



EMPLOYEE HANDBOOK

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SECTION 1: INTRODUCTION

1.1 WELCOME LETTER FROM THE SUPERINTENDENT

Welcome to the Lakewood Public Schools! Whether you have just joined us or have been with us for a while, I want you to know that I am pleased to have you as a part of our organization. I recognize that we cannot reach our goals and objectives without a competent and dedicated staff. In fact, I believe our employees are our most valuable resource.

To acquaint you with the Lakewood Public Schools, this employee handbook has been prepared as a way of communicating district policies, benefits, practices and required notifications. This handbook is not intended to constitute a contract of employment. Please read this handbook thoroughly, as it may answer many questions you have about your working environment. I encourage you to forward any unanswered questions to my office.

I wish you the best of luck and success in your position and hope that your employment relationship with the Lakewood Public Schools will be a rewarding experience.

Sincerely,

A handwritten signature in purple ink that reads "Jodi Duits". The signature is written in a cursive style and is positioned above a thin horizontal line.

Jodi Duits
Superintendent

1.2 ABOUT THE HANDBOOK

This employee handbook will acquaint you with the Lakewood Public Schools and some policies affecting your employment. Since it is impossible to anticipate every situation that could arise, this handbook will highlight general district policies, practices, and benefits. Other existing policies and practices may not appear in this handbook. Remember to direct any unanswered questions about a written or unwritten policy to the Superintendent, who can be reached at (616) 374-8043.

The employee handbook applies to all new and existing employees of the Lakewood Public Schools. This handbook applies to full-time and part-time employees. This handbook does not cover temporary employees employed on a day-to-day basis.

This employee handbook supersedes all previous district policies, practices, and benefits, both written and unwritten.

The employee handbook is provided online on the Lakewood Public Schools website www.lakewoodps.org. If you do not have internet access, please request a hard copy from the Personnel Department at (616) 374-7434. Please take the time to review your handbook. Refer to it whenever you have questions about district policies, practices, or benefits. These policies are effective immediately, and you are expected to know and comply with them accordingly. You are expected to review District Policy that is located on our website under Administration/Board of Education/NEOLA Board Policy.

If any provision of this handbook is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall continue in full force and effect without being impaired or invalidated in any way. If any policy in this handbook conflicts with state or federal law, the law controls, and the policy or portion of the policy that conflicts with the law will be considered inapplicable to employees, to the extent it conflicts with the law.

1.3 FACILITIES OF LAKEWOOD PUBLIC SCHOOLS

The buildings that make-up the Lakewood Public Schools consist of the following:

<u>Lakewood High School</u> 7223 Velte Road, Lake Odessa, MI (616) 374-8868
<u>Lakewood Middle School</u> 8699 Brown Rd, Woodland, MI (616) 374-2400
<u>Lakewood Elementary</u> 812 Washington Blvd, Lake Odessa, MI (616) 374-8842
<u>Lakewood Early Childhood Center</u> 223 W Broadway, Woodland, MI (269) 367-4935

1.4 STATEMENT OF COMMITMENT TO EMPLOYEES

The Lakewood Public Schools is committed to informing each and every employee about his or her job responsibilities and any changes which will impact those responsibilities..

The Lakewood Public Schools recognizes that employees are much happier and more productive workers when they respect the management of their organization and believe their supervisors are competent, fair, and alert to employees' contributions. Accordingly, the management of Lakewood Public Schools is committed to the following:

- The recruitment and selection of highly capable and innovative employees;
- To provide a work environment and leadership which unites employees and generates enthusiasm for the organization;
- Maintaining the highest standards of professional ethics;
- An understanding of the importance of the employees' role in the organization's success;
- A commitment to provide training and opportunities for advancement; and
- To provide an open door work environment in which the superintendent commits to being available to any employee at any convenient time to discuss any problems the employee may have.

1.5 STATEMENT OF ETHICS

The ethical employee is a person who accepts the requirements of membership in their profession and acts at all times in an ethical way. In so doing the ethical employee considers the needs of the students, the district, and the profession.

