

Chronic Health Conditions**Policy 5550**

Created: March 9, 2005

Last Reviewed: May 6, 2010

Next Review: July 1, 2009

Adopted: March 9, 2005

Revised:

Expires: June 30, 2010

The Superintendent shall insure that every school has a plan in place to address chronic health conditions based on best practices, research and current law.

*Administrative Regulation***Chronic Health Conditions**

5550.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/6/2010	5/6/2010	Superintendent

1 Purpose

- 1.1 To provide guidelines for addressing chronic health conditions

2 Organizational Units Affected

- 2.1 Athletic directors
 2.2 Building nurses
 2.3 Building principals
 2.4 Coaches
 2.5 Human Resource/**Legal** Services
 2.6 Instructional staff
2.7 Student Intervention and Support Services
 2.8 Superintendent

3 Definitions

- 3.1 AAPS: Ann Arbor Public Schools
 3.2 Board: Board of Education
 3.3 Chronic health condition: any debilitating condition that is permanent and affects the ability of an individual to perform his or her work

4 Background Information

- 4.1 All staff are urged to recognize that students **under Individuals with Disabilities Educational Improvement Act (IDEIA 2004) and Section 504 of the Rehabilitation Act of 1973**, faculty and staff **under the Americans with Disabilities Act (ADA)** may have chronic health conditions that may require some adaptation of the usual protocols and procedures in order to accommodate these conditions.

5 Procedures

- 5.1 The Superintendent or his or her designee shall work with Human Resource/**Legal** Services, Instructional Services, **Student Intervention and Support Services**, and school nurses to educate all AAPS employees about chronic health conditions that may affect the ability of a student, faculty member or staff employee to perform his or her work and what, if any, accommodations may be required.

- 5.2 The Superintendent shall work with AAPS health care professionals, building principals, athletic directors, instructional staff, interested members of the community, and others to determine procedures to assess and accommodate chronic health conditions of AAPS students and employees.

- 5.3 The Superintendent shall prepare or cause to be prepared a report outlining procedures relating to chronic health conditions to the Board.

- 5.3.1 Any change(s) in the procedures shall be reported to the Board on an annual basis, or more frequently as deemed necessary by the Superintendent and/or the Board.

6 Work Instructions, Templates, & Samples

- 6.1 Procedures for accommodating chronic health conditions
6.2 Adult's ADA accommodation plans
6.3 Student's 504 plans and individualized education plans (IDEIA)

7 Training & Feedback**8 Implementation, Compliance & Assessment**

*Administrative Regulation***Chronic Health Conditions**

5550.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/6/2010	5/6/2010	Superintendent

Anti-Harassment - Employees**Policy 4020**

Created: June 11, 2003

Last Reviewed: May 6, 2010

Next Review: July 1, 2011

Adopted: December 12, 2007

Revised: May 6, 2010

Expires: June 30, 2012

The Ann Arbor Public School District is committed to providing all employees with a safe and supportive working environment in which all members of the school community are treated with respect. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including, but not limited to, harassment. Therefore, the District expects that all relationships among persons in the workplace will be business-like, professional and free of bias, prejudice and harassment.

The District prohibits harassment of its employees based on any characteristic protected by federal, state or local law.

Harassment on the basis of any other protected characteristic or classification is strictly prohibited. Under this policy, "harassment" is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, gender, age, national origin, disability, height, weight, marital status, familial status, sexual orientation, veteran status, or any other characteristic protected by federal, state or local law, including characteristics of the individual's relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail **electronically transmitted acts, i.e. internet, cell phone, personal digital assistant (pda), or wireless hand-held device**).

The District specifically prohibits sexual harassment. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (i) submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct or communication by an individual is a factor in decisions affecting such individual's employment; or (iii) such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance, has the purpose or effect of creating an intimidating, hostile or offensive working environment or otherwise adversely affects an individual's employment opportunities.

Sexual harassment includes a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail **electronically transmitted acts, i.e. internet, cell phone, personal digital assistant (pda), or wireless hand-held device**), and other physical, verbal or visual conduct of a sexual nature.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace.

Retaliation Is Prohibited

Harassment

4020.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/6/2010	3/9/2010	Human Resource/Legal Services

1 Purpose

1.1 To support federal and state regulations and Board policy prohibiting employees from engaging in activities involving sexual harassment or harassment of any kind

2 Organizational Units Affected

2.1 All Ann Arbor Public Schools employees

3 Definitions

3.1 AAPS: Ann Arbor Public Schools

3.2 Employee: an employee of the Ann Arbor Public Schools

3.3 State: State of Michigan

3.4 HR/Legal Services: Human Resource/Legal Services

3.5 Board: Board of Education

4 Background Information

4.1 AAPS believes the work environment should be professional and free from intimidation, hostility or other offenses that might interfere with work performance.

4.2 Harassment of any sort-verbal, sexual, and/or physical-will not be tolerated.

5 Procedures

5.1 Reporting Claims

5.1.1 All claims of harassment should be reported to the employee's supervisor or to the Director of Employee Relations **HR/Legal Services**.

5.1.2 The Director of Employee Relations **Office of the Assistant Superintendent for HR/Legal Services** will review the complaint and confer with the employee's supervisor regarding how the complaint will be investigated.

5.1.3 The Director of Employee Relations **Office of the Assistant Superintendent for HR/Legal Services** will conduct an investigation, interviewing all involved parties and any witnesses, and will request written documentation.

5.1.4 At the completion of the investigation, the Director of Employee Relations **Office of the Assistant Superintendent for HR/Legal Services** will attempt to resolve the matter; decide what, if any, disciplinary actions will be taken; and discuss the findings with the employee and the employee's supervisor.

6 Work Instructions, Templates & Samples**7 Training & Feedback**

7.1 In an effort to educate employees, as well as abide by federal law, Human Resource Services **HR/Legal Services** will provide annual training for all employees on fair treatment and harassment, and/or provide web-based training.

8 Implementation, Compliance & Assessment

Personnel Policies/Handbooks**Policy 4050**

Created: June 11, 2003

Last Reviewed: May 6, 2010

Next Review: July 1, 2012

Adopted: June 30, 2008

Revised:

Expires: June 30, 2013

The Superintendent shall ensure that the district maintains up-to-date administrative employment policy, regulations, and employee handbooks which are fully compliant with federal, state, and local law as well as current collective bargaining agreements and sound business practice.

Family and Medical Leave Act (FMLA)

4050.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/6/2010	5/6/2010	Human Resource/Legal Services

1 Purpose

1.1 To support federal and state regulations and Board policy which provides eligible employees with up to 12 weeks of job-protected leave for family and medical reasons

2 Organizational Units Affected

2.1 All Ann Arbor Public Schools employees

3 Definitions

3.1 AAPS: Ann Arbor Public Schools.

3.2 Employee: an employee of the Ann Arbor Public Schools

3.2 HRS: Human Resource Services **HR/Legal Services: Human Resource/Legal Services**

3.3 FMLA: Family and Medical Leave Act

3.4 State: State of Michigan

3.5 Military Family Leave eligibility requirements**4 Background Information**

4.1 The FMLA legislation was enacted in 1993 to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following family and medical reasons:

- (a) to care for the employee's child after birth, or placement for adoption or foster care
- (b) to care for the employee's spouse, son or daughter, or parent, who has a serious health condition
- (c) for a serious health condition that makes the employee unable to perform his or her job

(d) military family leave for eligible employees with a spouse, son, daughter or parent on active duty status to address certain qualifying exigencies in accordance with FMLA guidelines.

4.2 The method used for calculation is a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

5 Procedures

5.1 Leave process

5.1.1 The employee should contact Human Resource **HR/Legal Services**.

5.1.2 A copy of the Family and Medical Leave Act, Request for Leave of Absence form and the Certification by Health Care Provider form are to be completed by the employee's physician **(if requesting medical leave)**.

5.1.3 Once this documentation is completed, the employee will receive a FMLA response letter from **HR/Legal Services** stating if the requested leave qualifies under FMLA.

5.1.4 **HR/Legal Services** will process all paperwork and indicate the duration of the employee's approved leave.

5.1.4.1 If the approved leave is to be intermittent, the employee's department must notify **HR/Legal Services** each time the employee is absent under FMLA.

5.1.5 **HR/Legal Services** will update the employee's supervisor on the employee's status and expected return date.

5.1.6 All medical documentation **MUST** be forwarded by the employee's department to **HR/Legal Services** to be filed in the employee's confidential medical file.

6 Work Instructions, Templates & Samples

6.1 FMLA packets, which include a copy of the FMLA regulation, Request for Leave of Absence

<i>Administrative Regulation</i>				
Family and Medical Leave Act (FMLA)				4050.R.01
<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/6/2010	5/6/2010	Human Resource/Legal Services

form and Certification by Health Care Provider form, are available in **from HR/Legal Services**.

7 Training & Feedback

7.1 Employees should familiarize themselves with the district policies and regulations.

7.2 Annual compliance updates for supervisors and administrators shall be distributed by HR/Legal Services.

8 Implementation, Compliance & Assessment

8.1 An employee's FMLA documentation will be kept in a confidential medical file in the HR/Legal Services office.

8.2 FMLA regulations are to be posted in all buildings.

Workers' Compensation

4050.R.02

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/6/2010	3/31/2010	Human Resource/Legal Services

1 Purpose

- 1.1 To support federal and state regulations as they relate to Workers' Compensation law(s).

2 Organizational Units Affected

- 2.1 All Ann Arbor Public Schools employees

3 Definitions

- 3.1 AAPS: Ann Arbor Public Schools

- 3.2 Employee: an employee of the Ann Arbor Public Schools.

- 3.3 State: State of Michigan

- 3.4 HR/Legal Services: Human Resource/Legal Services**

- 3.5 Concentra: Local clinic authorized to medically treat employees for approved Workers' Compensation injuries**

4 Background Information**5 Procedures**

- 5.1 Reporting Injuries

5.1.1 All injuries must be reported to the employee's supervisor within three days after the accident has occurred.

5.1.2 An Injury Report form must be completed and forwarded to Human Resource/HR/Legal Services.

- 5.2 Treatment

5.2.1 If an injury requires medical attention, an Authorization for Treatment form must be signed by the employee's supervisor and the employee must be sent to Business Health Services Concentra for treatment.

- 5.3 Work Status

5.3.1 If the employee is evaluated and able to return to work without restrictions, the employee must present his or her supervisor with a doctor's note confirming the employee's ability to return to full duty.

5.3.2 If the employee is placed on restrictions, all efforts will be made to accommodate a light duty assignment.

- 5.4 Compensation Payment

5.4.1 If the employee is unable to return to work in less than seven days, no compensation is paid, only treatment liability. The employee may receive compensation if the injury requires more than seven days off work; compensation begins on the eighth day. If the absence extends two weeks or longer, on the fifteenth day, Workers' Compensation will be paid to the employee retroactive to the first day off work, in accordance with applicable state laws.

- 5.5 Future Appointments

5.5.1 Appointments for treatment, physical therapy, testing, etc. should be scheduled outside of regular work schedule. In the event that an appointment is scheduled during normal work hours, employees are required to use available sick time to cover the absence.

6 Work Instructions, Templates & Samples

- 6.1 Injury Report form

- 6.2 Authorization for Treatment form (available in Human Resource/HR/Legal Services.)

7 Training and Feedback

*Administrative Regulation***Workers' Compensation**

4050.R.02

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/6/2010	3/31/2010	Human Resource/Legal Services

7.1 Safety training shall be provided through the ~~Office of Professional Development.~~
HR/Legal Services office.

8 Implementation, Compliance & Assessment

8.1 Documentation of Workers' Compensation injuries shall be placed in a confidential file in the
HR/Legal Services Compliance office.

8.2 Annual injury reports shall be compiled and posted as required by the Occupational Safety and Health Administration (OSHA).

*Administrative Regulation***Personnel Files**

4050.R.03

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	3/31/2010	3/31/2010	Human Resource/Legal Services

1 Purpose

1.1 To ensure a consistent process throughout the district regarding personnel files, compliant with local, State of Michigan and federal regulations, and Board policy **and administrative regulations.**

2 Organizational Units Affected

2.1 All Ann Arbor Public Schools employees

3 Definitions

3.1 AAPS: Ann Arbor Public Schools

3.2 Employee: an employee of the Ann Arbor Public Schools

3.3 HR/Legal Services: Human Resource/Legal Services

3.4 Personnel Files: The official file located in ~~Human Resource~~**HR/Legal Services** which includes, but is not limited to, an employment application, resume, letter(s) of reference, transcripts and certifications, interview records, education and training records, personnel action forms, employment agreements, unprofessional conduct and authorization release(s), employee handbook acknowledgement, policy acknowledgements, discipline notice(s), termination documents, exit interviews and performance appraisals.

