/CO staff are required to maintain a professional business image at all times. For men, business attire includes a collared shirt, tie (optional), tailored sport coat work (optional) with dress trousers and dress shoes. For women, business attire includes tailored pantsuits, businesslike dresses, coordinated dressy separates worn with or without a blazer and business professional shoes. Loose-fit blue or black jeans and clean sneakers may be worn on Fridays only.

Physical education teachers, substitutes, or sports coaches may wear sweat pants/sweat suits and sweat shirts/T-shirts that meet all of the other requirements in the dress code policy on the days that they teach physical education or coach sports activities.

Infractions shall be reported to the supervisor for resolution. Any violation of this policy may result in the violator being asked to leave the premises and return in appropriate dress (this will be on an unpaid basis for hourly staff or added to personal time), being dismissed for the day without pay, or other disciplinary action up to and including termination of employment.

## **PERSONAL HYGIENE**

Proper hygiene promotes professionalism within the Academy and a favorable image to our students and parents.



Employees are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

## **REFERENCE CHECKS**

---

HES will not honor any oral requests for references. Generally, HES will only confirm our employees' dates of employment, salary history and job title.

An employee, under no circumstances, should provide another individual with information regarding current or former employees of HES, or regarding service for any Academy. If an employee receives a request for reference information, please forward it to the HES Vice President.

## **OUTSIDE EMPLOYMENT**

---

HES hopes employees will not find it necessary to seek additional outside employment. However, if the employee is planning to accept an outside position, they must notify the HES Vice President and HES President in writing.

Outside employment must not conflict in any way with the employee's responsibilities within HES or the Academy to which an employee is assigned. Employees may not work for competitors nor take an ownership position with a competitor.

Employees may not conduct outside work while on HES time. In addition, employees may not use HES property, equipment or facilities, or the same with respect to any Academy, in connection with any outside work.

## **EMPLOYMENT OF RELATIVES**

---

The employment of relatives at the same building can cause various problems when consistently assigned to the same location. For the purpose of the policy the term "relative" shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee's: spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin. The HES President may allow personal relationships to be maintained at the same assigned building or assign individuals with personal relationships to current employees at the same building under the following circumstances or at the employer's discretion:

- The Individuals may not work under the supervision of the same supervisor
- The relationship will not create an adverse impact on work productivity or performance
- The relationship will not create an actual conflict of interest

It is the responsibility of the newly hired employee to make the HR department aware of any potential conflicts of interest as soon as they are hired including relatives who are currently employed with HES.

## **PARKING**

---

Free parking facilities are available to employees. HES (or any of the Academies) are not responsible for loss, damage or theft of employee vehicles. Employees should lock their vehicle and keep valuables out of plain sight.

## **BULLETIN BOARD**

---



Information of interest and importance to employees is regularly posted on our bulletin board. HES suggests employees look at it regularly. This bulletin board is for administrative use only; employees may not post or remove any information.

## **MAILBOXES**

---

All staff members will be assigned a mailbox to receive mail and/or correspondence. E-mail correspondence is preferred. Most written correspondence, notifications and directions from the administration will be inserted in individual mailboxes. Staff members are expected to check their email and mailbox and remove correspondence daily.

HES reserves (and intends to exercise) the right to review, audit, intercept, monitor, access, and disclose with or without notice, permission or consent, all mail, correspondence, notices and documents placed in an employee's mailbox regardless of location where the employee is assigned to work.

## **ACADEMY WEBSITES**

---

Information of interest and importance to HES employees for a specific school is regularly posted on each Academy's website, including links to resources and printable forms. Employees should view it regularly. If employees have recommendations for items to include on the website, they should please submit them to their supervisor who upon approval shall forward them to the Chief Technology Officer for further evaluation.

## **LUNCHROOM & STAFF WORKROOM**

---

A lunchroom is available for your use. Although general custodial care is provided, you are expected to clean up after eating. This room should be kept clean for the next person's use.

A staff workroom is available for your use. Food and beverages are not allowed around the school equipment. Employees may not leave their work material behind. The space must always be clear for others to use.

## **COMMITTEES, ACTIVITIES AND FUNCTIONS**

---

During the school year, the school will have several functions that require teacher involvement. Committees are needed to coordinate these functions. Committees will be discussed during staff meetings as a separate issue. Each teacher is required to participate in the School Improvement Plan (SIP) Committee, the District Improvement Plan (DIP) and one additional committee of choice. Committees may include one teacher, a few students, or several teachers. They may also include members or parents, students, or community members; therefore, activities must be coordinated with the principal to receive final approval.

## **RECEIPT OF GIFTS BY STAFF**

---

HES prohibits supervisors from receiving and/or accepting gifts of any nature from subordinates or any other employees, contractors, or vendors to avoid conflict of interest concerns. Supervisors who accept gifts from their subordinates will be subject to disciplinary action which may include disqualification from any supervisory role and/or even termination from employment. HES reserves the right to take any action as seen necessary to remedy the situation or concern.

## **PROFESSIONAL RELATIONSHIPS**

---

Developing relationships with our colleagues should always be a positive experience in any team environment. Relationships between HES employees are expected to be maintained professionally. Supervisors and subordinates must keep their relationships professional to avoid impression of favoritism or bias. Any employee violating this policy will be subject to disciplinary action up to and including termination.

Staff relationship with students must be of professional nature at all times and must aim at promoting student success consistent with the HES policies, guidelines, goals, mission, vision and the Four HES Pillars.

## **STUDENT AND STAFF MEALS**

---

Each Academy offers free and reduced meals only to students who qualify. Students who do not qualify for the free and reduced program must pay \$3.00 per meal. Additional servings and/or meals are available to students at an additional charge, established by the Food Services Department.

Employees are responsible for their own meals except as may be provided in some professional development sessions from time to time. Staff lunches are available at \$4.00 for lunch and \$2.50 for breakfast. Staff must pre-pay for their meals and may not pay for their meals the following day or in the future. Failure to pay may result in the total balance being deducted from the net of the employee's payroll.

Employees are not allowed to deny any child a lunch. All students get the same lunch consistent with the Board policies unless they have a pre-identified and confirmed food allergy that leads to a need to provide an alternative lunch. No student can get special treatment or an extra lunch serving due to being connected to a staff member. Lunch or food may not be used as a discipline technique by teachers nor can students be prevented from attending lunch as a punishment. In accordance with federal law and the US Department of Agriculture civil rights regulations and policies HES and its academies are prohibited from discriminating on the basis of race, color, national origin, sex, age, disability and reprisal or retaliation for prior civil rights activity.

## **IF YOU MUST LEAVE US**

---

Should an employee decide to leave their employment with HES, we ask that the employee provide their supervisor, the HES Vice President, and Superintendent with at least two weeks advance notice or as expressed in their employment agreement/contract whichever is the earliest. The employee's thoughtfulness is appreciated and will be noted favorably should they ever wish to reapply for employment with HES. All contractual obligations are per the employment agreement; specifically the reimbursement of training costs should be taken into consideration when voluntarily resigning your employment.

Employees who are rehired following a break in service in excess of 30 days, other than an approved leave of absence, must serve a new initial introductory period, whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits.

HES reserves the right not to provide a "letter of reference" to former employees. Upon request, HES will confirm dates of employment, salary history and job title. HES will not provide any employment information without expressed written consent from the staff member.

