Midland Public Schools

Inspiring Excellence

EARLY CHILDHOOD EMPLOYEE HANDBOOK

It is the policy of the Midland Public School District not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or other legally-protected characteristic, in its programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups and activities.

Revised 10/2026

PLEASE NOTE THAT THIS HANDBOOK IS AN OVERVIEW OF BASIC POLICIES, AND MAY CONTAIN EXCERPTS FROM A FULL POLICY. FOR A COMPLETE LISTING OF MPS/BOE POLICIES, VISIT:

https://www.midlandps.org

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INTRODUCTION

The purpose of these Guidelines is to assist child care providers in becoming familiar with their responsibilities and their relationship to others in understanding the larger picture of the operation of the school district. All childcare provider activities are directed at providing service so that the primary purpose of the district, the education of its students, can be accomplished.

The employer (Midland Public Schools) retains the right, at any time, to amend, modify or terminate any of its policies or benefits applicable to employees to whom this handbook is addressed. Nothing contained in this handbook shall be construed or implied to constitute a contract altering or changing the at-will character of the employment relationship between the Midland Public Schools and its childcare providers.

Mandates from state and federal governmental agencies regarding childcare provider employees must and will be followed in Midland Public Schools.

NONDISCRIMINATION POLICY, COMPLIANCE OFFICERS, AND GRIEVANCE PROCEDURES (4101)

WITH REGARD TO:

- TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, WHICH PROHIBITS DISCRIMINATION BASED ON RACE, COLOR, RELIGION, OR NATIONAL ORIGIN;
- TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, WHICH PROHIBITS DISCRIMINATION BASED ON RACE, COLOR, RELIGION, SEX (INCLUDING GENDER IDENTITY, AND SEXUAL ORIENTATION), OR NATIONAL ORIGIN;
- TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, WHICH PROHIBITS DISCRIMINATION BASED ON SEX (INCLUDING GENDER IDENTITY AND SEXUAL ORIENTATION);
- AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 (ADEA), WHICH PROHIBITS DISCRIMINATION BASED ON AGE AS TO PERSONS WHO ARE AT LEAST 40 YEARS OLD;
- EQUAL PAY ACT OF 1963, WHICH PROHIBITS SEX DISCRIMINATION IN PAYMENT OF WAGES FOR PERSONS PERFORMING SUBSTANTIALLY EQUAL WORK IN THE SAME ESTABLISHMENT;
- SECTION 504 OF THE REHABILITATION ACT OF 1973 (SECTION 504), WHICH PROHIBITS DISCRIMINATION BASED ON DISABILITY;
- AMERICANS WITH DISABILITIES ACT OF 1990 (ADA), WHICH PROHIBITS DISCRIMINATION AGAINST QUALIFIED PERSONS WITH DISABILITIES IN EMPLOYMENT, PUBLIC SERVICE, PUBLIC ACCOMMODATIONS, AND TELECOMMUNICATIONS;
- FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA), WHICH REQUIRES COVERED EMPLOYERS TO PROVIDE UP TO 12 WORK WEEKS OF UNPAID, JOB-PROTECTED LEAVE TO ELIGIBLE EMPLOYEES FOR CERTAIN FAMILY,

MILITARY, AND MEDICAL REASONS, AND UP TO 26 WORK WEEKS TO CARE FOR A COVERED SERVICE MEMBER WITH A SERIOUS INJURY OR ILLNESS;

- PREGNANCY DISCRIMINATION ACT OF 1978, WHICH PROHIBITS DISCRIMINATION BASED ON PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS;
- GENETIC INFORMATION NON-DISCRIMINATION ACT OF 2008 (GINA), WHICH PROHIBITS DISCRIMINATION BASED ON GENETIC INFORMATION AS TO HEALTH INSURANCE AND EMPLOYMENT;
- UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT OF 1994 (USERRA), WHICH PROVIDES JOB PROTECTION AND REEMPLOYMENT RIGHTS TO INDIVIDUALS WHO VOLUNTARILY OR INVOLUNTARILY LEAVE EMPLOYMENT TO UNDERTAKE MILITARY SERVICE, INCLUDING MILITARY RESERVISTS AND NATIONAL GUARD MEMBERS CALLED TO DUTY;
- MICHIGAN ELLIOTT-LARSEN CIVIL RIGHTS ACT OF 1976 (ELCRA), WHICH PROHIBITS DISCRIMINATION BASED ON RACE, COLOR, NATIONAL ORIGIN, AGE, SEX (INCLUDING PREGNANCY AND GENDER IDENTITY), RELIGION, HEIGHT, WEIGHT, OR MARITAL STATUS;
- MICHIGAN PERSONS WITH DISABILITIES CIVIL RIGHTS ACT OF 1976 (MPDCRA), WHICH PROHIBITS DISCRIMINATION AGAINST QUALIFIED PERSONS BASED ON DISABILITY THAT IS UNRELATED TO THAT PERSON'S ABILITY TO PERFORM THE DUTIES OF A PARTICULAR POSITION OR GENETIC INFORMATION;
- MICHIGAN EQUAL PAY ACT, WHICH PROHIBITS DISCRIMINATORY WAGE PRACTICES BASED ON SEX; AND
- PUBLIC EMPLOYMENT RELATIONS ACT OF 1947 (PERA), WHICH PROHIBITS A PUBLIC EMPLOYER FROM DISCRIMINATING AGAINST AN EMPLOYEE BASED ON MEMBERSHIP OR NON-MEMBERSHIP IN A LABOR ORGANIZATION.

