



Professional Personnel Handbook

August 2017

COP-ESD serves seventeen schools and approximately 8500 students in the counties of Cheboygan, Otsego, and Presque Isle, roughly 2,100 square miles in area. Grant programs often extend far beyond the COP boundaries to include many more counties and other local school districts. In addition, COPESD collaborates with other Intermediate School Districts.

Mission Statement:

The mission of Cheboygan-Otsego-Presque Isle Educational Service District is to maximize the learning and citizenship of all, by providing educational leadership, facilitating sustainable evidenced based practices and services, and providing professional development that involves member districts, this ESD and the entire community.

Public Schools Served

Cheboygan Area Schools

Gaylord Community Schools

Inland Lakes Schools

Johannesburg-Lewiston Area Schools

Mackinaw City Public Schools

Onaway Area Community Schools

Posen Consolidated School District #9

Rogers City Area Schools

Vanderbilt Area School

Wolverine Community School

Private/Parochial Schools Served:

Bishop Baraga Catholic School, Cornerstone Christian School, Northern Michigan Christian Academy, Otsego Christian School, St. Ignatius Catholic School, St. John Lutheran School, St. Mary Cathedral School

Local School District's K-12 enrollment: approximately 8500

Home	About us	Board of Education	Employment	Programs and Services	Resources	Schools	Calendar
	Directions	Board Members	Contracts (Para, Support, Teacher)	Business Services (Budgets, COP ESD Personnel Forms, Transparency Report, Substitute Forms, Web Report)	Tech Plan	Local Districts	Common Calendar
	Staff email directory	Board Policy	COP Staff Handbook	Coordinated School Health	Classroom		COP ESD Calendar
	COP Staff and School Phone Directory	Meeting Schedule	Vacancies (Employment apps*, Job Postings*)	Early Childhood Programs and Activities (Early On*, Tapestry and Great Parents Great Start, Early Childhood Interagency Coordinating Council, Great Start Collaborative, Events and Activities*, Community Directories, Great Start Readiness Program [GSRP])	Literacy Data Director Early On Curriculum (Resources, Personal Curriculum)		Professional Dev./Meeting Form/Room Reservation Form
			COP Staff Handbook	Michigan Model*	Parent Information (Parent Handbook, Procedural Safeguards)		
			Employee Benefits	Professional Development (Professional Development Offerings, COP Staff PD Forms, COP Staff PD Handbook)	Safe Schools Special Education (Assessment forms, Classroom Forms, IEP Supplement, MET Forms, SLD Eligibility Process, Speech Forms, Student Information)		
			Fingerprinting Payroll Forms Paystub	Pupil Accounting Special Education Homeless	Student Intervention (Student Intervention and Date Review) Power School Illuminate Seat Time Waiver		
			Subs-EduStaff	REMC 3	Net Trekker		

COMMON PROCEDURES Q & A

Forms addressed in this section are available on the COP ESD website www.copesd.org

- **COP ESD Board Policy** under Board of Education
- **Association Contracts** under Employment
- **Personnel Forms** under Business Services
- **Special Education Related Forms** under Resources, Special Education

Absence Reporting:

It is the staff member's responsibility to obtain PRIOR approval for personal and funeral time. Sick, family sick or emergency days may be requested as the need arises. An Absence Report MUST be completed within 5 days of return to work and submitted to your supervisor. See your Association's Contract for more information.

Starting September 2011 all absence reporting will be done paperless. Absence Reports and Directions for the reporting process will be found on the COP website under Programs and Services, Business Services, COP ESD Personnel Forms. You must follow the directions and timelines listed for accurate reporting.

Alternate Calendars/Schedules:

Each year a COP ESD office calendar will be established for the current school year, totaling 183 days. Ancillary staff members have the option of developing an alternate school year calendar to fulfill their 183 day contract, rather than adhering to the COP calendar. If the alternate calendar option is exercised, staff should develop their calendar based on close alignment with the districts that they service as well as attempting to maximize the greatest number of student contact days. Alternate calendar forms are available from your supervisor.

Blood Exposure:

In case of an on-the-job blood exposure IMMEDIATELY contact your supervisor and HR person. Staff will need to complete an Exposure Incident Investigation Report BY THE END OF THE SCHOOL DAY OF EXPOSURE. This form may be found on the COP website under Programs and Services, Business Services, COP ESD Personnel Forms.

