

Employee Handbook 2023-2024

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INTRODUCTION

Welcome to Reimagine Education, LLC.

You have joined a new, dynamic organization that is committed to Student Success and Achievement and Employee Professionalism and Growth as part of a blended learning educational program. Reimagine Education, LLC was founded to establish an innovative approach to education for all students that are looking for learning opportunities that align with their needs and interests.

You have joined a team of caring and committed professionals who support one another in carrying out our mission—to give students the education, strength and positive reinforcement to pursue a future full of endless possibilities built on each individual's dreams.

We have prepared this Employee Handbook to assist you in meeting your professional and personal goals and achievements and to perform your job duties and responsibilities in accordance with Reimagine's mission and vision. Please review and understand our policies, practices, and procedures that apply to all Reimagine employees. It is the hope of all that this handbook gives you the guidance needed to excel in your position.

Employee Handbooks generally evolve as the organization does. As such, we will advise you of significant changes in employment policies as and when they occur. Our objective is to provide a work environment that is conducive to your professional growth and the success of the students we educate.

Reimagine is an organization that cares greatly about the staff that work so hard to deliver great content, care, and support for all students. It is highly encouraged for you to bring your questions, suggestions, and concerns to Administration. Careful consideration will be given to your input and comments in our continuing effort to improve operations.

You have chosen an unique opportunity to make a difference and be an inspiration to the students and families enrolled in Michigan International Prep School. We look forward to celebrating your success and encouraging your continued growth.

We welcome each of you to this innovative opportunity to change the educational system to better fit the needs of the students!

Andrew Hulbert



Reimagine Education, LLC

MIPS Superintendent

Mission

To create an individualized educational pathway that inspires a passion for learning, cultivates a global awareness, and prepares students for a smooth transition into the workforce.

Vision

Reimagine Education serves students first!

NATURE OF EMPLOYMENT

At-Will Notice

The employment relationship between Reimagine Education, LLC (“RE”) and employees is at will. This means that employees are not hired for any specified period and their employment may be terminated at any time, with or without cause, and with or without notice, by either RE or the employee. All employees are at will according to RE policy; any implied, oral, or written agreements or promises to the contrary are void and unenforceable unless approved by an officer with the power to create an employment contract.

Terms of Employment

All RE employees are on annual contracts and are at-will. All contracts expire June 30th each year and the new fiscal year begins July 1st.

MPSERS Non-Eligible

Employee understands and agrees that they are not entitled to participate in or accrue benefits in the Michigan Public Employees Retirement System (“MPSERS”), during the time Employee is employed by RE and Employee is assigned to work at the school.

Criminal History Background Check

Employment is contingent upon receipt by the RE of the results of the employee’s criminal history record information (“CHRI”) background check. In the event such results are unsatisfactory (in the sole opinion of RE), and do not satisfy the requirements of the Student Safety Initiatives (SSI) (2005 PA 129-131 and 138) as required by Michigan law, MCL 380.1230, MCL 380.1230a and MCL 380.1230g, or in the event of any untruthful statement on Employee’s Employment Application, resume, or other employment-related documents, this employee’s employment agreement shall be null and void, and employee’s employment shall be immediately terminated.

Unprofessional Conduct Check

Employee further understands and agrees that Employee will not be hired or is subject to termination if Employee's unprofessional conduct check, as required by MCL 380.1230(b), reveals unprofessional conduct as defined in the statute, and RE is prohibited by law from hiring Employee. Employee understands and agrees that the Company has the sole authority and discretion to determine if employment shall be denied.

Qualifications

Employees shall possess and maintain all applicable licenses and/or certifications required under Michigan law or other legal authority and regulations.

Employee agrees to provide evidence of such certification or meet the requirements to obtain such certification under Michigan law, or other legal authority and regulations. Employee agrees to provide evidence of such certification or meet the requirements to obtain such certification under Michigan law or other legal authority and regulations.

As applicable, the employee understands and agrees that he/she will have a valid administrator's certification, teacher's license, professional development, and additional training as required by Michigan and federal laws, rules, and regulations. Employee agrees to keep all certifications in good standing with all State renewals and changes to requirements.

No Administrator or Teacher Tenure

Employees will not acquire or obtain administrator or teacher tenure while employed by the RE.

Confidentiality and Non-Disclosure

In the course of Employee's employment, Employee may have access to confidential information pertaining to students and families of students attending schools operated by the Company, the Board, employees, and/or the Company's operations and practices including, but not limited to, company handbooks, strategies, services, techniques, policies, procedures, company agreements, computer programs, marketing practices and procedures, marketing strategies, business plans and strategies, future financial plans, future marketing plans, records, teaching methods, student lists, grades, test results, credit and financial information, cost structures, office procedures, and other confidential information of the Company ("Confidential Information"). During the term of this Agreement and after the expiration of Employee's employment, Employee shall not, directly or indirectly, disclose or convey Confidential Information to any person or entity or use any Confidential Information for personal benefit, for the benefit of any other person or entity, or to the detriment of the Company without the prior written consent of the Company's Manager, except as may be required by a valid and enforceable order of a court or governmental authority.

Non-Solicitation

Employees agree that the Company's business, services, and offerings are unique and that the Company has a legitimate business interest in protecting its relationship with its customers, potential customers, and employees.