It is the policy of the Midland Public School District not to discriminate on the basis of race, color, religion, national origin or ancestry, sex, gender, disability, age, height, weight, marital status, genetic information, or other legally-protected characteristic, in its programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups and activities.

Inquiries regarding this nondiscrimination policy should be directed to:

Superintendent of Schools
Midland Public Schools
600 East Carpenter Street
Midland, Michigan 48640
(989) 923-5026

MPS Compliance Officers:

Director of Human Resources (989) 923-5016	Title IX of the Education Amendments of 1972 Age Discrimination Act of 1975 Title VII of The Civil Rights Act of 1964

	Age Discrimination in Employment Act of 1967 (ADEA) Equal Pay Act of 1963 Family And Medical Leave Act of 1993 (FMLA) Pregnancy Discrimination Act of 1978 Genetic Information Non-Discrimination Act of 2008 (GINA) Michigan Elliott-Larsen Civil Rights Act of 1976 (ELCRA) Michigan Persons With Disabilities Civil Rights Act of 1976 (MPDCRA) Michigan Equal Pay Act Public Employment Relations Act of 1947 (PERA)
Associate Superintendent (989) 923-5082	Title II of the Americans with Disabilities Act of 1990 Title VI of the Civil Rights Act of 1964 Section 504 of the Rehabilitation Act of 1973 Nondiscrimination of the Basis of Being Disabled

Grievance Procedures for:
Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendment Act of 1972
Title II of the Americans with Disability Act of 1990
Section 504 of the Rehabilitation Act of 1973
Age Discrimination Act of 1975

Section I

Any employee who believes he/she has been subjected to behavior that violates this Policy must file a complaint using the Employment Complaint Procedure in **Policy 4104**. If Title IX sexual harassment is alleged, the procedures set forth in **Policy 3118** should be followed.

Employees with questions about compliance with this Policy and applicable laws should contact the Superintendent or the Employment Compliance Officer(s):

Associate Superintendent **Director of Human Resources** **Director of Diversity, Equity, and Inclusion** Age Act, Title IX Coordinator Midland Public Schools	**Associate Superintendent** Title VI, Title II, Section 504 Coordinator Midland Public Schools 600 E. Carpenter St. Midland, MI 48640 (989) 923-5082

600 E. Carpenter St. Midland, MI 48640 (989) 923-5001	

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Local Coordinator, who shall in turn investigate the complaint and reply in writing within five (5) business days. If this reply is not acceptable, the complainant may initiate formal procedures according to the following steps.

Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the local Age Act, Title II, Title VI, Title IX, or Section 504 Coordinator within five (5) business days of receipt of the written reply to the informal complaint. The Coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within five (5) business days by certified mail.

Step 2: If the complainant wishes to appeal the decision of the local Age Act, Title II, Title VI, Title IX, or Section 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of the Midland Public Schools within five (5) business days after receipt of the Local Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days of the meeting by certified mail.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) days of the receipt by the Board Secretary to each concerned party within ten (10) business days of this meeting by certified mail.

Anyone at any time may contact the Office for Civil Rights for information and/or assistance at 1-800-421-3481. If the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights.

Inquiries concerning the nondiscriminatory policy may be directed to the Director for Civil Rights, U.S. Departments of Education, Washington, D.C. 20202.

The Local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found at the Local Coordinator's office.

DISTRICT BOARD POLICY & LABOR AGREEMENTS

Every childcare provider is expected to be familiar with Midland Public Schools' District Board Policy and Labor Agreements in order to be aware of policies and operational practices under which the district operates. The Board policies and labor agreements are available on the District website www.midlandps.org.

CORPORAL PUNISHMENT AND LIMITED USE OF REASONABLE FORCE (4203)

"Corporal punishment" is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline. Corporal punishment does not include physical pain caused by reasonable physical activity associated with athletic training.

Employees will not inflict, or cause to be inflicted, corporal punishment upon any student under any circumstances. Any employee who engages in corporal punishment against a student will be subject to discipline, including discharge. An administrator or supervisor will report the employee to CPS consistent with **Policy 4202**.

Employees may use reasonable physical force upon a student as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning.

The District may provide training to employees on the use of reasonable force and physical intervention techniques. If the District has provided that training to an employee, the employee must comply with that training.