- (1) The ethical employee, in fulfilling obligations to the student will:
 - (a) Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and family; and
 - (b) Refrain from exploiting professional relationships with any student for personal gain, or in support of persons or issues.
- (2) The ethical employee, in fulfilling obligations to the district will:
 - (a) Apply for, accept, offer, or assign a position of responsibility on the basis of professional qualifications, and will adhere to the conditions of a contract or the terms of the appointment;
 - (b) Conduct professional business, including grievances, through established lawful and reasonable procedures;
 - (c) Strive for continued improvement and professional development;
 - (d) Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties; and
 - (e) Not use the district's or school's name, property, or resources for non-educational benefit without written approval of the employee's supervisor or the appointing authority.
- (3) The ethical employee, fulfilling obligations to the profession will:
 - (a) Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;
 - (b) Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities; and
 - (c) Respond to requests for evaluation of colleagues and keep such information confidential as appropriate.

1.6 COORDINATION WITH OTHER REQUIREMENTS – RIGHT TO CHANGE OR DISCONTINUE

The material covered within this manual is intended as a method of communicating to employees regarding general district information, rules and regulations and is not intended to either enlarge or diminish any Board policy or negotiated agreement. Material contained herein may therefore be superseded by such Board policy,

negotiated agreement or changes in state or federal law.

Any information contained in this handbook is subject to unilateral revision or elimination from time to time without notice.

No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration. No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied from any statements in this manual.

1.7 DISTRICT OFFICE HOURS

The district office is open weekdays between the hours of 7:30 a.m. and 4:00 p.m. Subject to change dependent upon Holidays, etc.

1.8 HANDBOOK DEFINITIONS

To help you understand some words and terms used in this handbook, the following definitions apply, unless the context plainly requires a different meaning. These definitions are not intended to apply to any collectively bargained agreement.

- The terms “the district,” “the schools,” “we,” or any other first-person terms are used in this handbook to mean the Lakewood Public Schools.
- The terms “employee,” “personnel,” “staff,” “you,” or any other second-person terms are used in this handbook to mean persons Lakewood Public Schools employs, excluding independent contractors unless otherwise specified.
- An “exempt employee” is one who is generally excluded from coverage under the minimum wage and overtime rules. Generally, administrators, teachers, and supervisors are exempt.
- A “nonexempt employee” is one who is generally covered under the minimum wage and overtime rules. Generally, non-management staff is nonexempt.
- A “trainee” is one who has not completed the specified orientation and training period.
- A “full-time employee” is one who is generally scheduled to work 40 hours in a workweek.
- Full-time status is not a guarantee of any number of work hours in any workweek. In all cases, work hours are dictated by the current conditions and employer discretion.
- A “part-time employee” is one who is generally scheduled to work fewer than forty hours in a workweek. In all cases, work hours are dictated by the current conditions and employer discretion.
- A “temporary employee” is one who is hired as an interim replacement to temporarily supplement the work force or help complete a specific project. Temporary employees exclude those employees hired on a day-to-day basis for minimal amounts of work.
- A “regular employee” is one who is not working under a temporary status.
- “District premises” or “work premises” include any and all district-controlled buildings, offices, trailers, vehicles, job sites, parking lots, and surrounding areas, whether owned, or leased, which are under the custody of or occupied by the district, before, during and after working hours.

SECTION 2: HIRING PRACTICES

2.1 BACKGROUND AND CRIMINAL HISTORY CHECKS

Before extending an employment offer and upon the applicant’s prior agreement that inquiries may be made, at

least two applicant references will be checked. The reference data will be used only as supplemental information for the hiring decision.

As a condition of employment, applicants shall undergo a criminal history check, including fingerprinting through the records division of the Michigan State Police and the Federal Bureau of Investigation. Costs associated with the criminal history check are the responsibility of the applicant.

2.2 EQUAL OPPORTUNITY

It is the intent and resolve of the Lakewood Public Schools to comply with the requirements and spirit of the law in the implementation of all facets of equal opportunity. In the recruitment, selection, training, use, promotion, termination, or any other personnel action, there will be no discrimination on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.

The superintendent has been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the District Office regarding additional information.