Additionally, all resigning employees must complete a brief exit interview prior to leaving. All HES and Academy property, including the identification badge, grade books, course materials, student materials, keys, as well as any other employment related materials must be returned upon termination of employment. Otherwise, HES may take further action to recoup any replacement costs and/or seek the return of HES or Academy property through appropriate legal recourse.

The employee should notify HES and the Academy to which they are assigned if their address changes during the calendar year in which termination of employment occurs so that their tax information will be sent to the proper address.

#### **Supervisor's Procedures for resignations:**

- Upon hearing of an upcoming resignation you should notify the HES Vice President, Superintendent, and the principal of your assigned academy IMMEDIATELY!
- Obtain an originally signed letter of resignation with date of submission and date of departure. Update, finalize and sign a Professional Development Log (PDL) prior to the employees last day.
- This documentation should be scanned and emailed to the HES Vice President, Superintendent, and the principal of your assigned academy ASAP.
- Conduct an exit interview. This interview is to help us reflect and assess ourselves; please ask the staff member to be as honest as possible.
- On the staff members' last day of employment the employee should submit the following:
  1. Keys
  2. ID card
  3. Any academy textbooks, grade books, resources, or USB(s)
  4. Cell phone if provided
  5. Credit card if provided
  6. Any and all Student and parent information and binders
  7. Any other HES or Academy property including but not limited to curriculum and instructional materials, resources, equipment, supplies, etc.
- Email the HES Vice President, and Superintendent a confirmation that all Academy materials have been submitted. If any items are missing, please note that as well.

Failure to return HES or Academy property will result in payroll deductions on the final payroll(s) and by distribution of this Manual the employee expressly authorizes HES to make such deductions from final payroll. The deduction fees are as follows: Keys: \$10.00 per key, ID card: \$15.00, text books, phone, or any other HES or Academy property: actual (new) replacement cost of item along with all other associated fees not limited to shipping and handling, taxes, and labor associated with replacement of items. Cost replacement for other items not listed herewith will be assessed reasonable fees based on cost and labor by HES. Damaged items will be assessed the same fees as unreturned items.

#### **NON-SOLICITATION OF EMPLOYEES**

While employed with HES and for a period of two years after the termination of employee's employment, employee shall not, directly or indirectly, employ or solicit for employment, or advise or recommend to any other school, business, firm, partnership, individual, or corporation that it employ or solicit for employment any other HES employee who was employed by HES during any of the time of employee's employment.

## NON-COMPETE COVENANT

---

### ***(Applies to Key Administrative Staff Only per Employment Contract Agreement)***

While employed with HES and for a period of two years after employee voluntarily terminates their employment, employee, alone or in association with others, shall not establish, operate, become associated with, or employed by any charter school, public school academy, or any educational service provider within a radius of fifteen miles from any school at which employee was assigned to work while employed with HES. While employed by HES and for a period of two years after employee voluntarily terminates their employment with employer, employee shall not be employed by any traditional Public School District within ten miles of any school operated by HES at which employee was employed and/or assigned. (In the event that employee is terminated involuntarily by employer, these non-compete covenants in the preceding paragraph will not apply.)

## NON-CONFIDENTIALITY/PROPRIETARY INFORMATION

---

Except as otherwise provided in the Employment Agreement, or as HES may otherwise consent to in writing, employee shall keep confidential and not disclose, or make any use of, except for the employer's benefit, at any time, either during or subsequent to the termination of the Agreement, any trade secrets, formulas, methods, techniques, computations, knowledge, data or other information of the company relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the company's business, or any of its clients, customers, students, student parents, consultants, suppliers or affiliates, which employee may produce, use, view or otherwise acquire during employment pursuant to this Agreement ("Proprietary Information").

Employee acknowledges and agrees that proprietary information has been or may be or will be given to employee in confidence, solely to permit employee to fulfill their obligations to HES while employed. Such information derives actual or potential economic value by virtue of its confidentiality and nondisclosure to the public or other persons who could obtain economic value from their disclosure or use. Employee understands and agrees that all work prepared by them within the job description and assignments while employed by HES is considered as "Work for Hire" and therefore HES is considered the author and has full copyrights for purposes of this title. The employee also consents to and agrees that all previously completed work within the job description and assignments while previously employed at HES is hereby considered as "Work for Hire" and therefore HES is considered as the author. Employee shall not, under any circumstances, deliver, reproduce or allow any Proprietary Information, or any documentation relating thereto, to be delivered to, or used by, any person or entity whatsoever without specific written consent of a duly authorized representative of the employer. Employee will not reveal the names of HES personnel to any competitor, or representative of a competitor (e.g. charter schools and/or charter management companies or educational service providers (ESP's) that operate in the Tri-County area).

The foregoing policy is not intended to prohibit employees from discussing workplace issues that affect the terms and conditions of employment, or any other protected activity under Section 7 of the NLRA.

## **SUPPLEMENTAL PROGRAMS**

---

Employees working in additional supplemental programs that are not a part of their regular job duties must make up any missed work time. Any unmade up work time as a result of additional supplemental program work will be considered personal time.

## **GINA NOTICE**

---

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II, including the Board of Directors, from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, HES asks that employees not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for the purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## **STAFF SERVING ON BOARDS OR COMMITTEES OF OTHER ORGANIZATIONS**

---

In order to avoid any conflict of interest while employed at HES, employees who wish to serve as board members, directors or committee members of other organizations may only do so with prior written approval from the president of HES. HES reserves the right to disapprove such membership in organizations that sell or provide a service to, purchases from, or compete with HES; exploits one's position with HES for personal gains; or engages in activities that would violate any policy contained in this Manual. Approved staff members may not discuss, divulge or reveal any confidential information as defined in this Manual pertaining to HES and any of its Academies to members of the board or committees of other organizations. Such action may be considered a breach of confidentiality and a breach to the employment contract. Failure to comply with this policy and/or divulging company information will result in disciplinary action and may be subject to further legal action as well as possible termination from employment.

## **CONFIDENTIALITY OF STUDENT AND PARENT MATTERS**

---

The law requires each employee maintain the highest degree of confidentiality when handling student and parent affairs. The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of students' education records. Under FERPA, most information about our students cannot be made public without the consent of parents/guardians.

In order to maintain this privacy, no employee shall disclose student or parent information to outsiders, including other staff members or third parties and members of one's own family.

Questions concerning student and parent confidentiality may be addressed to your supervisor.

Employees enrolled in colleges and universities may sometimes be required to research or present student or school data and information as part of their course work or assignments. Under no circumstances shall student/school data or information be accessed, collected, shared or used by any employee for such purposes without prior written approval by the principal and Superintendent.

Employees required by HES, or asked by the Academy, to collect student/school data or information, either through surveys or other methods of collection, such as but not limited to, practice assessments or observations will need to proceed as follows:

- All requests to use student/school information or data must be submitted in writing to the school principal and Superintendent no later than 21 days prior to requiring the information or data. Requests made within the 21 day period may not allow sufficient lead time for review and approval. Support documents, including syllabi and assignment details from the school/college, must be included with the request.
- Student Identifiers, such as name, address, DOB, contact information, special needs criteria or status, and all other demographic identifiers will not be permissible for use. Exceptions may be made on a case by case basis by the Superintendent only.
- If approved, the use of general information or data not considered a Student Identifier may only be used if it is school wide information/data and not classroom specific. The use of classroom specific data may inadvertently identify specific students, such as students with special needs, and break FERPA laws.

Employees found to be in breach of school and/or student confidentiality policies may face disciplinary action, up to termination of employment and/or legal action.