Employees must comply with **Policy 5211** on Seclusion and Restraint of students and federal and state law. An employee's illegal use of seclusion or restraint may result in discipline, including discharge.

ANTI-HARASSMENT POLICY (4102)

Employees will have the opportunity to work in an atmosphere free from unlawful harassment, including sex-based harassment, as defined by state, federal, and local laws. The District prohibits quid pro quo and hostile work environment harassment.

The District will promptly and thoroughly investigate complaints pursuant to **Policy 4104** alleging unlawful harassment and take appropriate action, including discipline, against any person found to have violated this Policy. Investigation determinations will be based on a preponderance of the evidence.

Unlawful harassment is strictly prohibited. This Policy applies to employee conduct perpetrated against other employees, parents/guardians, officers, Board members, agents, contractors, volunteers, and members of the public. Although Title VII sexual harassment falls within this Policy, Title IX sexual harassment does not. For the District's Policy on Title IX sexual harassment, see **Policy 3118**. Allegations that an employee engaged in unlawful discrimination, harassment, or retaliation against a student will be investigated under **Policy 5202**.

This Policy applies to unlawful conduct related to work in any way, regardless of location.

Definition of Unlawful Harassment.

Except with regard to **Title IX Sexual Harassment Policy 3118**, the following definitions apply:

1. "Quid pro quo" harassment occurs when a supervisor requires sex, sexual favors, or sexual contact from an employee or job candidate as a condition of employment and where:

    - submission to that conduct or communication is made a term or condition, either explicitly or implicitly, to obtain or maintain employment; or

    - submission to or rejection of that conduct or communication is used as a factor in a decision affecting a person's employment.

2. "Hostile work environment" harassment is unwelcome verbal, visual/written, or physical conduct towards an employee because of the employee's race, color, national origin, ethnicity, religion, sex (including pregnancy), height, weight, marital status, gender identity, age, sexual orientation, disability, genetic information, veteran status, military service, or any other protected class and that has:

    - the purpose or effect of creating an intimidating, hostile, or offensive work environment;

    - the purpose or effect of unreasonably interfering with an employee's work; or

    - an adverse impact on a person's employment opportunities.

Definition of Sexual Harassment. While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Verbal: Unwelcome comments, including: the use of derogatory, sexually suggestive, or vulgar language; the use of sexual innuendo; unwelcome advances or repeated requests

for dates or sexual favors; threats based on or motivated by a person's sex; demanding or pressuring another person to submit to sexual requests or advances to attain academic or professional achievement; threatening another person's academic or professional reputation if that person does not submit to sexual requests or advances; or any other similar behavior.

- Visual/Written: Subjecting another person to sexually suggestive, pornographic, or obscene images, text, or cartoons, including by electronic mail, text message, letter, or any other medium; the use of obscene gestures toward or around another person; leering at another person; or any other similar behavior.

- Physical: Unwanted kissing, touching, patting, hugging, pinching, or any other unwanted physical contact; impeding another person's normal movements; stalking, assault, or battery based on the victim's sex; any other physical interference with another person based on that person's sex; or any other similar behavior.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at Midland Public Schools.

MICHIGAN EARNED SICK TIME ACT (ESTA)

Midland Public Schools complies with the Michigan Earned Sick Time Act (ESTA), which requires employers to allow the use of paid leave time for specific qualifying reasons. The District's paid leave benefits outlined in this handbook exceed the maximum 72 hours (nine days) required by law for all eligible employees each year, including for those on a prorated schedule. ESTA does not provide additional leave beyond the amounts already allocated under District policy.

When an absence qualifies under both the Earned Sick Time Act and the District's paid leave policies, the time will always run concurrently and will not extend the total amount of paid leave available. If no paid leave time remains, ESTA leave will be unpaid unless otherwise provided by District policy.

Permitted Reasons for Use. Leave under ESTA may be used for:

1. The employee's own mental or physical illness, injury, or health condition, including medical diagnosis, care, or preventive medical care.
2. The care of a family member with a mental or physical illness, injury, or health condition, including medical diagnosis, care, or preventive medical care.
3. Closure of the employee's place of business, or the employee's child's school or place of care, due to a public health emergency.
4. Absences related to domestic violence or sexual assault, including medical care, victim services, counseling, relocation, or participation in legal proceedings.

Definition of Family Member. For purposes of ESTA, "family member" includes:

- A child (biological, adopted, foster, stepchild, legal ward, or a child for whom the employee stands in loco parentis).
- A parent (biological, foster, adoptive, stepparent, or legal guardian of the employee or the employee's spouse, or a person who stood in loco parentis when the employee was a minor).
- A spouse or domestic partner.
- A grandparent or grandchild.
- A sibling.
- Any individual whose close association with the employee is the equivalent of a family relationship, as reasonably determined by the District in accordance with applicable law.