Customers of the Company

Employee agrees that, during the Term of this Agreement, and for a period of one (1) year after Employee's employment relationship with RE is terminated by either party, Employee shall not, either for Employee or for any other person, business, or entity, for any reason, either directly or indirectly, call on or attempt to call on, contact or attempt to contact, solicit or attempt to solicit, assist in the solicitation of or attempt to assist in the solicitation of, take away or attempt to take away, divert away or attempt to divert away, any customer of the Company, including but not limited to, any customers who become customers of the Company through Employee's efforts or contacts, for the purpose of providing similar products or services as provided by the Company.

Employee Evaluations

Employees understand and agree that administrator and/or teacher evaluations, as applicable, shall be conducted in accordance with applicable state laws, rules, and regulations, including MCL 380.1249 and 380.1250.

Time Limits

As a condition of employment, the Employee agrees not to file any action or suit relating to his employment with the Employer more than 180 calendar days (or in less time if any applicable law so requires) after the event and/or employment practice or action complained of including, but not limited to, employment termination, lay off or discrimination claims against the Company, its directors, officers, board members, agents, or representatives, claims for wages, salary, commissions, or expenses, and to waive any state statutes of limitation to the contrary (except those requiring a shorter period). While Employee understands that the statute of limitations for claims arising out of an employment action may be longer than 180 calendar days, Employee agrees and understands that any Company action that is the subject of a lawsuit or action may be barred under applicable law if it is not filed within the 180 day period (or in less time if any applicable law so requires), and Employee understands and agrees that the 180 day period (or applicable shorter period) will not be extended for any reason, including continuing violations. This provision does not prohibit the filing of a charge of discrimination under federal law within the time permitted by law, but unless filed within 180 days (or in less time if any

applicable law requires), the Employee waives the right to recover money damages or other relief. Filing a charge or claim with an administrative agency or internally with the Employer does not toll the 180-day calendar day period for filing a civil suit.

Employees of the Company

Employee agrees that, during the Term of this Agreement, and for a period of one (1) year after Employee's employment relationship with RE is terminated by either party, Employee shall not solicit, encourage, influence, induce, or cause others to solicit, encourage, influence, or induce any of the Company's employees to terminate their employment relationship with the Company, or solicit, induce, or seek to hire the Company's employees, either as an employee, consultant, advisor, or independent contractor.

Compliance with Law

Employee understands and acknowledges that Michigan law requires employers to make accommodations to disabled individuals where the accommodation does not impose an undue hardship on employers. Disabled employees or applicants may request an accommodation by notifying the Employer in writing of the need for accommodation within 180 days of the date the handicapper knows or should know that an accommodation is needed. Employee understands, agrees, and acknowledges that failure to promptly notify the Company regarding the need for any such accommodation will preclude any claim that the Company failed to accommodate the handicapped Employee or Employee with a disability.

Employee Personnel Files

Employees are allowed to view their personnel file upon request and RE will allow employees to view their personnel records. A Personnel File is kept by the employer that identifies the employee that is used relative to that employee's qualifications for employment, promotion, transfer, additional compensation, or disciplinary action.

Personal Information Changes

If the Employee needs to make any changes to personal information including, but not limited to: Personal Address, Contacts, Name Change, Marital Status, (please see Insurance Policy for changes in this area) etc. Employees shall inform the Human Services Department, provide the necessary proof requested by the Human Services Department for change and update personal information via Employee Navigator.

Recruitment/Selection/Postings/Promotions

RE believes that hiring qualified individuals to fill positions contributes to the overall success of the company. Each employee is hired to make significant contributions to RE. Any current/internal, qualified, employees are encouraged to apply to open positions. If an employee meets the minimum qualifications for an opening, they are guaranteed a first round interview. All applicants, either internal or external, will be considered on their ability and qualifications for the position and/or promotion. RE is compliant with the Equal Employment Opportunity (EEO) law and is an Equal Opportunity Employer.

Job Descriptions

Job descriptions are written guidelines for each position with particular qualities and skills per position. Job descriptions are not to be considered absolute and to only serve as a guideline and reflect the needs of RE.

Employment of Relatives

RE does not have a general prohibition against hiring relatives. However, an employee will generally not be hired, transferred, or promoted into a position where they will be managed, directly or indirectly, by a family member or romantic partner. Other factors may also be considered when hiring the relative or romantic partner of a current employee, placing them in a particular position, or creating reporting relationships. RE may transfer an employee or otherwise change their employment status at any time for any reason, including to avoid the appearance of favoritism or other conflicts of interest.

Resignation

RE requests that employees provide at least two weeks written notice of their intent to resign. This notice should be submitted to an employee's manager. Depending on the circumstances, an employee may be asked not to work any or all of their notice period, in which case they will be allowed to use up to two weeks of accrued paid time off, if available, from the time notice is given. An exit interview may be requested.

Company Property

All Company property, such as computer equipment, keys, tools, parking passes, or Company credit cards must be returned immediately at the time of termination. Employees may be responsible for any lost or damaged items.

PROFESSIONAL WORK ENVIRONMENT

Professional Development

All staff within 90 miles of Davison are required to attend each Professional Development day in-person at the Davison Learning Lab. The morning schedule will follow a traditional PD format. In the afternoon, K-5 (Teachers and Mentors) and 6-12 (Teachers and Mentors) will have lab-based activities for their respective grade bands that students will be invited to attend.

Dress Code

The Michigan International Prep School dress code policy is designed to help us all provide a consistent professional appearance to our customers and colleagues. Our appearance reflects on ourselves and the company. The goal is to be sure that we maintain a positive appearance and not offend students, clients, or colleagues. By dressing professionally and appropriately for work and by modeling good personal hygiene, our employees help create a welcoming environment for students and families and a favorable professional image of themselves, Michigan International Prep School, and Reimagine Education.