Questions concerning student and parent confidentiality may be addressed to your supervisor.

## **PROCEDURE & POLICY FOR INTERNSHIP AND PRACTICUM REQUESTS**

---

Any outside candidate (such as a volunteer or student) or an employee may request to participate in a practicum or internship. Practicum or internship requests will need to abide by the following procedures:

- The Employee or outside candidate such as a volunteer submits an internship request to the principal of the academy to which they are assigned.
- All Volunteers and interns with no exception must undergo a criminal background check through the use of Internet Criminal History Access Tool (ICHAT) with the Michigan State Police on an annual basis and/or as may be requested by the Human Resources Department. The principal in collaboration with the HES Vice President review practicum or internship requirements, determines approval based upon university requirements and verification of candidate and supervising staff.
- The principal submits recommendations to the HES Vice President.
- The HES Vice President contacts candidate to ensure the submission of additional requirements i.e. (fingerprints, documentation, and confidentiality) and reviews candidate application, verifies requirements, scheduling, assignments, and absence of any contradiction to employment contract.
- The HES Vice President reviews further and advises the candidate of further requirements if any.
- The HES Vice President submits official clearance authorization to the principal.

- All evaluation and personnel documentation for the interns should be kept on file in the Human Resources Department. The intern's supervisors and principals must supply copies of all documents and evaluations of the intern to Human Resources Department for the interns file.
- A database will be kept for all interns (approved and denied with reason for denial, if any) in the Human Resources Department.
- Superintendent is to be kept abreast of progress on all pending and approved practicum or intern candidates.
- Any student pictures taken must be preauthorized by the parents and the school principal.

## **SAFETY IN THE WORKPLACE**

---

### **EACH EMPLOYEE'S RESPONSIBILITY**

---

Safety can only be achieved through teamwork of every HES employee and in relation to any needs of an Academy. Each employee, supervisor and manager must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify your supervisor and principal of any emergency situation.
2. If the employee is injured or become sick at work, no matter how slightly, they must inform their supervisor and the HES Vice President immediately.
3. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on the Academy's property is forbidden.
4. Use, adjust and repair machines and equipment only if you are trained and qualified.
5. Get help when lifting or pushing heavy objects.
6. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess, ask your supervisor.
7. Know the locations, contents and use of first aid and firefighting equipment.
8. Know emergency, fire, tornado and lock-down safety procedures.
9. Comply with OSHA standards as written in our Safety Procedure Manual located in the main office of each Academy.

A violation of a safety precaution is an unsafe act. A violation may lead to disciplinary action, up to and including termination of employment.

### **EMERGENCY EVACUATION, FIRE AND TORNADO, AND LOCK DOWN DRILLS**

---



Each school building is designed in accordance with the Office of the State Fire Marshal's specifications. Each Academy holds eight fire, two tornado and two lockdown drills during the academic year. Each classroom has a fire exit door that should be used during emergencies and drills. In case an exit becomes impassable during the drills or actual fire, the nearest exit should be used. A Fire Drill Chart should be available in each classroom or hall. If the charts are torn or lost, the employee must request new charts from the office. During emergencies or drills the following must be observed for the safety of everyone concerned:

Each teacher is responsible for ensuring no child is left behind in the building. In extreme emergencies, students shall be escorted outside the building without coats.

All drills must be conducted in silence. Teachers are responsible for the behavior and order of their classes.

No class should wait for another class. Each class, led by the teacher, will proceed when ready.

Each class moves as a unit, two by two.

Walks briskly, do not run. The order and safety of everyone is paramount. Chaos that may result from running in disorder may be less effective than the speed it might accomplish.

Become familiar with and follow the instructions posted on the drill charts in the classrooms.

Close the classroom door after all students have exited.

## IN THE EVENT OF A FIRE

---

### **Facility**

Each Academy building has been approved by the Office of Fire Safety of the State of Michigan and has met the certificate of occupancy requirements. Each building has its own separate emergency evacuation plan. At the beginning of the school year, employees are provided with a description of the facility and safety drills and evacuation plans. Be sure to become familiar with these plans and to keep the instructions in a safe and handy place where they can easily be obtained when needed.

Also, emergency and evacuation exit signs are posted by each classroom and in several areas of the building. Be sure to follow the plans during emergencies as assigned and/or posted.

### **If you discover a fire**

**SOUND ALARM** The first person to discover a fire shall immediately sound the building alarm in the immediate vicinity, and call the Fire Department without delay by calling 911.

**ASSIST** When possible assist all persons (children, employees, injured or handicapped) in immediate vicinity of the fire.

**CLOSE DOORS** Isolate the fire if possible. Close (DO NOT LOCK) the door to the fire scene after all persons have been evacuated from vicinity. (Do not attempt to extinguish a fire, unless the fire is small,



and you have received proper fire extinguisher training and the proper fire extinguisher is available. THIS MAY ONLY BE DONE AFTER THE FIRE DEPARTMENT HAS BEEN CALLED.

As a rule of thumb, if the employee cannot extinguish the fire after using two fire extinguishers, evacuate the building.

EVACUATE the building by using the nearest unobstructed exit.

NOTIFY the principal or assistant principal of the fire location and severity, and proceed to exit the building.

ASSEMBLE upon arrival to the outside designated emergency meeting area. Assigned staff shall take a headcount of children and staff and remain together. Report all missing persons immediately to the firefighter officer in charge at the scene.

#### **In the event of fire inside your classroom/office**

Everyone should immediately leave the classroom/office.  
Close the classroom/office door behind you. DO NOT LOCK.

Pull the Fire Alarm in corridor on the fire floor.

Evacuate using nearest unobstructed exit.

Report fire location and severity by calling 911.

Exit building and proceed to prearranged emergency area outside. Assigned staff should take head count and immediately report any missing persons to the fire fighter in charge at the scene.

#### **IN THE EVENT OF A LOCKDOWN**

If an emergency situation occurs in the vicinity of the Academy and threatens student safety, the Academy may be placed under "lockdown." During a lockdown, all Academy doors and windows are locked and all students, employees, and visitors remain in their classrooms or offices. No one is permitted to leave and no one, including parents, is allowed on campus.

A well-defined and rehearsed plan is essential to our students' and staff's safety. If a violent crisis occurs, students and staff will be the safest if they know where to go and what to do. To help address that variable, a well-developed and prescribed "lockdown" procedure plan is in place for every building.

IN THE EVENT OF SUCH AN OCCURRENCE, YOU WILL HEAR AN ANNOUNCEMENT OVER THE P.A. SYSTEM THAT WILL STATE:

**"ATTENTION ALL STAFF, STUDENTS, GUESTS; WE ARE IN A LOCKDOWN SITUATION- CODE \_\_\_\_\_" (Blue, Yellow, Green, Brown, Pink, or Orange).** Each code will reflect differing circumstances for a lockdown. A notice of each code and its meaning is posted in every classroom and in the offices near the main door for your review.

#### **KEEP STUDENTS IN THE CLASSROOM.**

When possible, teachers should take a quick view of the hallways and usher students into the classroom. If possible, check the closest bathroom and have any students come into the classroom.

Do not do so if it means putting the teacher and the larger number of students at risk.

**LOCK DOORS (if possible).**

Move students onto the floor away from window and away from hall/door/window sight lines. If there is INTERNAL DANGER (within the building), move students closest to the wall and furthest from the door. If there is EXTERNAL DANGER (outside building, playground, in the area), move students furthest away from the outside wall.

Remember: Comfort is not important. Safety is!