3.5 Satellite Offices and Buildings Files: The unofficial records located at satellite offices and buildings, which may include an employment application, resume, personnel action forms, discipline notices and performance appraisals.

4 Background Information

4.1 This regulation is intended to provide current information to ensure consistency in the documentation and information contained in an employee's personnel file.

5 Procedures

5.1 A personnel file shall be established for every AAPS employee at the beginning of employment and shall be maintained and updated through the employee's service with AAPS.

5.1.1 All files are to be maintained with strictest confidentiality.

5.1.2 All personnel paper files shall be held in a locked, secure cabinet.

5.1.3 All personnel electronic files shall be password-protected.

5.1.4 Files are maintained in HR/Legal Services office for ten (10) years after which they are sent to a secure off-site document storage facility.

5.2 Employees may review their personnel file under the guidelines established in a collective bargaining agreement or individual employment contract.

6 Work Instructions, Templates & Samples

6.1 Personnel file checklist (~~Human Resource~~**HR/Legal Services**)

6.2 Personnel file checklist (satellite offices and buildings)

7 Training & Feedback**8 Implementation, Compliance & Assessment**

8.1 Following termination of employment, personnel files shall be maintained by Human Resource**HR/Legal Services** for seven years.

Administrative Regulation

Open Door Policy

4050.R.04

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	3/11/2010	3/11/2010	Human Resource/Legal Services

1 Purpose

- 1.1 To support open communication between employees and Human Resource/**Legal Services**

2 Organizational Units Affected

- 2.1 All Ann Arbor Public Schools employees

3 Definitions

- 3.1 AAPS: Ann Arbor Public Schools
 3.2 Employee: an employee of the Ann Arbor Public Schools
3.3 HR/Legal Services: Human Resource/Legal Services

4 Background Information

- 4.1 A key element in effective communications is an open door policy. The AAPS open door policy is designed to promote a quick resolution to problems in the workplace.
 4.2 All employees should have an opportunity to discuss work-related concerns without fear of retaliation or prejudice.

5 Procedures

- 5.1 Reporting concerns
 5.1.1 Any employee with a concern about his or her employment status or working conditions should contact Human Resource/**HR/Legal Services**.
 5.1.2 ~~Employee Relations~~ **HR/Legal Services** will review the concern and confer with the supervisor of an employee against whom a complaint is made regarding the concern.
 5.1.3 ~~Employee Relations~~ **HR/Legal Services** will conduct an investigation, interviewing affected parties and requesting written documentation, as required.
 5.1.4 At the completion of the investigation, ~~Employee Relations~~ **HR/Legal Services** will attempt to resolve the matter, decide what disciplinary actions will be taken, if any, and discuss the matter with the appropriate supervisor(s) and any involved employee(s).

6 Work Instructions, Templates & Samples**7 Training & Feedback****8 Implementation, Compliance & Assessment**

- 8.1 Documentation of all complaints will be kept by Human Resources Services **HR/Legal Services**.

Employee Handbook

4050.R.05

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/6/2010	5/6/2010	Human Resource/Legal Services

1 Purpose

1.1 To establish a formal framework for communicating to all employees relevant federal and state laws and ordinances, Board regulations **Policies**, and Ann Arbor Public School Policies **Regulations** and Procedures

2 Organizational Units Affected

- 2.1 All Ann Arbor Public Schools employees
- 2.2 Applicants for positions with the Ann Arbor Public Schools

3 Definitions

- 3.1 AAPS: Ann Arbor Public Schools
- 3.2 Employee: an employee of the Ann Arbor Public Schools
- 3.3 HR/Legal Services: Human Resource/Legal Services**

4 Background Information**5 Procedures**

5.1 ~~Human Resource~~**HR/Legal** Services shall provide an Employee Handbook, and updates as they occur, to all employees to be used as a reference for relevant federal and state laws and ordinances, Board regulations **Policies**, and Ann Arbor Public School Policies **Regulations** and Procedures.

5.2 Employees will sign a Handbook Acknowledgement Receipt, which shall be kept in the employee's personnel file.

5.3 Employees are expected to read the Handbook, become familiar with the contents, and abide by the directives contained within the Handbook.

5.4 Addendum updates will be printed and distributed annually.

5.4 The Handbook will be reprinted and redistributed every 4 years.

6 Work Instructions, Templates & Samples

- 6.1 AAPS Employee Handbook
- 6.2 Handbook Acknowledgement Receipt**

7 Training & Feedback

7.1 ~~Human Resource~~**HR/Legal** Services will provide training **as needed** to employees relating to the contents of the Employee Handbook; feedback will be solicited as part of the training.

8 Implementation, Compliance & Assessment

Administrative Regulation

Employee Background Checks

4050.R.06

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/6/2010	5/6/2010	Human Resource/Legal Services

1 Purpose

1.1 To ensure the continued safety of AAPS students by requiring criminal history and unprofessional conduct/reference checks of all district employees.

2 Organizational Units Affected

- 2.1 All Ann Arbor Public Schools employees
- 2.2 Applicants for positions with the Ann Arbor Public Schools

3 Definitions

3.1 AAPS: Ann Arbor Public Schools

3.2 ICHAT: Internet Criminal History Access Tool that allows the search of public records contained in the Michigan Criminal History Record maintained by the Michigan State Police, Criminal Justice Information Center.

3.3 ~~Accurant: private service that does background checks that go beyond the State ICHAT search.~~

3.4 Employee: an employee of the Ann Arbor Public Schools

3.5 HR/Legal Services: Human Resource/Legal Services

4 Background Information**5 Procedures**

5.1 AAPS administration shall perform background checks on all potential employees during the hiring process, in support of Board of Education Policies 4050, 4100 and 4500.

5.2 Human Resource/HR/Legal Services and/or administrators with hiring responsibilities will complete a Background Check Authorization form prior to hiring an applicant.

5.3 Applicants will be sent for background check via Livescan Fingerprinting.

5.3.1 Previous fingerprinting results can be used if scan occurred within 12 months of application.

5.4 Once results are received and are favorable, an applicant may begin employment.

6 Work Instructions, Templates & Samples

6.1 Employee Background Check procedures checklist

6.2 Employee Background Check form

7 Training & Feedback

7.1 Human Resource/HR/Legal Services will provide training in background check procedures, as needed, to administrators with hiring responsibility.

8 Implementation, Compliance & Assessment

8.1 The Human Resources Compliance Officer HR/Legal Services office shall maintain the confidential file containing the documentation described herein.

Recruitment/Hiring**Policy 4100**

Created: June 11, 2003
Adopted: July 30, 2008

Last Reviewed: May 6, 2010
Revised: May 6, 2010

Next Review: July 1, 2011
Expires: June 30, 2012

The Superintendent shall establish and maintain procedures for recruiting, screening, and hiring the most qualified individuals at all levels of district operations. The Superintendent shall make every effort to assure that recruitment includes a wide geographic and programmatic range of potential candidates for teaching faculty and administrative positions.

Except as specified in board policy governing administration (cf. 2300, 2310), the board delegates to the Superintendent the authority to hire all staff, subject to the provisions of the current collective bargaining agreements and the board-adopted budget. The Superintendent shall provide a quarterly **semi-annual** report to the board on persons hired under this policy.

Administrative Regulation

Hiring Procedures - Professional Staff

4100.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/6/2010	5/6/2010	Human Resource/Legal Services

1 Purpose

1.1 To provide guidelines for a selection process to support district administrators in hiring educational professionals (administrators, directors, and teachers) with qualities that enhance and support the District's mission: achievement for all students

2 Organizational Units Affected

- 2.1 Board Of Education
- 2.2 Human Resource/**Legal Services**
- 2.3 Parent/community organizations
- 2.4 Staff involved in the hiring process

3 Definitions

3.1 District Employee: employees are hired for the district and not for a specific school or department; candidates who are hired by the district may be assigned to work at any Ann Arbor Public Schools site(s)

3.2 District Selection Committee (DSC): A DSC will convene when the district is hiring for teaching positions and will interview and recommend candidates for professional positions. A similar committee will be convened for administrative hiring. The DSC will consist of a diverse and representative group of teachers, principal's central staff and parent representatives, led by a district administrator and contain at least one member trained in interview protocol.

3.3 FTE sheet: Full Time Equivalent position opening sheet. This document authorizes a posting, When signed by senior administrators, it verifies that the position and its funding have been reviewed.

3.4 ~~HRS: Human Resource Services~~**HR/Legal Services:** Human Resource/**Legal Services**

3.5 Professional Staff: educational professionals, such as administrators, principals, directors, and teachers

3.6 School Based Selection Committee (SBSC): A School Based Selection Committee is convened at the direction of ~~HRS-Employment Services~~**HR/Legal Services**. It is normally convened when a unique position is posted or when time will not permit convening a DSC. The SBSC will interview and recommend candidates for professional positions. This committee may also be involved in assisting the principal or supervisor in providing input on candidates who are placed by the District Selection Committee. The committee should be representative of the district's diversity,**including principal, teacher, and parent representatives**, and contain at least one member trained in interview protocol.

3.7 Site-based hiring may be used in secondary schools given the course offerings and the requirements of No Child Left Behind/Highly Qualified and certification.

4 Background Information**5 Procedures**

5.1 There is a multi-stage hiring process for professional staff:

5.1.1 Identifying and establishing professional staff needs (openings)

5.1.2 Posting of the position is the official notice of an open position. **HRS HR/Legal Services** may also advertise positions in appropriate media. Employees are invited to help identify the best candidates, including potential applicants from underrepresented populations and those with specialized certifications.

5.1.3 Applications for posted positions must be submitted on **through the official online application process forms** and within the posted deadline, without exception. All applications will remain on file for a year April 1 - March 31.

5.1.4 Applications will be screened by **HRS HR/Legal Services** to ensure minimum

*Administrative Regulation***Hiring Procedures - Professional Staff**

4100.R.01

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7/1/2005	7/1/2005	5/6/2010	5/6/2010	Human Resource/Legal Services

qualifications are met

5.1.5 A second screening by instructional personnel will be completed to identify worthy candidates in preparation for the interview process.

5.1.6 Interviews will be conducted by either a District Selection Committee or School Based Selection Committee depending on when the interview occurs. The committee will arrange for the scheduling of appointments and conduct the interviews.

5.1.7 HRS **HR/Legal Services** or an administrator will conduct and document appropriate reference checks for qualified candidates.

5.1.8 HRS **HR/Legal Services** will determine the appropriate salary placement and present a job offer to the selected candidate.

5.2 All candidates who are offered a position will be subject to a fingerprint check, as required by State of Michigan law.

6 Work Instructions, Templates & Samples

- 6.1 FTE Sheet
- 6.2 Professional Staff Hiring Manual
- 6.3 Sample posting
- 6.4 Sample rating matrix/rubric

7 Training and Feedback

7.1 Training for hiring administrators will be provided **as needed** by the Office of Professional Growth and Development **HR/Legal Services**

7.2 Training for recruiters and selection committees will be provided by the Office of Professional Growth and Development **HR/Legal Services**

8 Implementation, Compliance & Assessment

8.1 Quarterly staffing report to the Board of Education **Staffing reports will be provided to the Board of Education on a semi-annual basis.**

Hiring Procedures - Support Staff

4100.R.02

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	3/31/2010	3/31/2010	Human Resource/Legal Services

1 Purpose

1.1 To provide guidelines for a selection process to support district administrators in hiring support staff with qualities that enhance and support the District's mission: achievement for all students

2 Organizational Units Affected

- 2.1 Board Of Education
- 2.2 Human Resource/Legal Services
- 2.3 Parent/community organizations
- 2.4 Staff involved in the hiring process

3 Definitions

3.1 District Employee: employees are hired for the district and not for a specific school or department; candidates who are hired by the district may be assigned to work at any Ann Arbor Public Schools site(s)

3.2 FTE sheet: Full Time Equivalent position opening sheet. This document authorizes a posting, When signed by senior administrators, it verifies that the position and its funding have been reviewed.

3.3 **HR/Legal Services:** Human Resource/Legal Services

3.4 Selection Committee: The Selection Committee will convene when posted openings are to be filled. This committee will interview and recommend candidates for such positions. A Selection Committee will consist of a diverse and representative committee of the workforce and will be led by a district administrator.