The Michigan International Prep School dress code policy applies to all staff members.

Employees are expected to dress in business casual attire unless the day's tasks require otherwise. Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.

This applies to staff who are working both in-person or remotely.

Examples of appropriate business casual attire for day-to-day operations include the following:

- All clothing should be neat, clean, and in good repair at all times.
- Clothing, jewelry, and piercings should not be distracting to others.
- All outer clothing must cover undergarments.
- Clothing or accessories should not present a safety hazard.
- All outer clothing must fully cover the midriff, shoulders, and chest.
- Denim jeans are acceptable including minimally distressed jeans that do not reveal any skin.
- MIPS branded gear is appropriate
- Clothing with words, designs, or stamps must be positive and appropriate for anyone to view.
- Footwear: casual slip-on or tie shoes, dress sandals, and clean athletic shoes

Sweatpants, tracksuits, and leggings are not considered appropriate business attire and should not be worn to work. Flip flops and crocs are not acceptable footwear. Shoes should be well-kept and appropriate with your attire.

On occasion, there may be days/events that require staff to be dressed in full business attire. If this type of dress is required, you will be given a notification.

Employees whose religious beliefs and practices require a change or modification to these standards may submit a written request to their supervisor.

An employee reporting to work violating these standards may be sent home or asked to log off without pay until dressed in accordance with the standards.

Supervisors can answer any questions about what is considered proper attire.

Remote Work Appearance Policy

Employees must follow expectations and seek clarity when working remotely to avoid issues that may cause disruption to the workday and/or during virtual meetings. Employees working remotely are expected to work in a timely manner, be organized and have adequate communication during working hours. Employees will ensure to be in a safe quiet space, free of distractions and are required to utilize the MIPS branded virtual backgrounds or another school appropriate background for all meetings during working hours. Proper business casual attire applies to all Employees working either remotely or in person (see Dress Code Policy).

Distraction Free Environment

Employees of Reimagine Education are required to have a dedicated workspace free of distraction and clutter to work from. Employees are expected to have a backdrop that is school appropriate or utilize one of the MIPS-approved virtual backgrounds. Dependents of employees should be cared for by a designated adult during work hours and employees should be able to perform all duties as assigned without disruption. It is expected that non-MIPS students are not brought to the lab with their parents.

Communication Expectations

Employees should be aware and considerate of others as a means of building connections and/or relationships with both staff and students/families. Employees are expected to strive in communicating effectively as a means of maintaining a civil work environment at all times. Actions, including but not limited to, vulgar language, raising tone of voice, shouting etc. will not be tolerated and addressed by the Human Services Department where deemed necessary.

Google Calendar

Employees must keep their Google Calendar up to date at all times so meetings can be scheduled appropriately and in a timely manner.

Materials Created While Employed

All materials, curriculum, courses, branding, marketing items created by an employee during their period of employment will remain the property of RE.

School Calendar

The school calendar is updated annually and can be found on Classlink.

PTO, Vacation, and OTHER LEAVES OF ABSENCE

Black Out Dates

The day before and after a scheduled school break are black out days on the calendar. This is to avoid a major disruption in service to our students and families.

PTO

RE provides each employee one (1) Paid Time Off day accrued monthly. All unused Paid Time Off days will be added at the end of each fiscal year to the employee's time off reserve. All unused Paid Time Off days will have no value at the end of employment.

Vacation Days

(10) Vacation Days are provided per annual contract, and are prorated if hired after July 1st or if the employee leaves prior to the end of the contract. Requesting vacation time off during the blackout days as listed on the yearly published staff calendar will be denied according to the Reimagine Education, LLC Employee Handbook. No more than five (5) vacation days will be carried over from one year to the next. All unused Vacation days will have no value at the end of employment.

Bereavement

RE provides full-time employees up to three (3) scheduled work days off with pay, with the Human Resources written approval, upon the death of an employee's spouse/domestic partner; member of the employee's or spouse/partner's immediate family (for example, child, grandchild, parent, grandparent, brother or sister, or step family member as listed above); or household member. These days are to be taken consecutively within a reasonable time after the day of death or day of the funeral/memorial service, and may not be split or postponed. Employees must

contact their manager immediately to inform him or her of the need for bereavement time.

Jury Duty

Employees who are summoned to serve as jurors or subpoenaed as witnesses are performing a civic responsibility and the opportunity to serve should be regarded as a privilege. Every effort will be made by RE to enable employees to perform jury and witness duty. Any employee summoned to serve as a juror or subpoenaed as a witness must notify their manager of such summons or subpoena immediately.

RE may request that an employee seek a new date if the obligation conflicts with business needs, but recognizes that its request may not be approved. Any money earned by serving can be kept by the employee along with their regular, daily pay.

Military Leave

The rights of employees whose employment is interrupted by military duty are as defined by the Uniformed Services Employment and Reemployment Rights Act and state law. Any employee who may need such leave should contact the Human Services Department to obtain more detailed information regarding their rights and obligations.

Maternity Leave & Paternity Leave

RE provides FMLA for maternity leave. See the FMLA policy below for details. Staff going on paternity leave must use PTO and Vacation days in accordance with school policy and are approved by their manager.