**TURN LIGHTS OFF.**

Pull shades, close blinds (**darkening the room is extremely important!**)

**TAKE ATTENDANCE.**

Make a list of all students NOT in the classroom and contact administration.

**PLACE RED/GREEN CARD UNDER HALLWAY DOOR.**

A green and a red card will be located in each classroom/ office near phone. You must place either the green card or red card outside of classroom/offices for administration walk through. Check with your supervisor or Principal for what the green and red card indicate.

If the event occurs during passing time in the hallways, or during lunch hour, gather as many students into classrooms, gymnasium, or any protected area that can be secured with a locked door.

**\*\*A simulated lockdown procedure will take place in each building two times a year. This would take place under the guidance of the Emergency Procedures Committee, which includes members from the school District.**

The lockdown procedure will be explained beforehand to all staff at a staff meeting, with time allotted for questions, and subsequently discussed in weekly bulletins. Students should be informed of the procedures much like they would be informed of a fire drill.

Parents will be informed via newsletters, cable TV, PTC/PTC meetings.

## **STUDENT ACCIDENTS**

---

Despite efforts to make the school building safe for students and staff, accidents do occur. These accidents take many different forms and require different types of actions. No accident should go unnoticed. The way to handle an accident depends on its nature.

Accidents of a minor nature usually include a scrape or a bruise that appears to be superficial. When the accident is discovered by the teacher, the child should be sent to the office. The school nurse can then make the decision about how serious the wound appears to be. If the wound is not considered serious, it may be washed and bandaged. An Incident Report must then be completed and sent to the parent

and a copy sent to the principal, and the HES Vice President/Human Resources Department. The person who attended to the student should fill in their name as the contact person for the parent.

Other accidents may include a deep wound that is bleeding, a lump that is raised or discolored, a student who is in pain or discomfort, or a cut that is extensive and requires stitches. When in doubt about the nature of the wound, it is best to treat it as an accident of a serious nature. This should be reported immediately to the office and the principal for emergency care. The attending person (secretary, administrative assistant, or school nurse) in the office will then take the following actions:

Calm the child.

Make the child as comfortable as possible.

Attempt to stop the bleeding if possible.

Cover the wound with a sterile bandage of gauze pad.

Wash the blood off the child's hands, face and clothing; this will help calm both the child and the parent.

Do not give the child food. If the wound requires surgery, the child should have nothing to eat.

**IMPORTANT:** Notify the parent of the accident and ask the parent to take the child to a doctor.

If the parent cannot be reached, a friend or relative of the child will be contacted. Cases of this nature should be directed to the principal where an ambulance may need to be called and the child may be sent to the hospital. The attending school nurse or secretary must file an official Accident Report and submit to the principal.

## **EMPLOYEE OR VISITOR ACCIDENTS**

---

No incident/accident should go unreported, including any which involve an employee or staff. The way to handle an accident depends on its nature. Accidents of a minor nature usually include a scrape or a bruise that appears to be superficial. When the accident occurs the employee or visitor is to report to the office. The school nurse can then make the decision about how serious the wound or injury appears to be. If the wound or injury is not considered serious, it may be washed and bandaged or other first aid applied. **An Accident/Incident Report** must then be completed. A copy must be sent to the principal, the HES Vice President, and Superintendent /Human Resources Department by email or fax as soon as possible within less than 24 hours. The person who attended to the employee or visitor should fill in their name as the contact person.

When in doubt about the nature of the wound or injury, it is best to treat it as an accident of a serious nature. This should be reported immediately to the office and the principal for emergency care. The attending person (secretary, administrative assistant, or school nurse) in the office will then take the following action:

Calm the injured person.

Make the person as comfortable as possible.

Attempt to stop the bleeding if possible.

Cover the wound with a sterile bandage or gauze pad.

If the injured person is able to make the decision regarding medical care, make sure appropriate transportation is available; provide assistance in obtaining transportation if necessary. Notify any necessary emergency contacts for the employee if they are unable to do so themselves.

Cases of this nature should be directed to the principal where an ambulance may need to be called and the person may be sent to the hospital. The attending school nurse or secretary must file an official Accident/Incident Report and submit it to the principal, HES Vice President, and Superintendent.

## **PROPER LIFTING AND STRETCHING**

---

In order to prevent workplace injury due to heavy lifting, the Occupational Safety and Health Administration recommends employees adhere to the following guidelines:

- Do not bend, lift, and twist simultaneously
- Utilize mechanical aids or assistance
- Position yourself as close as possible to the load
- Do not lift heavy objects below knee-level
- Maintain your back in a straight position
- Stretch your muscles prior to work
- Use small strides
- Tighten your stomach muscles

Keeping these tips in mind can prevent injuries and increase productivity in the workplace.

## **PROCEDURES FOR SUPERVISORS FOR WORK RELATED INJURIES**

---

In the event of a life threatening emergency or limb loss situation, please call 911 to refer employee or other person to a hospital emergency room. If the work-related injury is not a life threatening emergency or loss of limb situation but requires treatment outside of the school, please refer the employee to Concentra Medical Center or any other medical center designated by the HES Vice President or Superintendent.

Employees may visit Concentra's website for location information at <http://www.concentra.com/>.

## **VOLUNTARY ACTIVITIES / TRANSPORTATION WAIVER**

---

Participation or transportation in activities not part of an employee's regular job duties will be considered on a voluntary basis. This includes and is not limited to athletic events, staff vs. student athletic events, voluntary staff events outside the workplace, staff picnics, award programs, etc. employees must punch out for the voluntary activities.

While participating in the voluntary school activities and/or use of transportation services, neither HES nor its affiliated Academies are responsible for any and all personal injury, property loss or damage, and

or wrongful death suffered by myself for any reason whatsoever, including negligence on the part of the Academy or HES, its supervisors, employees, volunteers, and representatives.

In consideration of participation in any activities and/or use of transportation services offered by HES nor any of the Academies it services, employees agree to voluntarily indemnify, hold harmless waive and release HES, any of the Academies, and all supervisors, employees, volunteers, and representatives, from any and all present and future claims, actions, and/or demands resulting in any and all personal injury, property loss or damage, or wrongful death wherever, whenever, or however they may occur, arising from (i) the participation in this event or activity, (ii) negligence on the part of HES or any of its Academies or others whether directly connected to these activities or not, and however caused or (iii) the condition of the premises where this event occurs. Employee voluntarily indemnify, hold harmless, and waive any and all claims, actions, and/or demands against HES, or any of its Academies, and all supervisors, employees, volunteers and representatives resulting from any reason including negligence, both present and future, that may be made by the employee, employee's relatives, assignees, heirs, distributees, spouse and legal representatives.

Furthermore, employee authorizes the school principal, supervisor in attendance, or any of the HES or any Academy representative(s), to select and secure medical attention and release health information as may be necessary for employee as a result of injuries or other events requiring emergency care while at such events, activities or services.

### **ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

---

Under no circumstances should any HES employee attempt to suggest a diagnosis, prescribe, or give medicine of any kind, including aspirin or any other over the counter medications, vitamins or supplements, to a student.

If it is absolutely essential that medication be administered during school hours on an ongoing basis, exceptions can be made. However, for the protection of all concerned, it is necessary for the office to have specific information and written parental consent prior to administering any medication. For prescription drugs, a physicians' order must be on file in the office. Any prescription drugs must have written directions from the prescribing physician and all medications must be in prescription bottles with labels and correct printed instructions. All medications must be stored in the main office/nurse's office for administration.