Equal opportunity information is communicated throughout the organization via:

- A written notice of this policy sent to all managers, supervisors, and other employees engaged in employment and training.
- A copy of the equal opportunity policy will be made available to each new employee or applicant on the first day he or she reports to work or upon request.
- Posting the Lakewood Public Schools' policy on equal opportunity in prominent locations.

2.3 REQUIRED EMPLOYMENT NOTICES and COMPLIANCE TRAINING

Federal and state laws require the district to post legal notices informing you about some of your rights. The district has posted the required notices on designated bulletin boards. Every employee is responsible for reading these notices. Please inform the superintendent if any accommodation is required to receive the information in these notices.

Employees may not remove or in any way alter the posted notices.

Following are the required notices:

- Equal Employment Opportunity
- Federal Labor Standards Act (Federal and State Minimum Wage)
- Occupational Safety and Health Act (OSHA)
- Child Labor
- Unemployment Insurance
- Whistleblower Protection
- Employee Right to Know
- Material Safety Data Sheet
- Family Medical Leave Act
- Polygraph
- Americans with Disabilities Act
- USERRA The Uniformed Services Employment and Reemployment Rights Act
- State and Federal rights posters on discrimination and harassment
- Michigan Freedom to Work in the Public Sector

Employees shall be responsible to review the following bullying policy in addition to the Lakewood Public Schools website www.lakewoodps.org

- BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school- sponsored, school- approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior

should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permitted should be completed within five (5) business school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions - The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

- **"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.
- **"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.
- **"Bullying"** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless

hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

- **"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).
- **"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.
- **"Staff"** includes all school employees and Board members.
- **"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5120;

Hazing, see Policy 5517

MCL 380.1310B (Matt's Safe School Law, PA 241 of 2011), Policies on Bullying, Michigan State Board of Education, Model Anti-Bullying Policy, Michigan State Board of Education

ASBESTOS

An extensive asbestos survey has been conducted by AAA Led Inspections, Inc. Grand Rapids, Mi. The Health Department has approved the management/response plans. There is a notebook in each school office stating where asbestos exists and the management/response plans for the building. In all cases, the asbestos has been encased and is not dangerous. Staff wishing to look at the documentation may check with building office personnel.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The district is concerned for the safety of staff and students and attempts to comply with all federal and state laws and regulations to protect staff and students from hazards that may a result from industrial

accidents beyond the control of school officials or from the presence of asbestos material used in previous construction. A copy of the school district's preparedness for toxic hazard and asbestos hazard policy and asbestos management plan will be made available for inspection at the Superintendent's office upon request.

PESTICIDE/HERBICIDE ADVISORY

As part of the Lakewood Public School District's pest management program, pesticides and herbicides are occasionally applied. You have the right to be informed prior to any pesticide/herbicide application made to the school grounds and buildings if students would normally be in those areas within 24 hours following such application. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please contact the superintendent office.

UNIVERSAL AVAILABILITY NOTICE – 403(b) Plan

This notice provides important information regarding the 403(b) plan in which you are eligible to participate (the "plan").

You may want to take this opportunity to either (1) begin making pre-tax 403(b) elective deferral contributions or (2) review your current elections and decide if you want to make changes. Before making any initial elections or changes, you should be sure to consult the written plan and any other materials provided to you that explain the terms of the plan.

When can I enroll?

You are eligible to enroll immediately upon your date of hire. You may choose your initial elective deferral rate by completing the appropriate application and any other necessary forms including a Salary Reduction Agreement at initial enrollment. This form can be found on our web site under "STAFF RESOURCES/HUMAN RESOURCES" 403(b) Salary Reduction Agreement. This contribution will continue unless it is modified or revoked in the future. Return all completed forms to your payroll office.

Can I change or stop my elective deferral contributions?

You may change your elective deferral contribution once per pay period, during the plan year. You are permitted to revoke your election at any time during the plan year. Please contact your payroll department at (616) 374-8043 for further instructions.

When are my elective deferral contributions effective?

After completing the enrollment requirements, your elective deferral contributions will begin as soon as your enrollment is approved by the District's third party administrator.

What is the maximum amount that I can contribute?