3.5 Support Staff: bus drivers and monitors, custodial and maintenance personnel, office professionals, para-educators, supervisors, technical assistants, and specialists

4 Background Information**5 Procedures**

5.1 There is a multi stage hiring process for hiring support staff:

5.1.1 Identifying and establishing support staff needs (openings)

5.1.2 Posting of the position is the official notice of an open position. **HR/Legal Services** may also advertise positions in appropriate media. Employees are invited to help identify the best candidates, including potential applicants from underrepresented populations and those with specialized certifications.

5.1.3 Applications for posted positions must be submitted **through the online application process, or** on official application forms **(as the position requires)** and within the posted deadline, without exception. All applications will remain on file for a year April 1 - March 30.

5.1.4 Applications will be screened by **HRS-HR/Legal Services** to ensure that candidates meet the minimum qualifications. A second screening by department administrators may occur to determine who meets interview qualifications.

5.1.5 A Selection Committee will conduct all interviews.

5.1.6 **HRS-HR/Legal Services** or an administrator will conduct and document appropriate background and reference checks for qualified candidates.

5.1.7 **HRS-HR/Legal Services** will determine the appropriate salary placement and present a job offer to the selected candidate.

6 Work Instructions, Templates & Samples

- 6.1 FTE Sheet
- 6.2 Sample Posting
- 6.3 Sample rating matrix/rubric

*Administrative Regulation***Hiring Procedures - Support Staff**

4100.R.02

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	3/31/2010	3/31/2010	Human Resource/Legal Services

6.4 Support Staff Hiring Manual

7 Training and Feedback

7.1 Training for hiring support staff will be provided by the Office of Professional Growth and Development **HR/Legal Services.**

7.2 Training for recruiters and selection committees will be provided by the Professional Growth and Development **HR/Legal Services.**

8 Implementation, Compliance & Assessment

8.1 Quarterly staffing report to the Board of Education **Staffing reports will be provided to the Board of Education on a semi-annual basis.**

Evaluation		Policy 4300
Created: June 11, 2003	Last Reviewed: May 6, 2010	Next Review: July 1, 2011
Adopted: June 30, 2008	Revised:	Expires: June 30, 2012

The Superintendent shall establish and maintain system(s) of performance evaluation for all employees which shall ensure prompt, appropriate action in response to weakness as well as appropriate recognition of exemplary performance. Such system(s) shall solicit and include input from district patrons and colleagues who have had sufficient direct contact with an employee to be able to contribute informally to such an evaluation. Such system(s) shall also include objective data when possible and appropriate.

Administrative Regulation

Evaluation

4300.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/6/2010	3/9/2010	Human Resource/Legal Services

1 Purpose

1.1 To provide guidelines for the performance evaluation of all district personnel employed through a collective bargaining agreement or individual contract **and as required by law.**

2 Organizational Units Affected

- 2.1 All staff represented by a bargaining unit or association
- 2.2 All staff who supervise employees represented by a bargaining unit or association
- 2.3 Board Of Education

3 Definitions**4 Background Information**

4.1 Collective Bargaining Unit: employees that fall under a collective bargaining agreement will be evaluated as outlined in their collective bargaining agreement.

4.2 Non-Affiliated Groups: The district's goal is to conduct an annual performance review of employees. If conducted, the review shall be in writing. To aid the district in the annual review, the employee shall furnish to the district such oral and written reports as may be requested by the district. If the district does not conduct an annual performance review as above provided, such failure to act by the district shall ~~be~~ not be interpreted as a breach of the Contract, but instead shall be regarded as an affirmative decision by the district not to conduct an annual performance review.

5 Procedures

- 5.1 The Superintendent will establish performance evaluation procedures which will stimulate improvement in an employee's services.
 - 5.1.1 These procedures shall not be in conflict with an employee's collective bargaining agreement.
 - 5.1.2 The Superintendent shall establish procedures which call for regular evaluation of all employees.
 - 5.1.3 Employee evaluations shall be conducted to:
 - (a) assist and encourage employees in improving their skills and performance; and/or
 - (b) assess performance of those receiving promotions or new placements; and/or
 - (c) assess the performance of probationary employees to determine whether or not to continue employment; and/or
 - (d) assess performance where there is a concern about performance that may lead to a Performance Improvement Plan or a recommendation for termination for unsatisfactory performance
- 5.2 Unless in conflict with the employee's collective bargaining agreement, all written evaluations shall be submitted to Human Resource Services **Human Resource/Legal Services** to be placed in the employee's personnel file.

6 Work Instructions, Templates & Samples**6.1 Performance Improvement Plan****7 Training & Feedback****8 Implementation, Compliance & Assessment**

Labor Relations**Policy 4400**

Created: June 11, 2003

Last Reviewed: May 6, 2010

Next Review: July 1, 2014

Adopted: June 30, 2008

Revised:

Expires: June 30, 2015

The Superintendent shall establish and maintain open channels of communication and collaboration with the leadership of collective bargaining units/associations which represent district employees. These shall include meetings for collaborative resolution of issues which may arise from time to time. Further, the Superintendent shall proactively bring forth to the bargaining units/associations issues of concern to the district which affect or are affected by the collective bargaining agreements.

In establishing committees to offer input on district operations, the Superintendent shall include representative(s) from units/associations whose members may be affected by those operations.

*Administrative Regulation***Labor Relations**

4400.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/6/2010	3/31/2010	Human Resource/Legal Services

1 Purpose

- 1.1 To provide guidelines for the development and maintenance of positive labor relations

2 Organizational Units Affected

- 2.1 All employees covered by collective bargaining agreements
2.2 Superintendent

3 Definitions

- 3.1 AAPS: Ann Arbor Public Schools
3.2 Board: Board of Education

4 Background Information

- 4.1 The more effectively all AAPS employees foster positive labor relations, the more resources, focus and energy will be available **for learning opportunities to support the district's educational mission.**

5 Procedures

5.1 The Superintendent shall ensure that open channels of communication are maintained between the administration and the leaders of bargaining units and/or associations with bargaining agreements with the district.

5.2 The Superintendent may designate a department, an individual or individuals, or establish a committee or committees to assist in creating open and positive discussions relating to labor issues and district operations.

5.2.1 Any such committee shall include representative(s) from units/associations whose members may be affected by those operations.

5.3 The Superintendent shall also schedule meetings with the leaders of bargaining units and/or associations with bargaining agreements with the district to discuss labor issues that may arise from time to time.

5.3.1 At his or her sole option, the Superintendent may establish a regular schedule of meetings with the leaders of bargaining units and/or associations with bargaining agreements with the district to discuss labor issues.

5.4 The Superintendent shall proactively bring forth to the bargaining units/associations issues of concern to the district which affect or are affected by the collective bargaining agreements.

6 Work Instructions, Templates, & Samples

- 6.1 Labor agreements

7 Training & Feedback**8 Implementation, Compliance & Assessment**

Safety and Security**Policy 4500**

Created: June 11, 2003

Last Reviewed: May 6, 2010

Next Review: July 1, 2011

Adopted: June 30, 2008

Revised:

Expires: June 30, 2012

The Superintendent shall ensure that appropriate security, safety, and health measures are in place to protect staff, students, guests, and district property from damage or injury. In addition, the Superintendent shall make every effort to provide a safe and productive environment for all employees: free of violence, personal threats, harassment, intimidation, physical and verbal abuse, and coercion.

*Administrative Regulation***Safety, Injuries & Emergencies**

4500.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/6/2010	5/6/2010	Human Resource/Legal Services

1 Purpose

1.1 To establish guidelines for the continued safety of students and staff, and the proper handling of emergency situations

2 Organizational Units Affected

2.1 All staff

3 Definitions

3.1 Building Crisis Team: comprised of principal and staff trained to respond in times of crisis

3.2 Crisis Plan: planned, specific intervention by district in response to a traumatic event or crisis

3.3 Incident Reports: mandatory documentation of accidents that occur on school property

3.4 Instructional Council: comprised of all district administrators

4 Background Information

4.1 Standard routines and practices shall be in place for inspecting and maintaining our buildings and grounds to ensure the physical safety and security of staff, students, and guests.

4.1.1 Inspections/audits shall be coordinated with appropriate outside agencies, as needed.

4.2 There shall be an ongoing relationship with city and county police, safety, security and emergency agencies to develop and maintain appropriate safety and crisis plans for all buildings.

4.3 All employees and students are expected to learn and work in an environment that is free of violence and harassment in compliance with district policy, and state and federal law.

4.4 Cross-reference: OSHA Guidelines; Transportation Rules; Rights and Responsibilities Handbook; Conflict Management materials; Employee Contracts; Fair Treatment Policy; Departmental Safety guidelines; Before/After School Supervision Plans; Fire, Severe Weather, and Evacuation Drill Procedures

5 Procedures

5.1 All staff will be responsible for knowing the expectations of a safe and productive work environment as defined by legislation, district policy, and contractual language.

5.2 All building supervisors will communicate to students, staff, and parents/guardians the expectations for building/grounds safety and how to report safety and security concerns.

5.2.1 All staff will be responsible for sharing safety and behavior expectations with their students throughout the year, with an emphasis on preventing problems and injuries.

5.3 All staff will be responsible for following up on student, parent, or visitor safety concerns reported to them by sharing these verbally or in written form with the building supervisor.

5.3.1 An "Incident Report" must be completed following any accident **and submitted to the Office of the Deputy Superintendent for Operations.**

5.4 The building supervisor will follow district procedures for generating work orders and/or other requisitions to address safety and security concerns in a timely manner.

5.5 District supervisors will work with the building custodial staff and the building supervisor to address concerns reported to them and/or discovered through regularly scheduled inspections.

5.6 The building supervisor will be responsible for maintaining the crisis plan and working with the district and building crisis teams to implement it.

5.7 The building supervisor and school nurse will share with all staff procedures for handling medical and other emergencies.

5.7.1 **Pertinent** student medical emergency information will be shared with **appropriate**

Administrative Regulation

Safety, Injuries & Emergencies

4500.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/6/2010	5/6/2010	Human Resource/Legal Services

staff **for the handling of health-related issues.**

5.7.1.1 Appropriate staff will be trained to administer first aid to children with serious allergies.

5.7.1.2 Any life-threatening allergic reaction and any serious injury will be treated as a medical emergency and 911 shall be called immediately.

5.7.1.3 All head injuries should be reported to the parent/guardian.

5.7.2 All staff shall have crisis flip chart information in their work areas.

6 Work Instructions, Templates, & Samples

- 6.1 Crisis plan including process for building/district crisis team coordination
- 6.2 Curriculum/instructional materials that focus on safety, problem solving, etc.
- 6.3 Display materials defining safe environment and building/district expectations
 - 6.3.1 Display of medical and emergency procedures and crisis flip chart
 - 6.3.2 Display of food and other allergens in classrooms and lunchrooms
- 6.4 Employee Contract information pertaining to safety, security, code of conduct, etc.
- 6.5 Serious Incident Report
- 6.6 Posted signs and procedures for fire, severe weather, & emergency evacuation
- 6.7 Rights and Responsibilities Handbook
- 6.8 Sample communication with parents to follow up emergency situations
- 6.9 Work Order template

7 Training & Feedback

7.1 Instructional Council, staff meeting, departmental discussions, and professional development opportunities for all staff should be used to prepare staff for overall safety procedures, injuries and emergencies.

7.1.1 First aid and crisis response training opportunities for all staff will be coordinated through Student Intervention and Support Services.

7.1.2 Employees attending training shall be required to record their attendance.

8 Implementation, Compliance & Assessment

8.1 Ongoing review of building and site safety, work order completion rates, and compliance with required drills shall be coordinated by Facilities and Systems. **Physical Properties Department.**

8.2 Review of student incident and behavior reports shall be coordinated by Operations.

8.3 Informal and formal surveys of students, staff, and parents shall be coordinated by Human Resource/**Legal Services.**

8.4 Review of crisis plans and the debriefing process following emergency situations shall be coordinated by the Office of Communications.