Classroom Accounts:

Any revenue (i.e. cash, checks, money orders) MUST be deposited in the respective COP ESD classroom account. Staff needs to complete a Requisition Form to access this money. COP ESD classroom dollars are accrued from classroom activities such as fundraisers, donations, etc. Money spent from these accounts MUST be related to classroom activities. Itemized receipts MUST be submitted to Accounts Payable. Requisition Forms will be found on the COP website under Programs and Services, Business Services, COP ESD Personnel Forms.

Criminal Records Checks: Self Reporting on Arraignment/Conviction after employment

PA 680 of 2006: Employment is contingent upon the results of a mandatory Federal and State Criminal Record Check. Each staff member is responsible for the costs of the CRC. The results are emailed directly to the Superintendent. Once employed, staff members are responsible for **Self-Reporting of any criminal acts**. This information will be found on the COP website under Employment, Vacancies, Employment Application. Once at that site there are the reporting forms, Arraignment Disclosure and Conviction Disclosure and documents, PA 680 of 2006, Listed Offenses and Misdemeanor Convictions

Insurance Information:

Insurance information on coverage will be found on the [COP website under Programs and Services, Business Services, Transparency Report.](#) Insurance forms will be found on the [COP website under Programs and Services, Business Services, COP ESD Personnel Forms.](#)

Inventory Management:

COP ESD has an inventory system that is used to tag equipment over \$500.00. This is part of our Asset Management for our Audit Report. If at any time tagged equipment is to be disposed of, with approval of your supervisor, the tag MUST be removed and RETURNED to your supervisor with reason for disposal and how disposed.

Jury Duty:

When a Jury Duty notice is received staff is to notify your supervisor immediately to make arrangements for absence. Documentation received from the court is to be copied and sent to Human Resources. An Absence Report MUST be completed within 5 days of returning. Staff will be paid your daily rate but must submit any stipend check to Accounts/Payable that might be received from the court. Any mileage check issued by the court stays with the staff member.

Medicaid Reporting/Timelines:

Most COP staff members will have a responsibility for Medicaid billing for student services. Billing should be done at least quarterly during the school year in order to facilitate proper documentation levels with PCG and for state funding. In addition, Random Moment in Time Samples will be sent electronically to staff, as they are randomly selected throughout the school year. Staff members will be responsible for checking email for these notifications and following the timelines contained within the Random Moment information.

Mileage:

When using a personal automobile for completion of job responsibilities mileage will be reimbursed at the current I.R.S. rate for business travel. This travel will be documented on the Mileage and Expense Reimbursement Form. The form will be completed for each month with the date, location traveled to and reason for travel and beginning/ending mileage documented each day. This form MUST be submitted to your supervisor by the first Friday of each month. DO NOT put more than one month on a form. DO submit the form immediately the month is completed.

If there is a need to use a fleet vehicle contact the fleet manager to request a vehicle. The fleet manager will explain how to record your travel, use the Fuelman gas card if needed, etc.

Professional Development:

Forms, for requesting PD, and other information are available on the [COP website under Programs and Services, Professional Development, COP Staff PD Forms and COP Staff PD Handbook.](#) The [COP Staff PD Handbook](#) is also included in this document under the Professional Development section. Each Association needs to refer their own Agreement/Contract for specifics to your Association's contract.

Be cognizant of timelines for registrations, room reservations, etc. PRIOR approval to attend a workshop, training or conference is required. Any expenditure without prior approval will not be reimbursed or charged to your PD account.

Professional Development/Purchase Cards:

Professional Staff will be issued Purchase Cards to be used for Professional Development Activities. This includes Conference Registrations, Hotel Costs, and Restaurants for meals. The amount will be no more than your PD allocation. If you exceed your amount you will need to pay from your own resources.

Protective Services Referrals:

All ESD staff working with children are mandatory reporters for suspicion of abuse and neglect. Michigan law requires that you must file a report with the Department of Human Services when you have reasonable cause to suspect abuse or neglect. You must keep in mind that you are not required to determine whether abuse or neglect has actually occurred. DHS is responsible for investigating reports of abuse and neglect and for determining how each case progresses. You must make a report whenever you suspect that abuse or neglect **may have occurred**. The Department of Human Services statewide phone number is 1-800-942-4357. Classroom employees are requested to inform their direct supervisor or other COP administrator when a DHS report has been made.