The Internal Revenue Code limits the annual contributions you can make to a 403(b) plan and the limits are adjusted each year. The 2013 limits are as follows:

Elective deferral limit	\$17,500.00
Age 50 catch-up	\$ 5,500.00
15 year of service catch-up	\$ 3,000.00*

*The 15 years of service catch-up contribution applies before the age 50 catch-up contribution and is based on a formula that takes into account all past contributions to the plan and the employee's total years of service to the employer. The maximum allowable for the 15 years of service catch-up is \$3,000 per year up to a \$15,000 lifetime benefit, but an employee's actual catch-up may be lower than this maximum.

Whom do I contact for additional information?

To learn more about 403(b) plans please visit <http://www.irs.gov> and search for Publication 571. If you have any questions about the plan works or your rights and obligations under the plan, please contact your payroll department:

223 W Broadway
Woodland, MI 48897
(616) 374-7434

HEALTH INSURANCE EXCHANGE NOTIFICATION



New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved
OMB No. 1210-0149
(expires 11-30-2013)

PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.¹

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact Bev White at Central Office/Washington Campus, 645 Alger Street, Owosso, MI or (989) 729-5671 or white@owosso.k12.mi.us.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit HealthCare.gov for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

¹ An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

SECTION 3: EMPLOYMENT RELATIONSHIP

3.1 EMPLOYMENT RECORDS

The district maintains employment records for each district employee. These records include all application materials, performance and conduct records, records of attendance and punctuality, promotions, transfers, disciplinary action, warning notices, and other information relative to your employment.

The district strives to protect the confidentiality of these records by storing them in a safe and secure place. Only authorized individuals will be permitted to view confidential employment records. Authorized individuals include the superintendent and administrative and supervisory employees in the employee's direct chain of command. However, certain information that is not exempt from disclosure may have to be disclosed under the Freedom of Information Act. In the unlikely event of a federal or state investigation, we may be required to provide the contents of your employment file or payroll information to a court of law or to a governmental agency, such as the Federal Bureau of Investigation. You will be notified of any such investigation, if appropriate.

Each employee or their designee has a limited right to review his or her own employment file, at reasonable times, upon request. Employees may review their file only in the presence of the superintendent or his or her designee. All employment files are the district's property and will not be removed from district premises. Employee shall receive a copy of their personnel file upon written request.

Each employee is responsible for reporting to the district any change in payroll, personnel, emergency, or benefit information, including name, address, telephone number, dependents, beneficiaries, withholding status, deductions, or other such changes.

REASONABLE ASSURANCE

The school district has regularly scheduled breaks, including the summer break, during its normal year. These breaks, occur when school is not in session or in recess. During these breaks, the district provides you the assurance, in good faith, that you will return to work in the same or similar position at the completion of that break or recess. When you return to work at the completion of that break or recess, the district has validated your continuing employ.

An employee who is paid unemployment compensation benefits, chargeable to the district during the summer and who is subsequently recalled to a position during the next school year within ten working days of the beginning of the next school year, shall have his/her compensation adjusted by the gross dollar amount of the unemployment compensation benefits received for all periods and/or days during the summer recess.

3.2 RELEASE OF GENERAL STAFF INFORMATION

Payroll information will be disclosed only to the employee. Employee benefit information will only be disclosed to the employee or dependents included on the benefit plan. Exceptions may be made with written authorization by the employee.

A staff member's address and certain information including listed personal phone numbers contained in personnel records maintained by the district is subject to disclosure through the Freedom of Information Act and may not be exempt from public disclosure.

The district may disclose information about a former employee's job performance to a prospective employer under the following conditions:

- Disclosure of information is upon the request of the prospective employer; or

- Disclosure of information is upon the request of the former staff member;
- The information is related to job performance;
- The disclosure is presumed to be in good faith.

The district will not disclose information that is knowingly false, deliberately misleading, rendered with malicious purpose or is in violation of the staff member's civil rights.

3.3 VOLUNTEERS

The district encourages the constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of staff.

Every effort should be made to use volunteer resources in a manner that will ensure maximum contribution to the welfare and educational growth of students. Supervision of the volunteer will be the responsible of the person whom they are working for. The person responsible will be designated by the building administrator on the Volunteer code of conduct form.

The use of volunteers requires prior building principal approval. As part of the School Safety Legislation that took effect January 1, 2006 Lakewood Public Schools will screen any person who volunteers to work with the district through the Internet Criminal History Access Tool.