8.5 Ongoing communication throughout district and community with focus on maintaining a safe and productive environment for all employees and students shall be coordinated by the Office of Communications and Human Resource/**Legal Services.**

Drug/Alcohol Free Workplace

4500.R.02

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	3/31/2010	3/31/2010	Human Resource/Legal Services

1 Purpose

- 1.1 To support AAPS Board policy as it relates to the safety and security of students and staff

2 Organizational Units Affected

- 2.1 All Ann Arbor Public Schools employees

3 Definitions

- 3.1 AAPS: Ann Arbor Public Schools

- 3.2 HRS: Human Resource Services **HR/Legal Services: Human Resource/Legal Services**

- 3.3 **Board: Board of Education**

4 Background Information

4.1 AAPS is committed to providing a safe, healthy and efficient working environment for all employees and students. AAPS also has a responsibility to provide the public with quality service through a productive and safety-conscious work force. In order to achieve these goals, AAPS will not tolerate employee use of or abuse of illicit drugs or alcohol on school property at any time. At the same time, AAPS recognizes that some of these issues may be the result of complex personal and family problems. In conjunction with AAPS drug/alcohol workplace policy, an Employee Assistance Program is offered to assist with these concerns.

5 Procedures

5.1 AAPS may require limited drug and alcohol testing in specific situations permitted by law. Limited circumstances under which testing will be required can be summarized as follows:

- 5.1.1 pre-employment testing

- 5.1.2 school-related vehicular collision

- 5.1.3 vehicular accident on school property

- 5.1.4 non-vehicular accident during company time which may lead to loss of work time

- 5.1.5 reasonable suspicion of alcohol/drug use

- 5.1.6 as required by Department of Transportation guidelines

5.2 If an employee is sent for drug/alcohol testing, the employee must be accompanied by a supervisor.

5.3 If an employee tests positive, the employee will be escorted home. A representative of HRS/Employee Relations **HR/Legal Services** and the employee's supervisor will determine the necessary disciplinary action to be followed, based on the provision in the collective bargaining agreement, employee handbook or individual contract.

6 Work Instructions, Templates & Samples**7 Training and Feedback**

7.1 Employee Assistance Program information is available through Human Resource Services **HR/Legal Services**.

8 Implementation, Compliance & Assessment

Administrative Regulation

Smoke Free Environment

4500.R.03

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	3/31/2010	3/31/2010	Human Resource/Legal Services

1 Purpose

1.1 To fulfill requirements of the Michigan Clean Indoor Air Act (Public Act 198 of 1986, as amended, and Tobacco Free Schools (Public Act 140 of 1993, effective September 1, 1993)

2 Organizational Units Affected

- 2.1 All staff
- 2.2 ~~Facilities and Systems~~ **Physical Properties Department**
- 2.3 ~~Human Resource Services~~ **Human Resource/Legal Services**
- 2.4 Students, contractors, visitors

3 Definitions

- 3.1 Instructional Council: comprised of all district administrators
- 3.2 PTO: Parent-Teacher Organization
- 3.3 Tobacco Free Schools: The use of tobacco products on public school property is prohibited at all times.
 - 3.3.1 Tobacco product: any preparation of tobacco which can be inhaled, chewed, or placed in the mouth
 - 3.3.2 School property: any building, facility, structure, and/or other real estate owned, leased or otherwise controlled by the district.

4 Background Information

- 4.1 The school district is dedicated to providing a healthy, comfortable and productive environment for staff, students, and other members of the school community.
 - 4.1.1 Smoking and other use of tobacco products has been proven dangerous to both users and persons exposed to "second hand smoke" Environmental Tobacco Smoke (ETS).
- 4.2 Effective January 1, 1992, smoking is prohibited in all school buildings, indoor facilities, and vehicles of the Ann Arbor Public Schools, pursuant to the Michigan Clean Indoor Air Act.
 - 4.2.1 Smoking, chewing, or other use of tobacco products of any kind is prohibited at all times.
 - 4.2.2 All employees, students, parents/guardians, contractors, and visitors share responsibility for adhering to and enforcing the policy.
 - 4.2.3 The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and nonsmokers.

5 Procedures

- 5.1 Copies of this policy will be distributed to all employees, students, parents/guardians, and contractors by appropriate district personnel.
- 5.2 Prominent signs displaying the following statement will be posted by the ~~Facilities and Systems~~ **Physical Properties** Department at all entrances, throughout buildings and indoor facilities, and in vehicles:
 - 5.2.1 **SMOKING IS PROHIBITED IN THIS ALL BUILDINGS/INDOOR FACILITIES/ VEHICLES PURSUANT TO THE MICHIGAN CLEAN INDOOR AIR ACT**
- 5.3 Persons observing a violation of this policy are encouraged to discuss the violation one-on-one with the violator or, if necessary, to report it to their supervisor, the building supervisor, or Human Resource/**Legal** Services.
- 5.4 Supervisors, building supervisors, or the Administrator **Assistant Superintendent** for

*Administrative Regulation***Smoke Free Environment**

4500.R.03

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	3/31/2010	3/31/2010	Human Resource/Legal Services

Human Resource/**Legal** Services, upon receipt of a complaint, will investigate and take action to resolve the issue within seven working days.

5.4.1 Persons found to have violated this policy will be subject to disciplinary action(s) in the same manner and magnitude as violations of other school policies. Any discipline shall be progressive. All violators shall have the right to due process as outlined in their Master Agreement or employment contract.

6 Work Instructions, Templates, & Samples

- 6.1 Copy of the policy
- 6.2 Signs for display in all buildings, facilities, and vehicles

7 Training & Feedback

- 7.1 Instructional Council, staff meeting, departmental and PTO discussions
- 7.2 School assemblies, P.A. announcements, and classroom

8 Implementation, Compliance & Assessment

- 8.1 Annual distribution of policy to all groups by Human Resource/**Legal** Services
- 8.2 Annual check of posted signs by ~~Facilities and Systems~~ **Physical Properties** Department
- 8.3 Ongoing monitoring of reported incidents and follow-up unit supervisors

Board Ownership of Intellectual Property**Policy 4600**

Created: June 11, 2003

Last Reviewed: May 6, 2010

Next Review: July 1, 2011

Adopted: June 30, 2008

Revised:

Expires: June 30, 2012

Unless otherwise agreed to by board action, the board shall have proprietary right of ownership to any and all publications, devices, instructional materials, and computer programs produced by district employees during their regular and normal work days while in the employment of the district, or produced through the use of district resources.

Board Ownership of Intellectual Property

4600.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/6/2010		Human Resource/Legal Services

1 Purpose

1.1 To provide guidelines for the establishment of AAPS intellectual property rights

2 Organizational Units Affected

2.1 All staff

3 Definitions

3.1 AAPS: Ann Arbor Public Schools

3.2 Board: Board of Education

3.3 Intellectual property: publications, devices, instructional materials, and computer programs, produced in any media, as produced by an AAPS employee during regular and normal workdays while in the employment of the AAPS district, by assignment as part of normal job responsibilities whenever produced, or produced through the use of district resources, district financing and/or district equipment

4 Background Information

4.1 The proprietary, ownership, patent, and copyright rights to any and all intellectual property in any and all media shall reside in perpetuity with the Board.

5 Procedures

5.1 The Superintendent shall regularly communicate the Board's policy concerning intellectual property rights to all new and current AAPS staff.

5.2 In the event of a question concerning ownership of intellectual property rights:

5.2.1 Any questions relating to legal rights to intellectual property shall be brought immediately to the attention of the Superintendent.

5.2.2 In the event the Superintendent cannot resolve the question, the pertinent information shall be presented in a timely manner to the Board.

5.2.3 In the event the Board cannot resolve the question, the Board may retain legal counsel for representation.

5.3 The use of "regular and normal workdays" in the definition of "intellectual property" in 3.3 shall not be construed to be limited to a Monday-Friday work week.

5.3.1 Work performed on behalf of AAPS during hours over and above the employee's usual work week which results in material(s) as defined under "intellectual property" shall be considered as being performed during "regular and normal workdays" and intellectual property rights shall be retained by the Board.

5.3.2 The rights to work performed as described in 5.3.1 shall be retained by the Board even if the employee performing the work is not part of a bargaining unit and does not receive overtime pay.

5.4 At its sole discretion, the Board may relinquish or modify all or a portion of its rights to any intellectual property produced by an AAPS employee.

5.4.1 Any modification of the Board's rights, as agreed to by the Board, shall not be valid until it is documented in writing and approved by the Board's legal counsel.

5.4.2 No individual has the right or authority to relinquish or modify the Board's rights to any intellectual property produced by an AAPS employee.

6 Work Instructions, Templates, & Samples**7 Training & Feedback****8 Implementation, Compliance & Assessment**

Middle School Attendance**Policy 5120**

Created: January 1, 2009

Last Reviewed: March 31, 2010

Next Review: July 1, 2011

Adopted:

Revised:

Expires: June 30, 2012

The Superintendent shall, in cooperation with the Board, articulate attendance guidelines pertaining to daily student attendance at the middle school level. The attendance guidelines shall establish a clear expectation that students must attend school regularly and arrive on time to achieve academically and benefit fully from classroom instruction.

Students and their parents/guardians should understand that excessive absences, whether excused or unexcused, can negatively impact a students' grades and academic achievement. The attendance guidelines provide for problem-solving with parents/guardians when attendance is inconsistent and/or detracting from school success.

Middle School Attendance

5120.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
1/1/2009	6/30/2010	3/31/2010	3/31/2010	Office for Secondary Education

1 Purpose

- 1.1 To provide guidelines for attendance at the Middle School Level.

2 Organizational Units Affected

- 2.1 Principals
 2.2 Teaching Staff
 2.3 Counselors
 2.4 Parents/Guardians
 2.5 Transportation Department

3 Definitions

- 3.1 Excused absences
 3.2 Unexcused absences
 3.3 Incentives
 3.4 Tardies (excused/unexcused)

4 Background Information

- 4.1 Student attendance is essential to educational progress and achievement; a lack of attention to this issue is inconsistent with the district's focus on increasing student achievement.
 4.2 Students are expected to attend all classes unless excused by their parent/guardian and the schools.
 4.3 Regular attendance and punctuality are essential if students are to make use of educational opportunities in Middle School.

5 Procedures

- 5.1 Parents/Guardians may excuse absences for the following reasons:
- 5.1.1 Personal Illness
 - 5.1.2 Illness of an immediate family member
 - 5.1.3 Death of a family member or close friend
 - 5.1.4 Verified medical or dental
 - 5.1.5 Verified legal proceedings
 - 5.1.6 Emergency removal for administrative reasons
 - 5.1.7 Suspension from school
 - 5.1.8 Approved school-sponsored or school-related activity
 - 5.1.9 Emergency childcare
 - 5.1.10 Exceptional or unexpected transportation difficulties
 - 5.1.11 Observance of a religious holiday
 - 5.1.12 Other activities approved by school administration
 - 5.1.13 Pre-excused family travel/college visits
- 5.2 When calling in an excused absence, parent/guardian shall provide the following information:
- * Student's name
 - * I.D. Number
 - * Grade Level
 - * Date(s) and time(s) of absence
 - * Reason for absence
 - * Caller's relationship to student

Middle School Attendance

5120.R.01

Issue Date	Effective Date	Reviewed	Revised	Approved By
1/1/2009	6/30/2010	3/31/2010	3/31/2010	Office for Secondary Education

5.3 The principal/assistant principal must pre-approve pre-planned absences **the week it is delivered**, to allow for make-up privileges.

5.3.1 Parent/Guardian shall complete a Request for Extended Absences form and turn it in at the grade level office in advance.

5.3.2 Once an extended absence is approved the student has the responsibility to make the appropriate arrangements with his/her teachers.

5.4 When leaving during regular scheduled school hours the student(s) must check out at the grade level office.

5.5 Parents/guardians may not excuse students from class in order to remain in school to study for a test, go to the media center, complete make-up work, or attend some other in-school activity.

5.6 Make-Up work guarantees students the right to make-up and receive credit for work that is missed due to excused absences.

5.7 Excessive Absences/Unexcused Absences are those absences where the student fails to attend class and the parent or guardian has not notified the school in accordance with the required attendance procedures.

5.8 Attendance shall be monitored as follows:

5.8.1 Office Professionals/Secretary review of attendance and submits to counselor students with 7 absences.

5.8.2 Counselor reviews attendance of students with 7 accumulative absences.

5.8.3 Counselor contacts parent upon evaluation of attendance pattern.

5.8.4 Counselor assesses medical conditions documented by outside source.

5.8.5 Counselor contacts district Court Liaison officer.

5.8.6 Administrator generates an attendance letter contingent upon Counselor assessment.

5.8.7 Office Professional/Secretary continues to monitor attendance weekly and shall notify counselor as necessary.

5.8.8 Upon 10th unexcused absence, administrator sends letter to home and to District Court Liaison officer.

5.8.10 Administration has a meeting with parent/guardian.

5.8.11 Administration will monitor/collaborate with District Court Liaison officer and **social worker**/support staff.

5.8.12 On the 15th day of unexcused absence, the District's Court Liaison officer makes a home contact and determination to proceed with proper notification to juvenile court.