Purchasing New Materials:

A Requisition Form is to be used when requesting a purchase for school-related use. All parts of the form must be completed including company name/address, shipping/handling costs. Attach an order form from the catalogue to the requisition. The requisition form is to be submitted to your immediate supervisor for approval.

Upon receipt of materials check immediately for condition and report any damages. Check off materials received on the packing slip and send to Accounts Payable. Let your supervisor know if there are any issues with the condition of the materials.

With prior supervisor approval, reimbursement may be sought for acceptable items via the Mileage and Expense Reimbursement Form. All related itemized receipts MUST be attached.

Salary Schedule:

Part-time employees who work less than 183 days/1281 hours in a school year will require more than one school year to earn a year's seniority. He/she will be able to advance to the next step on the salary schedule when the day and hour requirement has been met.

Salary Schedule: Growth Incentives

Growth Incentive requests ARE submitted to the Professional Development Committee for approval. While the Association Contract states that the request and documentation MUST be submitted to the PD Committee by August 1, **the Superintendent requests that prior notice be given by April 1 to assist in the development of the budget for the upcoming year.**

Professional staff members seeking growth incentives will find the requirements in their Association's contract under Growth Incentives. The contract will be found on the COP website under Employment, Contracts. Growth Incentives are also addressed in the PD Handbook which will be found on the COP website under Programs and Services, Professional Development, COP Staff PD Handbook.

Salary Schedule: Lateral Moves

Lateral Move requests ARE submitted to the Superintendent for approval. While the Association Contract states that the request and documentation MUST be submitted to the Superintendent by August 1, **the Superintendent requests that prior notice be given by April 1 to assist in the development of the budget for the upcoming year.**

Professional staff members seeking lateral moves on the pay scale will find the requirements in their Association's contract under Compensation and Reimbursement. The contract will be found on the COP website under Employment, Contracts.

Staff Meetings:

Staff members will be expected to attend any meetings scheduled by their supervisor. Paraprofessionals will be invited to attend meetings pertinent to their job responsibilities and will be welcome to participate but will not be expected nor compensated for attending meetings outside of their regular workday.

Substitute Information: for classroom staff

Gaylord: contact Renee Pray
Onaway: contact Susan Erickson
Cheboygan: contact Susan Erickson

Technology: Contacts

Staff members experiencing technical difficulties or questions are to call 231-238-4995 for technical assistance. Specific members of the technology department can be reached at the extensions listed on the staff directory.

Technology: Computers/Internet

Staff members are responsible for good behavior on Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply and are outlined in board policy. COP administration has the right to view information on any COP ESD owned equipment. Information may also be requested through a FOIA (Freedom Of Information Act) from an outside agency, person, etc.

Technology: Internet Usage Agreements

As a condition of its use, each staff member is expected to sign and return a copy of the internet usage agreement annually. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by board policy and its accompanying guidelines.

Technology: Electronic Mail

Each staff member has an email address on the COP ESD email site. It is expected that email will be checked daily for messages. If you have forgotten your user name or password, contact Technology personnel at the numbers listed under Technology Contacts above.

Technology: Phones/Voice Mail

Each staff member has access to voicemail, either individually or in conjunction with other staff members. It is expected that voicemail will be checked daily for messages. All telephone and voice mail systems are the Board's property and are to be used primarily for business purposes. If you are experiencing difficulties and need assistance with the phones or voicemail system please call 231-238-4995 for assistance.

Technology: Printers

In order to keep operating costs in check, please ensure that only necessary documents are printed. Please be sure to utilize the network copier for printing jobs that are to be done in high volumes. This can be done by choosing it from the listed network printers available to you from the print screen.

Technology: Web Calendar

Professional Staff will be expected to post their daily schedule on the Staff digital calendar available. This would also include meetings, committees, trainings, conferences, etc.

Time Record Sheets

For staff required to report work days, Time Record Sheets MUST BE SUBMITTED to Payroll the Friday before pay day. The Time Record Sheets are available on the COP website under Employment, Payroll Forms. There is a Time Sheet Schedule for dates of submission at the same location.