Family Medical Leave Act (FMLA) Policy

The Family Medical Leave Act (FMLA) entitles eligible Employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

Staff going on maternity leave must first exhaust all but five remaining vacation and PTO days. After that, employees are given: twelve workweeks of leave in a 12-month period for: the birth of a child and to care for the newborn child within one year of birth; the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement; to care for the employee's spouse, child, or parent who has a serious health condition; a serious health condition that makes the employee unable to perform the essential functions of his or her job; any qualifying exigency arising out of the fact that the employee's

spouse, son, daughter, or parent is a covered military member on “covered active duty;” or twenty-six work weeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

PTO Donation Bank

Policy Statement

Reimagine Education, LLC (“RE”) recognizes that employees may have a family medical emergency resulting in a need for additional time off in excess of their available sick/personal time. To address this need, all eligible employees will be allowed to donate accrued PTO (Paid Time-Off) from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees are eligible to join the PTO Bank after one year of employment with RE.

Guidelines

Employees who would like to make a request to receive donated PTO from their co-workers must have a situation that meets the following criteria:

Medical emergency: Defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, child, or parent.

Donation of Sick/Personal Time

- The donation of sick/personal time is strictly voluntary.
- Donated sick/personal time will go into a leave bank for use by eligible recipients.
- Recipient identity will not be disclosed to donating employees.
- The minimum number of sick/personal hours that an eligible employee may donate is 2 days per calendar year.
- Employees will be given the opportunity to donate sick/personal time annually.

Requesting Donated Sick/Personal Time

Employees who would like to request donated sick/personal time are required to complete a PTO Bank Request Form and submit it to the PTO Bank Committee. Requests for donations of sick/personal time must be approved by the committee, which will be a small group of staff members who are all members of the bank. If the recipient employee has available sick/personal time in his or her balance, this time will be used prior to any donated sick/personal time. Donated sick/personal time may only be used for time off related to the approved request. Employees who receive donated sick/personal time may receive no more than 30 donated days within a rolling 12-month period.

Attendance Policy

All staff are to work Monday-Friday, either from 8am-4pm or from 9am-5pm. However, any work meeting that is scheduled *outside* of the chosen range is still mandatory. For example, if you choose to work on a given day from 9am-5pm, but you are also invited to a work-related meeting that is scheduled for 8:00 am, you will still be required to attend that meeting, even

though it falls outside of your chosen work range.

Learning Lab Hours of Operation (except on PD days)

Staff: 8am-4pm OR 9am-5pm, Monday through Thursday. (With the exception of PD days, all staff are expected to work remotely on Fridays).

Students: 8:30am-3:30pm, Monday through Thursday

Inclement Weather

Michigan International Prep School will remain open for most inclement weather, unless certain weather poses a potential hazard or endangerment for those that travel to Michigan International Prep School Labs/Offices. Given these circumstances, Michigan International Prep School has the right to close facilities and Employees will be notified accordingly. The closure of any Learning Lab will be a decision that is made exclusively by the Superintendent.

MEDICAL INSURANCE AND OTHER PLAN BENEFITS

Employee benefits represent a significant part of an Employee's compensation package. Benefits help provide security and protection against stresses that otherwise disrupt the individual employee's work and family life. During the Term of this Agreement, employees are entitled to the following benefits:

Health Insurance

Health care for full family insurance. Subject to the terms of the group health plan documents, insurance policies, Employer's policies, and upon filling out all forms required to enroll. Employees agree to pay a cap of 20% of the monthly premium through a pre- taxed payroll deduction.

Health Insurance Opt-Out

The Employee may waive the health insurance coverage and receive an amount of \$3,000.00 per year divided into equal monthly stipends. Prorated if hired after July 1.

Short Term Disability

Eligible for Short Term Disability as written by the insurance carrier and upon properly filling out all forms required to enroll and to make a claim throughout the term of this Agreement. The maximum amount provided for Short Term Disability will be 66.67% of the employee's base wage, up to a maximum weekly payment of \$1,000.00, with an elimination period of 7

days.

Long Term Disability

Eligible for Long Term Disability as written by the insurance carrier and upon properly filling out all forms required to enroll and to make a claim throughout the term of this Agreement. The maximum amount provided for Long Term Disability will be 66.67% of the employee's base wage, up to a maximum monthly payment of \$6,000.00, with an elimination period of 90 days.

Life Insurance

Eligible for Life Insurance as written by the insurance carrier and upon properly filling out all forms required for life insurance coverage in the amount of \$50,000.00, including accidental death and dismemberment.

Dental & Vision

Eligible for Dental & Vision as written by insurance carriers and upon properly filling out all forms required for enrollment. Dental and vision coverage are covered 100% by RE.

Technology

RE will issue the necessary technology property to staff, including, but not limited to, laptops, and other technology to assist staff in performing their areas of responsibility.

401k Plan

RE structures matching contributions as a 50 cents on the dollar match for the first 6% of an employees' contributions. For example, if an employee contributes 4% of pay, their matching contributions from MIPS has been given a match of 2%. If an employee has been contributing 6% of pay, then they've been getting the maximum matching contribution of 3%. RE's contributions begin on the employee's one year anniversary of employment. All eligible employees can begin contributing at the outset of their employment.