### **STUDENT MEDICAL HEALTH ALERTS**

---

Student health information is made available to assigned teachers of the student and applicable administrators via secure site access in Power School.

It is the responsibility of the teacher to know this information in order to fulfill their supervisory role ensuring the safety and protection of the students in the school and at school related or sponsored functions.

Under FERPA, the information may never be discussed or disclosed to third parties who do not have authorized access, or the express consent of the student's parent or guardian to the specific students' information.

### **BLOOD BORNE PATHOGENS EXPOSURE CONTROL**

---

To protect employees who may reasonably anticipate being occupationally exposed to blood and other potentially infectious materials during work tasks, HES has instituted a blood borne pathogens exposure control program.

Briefly, the program includes an employee exposure determination, information and training about blood borne pathogens, the availability of Hepatitis B vaccinations, universal precautions, engineering controls, safe work practices, personal protective equipment and housekeeping measures to help reduce the risks of occupational exposure. Procedures to be used following an exposure incident and necessary record keeping are also included. These matters are discussed in our written infection control plan, which is available to you in accordance with the plan.

Further information about our blood borne pathogens exposure control program will be provided to affected employees and may be obtained from the HES Vice President.

#### FLU, H1N1 AND OTHER INFECTIOUS, COMMUNICABLE, OR TRANSMISSIBLE DISEASES

If a student becomes ill or suspects being ill of the flu, H1N1 or other infectious diseases during the school day, the following protocols shall be followed:

- The student shall notify teacher immediately.
- The teacher will screen the student and send to the nurse or main office if suspicious of infection.
- Suspected cases will be reported by the nurse to the principal and parents will be contacted. Student will remain isolated until parent pick up.
- Students with confirmed infection will need a physician's clearance to return to school. Students will be provided with lessons, assignments and materials while absent for 5 or more days. The Parent will be responsible for the pickup of assignments and materials and ensuring the student makes up the missing lessons and assignments.

\*\*\* For detailed information please refer to the District and School Procedure and Action Plan available from the school nurse or principal.

#### **WORKPLACE SEARCHES**

---

To protect the property and in an effort to ensure the safety of all staff members, students, parents and the Academies which HES provides services, HES reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes or any other possessions or articles carried to and from HES or an Academy's property. In addition, HES reserves the right to search any employee's office, desk, files, lockers, mailboxes, electronic files, computer equipment, or any other area or article on our premises or an Academy's premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of HES and/or the Academy, and are issued for the use of employees only during their employment and to provide services to an Academy. Inspection may be conducted at any time at the discretion of HES or an Academy's administrators.

Anyone entering the premises that refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Employees are expected to cooperate in all investigations of suspected policy and procedure violations of the workplace.

## **POLICY AGAINST WORKPLACE VIOLENCE**

---

Violence by a student, employee, or anyone else against a student, employee, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries and to reduce the possibility of damage of HES or Academy property in the event someone, for whatever reason, may be unhappy with an action by an employee of HES or anyone associated with an Academy.

If an employee receives or overhears any threatening communications (including in electronic format) from any student, employee or outside third party, report it to the principal, Superintendent and HES President at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If an employee encounters an individual who is threatening immediate harm to a student, employee or visitors to our premises, contact an emergency agency (such as 911) immediately.

All reports of work related threats will be kept confidential to the extent possible but are required to be fully investigated and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence.

Violations of this policy, including your failure to report or fully cooperate in any investigation, may result in disciplinary action, up to and including immediate termination of employment.

## **HAZARD COMMUNICATION**

---

HES and any of the Academies may use some chemicals (e.g., cleaning compounds, inks, etc.) in some of its operations. Employees should receive training and be familiar with the handling, use, storage, safety and control measures relating to these substances if they will use or likely be exposed to them. Material Safety Data Sheets (MSDS) are available for inspections in your work area. Employees must follow all labeling requirements.

Please consult with the designated safety coordinator prior to purchasing chemicals for the Academy or bringing them on to any premises. If you have any questions, ask your supervisor or the safety coordinator.

## **GOOD HOUSEKEEPING**

---

Good work habits and a neat place to work are essential for job safety and efficiency. Employees are expected to keep their place of work organized and materials in good order at all time. Report anything that needs repair or replacement to your supervisor.

## **CONCEALED WEAPONS**

---

Possession, use or sale of weapons, firearms or explosives on work premises at HES or on the premises of any of the Academies, while operating HES machinery, equipment or vehicles for work-related purposes or while engaged in HES business off premises is prohibited except where expressly authorized in writing by HES and also permitted by state and local laws. This policy applies to all employees, including but not limited to those who have a valid permit to carry a firearm.

Employees who are aware of violations or threats of violations of this policy are required to report violations to their supervisor immediately.

Violations of this policy will result in disciplinary action, up to and including termination of employment.

### **SMOKING AND TOBACCO USE IN THE WORKPLACE**

---

HES is committed to providing a safe and healthy environment for employees, visitors and students. Cigarettes and any other tobacco products as well as smoking of electronic, “vapor,” or other substitute form of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance are prohibited on HES property and in all school buildings, on school grounds, at school functions or at off-campus sites.

This means that smoking is not permitted on or around HES property or any school facility and grounds. Any employee violating this policy will be subject to disciplinary action up to and including termination.

### **SUBSTANCE ABUSE AND DRUG TESTING POLICY**

---

HES has a vital interest in ensuring a safe, healthy and efficient working environment for our employees, their coworkers and the students, parents and other stakeholders HES serves, including the Academies to which we provide services. HES prohibits the unlawful or unauthorized manufacture, possession, use, distribution, or dispensing of any illegal substances or drugs or possession, distribution, manufacture, and/or consumption of marijuana, controlled substance, alcohol, and any drug paraphernalia, by any employee or any other person at any time while on HES or any Academy property or while involved in any work or other Academy-related activity or event. The use of alcoholic beverages or illegal substances during working hours will not be tolerated and may result in further disciplinary action that may include possible termination from employment and reporting to local authorities. The possession of alcoholic beverages, marijuana, and/or illegal substances on the Academy's property is forbidden.

The unlawful or improper presence or use of controlled substances or alcohol in the work place presents a danger for everyone. For these reasons, HES has established, as a condition of employment and continued employment, compliance with the following substance abuse and drug testing policy.

Employees are prohibited from reporting to work or working while using or under the influence of illegal, unauthorized, controlled substances, and/or drugs. Employees are prohibited from reporting to work or working when the employee uses any drugs, except when the use is pursuant to a doctor's orders and the doctor advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. HES may at any time, and at its discretion, require an employee to undergo a drug and/or alcohol test.

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply:

- A. The term illegal drug means drugs and controlled substances, the possession or use of which is unlawful, pursuant to federal, state, and local laws and regulations. While Michigan state law has legalized marijuana for in specific circumstances, it remains a controlled substance under federal law. The possession, distribution, manufacture, consumption and/or being under the influence of marijuana while at work or on Academy property is forbidden by HES.
- B. The term controlled substance includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-



obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform job functions.

- C. The term controlled substance abuse includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.

In addition, employees are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal drugs, the possession, distribution, manufacture, consumption and/or being under the influence of marijuana and/or alcohol in the workplace including: on HES paid time, on HES or any Academy premises, in HES or any Academy vehicles, or while engaged in HES or any Academy activities. Employees are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Employees are also prohibited from consuming alcohol during working hours, including meal and break periods. This does not include the authorized use of alcohol at an HES or any Academy-sponsored function or activities.