Requesting ESTA Leave. Requests for ESTA leave must follow the District's standard leave request process for Personal Illness or Family Illness days, including providing advance notice when foreseeable and documentation when required. Leave under ESTA may be taken in full or partial day increments, consistent with District policy, and employees must make reasonable efforts to schedule leave in a manner that does not unduly disrupt District operations.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources Department to discuss how the Earned Sick Time Act may apply to your circumstances.

WORK CALENDAR AND WAGES

At the time of initial employment as a childcare provider in the Midland Public Schools, years of related experience outside the district may be counted in determining placement on the salary schedule up to step 4 of the classification for the position. At the time of hire, documentation must be presented to establish wages to be protected.

Lead childcare providers are employed for approximately 40 hours per week. The work calendar for Lead childcare providers is the student calendar. This does not include professional development training days.

Associate childcare providers are employed up to 40 hours per week, based on a calendar established annually by the supervisor.

Days of work that are missed will not be made up. A current school calendar is located on the district's website.

	Pre-Primary Center Director (Administrator Certificate)	Pre-Primary Center Director (No Administrator Certificate)	Lead Teacher		
Steps:	**250 DAYS**	**250 DAYS**	**192 DAYS**		
12	$125,611	$101,674		Off	Total
11	$122,778	$99,380			
10	$119,944	$97,087			
9	$117,111	$94,793	$31.44	$0.62	$32.06
8	$114,278	$92,500	$30.32	$0.59	$30.91
7	$111,444	$90,206	$29.17	$0.57	$29.74
6	$108,611	$87,913	$28.01	$0.55	$28.56
5	$105,777	$85,620	$26.87	$0.53	$27.40
4	$102,944	$83,327	$25.72	$0.50	$26.22
3	$100,111	$81,033	$24.54	$0.48	$25.02
2	$97,277	$78,739	$23.42	$0.46	$23.88
1	$94,444	$76,446	$22.25	$0.44	$22.69

Associate Teacher					
185 DAYS					
I AA in Early Childhood or CDA	Off	Total	**II Non-degree**	Off	Total
$20.84	$0.41	$21.25	$20.21	$0.40	$20.61
$20.52	$0.40	$20.92	$19.90	$0.39	$20.29
$20.15	$0.40	$20.55	$19.52	$0.38	$19.90
$19.77	$0.39	$20.16	$19.15	$0.38	$19.53
$19.39	$0.38	$19.77	$18.76	$0.37	$19.13
$19.01	$0.37	$19.38	$18.39	$0.36	$18.75
$18.64	$0.37	$19.01	$18.01	$0.35	$18.36
$18.26	$0.36	$18.62	$17.64	$0.35	$17.99
$17.89	$0.35	$18.24	$17.26	$0.34	$17.60

QUALIFICATIONS OF A CHILDCARE PROVIDER

In selecting a childcare provider, the principal/supervisor will consider the following qualities:

- ability to work on a team effectively
- acceptance of children
- desire to work accurately
- emotional maturity
- intelligence
- positive attitude
- rapport with adults
- reliability

The childcare provider must possess sound, independent judgment, including handling of confidential matters. All positions require a High School diploma or equivalent. Additional education and licensure may be required for each preschool program. Midland Public Schools also encourages our childcare providers to pursue additional education.

Applicants must: (1) be 18 years of age, (2) successfully pass pre-employment physical and back assessment, (3) meet all requirements of Rule 400.8113 and Rule 400.8125 of the Licensing Rules, (4) able to stoop, kneel, crouch, stand, walk, climb, and push items, (5) good vision and hearing, (6) able to lift 50 pounds, (7) clear certificate denying substantiated abuse or neglect, (8) successfully pass criminal background check, (9) ability to carry out detailed written and oral instructions, (10) ability to communicate clearly and concisely both orally and in writing, and (11) CPR and First Aid Training.

PRE-EMPLOYMENT PHYSICAL EXAMINATIONS

Midland Public Schools will pay for a pre-employment physical examination, scheduled by the District. The medical examiner's report shall be signed not more than 6 months before, or 30 days after, the start of employment (R400.5104b(1)).

TRAINING REQUIREMENTS

At least one childcare provider with current certification in infant, child, and adult CPR and current first aid certification shall be on duty in the center at all times. Each childcare provider is required to receive blood-borne pathogen (BBP) training. BBP training is provided by Midland Public Schools.

All childcare providers are required to complete 12 clock hours of annual training on topics referenced in R400.8131 in addition to CPR, first aid, and blood-borne pathogen training.

EVALUATION

Each childcare provider will be evaluated at least once a year for the first two years in a building. After two years of satisfactory performance in a building, the childcare provider will be evaluated at least once every three years or as necessary.

Supervisors will meet at least once a year with each childcare provider on staff to discuss that staff member's performance during the year that a formal written evaluation is not required. A copy of the evaluation form can be found in the Appendix.