HEALTH & EMPLOYEE SAFETY

Security and Safety Policy

RE will provide a safe and healthy work environment for all employees and to this end requires the cooperation of all employees. Employees are expected to comply with all safety requirements whether established by Management or by federal, state, or local laws, rules or regulations. Any safety violation or any accidents resulting in injuries to employees should be reported

immediately to the Human Resources Department. Safety equipment must be used at all times. Employees are responsible to:

- Know and follow all safety rules established for your site, department and job task.
- Promptly report any unsafe acts or conditions to your supervisor.
- Work in such a way that ensures your safety as well as the safety of co-workers and students.
- Help fellow employees with safety requirements.
- Request help when unsure of how to perform a task safely.
- Use and maintain all safety devices and guards as provided.
- Properly use and maintain all tools under your control.
- Maintain physical and mental health conducive to working safely.
- Perform work in ways that will not imperil others.
- Do not leave unsafe conditions at any site.
- Abide by the safety rules and procedures of each site.
- Work in strict compliance with OSHA standards.

Security Guidelines

- All staff should wear their staff IDs at all times which should be readily visible when on RE or School property and while attending all school related events.
- All visitors must enter through the main entrances, sign in at the reception desk, and remain there until an authorized RE staff member arrives to escort the visitors into other areas of the facility.
- Any unescorted visitor with no visitor pass should be stopped, questioned, and escorted back to the front desk to check in.
- RE employees should remain with their guest(s) during the visit and escort them back to the front reception area at the conclusion of the appointment.
- When leaving your work space for the day, you must verify your equipment is shut down and secured and that all doors are locked.
- Lost or stolen keys, security cards, or fobs to the facilities must be reported to the Superintendent immediately so proper safety precautions can be made.
- Any RE items in possession of employees must be returned to RE upon termination of employment or upon request.
- In the case of theft, suspected theft, or reasonable suspicion that the safety of students and employees is at risk, RE reserves the right, at its option, to conduct searches of persons and their personal belongings. An employee's consent to searches is required as a condition of employment and refusal to consent when requested may result in disciplinary action.
- Employees are discouraged from bringing items of value to work. RE is not liable for lost or stolen personal property and cannot guarantee protection for employees from loss,

damage, or personal injury in connection with personal property brought onto RE or the assigned school work-site premises. Employees should make efforts to ensure that all personal belongings are either kept in sight or secured at all times.

Safety Guidelines

- Immediately report any safety hazards, accident, illness or injury to the Human Services Department, regardless of its severity.
- Familiarize yourself with the location of all fire exits at the facility where you are assigned to work.
- Never obstruct fire-fighting equipment, aisles, or fire exits.
- Never attempt to lift or push objects that are too heavy for you.
- Immediately clean up all soils and post warnings of wet or slick floor surfaces.
- Keep closet doors, file and desk drawers closed when not in use.
- All fire doors must be allowed to close per fire code regulations and must not be propped open or blocked.
- For safety reasons, flip-flops or shoes that impede your ability to safely navigate the school grounds and facilities and/or safely perform assigned work duties are not allowed.

EMPLOYEE INPUT

Open Door Policy

RE promotes an atmosphere whereby employees can talk freely with members of the management staff. Employees are encouraged to openly discuss any problems with their supervisor so appropriate action may be taken. If the supervisor cannot be of assistance, the Superintendent, CEO or Human Resources Department are available for consultation and guidance. RE is interested in all of our employees' success and happiness. We welcome the opportunity to help employees whenever feasible and appropriate.

STANDARDS OF CONDUCT

Conflict of Interest

Employees should avoid any situation that involves or may involve a conflict between their personal interest and the interests of RE. As in all other duties, employees dealing with members, vendors, contractors, competitors, or any person doing or seeking to do business with RE is to act in the best interest of RE.

All employees have a duty of loyalty to RE, to further its cause and goals and, in general, to work on behalf of its best interests. RE recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to RE. However, the

employee must disclose any possible conflicts so that RE may assess and prevent potential conflicts of interest from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of RE's business dealings. Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones that most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact their supervisor, the Superintendent, CEO or another senior manager in writing to obtain advice on the issue.

The purpose of this policy is to protect employees from any conflict of interest that might arise.

A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

All employees must avoid activities or relationships that conflict with RE's interests or adversely affect RE's reputation. The types of activities and relationships you must avoid include, but are not limited to:

- accepting or soliciting a gift, favor or service that is intended to, or might appear to, influence your decision-making or professional conduct
- accepting, agreeing to accept, or soliciting money or other tangible or intangible benefit in exchange for a favorable decision or action in the performance of your job
- personal benefit from any RE transaction including sale, purchase, rent, property, services, or supplies
- unauthorized use of materials, equipment, facilities, or other RE assets for personal purposes
- accepting employment or compensation or engaging in any business or professional activity with an outside enterprise that does or is seeking to do business with or is a competitor of RE or that might require disclosure of RE confidential information
- accepting outside employment or compensation that could reasonably be expected to impair your judgment in the performance of your duties with RE.

All employees must disclose actual or potential conflicts as soon as they become aware of them. Failure to make required disclosures or resolve conflicts of interest satisfactorily can result in disciplinary action by RE, up to and including termination.

Smoke-Free and Tobacco-Free Workplace

RE is committed to promoting healthy living and a smoke-free workplace. All RE and school facilities, programs, vehicles and property of RE are smoke-free. For purposes of this policy,

“smoking” or “smoke” refers to the use of tobacco and smoking products, including, but not limited to, cigarettes, electronic cigarettes, cigars, pipes, chewing tobacco, and snuff.