5.9 Incentives for good attendance **may be provided such as, but not limited to:**

5.9.1 Positive comment to child from teacher about their good attendance.

5.9.2 A note home to parents in Student Planner.

5.9.3 Extra time at the computer or PE.

5.9.4 "Free" homework pass.

5.9.5 Lines up first for lunch or at class dismissal.

5.9.6 Submit student's name to school morning show for special recognition throughout school.

5.9.7 Pencils, pens, stickers, posters, book covers, book marks, etc.

5.9.8 Team certificate.

5.9.9 Name on the "Attendance Wall" in the classroom.

5.10 Tardies (Excused and Unexcused)

5.10.1 Students have a responsibility to arrive on time.

5.10.2 An unexcused tardy occurs when a student arrives after the bell rings without an

*Administrative Regulation***Middle School Attendance**

5120.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
1/1/2009	6/30/2010	3/31/2010	3/31/2010	Office for Secondary Education

acceptable excuse.

5.10.3 Consequences for unexcused tardiness will be in accordance with the provisions of the Rights and Responsibilities Handbook "Code of Conduct and Consequences" and local school rules.

6 Work Instructions, Templates, & Samples

6.1 Request for Extended Absences form

6.2 Rights and Responsibilities Handbook

7 Training & Feedback

8 Implementation, Compliance & Assessment

8.1 Contact the Prosecutor's Office and Rick Leyshock, WISD for support and legal guidance.

8.1.1 Ensure that homeless families are receiving all necessary services in accordance with McKinney Vento Act.

8.2 School social workers will assist the Court Liaison Officer as needed when problem-solving with parents/guardians (family's context should be taken into consideration).

8.3 Publish new guidelines in family-friendly language (translated for non-English speaking families) throughout the school year.

8.4 Generate an annual district report with respect to chronic attendance patterns.

Middle School Retention**Policy 5130**

Created: January 1, 2009

Last Reviewed: March 31, 2010

Next Review: July 1, 2011

Adopted:

Revised:

Expires: June 30, 2012

The Superintendent shall, in cooperation with the Board, provide a protocol for administration, faculty and families when grade retention is under consideration in grades 6-8. This protocol will provide a timeline for decision-making and clearly outline all steps and evidence required to thoughtfully proceed with such consideration. Parent/guardian will be actively engaged in and informed throughout the process. The protocol will result in Personal Learning Plans for all students for whom retention may be considered. Students will have progressive opportunities to meet grade level requirements with retention being the last option.

Administrative Regulation

Middle School Retention

5130.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
1/1/2009	6/30/2010	3/31/2010	3/31/2010	Office of Secondary Education

1 Purpose

- 1.1 To provide guidelines for retention process at the middle school level.

2 Organizational Units Affected

- 2.1 Administrator for Secondary Education
 2.2 Middle School Principals
 2.3 Teaching Staff
 2.4 Counselors
 2.5 Parents/Guardians
 2.6 Students

3 Definitions

- 3.1 PLP - Personal Learning Plan

4 Background Information

- 4.1 The parents are to be notified at the beginning of the school year about the retention criteria through announcements, mailings, and parent-teacher meetings.
- 4.2 At the parent meetings, the Parent Guide to Grade Retention is shared with the parents.
- 4.3 A decision to use time differently that results in grade retention should be taken seriously.
- 4.3.1 Research regarding the long-term impact of retention and its correlation to increased drop-out rates, should be well understood by staff and parent/guardian.
- 4.4 A student's progress regarding expected achievement "targets" should be reported to parent/guardian at each report card period.
- 4.4.1 Parent/guardian should be well informed and progress or lack thereof should be well documented with benchmark assessments.
- 4.5 When retention is a consideration, parent/guardian should be informed throughout the entire process and **treated function** as a partner in the decision-making process.
- 4.6 Evidence that a PLP was developed, implemented, and monitored prior to a decision to retain must be evident
- 4.6.1 Evidence that Tier 2 support services were employed and well monitored along with efforts to differentiate instruction is expected prior to decision-making.
- 4.7 Student's social/emotional well being must be considered when making a decision to retain.
- 4.7.1 Student's birth date relative to typical peer group may be one factor for consideration, although it should never be the single factor.
- 4.8 Student's attendance pattern and access to the comprehensive curriculum/instruction expected in all AAPS classrooms must be documented as part of the decision-making process.
- 4.9 All requests for retention must be initiated with great discretion and must be reviewed and supported by the level administrator.
- 5 Procedures**
- 5.1 School provides ongoing communication with the parent throughout the school year.
- 5.2 Teacher notices academic and/or behavioral problems with student.
- 5.3 Teacher will make classroom interventions based on classroom knowledge and utilization of the Checklist for Interventions.
- 5.4 If in-class interventions are unsuccessful, an Achievement Team is formed to develop a PLP.
- 5.5 Teacher implements the PLP.
- 5.6 The Achievement Team is reconvened and interventions are evaluated.
- 5.6.1 No additional action is needed if the intervention works.

Administrative Regulation

Middle School Retention

5130.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
1/1/2009	6/30/2010	3/31/2010	3/31/2010	Office of Secondary Education

5.6.2 If interventions are not working, the Light's Retention Survey is completed by all the student's teachers, and other data is compiled.

5.6.3 Student's attendance and enrollment dates must be documented and reviewed.

5.7 The Principal or Assistant Principal completes the Student Retention Worksheet.

5.8 Teacher, Parent, and Principals (or representative) meet to discuss retention **after parent has had sufficient time to review and analyze information pertaining to retention**, and if everyone is in agreement, parent/guardian completes the Parent Consent Form.

5.9 All evidence and PLP's are submitted to level administrator for review by May 24th.

5.10 A final decision to retain/use time differently will be made no later than June 1st by level administrator.

5.11 Student's achievement progress is monitored throughout the subsequent school year by school staff.

5.12 Parents/guardians have the right to appeal the final decision for retention by submitting a request, in writing, to the level administrator within 5 school days following receipt of the decision.

5.13 Appeal of the level administrator's decision may be submitted, in writing, no later than June 30th to the Superintendent for consideration by the Board of Education.

6 Work Instructions, Templates, & Samples

6.1 Personalized Learning Plan/Record of Interventions

6.2 Light's Retention Survey

6.3 Student Retention Worksheet

6.4 Parent Consent Form

6.5 Retention Appeal Report

7 Training & Feedback

8 Implementation, Compliance & Assessment

8.1 Achievement Team members will include all or some of the following as determined by the building principal:

8.1.1 Principal

8.1.2 Curriculum Coordinator and/or assessment specialist

8.1.3 Current Teacher

8.1.4 Support Teacher, e.g. **Counselor**, Title I, ESL teacher, SISS staff person, Reading Intervention teacher, school social worker and/or psychologist.

Homework**Policy 6140**

Created: October 11, 2006
 Adopted: October 11, 2006

Last Reviewed: May 6, 2010
 Revised: May 6, 2010

Next Review: July 1, 2010
 Expires: June 30, 2011

Homework is one of the activities that reinforces learning and stimulates independence, responsibility and educational achievement.

Appropriate homework assignments **can** provide practice to strengthen skills that already have been taught in class and to enhance learning. Homework should not be a substitute for classroom instruction, nor used for disciplinary purposes. Teachers shall differentiate homework assignments to meet the individual needs of students. Teachers should take into consideration students' access to educational and technological resources¹ when making and grading homework assignments.

The Superintendent will ensure that responsible staff assign homework in accordance with this policy.

1 Ref. Policy 6130 ~~Access to Supplies/Equipment~~ **Equity in Achievement and Access**

Administrative Regulation

Homework (K-5)

6140.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
3/31/2010	3/31/2010	5/6/2010		Office of Elementary Education

1 Purpose

1.1 To provide guidelines for implementation of the district homework policy by elementary schools.

2 Organizational Units Affected

- 2.1 Principals
- 2.2 Teachers
- 2.3 Parents
- 2.4 Students

3 Definitions

3.1 Homework: the expectation that students will use time outside the classroom in assigned activities to practice, reinforce, or apply newly-acquired skills and knowledge and to learn necessary skills of independent study.

4 Background Information

- 4.1 Homework can provide additional practice, increasing the amount of time students are actively engaged in learning and extending time on task.
- 4.2 Homework can be useful to teachers for monitoring student progress and diagnosing student learning problems.
- 4.3 Homework can be an effective way to increase student personal responsibility and individual accountability.
- 4.4 Homework can lead to increased communication between parents and the schools and encourage parent awareness of student learning.
- 4.5 Homework can contribute to understanding by students and parents that the school holds high expectations for students.

5 Procedures

- 5.1 Instructional Services shall ensure consistent implementation of the homework policy.
- 5.2 Principals shall develop building-level homework policies that include time guidelines for all grades and reflect the flexibility necessary to meet student needs.
 - 5.2.1 Principals shall communicate building-level homework policies to parents each year.
 - 5.2.2 Principals shall monitor implementation of building-level homework policies to ensure that the purpose, time guidelines, nature of assignments and expectations for students and parents regarding homework are consistent with AAPS and building-level policies.
 - 5.2.3 Principals shall ensure that building policies provide options for support during the school day to complete homework assignments.
 - 5.2.4 Principals shall ensure that building policies include support for students with special needs, including use of assistive technology, translation for second language learners, and access to computers and technology required for homework completion.
- 5.3 Teachers shall provide homework in accordance with building-level policy and guidelines
 - 5.3.1 Teachers shall clearly communicate homework assignments, purposes, directions, and options to students and families.
 - 5.3.2 Teachers shall monitor and provide feedback to students on completed homework.
 - 5.3.3 Teachers shall ensure that homework accommodations are made to meet individual student needs and circumstances.
- 5.4 All building-level homework policies shall contain the following elements:
 - 5.4.1 Time - daily guidelines listed are not meant to be minimum or maximum quotas.

*Administrative Regulation***Homework (K-5)**

6140.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
3/31/2010	3/31/2010	5/6/2010		Office of Elementary Education

Times are in addition to the expectation that all elementary students will read or be read to at home each day.

5.4.1.1 Kindergarten - occasional, at the discretion of the teacher and consistent with readiness of students.

5.4.1.2 First grade - 10 minutes, 1-3 days per week

5.4.1.3 Second grade - 20 minutes, 2-4 days per week

5.4.1.4 Third grade - 30 minutes, 3-4 days per week

5.4.1.5 Fourth grade - 40 minutes, 3-5 days per week

5.4.1.6 Fifth grade - 50 minutes, 4-5 days per week

5.4.2 Purpose:

5.4.2.1 Homework must be clearly linked to classroom instruction and is assigned only to practice skills previously presented in the classroom.

5.4.2.2 Homework must be developmentally appropriate.

5.4.3 Nature of homework assignments:

The type of homework will vary by age and readiness of student. Following are examples of the range of homework that may be assigned at various grade levels:

5.4.3.1 Skills practice and reinforcement, vocabulary development, memorizing math facts, problem solving, reading comprehension activities.

5.4.3.2 Completion of unfinished class work.

5.4.3.3 Collecting items/data, background reading, gathering information from family discussions or activities, application of learned concepts

5.4.3.4 Research papers, science fair projects, student initiatives, curricular extension activities.

5.4.3.5 Writing, editing, revising

5.4.3.6 Service learning

5.4.4 should reflect the following as a minimum:

5.4.4.1 Teachers shall ensure that homework is only assigned as practice or reinforcement of skills/concepts following classroom instruction.

5.4.4.2 Teachers shall not require students to complete assignments or projects using materials or resources that cannot be supplied by the school.

5.4.4.3 Teachers shall differentiate the quantity and content of homework to reflect individual students' needs and interests.

5.4.4.4 Students should seek assistance from teachers to be sure homework assignments are understood.

5.4.4.5 Students should complete all assigned homework within the time expected.

5.4.4.6 Students should put forth best efforts and be neat, accurate, and thorough in completing homework.

5.4.4.7 Families should provide an appropriate time and location for students to complete homework.

5.4.4.8 Families should assist children as needed and monitor that homework is completed.

5.4.4.9 Families should communicate with the classroom teacher if children are having difficulty or working longer than the expected time on homework assignments.

6 Work Instructions, Templates, & Samples

6.1 Close-up #1 in the School Improvement Research Series, published by the Northwest Regional Educational Laboratory, authored by Jocelyn A. Butler, provides a summary of research, suggests actions for effectiveness, examples of district policies, references studies and reports.