DUTIES, EXPECTATIONS AND RESPONSIBILITIES

- **Focus on People**: model positive behavior, keep children on task, interact with children, anticipate disruptions, read to children, escort children throughout the building, greet visitors, sing with children, assist with self-help skills, collaborate with teachers, assist special needs children.
- **Assist at Learning Centers**: model positive behavior, set up centers, help with clean up of centers, work at centers, supervise centers-"float", be available and flexible, assist with computers, supervise outdoor activities.

- **Promote Growth in Curricular Areas**: model positive behavior, assist with writing process, assist with cooking, accompany class with music, supervise movement activities, contribute to science activities, encourage math development and design curriculum to fit into PYP framework.
- **Help with Housekeeping Tasks**: demonstrate desired behavior, prepare snacks, straighten items stored on shelves, encourage children to be responsible for clean-up, and notice "messes" that need attention.
- **Aid with Clerical Tasks**: use office equipment, cut out materials, set up audio-visual equipment, assemble bulletin boards and other displays, prepare materials for art projects, and assemble notes for sending home to parents.
- **Interacting with MPS Teachers**: model a positive adult relationship (caring, sharing, kindness, communication), be honest and open – not judgmental, maintain confidences, anticipate what needs to be done, ask questions for clarification, keep private conversations separate from classroom time, don't gossip, keep the confidentiality of the school environment within the school, respect the teacher's professionalism.
- **Interacting with Children**: welcome the children, use eye contact, move your body to their level, model positive language, demonstrate appropriate voice tone and level, walk to the children rather than talking across the room, correct a child's behavior privately, speak to each child daily, touch appropriately, nurture each child, take time to listen, expand children's vocabulary through questioning, encourage the children's independence, guide children to find their own answers, use proximity and appropriate touch for positive discipline, respect each child's developing abilities without comparing children, know the correct spelling and name of each child.
- **Professional Guidelines**: be supportive of the school, be on time, dress appropriately, know school policies, use appropriate voice and touch, understand emergency procedures, attend parent meetings, Open House, etc., if possible, demonstrate positive discipline (Public Act 521 prohibits employees from threatening to inflict, inflicting or causing to be inflicted, corporal punishment upon any student. Corporal punishment is defined as "the deliberate infliction of physical pain by any means upon the whole or any part of the pupil's body as a penalty or punishment for the pupil's offense.")
- **Interacting with Parents**: welcome parents to the classroom or childcare area, help parents feel that their presence is important, acknowledge parent's concerns – even if you don't agree, keep any discussion focused on the child of that parent, emphasize children's positive behaviors, show appreciation for the parent's help, acknowledge that parents and the school both want what's best for the child, regard parents as partners and friends in the effort to educate children, engage parents in activities, model appropriate behavior, release children to parents ONLY with proper authorization after contacting the office.
- **Reporting Child Abuse or Neglect**: In accordance with Board of Education policy and State statute, professional staff members are required to report to the proper legal authorities any sign of child abuse or neglect. The child may suffer from physical abuse and neglect, sexual

abuse, and/or emotional maltreatment. Basically, physical abuse is the non-accidental, physical injury of a child; physical neglect is the failure to provide proper parental care, support medical attention, and education for a child; sexual abuse is any indecent sexual activity in the family; and emotional maltreatment is failure to provide warmth, attention, supervision, and/or normal living experiences for a child. Procedures for reporting abuse or neglect are located in the Board of Education policy, section 8462 (Student Abuse and Neglect, M.C.L. 722.621 et seq.)

POSITION DESCRIPTIONS

Tuition Based Program: Lead

The Lead staff person is responsible for the care and guidance of children served by the Midland Public Schools' Childcare Programs. He/she is responsible for providing a planned daily program appropriate to the age level of the children in attendance, and for serving as a liaison between home and the center. The planned daily program provided will address concern for the mental, social, physical and emotional growth and development of the child.

The Lead staff person, under the direction of the Supervisor, is responsible for providing a safe, secure, and stimulating environment for children that attend the program. Activities provided will enhance the social, emotional, intellectual, and physical development of young children. The activities will be designed to complement the child's school experience. Attendees will engage in arts and crafts, games, productive and creative play, outdoor activities, and rest. The lead staff person will work to gain the respect, confidence, and cooperation of the children, maintain safety and order, and manage any situation with the well-being of the child as the highest priority.

1. Responsible for the daily planning and implementation of curriculum and weekly snack schedules.
2. Responsible for attendance records, sign-in/sign-out, accident reports and any other required record keeping.
3. Responsible for maintaining the safe condition of the center and for care of any classroom equipment used in the program.
4. Responsible for maintaining licensure through compliance with all Michigan Department of Human Services rules as stated in the Licensing Rules for Child Care Centers manual.
5. Responsible for maintaining communication with the business office to assist with tuition collection and bookkeeping as necessary.
6. Responsible for parent and center communications.
7. Responsible for the acquisition of applicable materials, supplies and nutritional snacks.
8. Responsible for maintaining a high level of ethical behavior and confidentiality of information about children as required by the Midland Public Schools.
9. Participation in ongoing in-service training as may be required.
10. Participation in outdoor activities during all seasons.
11. Responsible for participating where assigned with all center tasks, including art, music, movement, snack/lunch, and clean-up activities, etc.