Social Media

While the use of Facebook, blogs, e-mail, Wikis, Twitter, YouTube, Instagram, instant messaging, or any other postings on the Internet or in public (“Social Media”) are a great way to share information, employees are personally responsible for the content they publish in any form of user-generated Social Media. It is important to remember that most publishing to the Internet is public, and even if private, RE may be informed of information that you post. Please also be reminded that RE has the ability to and does monitor employees’ use of RE provided electronic devices. RE will have access to all information posted on the Internet via RE’s electronic devices. Use good judgment. Be mindful that all of your actions will be public and will be visible for a long time. In order to protect RE, all employees are expected to behave in a manner consistent with the RE’s values of caring, honesty, respect, and responsibility and to abide by this policy when using social media or other online communication tools for work or personal purposes.

RE employees may maintain individual pages on Social Media and/or use other online communication tools to connect and communicate for personal purposes. While RE does not mean to interfere with anyone’s private life, RE realizes that publicly observable communications, actions, or words are not private.

Identify yourself properly. Employees who identify themselves as a RE employee when posting anything on the Internet must write in the first person and make it clear that they are speaking for themselves and not for RE. By virtue of their position, supervisors and administrators must consider whether personal thoughts they publish may be misunderstood as expressing RE positions. Supervisors and administrators should assume that their staff will read what is written. When RE wishes to communicate publicly as a company, it has well established means to do so. Only those officially designated by RE have the authorization to speak on behalf of RE or publish anything on RE’s website. Employees who identify themselves as an employee of the RE must ensure their profile and related content are consistent with how they wish to present themselves with colleagues, students, parents and volunteers.

Be respectful. Be fair and courteous to fellow staff, supervisors, administrators, students, guests, volunteers, vendors, and others in the community. Do not post unauthorized photos, video, or images of RE staff, students who attend the school, volunteers, guests and community members. To the extent that you choose instead or in addition to use Social Media to address any of your concerns avoid making comments or statements that could be viewed as malicious, threatening, or intimidating, that would violate any other RE Policy, including equal employment opportunity policies and policies or agreements pertaining to the confidentiality of RE.

Be honest and accurate. Post only information that you know to be true. Correct immediately any information that you know to be false about RE, its employees or the educational program.

Refrain from personal use of Social Media at work, whether on your own electronic devices or on RE's devices.

To the extent that RE is informed of inappropriate information that any employee posts on the Internet and/or through other Social Media, it may take action, up to and including termination, if it determines that such postings reflect poorly on RE or its educational program, or to the extent that they indicate that any employee is not qualified for their job.

Once an individual's employment is terminated from RE for any reason, that individual must remove any and all indications of current employment at RE from their Social Media site(s).

FIELD TRIPS, ADVOCACY, GRADUATION

All staff members are required to attend and/or participate in TWO marketing/field trip/social events per school year. Participation may be in-person or virtual as available.

Field Trips

All planned school-sponsored trips away from school grounds and student's homes, are considered extensions of learning. Students and staff are subject to the same rules and regulations they would be if they were in school. Staff that sign up must act professional and represent the school in the utmost manner.

Supervising staff shall not consume alcoholic beverages or use controlled substances, including tobacco, or engage in any activity that is detrimental to the students or violates district policy while accompanying and supervising students on a trip.

Permission slips are required of all students participating in field trips. Permission slips must include a parent signature and be on file prior to the date of the field trip. Staff will need to complete the staff participation form in order to sign up to attend the field trip.

Staff are not allowed to transport students to or from a field trip.

Staff are to show up at the designated staff arrival time and contribute to tasks at hand at all times. Be engaging to families and students. Please adjust your calendar so you are free to participate.

Unless specifically addressed, always wear casual MIPS swag so families can identify you. In addition, you should also plan to wear your Staff ID to be identified.

Staff bringing their own children who attend MIPS need to bring an additional adult to be the adult designee so that the staff can actively participate as a staff member.

Social Events

For a RE paid event, if you cancel after RSVPing yes to an event, staff will be obligated to reimburse the school. The spot reserved for you and anyone else you had planned to bring, will need to be paid back in full to the school. It is expected that you will let the Community Engagement Coordinator know as soon as possible that you are unable to attend.

Staff members can bring their own MIPS enrolled children to events, however, an adult other than the staff member must be present with the student. Staff members attending events should be ready and willing to help with the event. For evening and weekend events, staff are welcome to bring their families.

Being an employee and representing the school, staff shall not consume alcoholic beverages or use controlled substances, including tobacco, or engage in any activity that violates district policy.

Staff should dress appropriately for every social event. Use good judgment in selecting appropriate attire for each particular gathering, being careful to represent MIPS well, and abiding by the MIPS dress code. You should also plan to wear your Staff ID so you can be easily identified.

Legislative Advocacy

RE will host or participate in numerous legislative advocacy events throughout the year. This is to ensure that RE is properly understood and represented in the legislature and amongst educational decision makers at both the state and national levels.

Staff will, from time to time, be invited to participate in these events. It is paramount that any participating staff present themselves in an exemplary manner in speech, conduct, and appearance.

Participating staff should defer to the Director of Marketing, Family Engagement, and Legislative Advocacy and to the Community Engagement Coordinator during these events. These individuals are most equipped to act knowledgeably and strategically in this arena. Please follow their lead.

Please refrain from leveraging these events to promote causes that are different from the primary purpose, which is to promote our school and the freedoms and policies that allow us to exist and thrive.

Staff shall not consume alcoholic beverages or use controlled substances, including tobacco, or engage in any activity that violates district policy in conjunction with an advocacy function.

Staff should dress appropriately for every advocacy event. This should be business attire unless otherwise indicated, and, of course, abide by the MIPS dress code. You should also plan to wear your Staff ID so you can be easily identified.