Administrative Regulation

Homework (K-5)

6140.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
3/31/2010	3/31/2010	5/6/2010		Office of Elementary Education

<http://classroominstruction.edreform.net/resource/2822>

6.2 An addition web reference is Brewster, C. and J. Fager. *Increasing Student Engagement and Motivation: From Time-on-Task to Homework*. Portland OR: Northwestern Regional Educational Laboratory, 2000. <http://www.nwrel.org/request/oct00/textonly.html>

7 Training & Feedback

- 7.1 Instructional Services shall monitor the implementation of homework practices through:
 - 7.1.1 Periodic review of building policies
 - 7.1.2 Feedback from families on district customer service surveys.

8 Implementation, Compliance & Assessment

- 8.1 Instructional Services shall ensure that each building principal develops a homework policy consistent with BOE policy and guidelines, and communicates it to families appropriately each year.

Homework - Middle Schools

6140.R.02

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
3/31/2010	3/31/2010	5/6/2010		Office of Secondary Education

1 Purpose

- 1.1 To provide guidelines for implementation of the district homework policy by middle schools.

2 Organizational Units Affected

- 2.1 Principals
2.2 Teachers
2.3 Parents
2.4 Students

3 Definitions

- 3.1 Any assignment for study or preparation to be completed outside of class, specifically at home. Homework contributes toward building responsibility, self-discipline, and lifelong learning habits.

4 Background Information

- 4.1 As with all schools, but specifically with homework, the interaction among the teacher-student-parent is essential for successful completion of tasks. Yet, the final responsibility for completing the homework rests with the students.
- 4.2 Homework assignments include:
- 4.2.1 Practice exercises to follow classroom instruction
 - 4.2.2 Preview assignments to prepare for subsequent lessons
 - 4.2.3 Extension assignment to transfer new skills or concepts to new situation
 - 4.2.4 Creative activities to integrate many skills toward the production of a product.

5 Procedures

- 5.1 Guidelines for Teachers:
- 5.1.1 Assignment(s) have a purpose:
 - 5.1.1.1 To reinforce concepts introduced in class,
 - 5.1.1.2 To establish study habits,
 - 5.1.1.3 To participate in research activities,
 - 5.1.1.4 To enrich the instructional topic,
 - 5.1.1.5 To supplement and complement daily classroom activity,
 - 5.1.1.6 To help students to become more self-reliant.
 - 5.1.2 Time is provided in class to clarify the homework assignment
 - 5.1.3 Credit is given for homework and is part of the nine (9) week grade and general should count from 10% - 30% of the grade.
 - 5.1.4 Long-term assignments have established checkpoints.
 - 5.1.5 Generally, total homework should be approximately equal to 10 minutes times their grade level on a weeknight - 6th grade should expect about 60 minutes total time to complete homework, while 8th grade should expect about 80 minutes, assuming the individual has completed daily assignments to date.
 - 5.1.6 Homework assignments and expectations recognize individual student differences, abilities, achievement levels and needs.
 - 5.1.7 Homework is not restricted to written assignments. Students should study and/or review notes and text daily.
- 5.2 Guidelines for Parents:
- 5.2.1 Set a regular, uninterrupted study time each day
 - 5.2.2 Establish a quiet, well-lit study area
 - 5.2.3 Monitor student's organization and daily list of assignments

*Administrative Regulation***Homework - Middle Schools**

6140.R.02

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
3/31/2010	3/31/2010	5/6/2010		Office of Secondary Education

- 5.2.4 Facilitate homework completion rather than help with homework content.
- 5.2.5 Be supportive when the student gets frustrated with difficult assignments.
- 5.2.6 Contact teacher to stay well-informed about the student's learning process.
- 5.3 Guidelines for Students:
 - 5.3.1 Write down assignments
 - 5.3.2 Be sure all assignments are clear; don't be afraid to ask questions if necessary
 - 5.3.3 Set aside a regular time for studying.
 - 5.3.4 Find a quiet, well-lit study area
 - 5.3.5 Work on homework independently whenever possible so that it reflects student's ability.
 - 5.3.6 Produce quality work.
 - 5.3.7 Make sure assignments are done according to the given instructions and completed on time.

6 Work Instructions, Templates, & Samples**7 Training & Feedback****8 Implementation, Compliance & Assessment**

Parent & Booster Organizations**Policy 7220**

Created: July 14, 2004

Last Reviewed: May 6, 2010

Next Review: July 1, 2009

Adopted: July 14, 2004

Revised:

Expires: June 30, 2010

All school-associated organizations which are formed to promote and assist in the financing or operations of the schools must be approved by the board.

Prior to adoption or revision, the constitutions and bylaws of such organizations shall be submitted to the board for approval. Such organizations shall maintain on file in the superintendent's office a record of officers, bylaws, mailing addresses and other pertinent information.

Organizations that collect, solicit, or raise funds for or in the name of any school program shall be subject to financial review and audit by or at the request of the board. Such organizations shall abide by the district's policies and regulations, including regulations such as those of the Michigan High School Athletic Association (MHSAA) regarding contact with student athletes.

The board may terminate recognition of any organization in violation of this policy. The board authorizes the Superintendent to take any necessary legal action to ensure that organizations not recognized by the board shall not use the name or good will of the district or of any district school. Terminated organizations shall not be allowed access to school facilities, and school employees shall not accept donations from any such organization.

The Superintendent may establish rules to ensure the conduct and integrity of any board-approved associate organization. Such organizations are expected to adhere to the mission and core values of the district. Donations by such organizations shall be governed by the board's policy on gifts and bequests.

*Administrative Regulation***Parent & Booster Organizations**

7220.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/6/2010		Superintendent

1 Purpose

- 1.1 To provide guidelines for appropriate and acceptable booster club activities

2 Organizational Units Affected

- 2.1 Athletic Department staff
2.2 Board of Education
2.3 Superintendent

3 Definitions

- 3.1 AAPS: Ann Arbor Public Schools
3.2 Board: Board of Education

4 Background Information

- 4.1 The administration of the Ann Arbor Public Schools recognizes the existence of booster clubs, whose purpose is to support a group within the school. Booster clubs are not school-run organizations and are separate from team and in-school operations.
4.2 Members of booster clubs shall be bound by all regulations and policies as outlined by the AAPS Board of Education.
4.3 Members of booster clubs shall be bound by all policies and regulations relating to school operations and access to school grounds and facilities.
4.4 Members of booster clubs shall be bound by all regulations and policies as outlined by the Michigan High School Athletic Association, especially those sections relating to contact with student athletes.

5 Procedures

- 5.1 It is the responsibility of all members of a booster organization to be familiar with and comply fully with all applicable regulations.
5.2 All school-associated organizations which are formed to promote and assist in the financing and/or operations of a school must be approved by the Board of Education before commencing operation.
5.3 Prior to the adoption or revision of the organization's bylaws, the charter, constitution or bylaws of the organization shall be submitted to the Board for approval.
5.4 The organization shall maintain a file with current information relating to officers, bylaws, mailing address(es), contact information and other pertinent information in the Superintendent's office.
5.5 Organizations that collect, solicit or raise funds for or in the name of any school program shall be subject to financial review and audit by or at the request of the Board.
5.5.1 Donations shall be governed by the Board's policy on gifts and bequests. (Policy 7400)
5.6 The Superintendent may establish rules to ensure the conduct and integrity of any Board-approved associate organization.
5.7 The Superintendent shall pursue any necessary legal action to ensure that organizations not approved by the Board shall not use the name, facilities, and/or good will of the district or any district school.
5.7.1 Unapproved or terminated organizations shall not be allowed access to school grounds and/or facilities, and school employees shall not accept any donations of any kind from any such organization.
5.8 The Board may terminate recognition of any organization in violation of any policy relating the operation of school-associated groups.

6 Work Instructions, Templates, & Samples

*Administrative Regulation***Parent & Booster Organizations**

7220.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/6/2010		Superintendent

7 Training & Feedback**8 Implementation, Compliance & Assessment**

Financial Reporting**Policy 3000**

Created: June 11, 2003

Last Reviewed: May 7, 2010

Next Review: July 1, 2012

Adopted: June 30, 2008

Revised:

Expires: June 30, 2013

The Superintendent shall ensure that financial planning and budget management are transparent, such that the board and members of the community are easily able to categorize and explain all district revenues and expenditures.

Financial reports to the board shall include but not be limited to:

1. Budgeted and actual revenue and expenditure amounts by major functions, where applicable;
 2. Dollar amount and percentage of non-categorical general revenues and expenditures allocated or used to provide central and regular classroom instructional services;
 3. Dollar amount, dollar amount per pupil, and percentage of non-categorical general revenues and expenditures allocated or used to provide instructional services by function;
 4. Dollar amount of general revenue used to subsidize state or federally-mandated services;
 5. Dollar amount for mandated, grant, or categorical revenue and expenditures by major program;
- and
6. Current investment vehicles, including yield, length of investment, and gain (or loss) on each investment vehicle.

Financial Reporting

3000.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/7/2010		Deputy Superintendent -Operations

1 Purpose

1.1 To provide guidelines for the dissemination of financial information

2 Organizational Units Affected

2.1 Superintendent

3 Definitions

3.1 AAPS: Ann Arbor Public Schools

3.2 Board: Board of Education

4 Background Information

4.1 The Superintendent shall be responsible for establishing, implementing and/or maintaining a system for effective financial planning and budget management.

4.2 The financial planning and budget management system shall be designed in a manner that will make it easily understood by the Board, all AAPS staff, and members of the community.

5 Procedures

5.1 The Superintendent shall create or cause to be created comprehensive financial reports to be presented to the Board on a regular and on-demand basis.

5.2 Financial reports to be presented to the Board include, but are not limited to:

5.2.1 Budgeted and actual revenues and expenditure amounts by major functions, where applicable

5.2.2 Dollar amount and percentage of non-categorical general revenues and expenditures allocated or used to provide central and regular classroom instructional services

5.2.3 Dollar amount of general revenue used to subsidize State of Michigan or federally-mandated services

5.2.4 Dollar amount for mandated, grant, or categorical revenue and expenditures by major program

5.2.5 Current investment vehicles, including yield, length of investment, and gain (or loss) on each investment vehicle

6 Work Instructions, Templates, & Samples

6.1 Financial reports

7 Training & Feedback**8 Implementation, Compliance & Assessment**

Financial Controls**Policy 3050**

Created: June 11, 2003

Last Reviewed: May 7, 2010

Next Review: July 1, 2011

Adopted: April 18, 2007

Revised:

Expires: June 30, 2012

The Superintendent shall implement a system of financial controls which adequately safeguards the resources of the district. Such controls shall include but not be limited to:

1. Bonding of the Superintendent and Deputy Superintendent for Operations;
2. Appropriate insurance on district property;
3. Regulations for the use of credit **purchasing** card and cash accounts;
4. Designated signatories and control of checking privileges on all accounts;
5. Regular review of investment vehicle allocations to limit risk;
6. A system which properly controls and tracks all district purchasing, and secures board approval for capital expenses in excess of the current Michigan Bid **Index** limit;
7. A fair and reasonable competitive bid process for items where competitive bidding is required by law;
8. A system which properly tracks capitalized equipment and inventory and limits damage or loss;
9. Procedure(s) for reimbursement of employees for expenses incurred on behalf of the district;
10. Regulations for contact and relationships between district employees and outside vendors;
11. A system of approval, accounting, and controls for all fees collected by the district; and
12. Briefings of the Performance Committee and the Board of Education at no less than quarterly intervals regarding the financial status of the District. The quarterly financial reports shall include resolutions for Board of Education consideration as required by law or by good financial practice.

Designation of the district's auditor is reserved to the board, in consultation with the Superintendent.

Competitive Bidding

3050.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/7/2010	5/7/2010	Deputy Superintendent -Operations

1 Purpose

- 1.1 ~~To support the implementation of Policy 3050 – Financial Controls~~
- 1.1 To establish parameters for the competitive bidding process **consistent with Board of Education policies and pertinent federal and state laws.**
- 1.2 To inform vendors **and staff** of the district's bidding process

2 Organizational Units Affected

- 2.1 Board Of Education
- 2.2 Central administrative staff
- 2.3 Vendors

3 Definitions

- 3.1 Annex Number: A unique number assigned to an item requiring Board approval.
- 3.2 Michigan Bid Index **Limit: purchase cost for one item or a group of items over which** school districts are required to obtain competitive bids. ~~for an item or a group of items in a single transaction, the total of which is more than the amount set by the State of Michigan. This amount~~ **The bid index limit is set by the State of Michigan adjusted each year according to the consumer price index.**

4 Background Information

- 4.1 Competitive bids and Board of Education approval are required if the single purchase cost of an item or a group of items (materials, equipment, goods, and/or supplies) is more than the State of Michigan's Bid Index **limit** amount. This Bid Index amount is recomputed each year based on the consumer price index.
- 4.2 Informal price quotations are encouraged but not required for items or group of items costing less than the State of Michigan Bid Index ~~amount~~ **limit**, and purchases must conform to district conflict of interest policies and/or regulations. Board of Education approval is not required for items falling below the State of Michigan Bid Index **limit** amount.