12. Able to work cooperatively with other Midland Public Schools' personnel.
13. Convey genuine enthusiasm, respect, and caring for the children and the Childcare Programs.
14. Responsible for setting up the area and preparation of materials.
15. Operate school equipment such as telephones, computers, copier, laminator, and audiovisual devices.
16. Responsible for supervision of children until the parent/guardian picks up the child or the child goes to class.
17. Must adhere to all employment regulations as outlined in Midland Public Schools' Board Policies.
18. Responsible for the supervision and direction of the Preschool Program Assistant personnel.
19. Completion of other applicable duties as assigned by the Building Principal and/or Elementary Instruction Specialist.

Tuition Based Program: Assistant Position

The Assistant staff person is responsible for assisting in the care and guidance of children served by the Midland Public Schools' Childcare Programs. He/she is responsible for assisting in providing a planned daily program appropriate to the age level of the children in attendance. The planned daily program provided will address concern for the mental, social, physical and emotional growth and development of the child.

The Assistant staff person, under the direction of the Lead, is responsible for assisting to provide a safe, secure, and stimulating environment for children that attend the program. Activities provided will enhance the social, emotional, intellectual, and physical development of young children. The activities will be designed to complement the child's school experience. Attendees will engage in arts and crafts, games, productive and creative play, outdoor activities, and rest. The Assistant staff person will work to gain the respect, confidence, and cooperation of the children, maintain safety and order, and manage any situation with the well-being of the child as the highest priority.

1. Responsible for implementing the daily program and child supervision and safety.
2. Assist in preparing the childcare environment, set up of centers, and preparation of needed materials and supplies.
3. Responsible for maintaining the safe condition of the center and for care of any classroom equipment used in the program.
4. Responsible for following all licensing regulations as required by the Michigan Department of Human Services rules as stated in the Licensing Rules for Child Care Centers manual.
5. Greet parents and children during drop off and pick up.
6. Assist with attendance records of children, accident reports, child sign-in and sign-out and any other necessary record keeping.
7. Arrive to work on time and ready to implement the daily program as directed by supervisors.
8. Maintain a high level of ethical behavior and guard the confidentiality of

information about children as required by the Midland Public Schools.

9. Participation in ongoing in-service training as may be required.
10. Participation in outdoor activities during all seasons and helping to prepare children.
11. Responsible for participating where assigned and with all center tasks, including art, music, movement, snack/lunch, and clean-up activities, etc.
12. Able to work cooperatively with Midland Public Schools' personnel.
13. Convey genuine enthusiasm, respect, and caring for the children and the Childcare programs.
14. Wear appropriate clothing.
15. Operate school equipment such as telephones, computers, copier, laminator, and audiovisual devices.
16. Responsible for assisting with the supervision of children until the parent/guardian picks up the child.
17. Must adhere to all employment regulations as outlined in Midland Public Schools' Board Policies.
18. Confer with Lead in referral of children and in conferencing with parents. Serve as a resource to support personnel and parents.
19. Other duties as assigned by the supervisor.

Great Start Readiness Program: Teaching Associate Position

The Teaching Associate is responsible for the care and guidance of the children served by the Midland Public Schools Four-Year-Old Great Start Readiness Program. The Teaching Associate, under the direction of the Lead, is responsible for assisting to provide a safe, secure, and stimulating environment for children that attend the program. The Lead and Associate are responsible for providing a planned daily program appropriate to the developmental level of the children in attendance.

1. Responsible for supporting the daily planning and implementation of curriculum to meet the physical, social, emotional and cognitive needs of each child.
2. Assist in creating an environment with well-established routines and smooth transitions.
3. Guarantee a safe environment by providing constant supervision, appropriate arrangement of space and reporting need for maintenance of equipment.
4. Arrive to work on time and ready to implement the daily program as directed by supervisors.
5. Assist in developing a calm, pleasant environment in the classroom in which children and families feel comfortable and secure.
6. Responsible for supporting attendance records, sign-in/sign-out, accident reports and other required record keeping.

STUDENT RECORDS

Federal legislation has imposed severe restrictions on the release of student information to outside agencies. The same legislation spells out, in detail, the rights of parents, legal guardians

and majority-age students to see their records. The Board of Education has adopted a policy that is very specific in detailing the procedures by which anyone other than staff members may obtain information from the records. Any request for access to any student record information from anyone other than staff members should be referred directly to the administrator in charge.