Assemblies and Student Performances

Various assemblies and student performances may be scheduled throughout the school year, including (but not limited to) musical concerts and our graduation ceremony. Students and staff are expected to follow all established guidelines during these functions. All assemblies, wherever they occur, are considered extensions of school. Students and staff are subject to the same rules and regulations they would be if they were in a normal school setting. Participating staff will act professionally and will represent the school in an exemplary manner.

Staff members who are in attendance at an assembly shall not consume alcoholic beverages or use controlled substances, including tobacco, or engage in any activity that is detrimental to the students or violates district policy while in attendance at the event.

Staff is not permitted to transport students to or from an assembly.

Staff is to show up at their designated arrival time and contribute to tasks at hand at all times. Be engaging to families and students. Staff should see themselves as hosts for the assembly, regardless of whether or not they have an official role. Engage with students and families and assume the responsibility of being helpful to them whenever possible. Please adjust your calendar so you are free to participate in assemblies.

Staff should dress appropriately for every assembly. Use good judgment in selecting appropriate attire for each particular gathering, being careful to represent MIPS well, and abiding by the MIPS dress code. You should also plan to wear your Staff ID so you can be easily identified.

Graduation ceremonies are a crucial time of recognition for our graduates. It is strongly encouraged that all staff should be in attendance. Staff should in every way help to maintain a focus on the graduating class. This is a formal event, and staff are expected to present themselves with dignity and respect, setting the tone for students and guests.

Student Recognition

Teachers and Mentors will be required to nominate a minimum of one student for student spotlight each school year.

Travel Policy

All school related travel must be approved by the employee's supervisor.

If driving for a scheduled meeting or event, the employee will need to send a mileage reimbursement form along with round-trip, step-by-step directions for their trip.

Staff are allotted \$35 a day in meals when traveling for school business. These will be reimbursed once employees return and submit all receipts along with an expense reimbursement form.

- No alcohol will be reimbursed (if you do wish to purchase alcohol, it must be done on a separate check)
- Your receipt should only show one guest. If you are there with others, they will need to be on their own checks
- If you purchase something at the restaurant, like a t-shirt, small gift, etc. that must be paid by the employee and also on a separate check
- Receipts must be itemized
- If any receipts aren't solely for the meal for the staff member submitting it, the entire receipt will be denied for reimbursement

All receipts and expense reports forms must be submitted to the Human Services Department within one month of purchase.

WORKPLACE HARMONY

Required Trainings

All staff will be required to complete all Vector training courses each year and on time. Other training modules may be assigned as necessary.

Sexual and Other Unlawful Harassment

RE is committed to providing a work environment free of harassment in any form, including inappropriate and disrespectful behavior, intimidation, and other unwelcome conduct directed at an individual because of their inclusion in a protected class.

Applicable federal and state law defines harassment as unwelcome behavior based on someone's inclusion in a protected class. Sometimes language or actions that were not expected to be offensive or unwelcome actually are in reality, so employees should err on the side of being more sensitive to the feelings of their coworkers rather than less.

The following are examples of harassment; behaviors not in this list may also be considered harassment:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Retaliation or threats of retaliation for refusing advances or requests for favors
- Leering, making sexual gestures or jokes, or commenting on an employee's body
- Displaying sexually suggestive content
- Displaying or sharing derogatory posters, photographs, or drawings
- Making derogatory epithets, or slurs
- Ongoing teasing about an employee's religious or cultural practices
- Ongoing teasing about an employee's sex, sexual orientation, or gender identity
- Physical conduct such as touching, assault, or impeding or blocking movements

Other Harassment

Harassment may also consist of workplace harassment of employees on the basis of race, ethnicity, color, religious beliefs, gender (not limited to sexual harassment), national origin, genetic information, age, disability, height, weight, marital status, sexual orientation, gender identity or expression or status as a covered veteran in accordance with applicable federal, state and local laws. Such harassment is prohibited by RE. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of a protected characteristic or of an individual's relatives, friends, or associates, and that: (a) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; or (b) has the purpose or effect of unreasonably interfering with an individual's work performance. Harassing conduct includes, but is not limited to, the following: (a) epithets, slurs, negative stereotyping, or threatening, bullying, intimidating or hostile acts that relate to a protected characteristic; and (b) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of a protected characteristic and that is placed on walls, bulletin boards, or elsewhere on RE's premises or circulated in the workplace, including the virtual workplace.

Complaint Procedure

RE has established a procedure for a fair review of complaints related to any workplace controversy, conflict, or harassment. Employees may take their complaint directly to the person or department listed in Step 2 if the complaint is related to their supervisor or manager, or if the employee feels their supervisor or manager would not provide an impartial resolution to the

problem.

Step 1: The complaint should be submitted orally or in writing to a supervisor or manager within three working days of the incident or as soon as possible. Sooner is better as it will assist in a more accurate investigation, but complaints will be taken seriously regardless of when they are reported.

Supervisors and managers will report complaints to the designated representative as soon as they are able. At this time, the designated representative or their qualified designee will conduct a fair, timely, and thorough investigation. All parties will be provided with appropriate due process and reasonable conclusions will be reached based on the evidence. The supervisor or manager will generally give the reporting employee a written summary of their findings within five working days. Resolution may take longer depending on how much investigation is required. If the employee is not satisfied with the resolution, they may proceed to Step 2.

Step 2: The employee may submit an oral or written request for review of the complaint and Step 1 resolution (or if skipping Step 1, their initial report) to the designated representative. This request should be made within three working days following the receipt of the Step 1 resolution. The Designated Representative will review the complaint and resolution and may call an additional meeting to explore the problem. If warranted, Human Services or the designated investigator will conduct additional fact finding. A final decision will be rendered within 10 working days after receiving the Step 2 request, and a written summary of the resolution will be provided to the employee who filed the complaint.