5 Procedures

- 5.1 An administrator seeking to make a purchase shall prepare specifications with the assistance, upon request, of the Purchasing and Business Support Services Office.
- 5.2 The administrator shall solicit sealed bids from a list of qualified and interested firms known to deal in the particular class of materials described in the specifications.
- 5.3 Notice of the availability of bid documents and the time and place of receiving bids shall be advertised at least once in a newspaper of general circulation within the area where a new building or addition to the building is to be constructed or where the repair or renovation of an existing building is to take place.
 - 5.3.1 Advertising shall include:
 - 5.3.1.1 opening date for bid
 - 5.3.1.2 date and time by which the bid must be received
 - 5.3.1.3 notice that bids received after the specified deadline will NOT be accepted
 - 5.3.1.4 notice that bids must include a sworn and notarized statement disclosing "any familial relationship that exists between" the bidder and any member of the Board of Education and that no bids will be accepted without this sworn and notarized statement.
- 5.4 The request for bids shall be posted for at least two weeks on the Department of Management and Budget web site or on a web site managed by the school as designated by the Department of Management and Budget.

*Administrative Regulation***Competitive Bidding**

3050.R.01

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/7/2010	5/7/2010	Deputy Superintendent -Operations

5.4.1 This provision applies only to the construction of new school buildings, and/or addition to, repair or renovation of an existing school building, in accordance with Section 1267 of the Revised School Code.

5.5 Bids on material(s) and labor for construction, repair or renovation must be accompanied by a sworn and notarized statement disclosing "any familial relationship between" the owner or any employee of the bidder and any member of the Board of Education or the Superintendent.

5.5.1 The Board of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

5.6 Prior to sending the item to the Board for action, an Annex Number shall be obtained from the Secretary to the Board of Education.

5.6.1 The item's Annex Number will appear on all purchase orders in order to effect timely payment.

5.7 Division heads shall bring these items to the Board of Education sub-committee.

5.8 The Board of Education sub-committee will review the contract and forward it to the Board of Education for placement on a subsequent agenda for action.

5.8.1 A vendor may NOT be awarded a contract prior to Board approval.

5.9 The Purchasing and Business Support Services Office and/or the affected budget managers shall keep a file of all bids/quotations received as a matter of public record.

5.9.1 Bid files shall be kept for at least five years.

5.10 All instances in which real estate is purchased or sold shall be submitted to the Board of Education for approval and shall be recorded in the official minutes of the Board of Education.

6 Work Instructions, Templates, & Samples

6.1 Bid Process and Requirements guidelines may be obtained from the Purchasing and Business Support Services Office and from the district's website.

6.2 Comprehensive information is available in Section 1267 of the Revised School Code, 2004.

7 Training & Feedback

8 Implementation, Compliance & Assessment

8.1 Bid Terms and Conditions

Petty Cash

3050.R.02

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/7/2010	5/7/2010	Deputy Superintendent -Operations

1 Purpose

1.1 To permit principals, department heads and staff to purchase small items without processing a purchase order

2 Organizational Units Affected

- 2.1 Administrative staff
- 2.2 Budget Managers/office professionals

3 Definitions

3.1 Budget Manager: AAPS employee authorized and responsible for managing a budget.

4 Background Information

- 4.1 Petty Cash funds, which are established for the convenience of all schools and departments, are to be used for infrequent purchases under \$40.00 per occasion. The fund must be established in the name of the school or program.
- 4.2 Petty Cash accounts will be established and maintained by Budget Managers only, with approval from the Director of Finance.
- 4.3 While Petty Cash may be used for expenses as outlined above, the establishment of open Purchase Orders is encouraged whenever possible.
- 4.4 State of Michigan sales tax is not a reimbursable expense.

5 Procedures

- 5.1 Individuals seeking reimbursement shall submit an original receipt or invoice showing the goods or services purchased, the amount, and the method of payment. Photocopies will not be accepted.
- 5.2 The staff member processing the request for reimbursement will attach the receipt to a completed Petty Cash voucher.
- 5.3 Upon receiving reimbursement, the requestor will sign the Petty Cash voucher.
- 5.4 The signed Petty Cash vouchers and receipts shall be collected by the processor and submitted to the Finance Department for reimbursement.
 - 5.4.1 The processor shall prepare an Invoice Batch Accrual (IBA) for the amount of the reimbursed vouchers.
 - 5.4.2 The Finance Department will process the request and reimburse the department.
- 5.5 All Petty Cash accounts must be reconciled at the end of the school year.
 - 5.5.1 In addition to reconciliation, the Petty Cash accounts for schools/departments closing during the summer must be closed at the end of the school year and can be reopened the following school year.
 - 5.5.2 The processor will complete the reconciliation form and submit it to the Finance Department.

6 Work Instructions, Templates, & Samples

- 6.1 Guidelines for Petty Cash procedures and Reconciliation Forms may be obtained from the Finance Department.
- 6.2 Petty Cash Vouchers may be obtained from Business Support Services.

7 Training & Feedback

- 7.1 Financial management software training shall be offered through the Finance Department.

<i>Administrative Regulation</i>				
Petty Cash				3050.R.02
<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/7/2010	5/7/2010	Deputy Superintendent -Operations

8 Implementation, Compliance & Assessment

Purchasing

3050.R.03

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/7/2010	5/7/2010	Deputy Superintendent -Operations

1 Purpose

1.1 To establish fair and equitable purchasing procedures that are consistent with existing Board of Education policies and pertinent federal and State of Michigan laws on procurement.

2 Organizational Units Affected

2.1 Administrative staff

2.2 Budget Managers/office professionals

2.3 Superintendent

2.4 Board of Education

3 Definitions

3.1 AAPS: Ann Arbor Public Schools

3.2 Confirming Purchase Order: a Purchase Order processed after purchases are made

3.3 Emergency Purchase Order: a Purchase Order to be used as a result of an unforeseen combination of circumstances or resulting state that calls for immediate action

3.4 Michigan Bid Index **Limit: purchase cost for one item or a group of items over which school districts are required to obtain competitive bids. for an item or a group of items in a single transaction, the total of which is more than the amount set by the State of Michigan. This amount The bid index limit is set by the State of Michigan adjusted each year according to the consumer price index.**

3.5 Budget Manager: AAPS employee authorized and responsible for managing a budget.

3.6 Competitive Bids: process by which the school district obtains the most favorable price for goods or services (see 3050.R.01)

4 Background Information

4.1 The Board of Education recognizes the importance of a fair and effective purchasing regulation, supported by the following guidelines, which include, but are not limited to:

4.1.1 Section 380.11a of the Revised School Code "restricts the expenditure of district funds to purposes reasonably related to: 1) educating pupils and 2) operating a school district." Therefore, the personal use of district funds is NOT allowed and is illegal.

4.1.2 Providing honest, impartial treatment to ensure fair and equal opportunity to all interested, qualified vendors.

4.1.3 Determining uniform guidelines for solicitation of bids and quotations for goods, supplies or equipment.

4.1.4 Encouraging, by every legitimate means, active and vigorous competition for school district business.

4.1.5 Obtaining the most favorable prices possible without sacrificing quality, regardless of the purchase amount.

4.1.6 Accepting or rejecting any or all bids (or any part thereof) in the best interest of the school district.

4.1.7 Prohibiting any officer and/or employee of the school district from having financial interest or any personal beneficial interest, either directly or indirectly, in the purchase of any commodities, materials, services or equipment for the school district.

4.1.8 Prohibiting vendors and contractors/sub-contractors from discriminating against any employee or applicant for employment because of race, creed, color, gender, national origin or age except where based on a bona fide occupational qualification. Breach of this covenant may be regarded as a material breach of the purchasing agreement as provided in the Michigan Fair Employment Practices Act

Administrative Regulation

Purchasing

3050.R.03

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/7/2010	5/7/2010	Deputy Superintendent -Operations

and may be processed thereunder.

5 Procedures

5.1 The purchase of goods and services shall be performed through the requisition process using the district's current financial software. **the following district-authorized methods:**

5.1.1 AAPS purchasing card (see regulations for use in 3890.R.01-Purchasing Cards)

5.1.2 Purchase Order

5.1.2.1 Requisitions are entered into the district's current financial software system and approved by the Budget Manager.

5.1.2.2 Purchase Orders must be authorized by the Directors of Purchasing and Finance prior to printing and submission to vendors.

5.1.2.3 Appropriate staff shall enter received items into the financial software system to authorize vendor payment.

5.1.3 Emergency Purchase Orders are allowed when unforeseen circumstances require immediate action. Written rationale may be required.

5.1.3.1 Superintendent or designee authorizes purchase order.

5.1.3.2 The Board of Education shall be notified of all emergency expenditures above the Michigan Bid Index limit.

5.2 **Staff who obtain goods and services made on behalf of the district outside of the above authorized methods** without a duly approved Purchase Order (confirming Purchase Orders) are in violation of AAPS policy and procedure. Repeated violators of this process may be subject to **appropriate disciplinary action.** ~~written and/or verbal reprimand.~~

5.3 Competitive bids and Board of Education approval are required if the single purchase cost of an item (materials, equipment, goods, supplies) or a group of items is more than the State of Michigan's Bid Index **limit.** (Section 1274, Revised School Code and Regulation 3050.R.01, Competitive Bidding)

~~5.1.3~~ The purchase of goods and services under emergency conditions, which may contravene the guidelines above, must be approved by the Superintendent or his designee (Regulation 3050.R.04, Emergency Purchase Orders).

5.4 Contracted Services/Consultants contracts must have the Superintendent's approval if the contract amount is over the bid index limit* and up to \$100,000 total for a given fiscal year. Contracts exceeding \$100,000 require Board of Education Approval. (Policy 2120, Superintendent Contracting Authority).

5.4.1 A consultant contract **Contract Agreement** must be completed **entered in the district's current contract software system and approved** prior to **the purchase order process as specified above.** ~~submitting the requisition for a Purchase Order.~~

~~5.1.6 A requisition requires approval by the Budget Manager.~~

~~5.1.7 The requisition becomes a Purchase Order upon Budget Manager approval. It requires the Purchasing Director's and the Finance Director's approval for it to become a duly authorized Purchase Order.~~

~~5.1.8 Appropriate district staff shall print an approved Purchase Order and submit it to the vendor.~~

~~5.1.9 As goods and/or services are actually received, appropriate district staff shall key in these items (received) through the financial software system to authorize payment.~~

6 Work Instructions, Templates, & Samples

6.1 Financial management procedures

6.2 Purchasing Card Policy and Regulations (3890/3890.R.01)

6.3 Consultant **Contract Agreement** procedures

*Administrative Regulation***Purchasing**

3050.R.03

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/7/2010	5/7/2010	Deputy Superintendent -Operations

7 Training & Feedback

7.1 **Financial** software training shall be offered through the Finance Department and the Information Technology Department.

8 Implementation, Compliance & Assessment

8.1 Purchase Order Terms & Conditions

8.2 Additional Bid Terms and Conditions

8.3 Consultant/Contractor Terms and Conditions

* *Contact the Purchasing Department for the most current bid index amount **limit**.*

Administrative Regulation

Credit Purchasing Cards (Moved from 3890 to 3050-Financial Controls)

3050.R.04

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/7/2010	5/7/2010	Deputy Superintendent -Operations

1 Purpose

1.1 To provide guidelines for the proper and permissible use of AAPS-issued credit **purchasing** cards.

2 Organizational Units Affected

- 2.1 Director of Finance
- 2.2 Employees with AAPS credit **purchasing** card
- 2.3 Superintendent

3 Definitions

- 3.1 AAPS: Ann Arbor Public Schools
- 3.2 Board: Board of Education

4 Background Information

4.1 The Superintendent has the sole authority to authorize the issuing of AAPS credit **purchasing** cards.

5 Procedures

5.2 The Superintendent shall determine the eligibility of an AAPS employee to receive an AAPS credit **purchasing** card.