- Chaperone field trips, whether one day or overnight
- Volunteering on a regular basis
- Coaches of interscholastic teams

Volunteers will be required to complete a Volunteer Screening form prior to participating in any activity or program. Volunteer Screening forms are available on the district web site www.lakewoodps.org under Parents/School Forms. School Office must receive volunteer screening forms at least ten (10) business days prior to volunteering to allow the office adequate time to conduct the screening. Failure to do so may result in the inability for a volunteer to chaperone a scheduled field trip. The Superintendent will review all criminal history background results, which have a finding.

Any volunteer deemed to be in a position where they may be alone with students will be required to have a FBI fingerprint check at their own expense, prior to beginning service.

3.4 ATTENDANCE AND PUNCTUALITY

Excessive absenteeism and late attendance place a burden on other employees and on the district. Each district employee is expected to be prompt and regular in attendance. Personal appointments should be scheduled during the lunch hour or after work hours, whenever possible. If scheduling a personal appointment during working hours is absolutely necessary, advance written notice is required, per contractual agreement, if applicable.

3.5 INSPECTION AND SEARCH

The district provides offices, desks, lockers, computers, and other property to employees for their use while employed by the district. These items are the property of Lakewood Public Schools. The district can make no assurances about the security or privacy of any office, desk, locker, file cabinet, computer, or other district facility and discourages the storage of valuables, perishables, and other personal items in them. Additionally, the district reserves the right to open and inspect any office, desk, computer and files, file cabinet, or district property and its contents, at any time, with or without reason, notice, or consent.

Employees must not place personal locks on any district office door, desk, locker, or file cabinet. The district will provide locks for all employees who wish to lock their lockers. These locks are the property of Lakewood Public

Schools, and the district may remove them at any time, with or without reason, notice, or consent.

Messages left on district electronic equipment (such as voice mail, electronic mail, and computer and network files), even when a personal password is required, are subject to inspection by district officials. Your password is designed to protect your files and messages from access by other personnel. However, district officials retain the ability to access any electronic file when necessary.

When using district electronic equipment, please be aware of the following rules:

- Foul, inappropriate, offensive, or harassing messages are forbidden.
- Use of the equipment for non-business related communications (such as for political or religious causes or for solicitation of outside business) is forbidden.
- Use of unauthorized codes or passwords to gain access to the files of others is forbidden.

Only the superintendent or his designee will be permitted to search an employee's office, desk, locker, computer and files, or file cabinet. No other person will be allowed to do so unless authorized by a court order.

3.6 SEXUAL HARASSMENT AND INTIMIDATION

The Lakewood Public Schools will not allow any form of sexual harassment or any such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Such conduct, when experienced or observed, should be reported immediately to an administrator or supervisor or personnel department. The supervisor will conduct an investigation and will be required to report the findings to the superintendent. The privacy of the employee filing the report and the employee under investigation shall be respected at all times consistent with the obligation to conduct a fair and thorough investigation.

Any intentional sexual harassment is considered to be a major violation of district policy and will be dealt with accordingly by corrective counseling and/or suspension or termination, depending upon the severity of the violation.

It is the intent of the Lakewood Public Schools to provide a work environment free from verbal, physical, and visual forms (e.g., signs, posters, or documents) of sexual harassment and an environment free of harassment, intimidation or coercion in any form. All employees are expected to be sensitive to the individual rights of their co-workers.

Displaying sexually explicit images or text on district property is a violation of district policy. Employees are not allowed to download, archive, edit, or manipulate sexually explicit material from the Internet while using district resources. Any sexually explicit material sent by a fellow employee or received from outside sources should be given to your immediate supervisor.

Any person who alleges sexual harassment by a board member, staff member or student in this district, may use the procedure detailed in the appropriate current negotiated agreement, faculty handbook, or student handbook, or may complain directly to his/her immediate supervisor, building principal, school counselor, district Title IX coordinator (superintendent). Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

The right to confidentiality, for both the accuser and the accused, will be respected consistent with the district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

GRIEVANCE PROCEDURE (for sexual harassment)

Any board member, employee, or student in the district who believes that he/she has been subjected to discriminatory treatment and/or sexual harassment shall report the incident(s), in the case of an employee, to the superintendent, immediate supervisor, or Title IX coordinator or grievance officer, which is the superintendent; in the case of a student, to the building principal, guidance counselor, or Title IX coordinator or grievance office, which is the superintendent; in the case of a board member, to the superintendent.