Addressing Issues Informally

Employees who witness offensive behavior in the workplace—whether directed at them or another employee—are encouraged, though not required, to immediately address it with the employee whose behavior they found offensive. An employee who is informed that their behavior is or was offensive should stop immediately and refrain from that behavior in the future, regardless of whether they agree that the behavior could have been offensive.

No Retaliation

Any form of retaliation against someone who has expressed concern about any form of harassment, refused to partake in harassing behavior, made a harassment complaint, or cooperated in a harassment investigation is strictly prohibited. A complaint made in good faith will under no circumstances be grounds for disciplinary action. Individuals who make complaints that they know to be false may be subject to disciplinary action, up to and including termination.

Transportation of Students

MIPS staff members are not permitted to leave MIPS property or a MIPS event with a MIPS Student.

Physical Contact With Students

It is the policy of RE that no teacher or staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting or the use of any other physical force as retaliation or correction for inappropriate behavior. While the use of appropriate touching is part of daily life and is important for student development, a teacher and staff member must ensure that they do not exceed appropriate behavior. If a child or other staff member specifically requests that he or she not be touched, then that request must be honored without question. If the child or other staff member has not requested that they not be touched, then the following forms of touching are considered appropriate:

- Pats on the shoulder or back
- Hand-shakes
- “High fives” and hand slapping
- Touching face to check temperature, wipe away a tear
- Holding hands while walking with small children or children with significant disabilities
- Arms around shoulders
- Reasonable self-defense
- Reasonable defense of another
- Reasonable restraint of a violent person to protect others or property

Except as discussed above, the following forms of touching are never appropriate:

- Inappropriate or lengthy embraces
- Kissing
- Corporal punishment
- Sitting students on one’s lap
- Touching buttocks, chests or genital areas
- Pushing a person or another person’s body part (other than in self-defense, defense of another or property)
- Showing affection in isolated areas
- Wrestling with students or other staff-members
- Bench-pressing another person
- Tickling
- Piggyback rides
- Massages
- Any form of unwanted affection
- Any form of sexual contact

- Poking fingers at another person that results in an offensive contact
- Words alone may be sufficient to violate this policy if the words uttered were such that under the circumstances it could be reasonably assumed that physical contact would be attempted

This policy does not prohibit touching a student for the purpose of guiding him/her along a physical path, helping after a fall, engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense, in the defense of another, restraining a child who is trying to engage in violent or inappropriate behavior, or to protect valuable property. In all of these instances, though, use of excessive force is prohibited.

Violation of this policy could subject the teacher or staff member to discipline to include termination for cause. Teachers and staff members should apply the rules of common sense in the circumstances in which they find themselves dealing with sensitive situations involving physical contact with students.

Distribution of Medicines

In compliance with the Michigan Department of Education the administration of medications and student self-administered medications shall be in strict compliance with the laws of the State of Michigan and the rules and regulations of the Board of Education as carried out by District administrators. Definition: Medication includes prescription, non-prescription, and herbal medications and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops or mist to the nose, ears or eyes, or medications applied to the skin.

1. If a condition exists which requires medication to be taken at school, it may be self-administered by the student. The student's parent/guardian and physician must provide written authorization to the office to allow the student to self-possess and self-administer medication. Elementary age students (grades K-6) are only allowed to self-administer inhaler medications. Middle School students and high school students (grades 7-12) are not allowed to self-administer any controlled substances including Ritalin or antidepressants.
2. The medication must be contained in the original, properly labeled container as prepared by a pharmacy, physician, or pharmaceutical company.
3. Please notify the office if your child has any medical or physical problems that need attention at school.
4. Students who receive medication for potentially life-threatening situations (glucagon, inhalers, Epi-Pens) will have, to the extent possible, a written emergency care plan which contains

specific instructions for that student's needs, prepared by a physician and/or their designee, in collaboration with the parent/legal guardian.

5. The district will call 911 when an EpiPen or emergency seizure medications are administered.

Mandated Reporter

RE employees shall comply with the Michigan Child Protection Law and follow all requirements involved. The Michigan Child Protection Law requires certain professionals to report their suspicions of child abuse or neglect to Centralized Intake (CI) at the Department of Health and Human Services (DHHS). These people are mandated reporters and have established relationships with children based on their profession.

All staff employed by RE are considered mandated reporters and are required to report suspected child abuse or neglect to CPS. Mandated reporters shall make an immediate report to CI by telephone or through the online reporting system, of suspected child abuse or child neglect. Within 72 hours after making an oral report by telephone, the reporting person shall file a written report (DHS-3200). If the immediate report has been made using the online reporting system, no additional written report is required.

For assistance with this process, RE staff should contact the Security and Attendance Coordinator or a school social worker.

ID Badges

To ensure the safety and security of all individuals on MIPS property, all RE employees are required to obtain and wear a company issued identification (ID) badge while at work. This Badge will include the employees name, role and also a current photograph of the employee. For certain staff, the badge will be electronically keyed to the necessary learning labs. If a Badge is lost or stolen, the employee is required to inform administration or security immediately.

- ID Badge is the property of MIPS
- ID Badge must be worn above the waist and clearly visible with the photo displayed while on MIPS premises.
- ID Badge must be returned at the end of engagement or upon request by administration or security.