Worker's Comp/Accident/Injury: Review this process before it may be needed.

In case of an on-the-job accident or injury IMMEDIATELY contact your supervisor and HR person. Staff will need to complete The Employee's Report of Injury Form. This form and the Reporting Procedures are available on the COP website under Programs and Services, Business Services, COP ESD Personnel Forms. This form MUST be IMMEDIATELY sent to the HR person as described in the Reporting Procedures found on the COP website if you will be seeking medical intervention to get the rest of the paperwork from the HR person. If you are not seeking medical intervention right away you MUST submit your accident/injury within 5 days in order to qualify for worker's comp claim.

Yearly Trainings:

Training is on-line through SET SEG Safeschools. This is accessed through the COP website under Resources, Safeschools.

FERPA – required for all staff

Bloodborne Pathogens – required for all staff

Lifting – required for all classroom teachers and paraprofessionals, OTs, and other staff as directed by their supervisor

Bullying – required for all staff

Right To Know (Material Data Safety Sheets) – required for all staff

Training is Face-To-Face annually with Instructor. Nonviolent Crisis Intervention – required for all classroom staff and paraprofessionals. Initial training is 2-day certification program. Must complete a half day refresher training each year.

Technology Use Policy

*Internet Use by Students and Staff
(Students 7540.03, Staff 7540.04)



Internet Use Policy

STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

The purpose of this policy is to facilitate network (electronic mail and electronic bulletin board) and internet access (all referred to as "**Network**"), for educational purposes for the staff and students where appropriate. As such, this access should:

- (1) Assist in the collaboration and exchange of information
- (2) Facilitate personal growth in the use of technology
- (3) Enhance information gathering and communication skills.

Staff members are encouraged to use the Cheboygan-Otsego-Presque Isle Educational Service District's ("the Board") computers/network and Internet connection for educational purposes. Staff members must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the applicable collective bargaining agreement and Board policy, and/or civil criminal liability. Prior to accessing the Internet at school, staff members must sign the Staff Network and Internet Acceptable Use and Safety Agreement.

Smooth operation of the board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Staff members are responsible for their behavior and communication on the Internet.
- B. Staff members may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited.
- C. Staff members may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
- D. Staff members may not use the Internet to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Staff members are expected to abide by the following generally accepted rules of network etiquette:
 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Refrain from using obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 2. Never reveal names, addresses, phone numbers, or passwords of students while communicating on the Internet.
 3. Diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
- H. Use of the Internet to access, process, distribute, display or print child pornography and other material which is obscene, objectionable, inappropriate or harmful to minors is

prohibited. As such, the following material is prohibited: Material that appeals to a prurient interest in nudity, sex and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.

- I. Malicious use of the Board's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components or a computer or computing system is prohibited. Staff members may not use the Board's computers/network in such a way that would disrupt their use by others. Staff members would refrain from intentionally wasting limited resources.
- J. All communications and information accessible via the Internet should be assumed to be private property (e.g., copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions or authorship must be respected.
- K. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the board reserves the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- L. Use of the Internet and any information procured from the Internet is at the staff member's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in class should be cited the same as references to printed materials.
- M. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- N. Proprietary rights in the design of web sites hosted on the board's servers remains at all times with the Board without prior written authorization.

I have read and agree to adhere to the Internet Use Policy as adopted by the COP ESD Board of Education. Users also need to understand that all Internet logs and e-mail are public record and anyone may request to see all Internet sites accessed or e-mail content by any user.

Name (printed or typed):

(Signature)

Date _____

COPESD

Bylaws and Policies

COPESD Board Policy can be found at www.copesd.org under Board of Education, Board Policy

****Note:** Included here are some of the policies most commonly referred by staff members. All COP ESD Board Policies can be accessed through the COP website as specified above.

Equal Employment Opportunity (3122)

Staff Ethics (3112)

Personnel Files (8320)

Student Abuse and Neglect (8462)

Drug-Free Workplace (3122.01)

Use of Tobacco on School Premises (7434)

Control of Blood-Borne Pathogens (8453.01)

Control of Casual Contact Communicable Diseases (8450)

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Cheboygan-Otsego-Presque Isle ISD

Bylaws & Policies

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