Should a building or District Office administrator be the subject of the immediate complaint or have an apparent conflict of interest in relation to it, he or she will not participate in any way in the investigation of or the decision regarding the complaint.

Upon the filing of a complaint, the grievance officer shall conduct a prompt and complete investigation. The officer shall attempt to resolve the problem through the following steps:

1. Any written or verbal report of harassment, including sex-based harassment, will be addressed and investigated, including anonymous written or verbal reports.
2. The District will assure any victim(s) of harassment, including sex-based harassment, that the complaint will be fully investigated.
3. The District will provide the victim(s) of harassment, including sex-based harassment, with assurances that his/her identity will be kept confidential during the investigation, to the extent possible.
4. The District will provide the victim(s) of harassment, including sex-based harassment, with assurances that he/she will not be retaliated against by the District. The District will also take preventative measures to ensure that the alleged perpetrator does not retaliate against the alleged victim(s) at any time during or after the investigation.
5. The District will notify the alleged victim(s) of harassment, including sex-based harassment, that he/she will not be required to confront the alleged perpetrator and that steps will be taken to immediately ensure that the alleged harassment does not continue. The District will attempt to accomplish this in a manner that does not disclose the identity of the victim(s), if possible.
6. The District will interview any witnesses identified by the victim(s) and the alleged perpetrator(s). All witnesses will be assured that their identities will be kept confidential during the investigation, to the extent possible.
7. The District will take action to end the harassment, including sex-based harassment including monitoring that the conduct does not reoccur and modifying responses if the harassment does reoccur.
8. If the victim(s) is a student under age 18, the District will notify the student's parent(s)/guardian(s) of the harassment complaint. The parent(s)/guardian(s) will be informed of the status of the investigation, as appropriate.
9. If a student victim of sex-based harassment has been targeted due to his/her sexual orientation, gender identity, or failure to comply with gender stereotypes, the District will first consult with the student to determine an appropriate method of notifying the student's parent(s)/guardian(s) of the sex-based harassment complaint.
10. All documentation, including witness statements, must be kept with the complaint and reports.
11. The District will use the "preponderance of the evidence" as the appropriate standard for investigating allegations of harassment.

Investigation Report

During the course of the investigation, the appropriate staff member, as indicated above, or his/her designee shall create an investigatory report. This report shall include the following information:

1. The name or a description or identifying information available about the victim;
2. The victim's protected class;
3. The name or a description or identifying information available about the individual making the report, if not the victim;

4. The protected class of the individual making the report, if not the victim;
5. The nature of the allegation, a description of the incident, and the date and time (if known) of the alleged incident;
6. The name(s) and protected classes of all persons alleged to have committed the alleged harassment, if known, or a description/identifying information available if the name is not known;
7. The name(s) or description/identifying information and protected classes of all known witnesses to the alleged incident;
8. Any written statement of the reporter, the victim (if different than the reporter), the accused individual(s), and any known witnesses;
9. The investigation outcome;
10. The response by school personnel and, if applicable, school officials, including the date any incident was reported to law enforcement.

If the investigation shows that the complaint has merit, the following action will be taken:

1. The investigation will be closed.
 - a. The grievance officer will confer with the board and superintendent to determine what action is necessary to resolve the complaint and prevent recurrence.
 - b. The complainant should be made whole: in the case of an employee, for any lost earnings, employment opportunities, personnel records should be corrected; in the case of a student, lost educational opportunities, extracurricular opportunities, student records updated; in the case of a board member; lost opportunities of public service, such as chair of special committees, appointments or professional development opportunities.
2. The potential for continuing problems should be alleviated by reassignment where feasible.
3. The parties will be advised of the results of the investigation and the actions to be taken, when deemed appropriate by the superintendent.
4. Appropriate discipline will be imposed, as required by the strength of the evidence, the severity of the incident, and the position and prior record of the offender.
5. All actions will be documented and a record placed in the offender's permanent personnel file or student discipline records.
6. The board's policy regarding discriminatory treatment and/or sexual harassment and the mechanism for complaint resolution will be reiterated to all board members, employees, or students involved in the investigation.
7. All documentation regarding the complaint and the investigation will be maintained in a separate confidential file in the event that litigation is commenced or a charge is filed with the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights.