PRIVACY POLICY

On December 12, 2005, the Board of Education for Midland Public Schools approved the Social Security Number Privacy Policy, which went into effect January 1, 2006. The policy will be included in the District Board Policy. The policy states: "The District shall protect the confidentiality of social security numbers of staff, students, and all other individuals it may have in its records. No person shall knowingly disclose, distribute, transfer, or unlawfully use the social security number of an employee, student, or any other individual from any records of the District. Documents and records containing social security numbers will be kept in a secure environment with need to know access by authorized personnel only." The Superintendent shall establish procedures to implement this policy. Social Security Number Privacy Act 454 (MCL 445.81-87).

SCHOOL SAFETY AND SECURITY (3400)

Protecting the safety of our employees and visitors is the most important aspect of running our school district.

All employees have the opportunity and responsibility to contribute to a safe work environment by using common sense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

SMOKING, TOBACCO PRODUCTS, DRUGS, AND ALCOHOL (3102)

Smoking is not allowed in company buildings or work areas at any time. "Use of tobacco product" means any of the following:

- the carrying by a person of a lighted cigar, cigarette, pipe, other lighted smoking device, or electronic nicotine delivery system;
- the inhaling or chewing of a tobacco product;
- the placing of a tobacco product within a person's mouth; or
- the smoking or use of electronic vapor or other substitute forms of cigarettes, clove cigarettes, other lighted smoking devices, or other electronic nicotine delivery systems for consuming or inhaling tobacco or any other substance.

The District prohibits the sale, possession, distribution, dispensation, or use of tobacco products, electronic cigarettes, vaporizers, and all electronic nicotine delivery systems on property owned or operated by the District.

District personnel should review Policy 4210 for the district's drug and alcohol free workplace policy.

The District may also prohibit the use of these products at District-related events.

INCLEMENT WEATHER POLICY

Childcare Workers are expected to report to work. An employee who will be delayed in reporting to work because of difficulties in traveling, or who may even be prevented from arriving at all, is to contact his/her supervisor to report the difficulties. Each supervisor is authorized to approve the employee's being late (or in justifiable circumstances, absent) in this situation. Such absences are to be recorded as "miscellaneous approved absence" on the payroll records. Requests to review a decision on an employee's tardiness or absence, if necessary, should be referred to the Associate Superintendent of Administrative Services.

PAID TIME OFF DAYS

Every associate childcare provider shall have two (2) paid personal days per school year to use anytime unless stated otherwise. Associate childcare providers will receive seven (7) paid personal illness days to use, unused days to not accumulate.

The lead childcare provider shall have ten (10) paid personal days per school to use anytime unless stated otherwise.

Personal days must be pre-approved by the program supervisor. Only one request for a personal day will be granted on any given day. Personal day requests shall be granted on a first come first served basis. Personal days are not cumulative and must be used on normal workdays. Childcare providers employed initially within a school year and/or work less than the number of student instructional days per year are allotted a prorated number of personal days based on the number of days worked per school year.

A childcare provider that leaves employment shall receive personal day pay based on the proration of days granted from July 1 through the last day of employment. If the childcare provider has used more personal days then would have been granted based on the prorated year, the employee will be responsible for reimbursing the District.

BEREAVEMENT

Absence not to exceed five (days) in any one year for reason of death for a spouse, child, sibling, parents, parent in law, daughter in law, son in law, grandparent, grandchild, or dependent of the immediate household resident. Absence for death of others not named above will be granted on written request to the Director of HR. Such leave shall not be cumulative nor counted as part of sick leave.

FAMILY AND MEDICAL LEAVE ACT (4106)

Midland Public Schools complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain

medical and family-related reasons. The company also abides by any state and local leave laws. The more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources department to discuss options for leave.

Basic Leave Entitlement. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or childbirth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections During FMLA Leave. During FMLA leave, the Company will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Employee Eligibility. The FMLA defines eligible employees as employees who: (1) have worked for the Company for at least 12 months; (2) have worked for the Company for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite which has 50 or

more employees or is within 75 miles of Company worksites that taken together have a total of 50 or more employees.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

Pay while on FMLA leave. Employees will use personal or family illness banks while on FMLA leave. When the balance has been exhausted, the employee will be on unpaid FMLA leave.

MICHIGAN EARNED SICK TIME ACT (ESTA)

Midland Public Schools complies with the Michigan Earned Sick Time Act (ESTA), which requires employers to allow the use of paid leave time for specific qualifying reasons. The District's paid leave benefits outlined in this handbook exceed the maximum 72 hours (nine days) required by law for all eligible employees each year, including for those on a prorated schedule. ESTA does not provide additional leave beyond the amounts already allocated under District policy.

When an absence qualifies under both the Earned Sick Time Act and the District's paid leave policies, the time will always run concurrently and will not extend the total amount of paid leave available. If no paid leave time remains, ESTA leave will be unpaid unless otherwise provided by District policy.