5.2.1 Only full-time employees shall be eligible to receive an AAPS credit **purchasing** card.

5.3 The AAPS credit **purchasing** card shall be used solely for purchasing goods and/or services for official business of the district.

5.4 Employees receiving and using an AAPS credit **purchasing** card shall:

5.4.1 **sign and abide by the Cardholder Agreement Form,**

5.4.2 use the issued card solely for the purposes for which it was issued, and in accordance with the rules and guidelines established for its use,

5.4.2 submit comprehensive documentation ~~on the Request and Claim for Reimbursement Form~~ detailing the goods or services purchased, the persons in attendance (if applicable), the cost of the goods or services, **and** the date of the purchase, ~~and the official business for which purchased~~

5.4.3 be responsible for the card's protection and safekeeping,

5.4.4 immediately notify the district if the credit card is lost or stolen,

5.4.5 immediately return the card upon the request of his or her supervisor,

5.4.6 immediately return the card upon termination of employment.

5.5 The Superintendent shall establish a system of internal accounting controls to monitor the use of AAPS credit cards.

5.5.1 The system shall include check/balance controls, ~~clearly-defined approval processes prior to payment, and methodology for timely payment of unpaid balances on or before the due date for payment to eliminate interest and similar charges from the card-issuing institution.~~

5.6 The Director of Finance shall be responsible for monitoring expenditures on an AAPS credit **purchasing** card and shall be responsible for notifying the Superintendent immediately if there is suspected misuse.

5.7 The Superintendent shall be responsible for ensuring that appropriate disciplinary measures are in place for employees who fail to abide by the district's credit **purchasing** card policy and rules.

5.7.1 In the event an employee fails to abide by the district's credit **purchasing** card policies and/or procedures, the Superintendent may, at his or her sole discretion, so inform the Board, and the Superintendent shall be authorized to institute legal proceedings against the employee, with the prior

*Administrative Regulation***Credit Purchasing Cards (Moved from 3890 to 3050-Financial Controls)**

3050.R.04

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/7/2010	5/7/2010	Deputy Superintendent -Operations

written permission of the Board.

6 Work Instructions, Templates, & Samples

6.1 **Cardholder Agreement Form** Request and Claim for Reimbursement-Form

6.2 **Purchasing Card Regulations and Procedures**

6.3 **Online Reconciliation Procedures**

7 Training & Feedback

7.1 The Finance Department shall acquaint an employee with an AAPS credit **purchasing** card with the policies and procedures that accompany its use.

8 Implementation, Compliance & Assessment

Administrative Regulation

Fixed Asset Management

3050.R.05

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/7/2010	5/7/2010	Deputy Superintendent -Operations

1 Purpose

1.1 To establish a capitalization threshold and recommended depreciation schedule for major types of assets

2 Organizational Units Affected

2.1 Administrative staff

2.2 Superintendent

3 Definitions**4 Background Information****5 Procedures**

5.1 Capitalize all Fixed Assets greater than \$10,000, i.e., one item greater than \$10,000, or individual items purchased on a single purchase order totaling more than \$10,000.

5.2 Use the Uniform Chart of Accounts per Bulletin 1022. Fixed Assets are classified as a 6000 object code series; see Understanding Account Codes for more detail classification.

5.3 Use standard depreciation schedules as recommended by the Association of School Business Officials International (ASBO).

5.4 Capture Fixed Assets throughout the year via the Purchase Order **purchasing** process and Board of Education approval of purchases over the State of Michigan Bid Index amount.

5.5 Prepare annual depreciation schedules for external auditors review and preparation of year-end financial audit report.

6 Work Instructions, Templates, & Samples

6.1 Association of School Business Officials International (ASBO) Depreciation Schedules

6.2 Financial software procedures

6.3 Understanding Account Codes

6.4 Uniform Chart of Accounts Bulletin 1022

7 Training & Feedback**8 Implementation, Compliance & Assessment**

Conference Travel Approval and Reimbursement

3050.R.06

<u>Issue Date</u>	<u>Effective Date</u>	<u>Reviewed</u>	<u>Revised</u>	<u>Approved By</u>
7/1/2005	7/1/2005	5/7/2010	5/7/2010	Deputy Superintendent -Operations

1 Purpose

1.1 To establish procedures to reimburse members of the Board of Education and staff for expenditures incurred in attending conferences and out-of-district meetings of benefit to the Ann Arbor Public Schools

2 Organizational Units Affected

2.1 All staff

3 Definitions

3.1 AAPS: Ann Arbor Public Schools

3.2 Cabinet: includes, but is not limited to, the Superintendent, Deputy/**Assistant** Superintendents, **department/division administrator**.

3.3 Conference and travel: The words "conference" and "travel" shall mean appointments, meetings, conventions, conferences, workshops, and visitations that require travel off site (not in an AAPS building and/or sponsored by AAPS) for district benefit

4 Background Information

4.1 The district recognizes the importance of off-site travel and conferences of various kinds as one strategy for maintaining communication links with other professionals, facilitating the flow of new and creative ideas into the district, supporting the growth of its employees, and bringing recognition and credit to the district.

4.1.1 No employee is guaranteed conference or travel experience by virtue of employment.

4.1.2 All conference and travel experiences meeting the definition above require approval prior to the conference or travel.

4.1.3 A request for conference attendance or travel shall always be for a specific purpose. A supervisor may request written information beyond that originally submitted.

4.1.4 The number of approved requests for a conference or travel should not become large enough to impair the daily operation of a unit or the district as a whole. Any exceptions require approval from the Division Head **appropriate cabinet-level administrator** and Superintendent.

4.1.5 Travel/hotel expenses requiring predetermined payment should be submitted following the normal purchase order/accounts payable **purchasing** process and timelines (**see Purchasing Regulation, 3050.R.03**).

5 Procedures

5.1 The "Estimated Expenses" section of the Request and Claim for Reimbursement form shall be completed for any conference or travel which is to take place during a staff member's regular work year, whether or not reimbursement is to be made.

5.2 Approval shall be obtained from the employee's immediate supervisor and budget manager, if applicable, at least 2 weeks prior to the expected date of the conference/travel. Adequate time must be allowed to plan for an absence from a school or department.

5.2.1 Travel to periodically scheduled meetings may be approved annually.

5.2.2 All requests for out-of-state travel must be approved by a cabinet member.

5.2.3 Board of Education expenses will be submitted to the ~~Secretary of the Board~~ **Board's assistant** for review and coding, and forwarded to the Superintendent for endorsement.

5.2.4 The Superintendent's expenses will be submitted to the President of the Board for approval.

5.3 ~~The appropriate Purchase Orders shall be processed for expenses as required.~~ **Expenses**

*Administrative Regulation***Conference Travel Approval and Reimbursement**

3050.R.06

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/7/2010	5/7/2010	Deputy Superintendent -Operations

requiring predetermined payment should be submitted following the normal purchasing process and timelines.

5.4 Upon an individual's return from the conference/travel, out-of-pocket expenses incurred may be submitted with the completed and approved "Actual Expenses" section of the Request and Claim for Reimbursement form.

5.4.1 Follow the detailed Procedures and Rates of Reimbursement on the back of the Request and Claim for Reimbursement form.

5.4.2 Reimbursement requests should be submitted within 30 days of the conference/travel and within the district's fiscal year (July 1-June 30).

6 Work Instructions, Templates, & Samples

6.1 Request and Claim for Reimbursement form

7 Training & Feedback

8 Implementation, Compliance & Assessment

Conflict of Interest

3050.R.07

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/7/2010	5/7/2010	Deputy Superintendent -Operations

1 Purpose

1.1 To inform staff of ethical standards

2 Organizational Units Affected

2.1 All staff

3 Definitions

3.1 Financial Interest: exists whenever the employee or a member of the employee's immediate family is a partner, member, director, or officer of a vendor or, in addition, if the vendor is a corporation in which the employee or a member of the employee's immediate family owns either 1% or more of any class or stock in the corporation or an amount of stock having a total market value in excess of \$25,000.00

3.2 Domestic Partner: defined as provided in Chapter 110 of the City Code of the City of Ann Arbor, as the same may be amended from time to time

3.3 Immediate family: a spouse, the in-laws of a spouse, parent, the in-laws of a parent, a child, the in-laws of a child, a sibling, the in-laws of a sibling, a grandparent, the in-laws of a grandparent, an aunt, the in-laws of an aunt, an uncle, the in-laws of an uncle, a first cousin, the in-laws of a first cousin, the domestic partner, or any of the foregoing familial relations listed herein of the domestic partner of an Ann Arbor Public School employee

3.4 Procurement: any expenditure of funds including payroll, contractual work, or supervision of a project indicating completion of work

4 Background Information**5 Procedures**

5.1 It shall be a breach of ethical standards for any district employee to participate directly or indirectly in procurement when:

5.1.1 The employee or a member of the employee's immediate family receives a benefit, bonus, commission, payment, consideration, or item of value from the vendor as a result of the procurement, or

5.1.2 The vendor is an employee or a member of the employee's immediate family or the vendor is a business, company, firm, or entity in which the employee or member of the employee's immediate family is known by the employee to have a financial interest.

5.2 Where an employee or any member of the employee's immediate family holds a financial interest in a blind trust, the employee shall not be deemed to have a conflict of interest with regard to matters pertaining to that financial interest, provided that disclosure of the existence of the blind trust has been made to the Operations Office.

5.3 Upon discovery of an actual or potential conflict of interest, an employee shall file a written statement of disqualification with the Operations Office within seven business days of discovery and shall withdraw from further participation in the transaction involved.

5.4 Any employee who has, or obtains, any benefit from any Ann Arbor Public School contract with a business in which the employee has a financial interest shall report such benefit, in writing, to the Operations Office; however, this section shall not apply to a contract with a business where the employee's interest in the business has been placed in a disclosed blind trust.

5.5 The Deputy Superintendent for Operations or his/her designee shall submit the written statement of disqualification to the **office of Human Resource/Legal Services** for information and filing.

6 Work Instructions, Templates, & Samples

*Administrative Regulation***Conflict of Interest**

3050.R.07

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/7/2010	5/7/2010	Deputy Superintendent -Operations

7 Training & Feedback**8 Implementation, Compliance & Assessment**

Depositing of Monies

3050.R.08

<i>Issue Date</i>	<i>Effective Date</i>	<i>Reviewed</i>	<i>Revised</i>	<i>Approved By</i>
7/1/2005	7/1/2005	5/7/2010	5/7/2010	Deputy Superintendent -Operations

1 Purpose

- 1.1 To control the increasing number of deposits being made from various sources
- 1.2 To increase the efficiency in recording the receipts on a timely basis
- 1.3 To strengthen the internal control applicable to the receipting and recording of monies due the schools

2 Organizational Units Affected

- 2.1 Administrative staff
- 2.2 Building/Department office professionals

3 Definitions

- 3.1 AAPS: Ann Arbor Public Schools

4 Background Information**5 Procedures**

5.1 All monies collected in schools and/or departments, applicable to any fund, will be delivered via school drivers and/or an administrative designee from the department to the Finance Department located at Balas I building DAILY for deposit to the various AAPS bank accounts. ALL DEPOSITS will be made through the Finance Department, with the exception of Athletic Departments and **the Department of Education and Recreation/Community Services** (see 5.1.1.3)

5.1.1 Schools and/or departments will prepare the Deposit Information and Receipt form for all funds collected.

5.1.1.1 This form will be placed, along with the monies, in a locked bank bag and sent daily to the Finance Department.

5.1.1.2 Monies will be kept in a locked vault until pick up and/or delivery to the Finance Department.

5.1.1.3 Athletic Departments and **the Department of Education and Recreation/Community Services** shall make nightly bank deposits as needed.

5.2 No monies shall be kept in a building overnight.

5.3 Bank deposit slips may be obtained from the Finance Department.

5.4 Any corrections to a deposit will be noted on the Deposit Information and Receipt form, a copy of which will be returned to the school or department after officially being receipted by the Finance Department.

5.4.1 Discrepancies or corrections in excess of \$1.00 will be brought to the attention of the school/department by telephone or electronic mail.

5.5 Insufficient fund checks will show as corrections to Deposit Information and Receipt forms.

5.5.1 The NSF checks shall be sent to schools/departments immediately upon receipt from the bank(s).

5.5.2 Schools and/or departments are responsible for collections of funds owing from insufficient checks.

6 Work Instructions, Templates, & Samples

- 6.1 Deposit Information and Receipt form (Form 3050.R.08A)

7 Training & Feedback**8 Implementation, Compliance & Assessment**