## **ALCOHOL AND DRUG TESTING**

---

Because the use and abuse of alcohol and drugs in the workplace presents a serious problem for employees, both in terms of the employees' health and safety, HES reserves the right to require employees to undergo substance, alcohol or drug screen testing designated by HES, under any of the following conditions:

1. Before beginning employment;
2. Reasonable suspicion (reasonable suspicion that an employee is currently affected by drugs or alcohol), including but not limited to excessive absenteeism, multiple accidents, abandonment of work station, observing drug paraphernalia at an employee's work station, erratic behavior, declining performance, or other workplace problems involving the employee;
3. Post work-related injury, and
4. Random selection. The names and/or numbers of employees will be selected in an unbiased manner and scheduled accordingly.

An employee requested to undergo a substance, alcohol or drug screening test and who refuses to do so will face disciplinary action, up to and including termination of employment. An employee who undergoes the substance, alcohol or drug screening at the request of HES, and who tests positive for any of the tested substances, will be disciplined, up to and including termination of employment.

Your employment or continued employment with HES is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including termination of employment.

Furthermore, any employee who violates this policy and is subject to termination of employment may be permitted, in lieu of termination of employment, at HES' sole discretion, to participate in and successfully complete an appropriate treatment, counseling or rehabilitation program as recommended by a substance abuse professional as a condition of continued employment and in accordance with applicable federal, state and local laws. HES assures any information concerning an individual's drug or alcohol use will remain confidential.

Consistent with its employment policy, HES maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. HES encourage employees to seek assistance before their drug or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. HES will attempt to assist its employees through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with its policies and applicable federal, state or local laws.

HES further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of any Academy-issued lockers, desks or other suspected areas of concealment, in accordance with the HES search policy.

### **AMERICAN WITH DISABILITIES ACT (ADA)**

---

The Americans with Disabilities Act requires covered employers to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is HES policy to comply with all federal and state laws rules and regulations concerning the employment of persons with disabilities. Furthermore, it is HES policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

An employee seeking a reasonable accommodation in a job must contact Human Resources. If the need for an accommodation is raised by an employee, they will be required to provide medical documentation that clearly establishes the functional limitation on any major life activities created by the disability. In the event that the documentation submitted does not specify the existence of an ADA disability or and explain the need for reasonable accommodation, HES may require an employee to submit additional documentation. After the documentation has been reviewed, HES reserves the right to ask the employee for a second opinion from a medical professional or an independent medical examination. If a need for an accommodation has been established, the employee and HR Department will engage in an interactive process to evaluate what reasonable accommodations may be available which will allow the staff member to continue to work.

The HR Department will meet with the employee to discuss which reasonable accommodations are available. A requested accommodation cannot create an undue hardship on HES and/or the Academy to which the employee is assigned. If no accommodations are available, then the employee will be considered for transferring to a vacant position for which the employee is fully qualified for and which the employee can perform with a reasonable accommodation if necessary.

For more information, please contact the HES Vice President.

### **FITNESS FOR DUTY**

---

HES is committed to providing a safe work place for all employees. To help assure the safety and health of all employees and others whom they have contact with or to evaluate an employee's ability to safely and competently perform her/his duties when a health or safety problem arises HES may request that an employee submit for a fitness for duty evaluation. Any such request will be related to the employee's job and consistent with HES business needs. For example, a request may be made when an

employee is having observable difficulty performing his/her work in a manner than is safe for the employee and/or for his or her coworkers or is posing an imminent and serious safety threat to self or others.

Employees are responsible for managing their health in such a way that they can safely perform the essential job functions with or without reasonable accommodation. The determination of whether to refer an employee for a fitness for duty evaluation will be completed by the human resources department. HES also reserves the right to refer an employee for an independent medical examination. HES will make the final determination for an employee's fitness for duty status based on medical information provided for the evaluation. When an employee is referred for a fitness for duty evaluation they will be relieved of all duties and the employee will not be compensated for time not worked as permitted by law. Before the employee can return to duty a return to work medical evaluation must be provided. Non-compliance or refusal with a request for a fitness for duty evaluation may result in disciplinary action up to and including termination.

## **VOLUNTEER POLICY**

---

HES requires that all volunteers whether for HES or assigned to help at an Academy be pre-approved in writing by the Vice President. All volunteers with no exception must undergo a criminal background check through the use of Internet Criminal History Access Tool (ICHAT) with the Michigan State Police on an annual basis and/or as may be requested by the Human Resources Department. Volunteers must be at least 18 years old, must submit a copy of their legal ID such as a Michigan Driver's License or Passport, and a signed "Volunteer Policy" agreement as per the below template which may be obtained from the Central Office.

HES reserves the right to request an additional background check and finger printing for state and federal criminal and background investigation at the volunteer's expense.

Reviewing clearances allows HES to ensure the adults helping students at any Academy do not have criminal backgrounds. HES takes all necessary steps to maintain a safe environment for the schools for which it provides services.

Employees cannot be assigned to volunteer during work hours. Any such request will require preapproval by the HES Vice President and / or President.

Volunteer Policy Agreement Template:

The administration welcomes you to its Volunteer Program. You will be providing volunteer help to a public school academy and its student population. We want you to take pride in being a volunteer member of HES helping out a school to which we provide services. We have built a reputation for quality education services, and we are committed to maintaining this reputation, by striving to enhance our services and to create a positive environment to any school we help.

We strongly value our volunteers and all individuals who participate in activities that enhance our programs and services. We believe that each volunteer contributes directly to the growth and success of the Academies which we help. As a parent, family member and/ or community volunteer, we would like you to join us in achieving this goal and to feel that your association with us is a mutually beneficial and pleasant one.

The following rules and policies are intended to be as a guideline while volunteering your services. The rules and policies have been designed to help our volunteers become familiar with an assigned school's policies. If anything is unclear, feel free to discuss it with the teacher or the principal at your convenience. HES reserves the right to revise, change, or up-date the information attached as it sees necessary. The volunteers will be notified of any revisions should any changes take place.

We hope that you will find this information helpful as you join us with your services. Thank you for joining us and for volunteering your time and services.

Sincerely,

---

HES Vice President

HES and the school administration strongly value their volunteers, and expect of them to be role models and positive influence on the students and staff. Anyone that seeks to volunteer on a regular, consistent, continuous or scheduled basis will to first undergo and pass a background check using ICHAT (Internet Criminal History Access Tool) before obtaining any volunteer role at HES; this can be done free of charge for the volunteer via HES.

To ensure a clear understanding between the administration and volunteers/interns, we kindly ask you to comply with the following rules and policies and to sign and return the Volunteer/Chaperone/visitor/Intern Form if they have not done so.