Permitted Reasons for Use. Leave under ESTA may be used for:

1. The employee's own mental or physical illness, injury, or health condition, including medical diagnosis, care, or preventive medical care.
2. The care of a family member with a mental or physical illness, injury, or health condition, including medical diagnosis, care, or preventive medical care.
3. Closure of the employee's place of business, or the employee's child's school or place of care, due to a public health emergency.

4. Absences related to domestic violence or sexual assault, including medical care, victim services, counseling, relocation, or participation in legal proceedings.

Definition of Family Member. For purposes of ESTA, "family member" includes:

- A child (biological, adopted, foster, stepchild, legal ward, or a child for whom the employee stands in loco parentis).
- A parent (biological, foster, adoptive, stepparent, or legal guardian of the employee or the employee's spouse, or a person who stood in loco parentis when the employee was a minor).
- A spouse or domestic partner.
- A grandparent or grandchild.
- A sibling.
- Any individual whose close association with the employee is the equivalent of a family relationship, as reasonably determined by the District in accordance with applicable law.

Requesting ESTA Leave. Requests for ESTA leave must follow the District's standard leave request process for Personal Illness or Family Illness days, including providing advance notice when foreseeable and documentation when required. Leave under ESTA may be taken in full or partial day increments, consistent with District policy, and employees must make reasonable efforts to schedule leave in a manner that does not unduly disrupt District operations.

Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources Department to discuss how the Earned Sick Time Act may apply to your circumstances.

WORKPLACE ACCOMMODATIONS FOR EMPLOYEES AND APPLICANTS WITH DISABILITIES (4105)

The District complies with the ADA, Section 504, the MPDCRA, and other federal, state, and local laws that prohibit discrimination in employment against qualified persons with disabilities. The District does not unlawfully discriminate against otherwise qualified employees or applicants for employment with a physical or mental impairment that substantially limits one or more major life activities, those regarded as having a disability, or those with a record of a disability.

An applicant or employee with a disability, like all other applicants and employees, must meet the District's requirements for the job, including education, training, employment experience, skills, or licenses/certifications. An applicant or employee with a disability must be able to perform the job's essential functions with or without reasonable accommodation(s). After an applicant has been given a conditional job offer, the District may ask disability-related questions about the applicant's ability to perform the essential functions of the position with or without reasonable accommodation.

An employee who requires a reasonable accommodation to perform essential job functions must promptly inform the employee's supervisor or the Superintendent or designee. An applicant who requires a reasonable accommodation to perform essential job functions must promptly inform the Superintendent or designee after receiving a conditional offer of employment. A reasonable

accommodation is defined as a change in the work environment or in the methods of performing work to enable an otherwise qualified applicant or employee to perform the essential job functions of a position and to enjoy equal employment opportunities.

An applicant or employee who believes he/she has been discriminated against under this Policy must promptly file a complaint using the Employment Complaint Procedure in **Policy 4104**.

JURY DUTY

Any employee chosen for jury duty shall be excused without penalty or loss of salary.

MILITARY LEAVE (4107)

The District complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA), Michigan's Military Leaves Reemployment Protection Act (MLRPA), and Michigan's Public Employees Entering Armed Forces Act (MPEEAFA). The term "military service" as used in this Policy includes the "uniformed services" as defined in the USERRA, "service" as defined in the MLRPA, and "military duty" as defined in the MPEEAFA.

Military service also includes service and training in the Army, Navy, Marine Corps, Air Force, Coast Guard, applicable reserve forces, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service, and other categories of persons designated by the U.S. President in times of war.

In qualifying circumstances, eligible full- and part-time employees may take leave related to military service and are entitled to reemployment and other rights during and at the conclusion of military leave. Military leave is unpaid, but employees may use accrued applicable paid leave for all or a portion of their military leave in accordance with a collective bargaining agreement or individual employment contract.

All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

BENEFITS

Employees who are scheduled to work 30 hours or more per week (75%) are eligible for and are automatically covered by the district's term life and accidental death and dismemberment insurance plans upon designation of beneficiary(ies). The coverage is for an amount equal to twice the employee's annual contractual salary rounded off to the next higher one thousand dollars. The district pays the entire cost of the life and AD&D insurance programs.

A group hospital-medical-surgical and pharmacy insurance program is available to eligible employees and their spouses and dependents upon application during the enrollment period. The district offers multiple MESSA high deductible Health Savings Account (H.S.A.) Plans. Employees will pay a set rate based on the insurance plan selected.

A group dental insurance program is available to eligible employees and their spouses and dependents upon application during the enrollment period. The district pays 100% of the premium for this coverage.

Employees are automatically enrolled and covered by the district's long-term disability insurance program. The district pays 100% of the premium for this coverage.

A vision insurance plan is available and eligible to employees upon application during the enrollment period. The district pays 100% of the premium for the employee's coverage. However, employees have the option to purchase vision coverage, at the full premium cost, for their spouses and dependents.

RETIREMENT

Refer to the ORS website for further information www.michigan.gov/orsschools or call 1-800-381-5111.