**VOLUNTEERS/CHAPERONES/VISITORS/INTERNS MUST:**

- Have a completed Volunteer/Chaperone/visitor/Internship Form on file;
- Be a parent/ guardian or someone else designated by the parent/ guardian in writing;
- Be at least 18 years old;
- Adhere to the school's code of conduct at all times;
- Keep confidential and not disclose, or make any use of, except for the HES or schools' benefit, at any time, either during or subsequent to this agreement, any trade secrets, formulae, methods, techniques, computations, knowledge, data or other information of the company relating to products, processes, know-how, marketing, teaching, selling ideas, selling concepts, equipping processes, customer lists, student names or addresses, student parents' names and addresses, forecasts, marketing plans, strategies, pricing strategies, computer programs and copyrightable or patentable materials, or other confidential information or subject matter pertaining to the company's business, or any of its clients, customers, students, student parents, consultants, suppliers or affiliates, which a covenantor may produce, use, view or otherwise acquire during /while engaged pursuant to this agreement ("proprietary information");
- undergo a criminal background check through the use of Internet Criminal History Access Tool (ICHAT) with the Michigan State Police on an annual basis and/or as may be requested by the HR Department;
- Observe the HES dress code while on school property;
- Be assigned and authorized to volunteer by the principal NOT teachers;
- Comply with the assigned time schedule and prompt in arriving and leaving;

- Changes in the volunteer/chaperone/visitor/intern's schedule will be reported to the assigned Academy with enough notice. Rescheduling must be preapproved by the principal or Superintendent.
- Sign in and out in the volunteer /visitor log at the receptionist area when arriving or leaving for service;
- Act, speak and work professionally;
- Recognize that the teacher is the main authority in the classroom;
- Have a positive attitude toward the school, staff, students & parents;
- Address concerns constructively to the party involved and the principal;
- Deposit any written suggestions in the principal's or Superintendent's mail box in the reception area;
- Observe confidentiality of information about students, staff, parents & school;
- Follow assignment and instructions given by the teacher or administrator;
- Be positive with students - correct in a non-critical, non-threatening way.

By signing the Volunteer/Chaperone/Visitor/Intern Form, the Volunteer/Chaperone/Visitor/Intern agrees to follow the rules and procedures described above. It is mutually agreed that these services are voluntary and shall not be compensated for at any time.

---

## **STAFF PHOTOGRAPH AND/OR VIDEO**

HES and any of the Academies to which it provides services, including, but not limited to Star International Academy, Universal Academy, Noor International Academy and Universal Learning Academy (hereafter referred as the "School" or "Academy") will from time to time take photographs and/or videos of school events, its students and staff for School publication, informational and promotional purposes, in print and Internet mediums. Being assigned to work at the School will mean the employee has granted permission for such publication at any time of any photograph or video depiction of them taken during School or a School sponsored or related event. The School may also allow the press and or the School's landlord access to the School from time to time to photograph or video while School or School events are in progress and the School cannot control any publication of a likeness that may result from such access.

---

## **SOCIAL MEDIA/ NETWORKING GUIDELINES**

HES understands the importance of teachers, students and parents at a school engaging, collaborating, learning, and sharing in digital environments. To this aim, HES has developed the following guideline for students and parents when participating in online social media activities. Whether or not a student or parent chooses to participate in a blog, wiki, online social network or any other form of online publishing or discussion it is their decision, however, information produced by HES employees, and by an Academy's students and parents, is a reflection on HES and subject to its Acceptable Use Policy. By accessing, creating or contributing to any blogs, wikis, podcasts or other social media for classroom or District use, the employee agrees to abide by these guidelines. Please read them carefully before posting or commenting on any blog or creating any classroom blog, wiki and/or podcast.

---

## **EMPLOYEE GUIDELINES**

### **I. Personal Responsibility**

- HES employees are responsible for content they publish online. Employees should be mindful what they publish will be public for a long time—protect your privacy.

- The employee's online behavior must comply with the policies and work rules outlined in this Manual.
- Employees are not to communicate with any Academy student, via any electronic means, including but not limited to: phone, text, email, blog, Facebook, Instagram, Snapchat, Twitter or any other social networking program, site or other modality without the written consent of the parent(s) or legal guardian. Failure to comply with this policy will result in immediate termination of employment.
- Remember blogs, wikis and podcasts are an extension of your classroom. Any conduct prohibited by a rule or policy in this Manual is also prohibited online.
- The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as an HES employee online, and the Academy to which you are assigned, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with any of these stakeholders does not violate any HES rule or policy.
- When participating/contributing online to any blog or other social media/networking site, do not post confidential school stakeholder information (student, parent or community member), including but not limited to: names, emails, dates of birth, ID's, addresses, phone numbers, pictures or videos, any other identifiable piece of information.

## **II. Disclaimers**

- Classroom blogs do not require a disclaimer, but teachers are to moderate content contributed by students.

## **III. Copyright and Fair Use**

- Respect copyright and fair use guidelines. See US Copyright and Fair Use Guidelines.
- Hyper linking to outside sources is recommended. Be sure not to plagiarize and give credit where it is due. When hyper linking be sure that the content is appropriate.
- It is recommended that blogs be licensed under a Creative Commons Attribution 3.0 United States License.

## **IV. Profiles and Identity**

- Remember your association and responsibility with HES (and the Academy to which you are assigned) in online social environments. If you identify yourself as an HES and/or Academy employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, parents, and students. Remember how you represent yourself online should be comparable to how you represent yourself in person.
- No last names, school names, addresses or phone numbers of students or other protected individuals as outlined in this Manual should appear on blogs or wikis or any other social networking program.
- Be cautious how you set up your profile, bio, avatar, etc.
- When uploading digital pictures or avatars that represent yourself make sure you select a school appropriate image. Employee Operations and Procedures Manual guidelines apply to the digital world too. Also remember not to utilize protected images. Images should be available under Creative Commons or your own.

## **V. Social Bookmarking**

- Be aware that others can view the sites you bookmark.
- Be aware of words used to tag or describe the bookmark.

- Be aware of URL shortening services and verify the landing site they point to before submitting a link as a bookmark.
- Attempt to link directly to a page or resource if possible as you do not control what appears on landing pages in the future.

#### **VI. Access to Instant Messaging and other Social Media Sites**

- HES understands technology is constantly changing and that many sites have pedagogical significance for teacher and student use.
- Instant messaging and other chatting services are not to be used from or during work. If such tools are needed for educational use, a special request must be made to the Chief Technology Officer.
- HES supports the use of online sites for use as educational tools to supplement classroom activities and resources. These online tools are available through its websites and also available on Academy websites. If you would like to request that another online site be accessible to use for teaching and learning, please make a request to the Chief Technology Officer for review.
- A description should be provided of the intended use of the site and what tools on the site match your needed criteria.
- A link to the sites privacy policy should be included if possible.

### ONLINE CLASSROOM/BLOGGING SAFETY POLICY FOR STUDENTS

- A student will only participate in classroom associated blogging with written parental consent.
- A student will not post their full name or any other identifying information such as address, e-mail address, or telephone number.
- A student may not use the blog to violate the HES code of conduct policy (or any code adopted by an Academy) by plagiarizing, cheating, forging, or using copyrighted material without written permission.
- A student may not publish links to inappropriate websites.
- A student will use appropriate language. Offensive language will not be accepted.
- A student will not use a blog or other online classroom tools to attack or bully others in any way. They must respect the privacy of peers at all times.
- A student must understand that there will be consequences for misuse of the online classroom and/or blog.

### ONLINE CLASSROOM/BLOGGING SAFETY POLICY FOR TEACHERS

- A teacher will register their blog with the HES Office of Technology by contacting Chief Technology Officer.
- A teacher will provide students with the Online Classroom/Blogging Safety Policy for Students.
- Students and parents must read and sign the Online Classroom/Blogging Safety Policy before participating in any online classroom/blogging activity.
- A teacher will teach students safe and appropriate behavior as blog authors and readers.
- A teacher will recognize the blog as a closed conversation for members of the class and will not open the blog to any person not enrolled in the class.
- A teacher will actively monitor the blog for offensive language or subject material. The blog must also be monitored for cyber bullying.



- A teacher will protect student privacy at all times by not publishing a student's full name or any other identifying information such as address, e-mail address, or telephone number.
- All blogs must have a direct correlation to subject material taught in class and will not be used for social networking.
- Teachers must set consequences for blog misuse.

## **PUBLIC RELATIONS MATERIALS PROCEDURE**

---

For the purpose of this procedure, Public Relations (PR) Materials are defined as print and electronic publications, and promotional items used to promote the schools and/or to provide stakeholders with reports or updates on school functions and programs. PR materials include, but are not limited to, school newsletters, event announcements, and fliers.

1. A school principal is responsible for submitting PR materials to the Superintendent's office for approval prior to print and/or distribution. The proposed materials must be submitted electronically to Central Office/Support Center, to the Assistant to the Superintendent with a carbon copy to the HES Vice President, and/or Superintendent, unless otherwise noted by the Superintendent or her designee.
2. PR materials must align with the mission of HES (and of any of the Academies) and be reflective of an Academy's values and the Four HES Pillars. All information must be accurate, and grammatically sound. The principal assumes responsibility of proofreading and editing submissions by staff prior to sending the PR materials for review.
3. The Superintendent's office will review the submissions and share feedback with the principal within a reasonable time after their receipt. Principals must follow up on the recommendations and re-submit the PR materials for further review.
4. Public Relations (PR) materials may not be printed or distributed prior to the receipt of a written approval from the Superintendent or her designee.
5. This procedure does not apply to teachers' classroom newsletters, which are sent home with students. However, principals are expected to provide oversight needed to ensure newsletters are presentable and aligned with the schools' mission and the Four HES Pillars. The Superintendent or her/his authorized designee reserves the right to request copies of classroom newsletters with or without reason.



## **RECEIPT OF EMPLOYEE OPERATIONS AND PROCEDURES MANUAL, EMPLOYMENT AT WILL STATEMENT AND RECEIPT OF CHANGES OR ADDITIONS TO EMPLOYEE OPERATIONS AND PROCEDURES MANUAL**

---

This is to acknowledge I have access to the Hamadeh Educational Services (HES) Employee Operations and Procedures Manual located on the HES Website and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of employment with HES. I understand and agree it is my responsibility to read the Employee Operations and Procedures Manual and to abide by the rules, policies and standards set forth in the Employee Operations and Procedures Manual.

I also acknowledge my employment with HES is not for a specified period of time and may be terminated at any time for any reason, with or without cause or notice, by me or by HES. I acknowledge no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge no manager or employee has the authority to enter into an employment agreement—express or implied—providing for employment other than at-will.

I also acknowledge that, except for the policy of at-will employment, HES reserves the right to revise, delete and add to the provisions of this Employee Operations and Procedures Manual. All such revisions, deletions or additions must be in writing and must be signed by the HES President. No oral statements or representations can change the provisions of this Employee Operations and Procedures Manual. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment by HES may be modified at the sole discretion of the HES President, with or without cause or notice, at any time. No implied contract concerning any employment-related decision, term of employment or condition of employment can be established by any other statement, conduct, policy or practice.

I understand and agree this Employee Operations and Procedures Manual and the Authorization and Understanding section of my employment application as well as any employment, confidentiality and non-compete agreements which I may have signed, supersede and cancel any previous verbal or written policies, statements, understandings or agreements concerning the terms and conditions of my employment at HES.

I understand neither updated or new policies in this Employee Operations and Procedures Manual nor any other written or verbal communication by a management representative is intended to in any way create a contract of employment for any specified period of time, and that these policies are for informational purposes only. I also understand the updated and/or new policies do not affect my employment-at-will status, which permits HES or me to terminate the employment relationship at any time, for any reason with or without notice.

I acknowledge I have access to the Operations and Procedures Manual located on the HES website and also posted at each Academy and I have read, understood the contents of the policies in this Operations and Procedures Manual, and thereby agree I will comply with the Employee Operations and Procedures Manual Policies.

I understand and agree that all disputes related to my employment with Hamadeh Educational Services must be commenced no more than 182 calendar days after the date I knew or should have known about the incident precipitating the dispute, or within the applicable statute of limitations, whichever is less.

If I have questions regarding these policies, or the content or interpretation of any policy in the Employee Operations and Procedures Manual, I will bring them to the attention of the HES Vice President or HES President.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## CIVIL RIGHTS TRAINING FOR TEACHERS/CLASSROOM STAFF

Civil Rights are the non-political rights of a citizen and are guaranteed by the 13th and 14th Amendments of the U.S. Constitution and Acts of Congress.

“Treat others the way they want to be treated (or at least know what that is).”

- Treat everyone with dignity and respect.
- Make sure participants receive equal treatment and services.
- Do not impose policies that unfairly impact certain groups.

## TYPES OF DISCRIMINATION

**Disparate Treatment (Intentional)** - A person is intentionally discriminated against as a member of a protected class or group. This type of discrimination occurs when people make plans or rules that will intentionally treat some groups different than others based on race, color, national origin, age, sex, or disability.

**Example:** A group of students is denied breakfast based on their race, color, national origin, age, sex, or disability.

**Disparate Impact (Unintentional)** – Actions that appear neutral but have an excessive impact on a protected class or group. This type of discrimination occurs when a program makes a decision that unfairly affects protected classes in a way that results in receiving less.

**Example:** A sponsor asks individuals with Limited English Proficiency to wait for assistance because interpreters are not available until late afternoon. This creates a situation where meal services may be unavailable to a specific group.

**Reprisal/Retaliation** – Negative treatment of a member of a protected class in response to previous civil rights activity. This includes actions against their family and/or their associates. This type of discrimination occurs when a person or organization purposely acts so that specific individuals or groups are denied the same opportunities or benefits as other participants in response to a person's previous actions, comments, or behaviors.

**Example:** Family and friends of a school meals participant are mistreated after a civil rights complaint was filed against the sponsor.

## FILING A COMPLAINT

---

The process for filing a complaint is described on the “And Justice for All...” poster. Follow the process as described. Prominently display the “And Justice for All” poster where participants see it.

Everyone has the right to file a civil rights complaint. All staff and volunteers need to know what to do if someone wants to file a complaint. Be aware of the basis for which complaints may be filed: race, color, national origin, age, sex, and disability. Never discourage anyone from filing a complaint or voicing concerns of discrimination.

- Follow the written and posted policy for dealing with unacceptable behavior and conflicts.
- Listen to participant’s concerns.
- Try to explain the situation.
- Get help, especially with threats or violence.
- Use alternative dispute resolution (ADR) techniques.
- Do not retaliate against anyone who files a civil rights complaint.

## NON-DISCRIMINATION STATEMENT

---

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible State or local Agency that administers the program or USDA’s Target Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal relay Service at (800) 877-8339. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at Link to [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

**Mail:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil rights  
1400 Independence Avenue, SW  
Washington, DC. 20250-9410

**Fax:** (202) 690-7442 or

**Email:** [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider

Civil Rights Complaints for the following programs may be sent to the MDE School Nutrition Programs Office at [mde-schoolnutrition@michigan.gov](mailto:mde-schoolnutrition@michigan.gov) or by calling 517-373-3347.

- The National School Lunch Program (NSLP)
- The School Breakfast Program (SBP)
- The Summer Food Service Program (SFSP)
- The Afterschool Snack Program (ASP)

Failure to comply with Civil Rights requirements for USDA FNS Child Nutrition Programs can result in the loss of financial assistance from all Federal sources.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_