The board reserves the right to contact outside investigators for sensitive and/or extensive complaints of harassment. Subject to legal requirements, all complaints, interviews and investigations will be treated with the strictest confidentiality and utmost discretion. Only those board members, employees, or students whose participation in the investigation of a complaint was essential to its resolution will be so informed.

SANCTIONS

- A substantiated charge against a staff member in the district shall subject that staff member to disciplinary action, up to and including discharge.
- A substantiated charge against a student in the district shall subject that student to disciplinary action, which may include suspension or expulsion, consistent with the student discipline code.
- A substantiated charge against a board member in the district shall subject that board member to any legal and disciplinary action allowed under current law.

SEXUAL ABUSE AND MOLESTATION PREVENTION POLICY

Lakewood Public Schools does not permit or allow sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to it. In order to make this "zero- tolerance" policy clear to all employees, volunteers and staff members, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals and victims must follow when they learn of or witness sexual abuse or molestation.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor who is functioning as a caregiver and is responsible for the patient's or child's care. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior which is prohibited by Lakewood Public Schools Reporting Procedure

All staff members who learn of sexual abuse being committed must immediately report it to [insert title of employee(s) designated as responsible for receiving and initiating an investigation]. If the victim is an adult, the abuse will be reported by this designee to the local or state Adult Protective Services (APS) Agency. If a child is the victim, the designee will report it to the local or state Child Abuse Agency. Appropriate family members of the victim must be notified immediately of suspected child abuse.

Investigation & Follow Up

We take allegations of sexual abuse seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team or we may hire an independent third party. We will cooperate fully with any investigation conducted law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the subject of the investigation on an involuntary leave of absence or reassigning that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the actor's relationship with our organization.

There are a number of "red flags" that suggest someone is being sexually abused. They take the form of physical or behavioral evidence.

Physical evidence of sexual abuse includes, but is not limited to:

- Sexually transmitted diseases;
- Difficulty walking or ambulating normally;
- Stained, bloody or torn undergarments;
- Genital pain or itching; and
- Physical injuries involving the external genitalia.
- Behavioral signals suggestive of sexual abuse include, but are not limited to:
- Fear or reluctance about being left in the care of a particular person;
- Recoiling from being touched;
- Bundling oneself in excessive clothing, especially night clothes;
- Discomfort or apprehension when sex is referred to or discussed; and
- Nightmares or fear of night and/or darkness.

Retaliation Prohibited

We prohibit any retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the

investigation. Intentionally false or malicious accusations of sexual abuse are prohibited.

Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

3.7 MEDICAL EVALUATIONS AND EXAMINATIONS

Once an employee has been selected for hire, medical examinations may be conducted by a health professional chosen by the district to determine the employee's ability to fulfill job-related requirements. Physicals may be authorized for employees, if a job has special physical demands or when an employee's ability to meet the physical demands is reasonably in question or to determine accommodations.

Only the superintendent may authorize such interviews or physicals. All costs for required medical examinations or physicals will be borne by the district. The employee must sign a written release of this information to the district. A copy of any written report received from the health professional respecting the interview will be provided to the employee and the employer.

All information received will be deemed confidential. An employee's continued employment with the Lakewood Public Schools is conditioned upon successful completion of the medical interview.

3.8 DRUG FREE WORKPLACE

The use, being under the influence of, distribution, dispensation and/or manufacturing of controlled substances, as defined by state and federal law, by district employees on district grounds, in district buildings and/or in connection with any district activity, is prohibited.

Any district employee who violates the above policy may be subject to disciplinary action, up to and including termination of employment. In addition, the employee may be required to satisfactorily participate in a drug assistance or rehabilitation program mutually agreed upon with the board.

Any district employee who has been found guilty of violating a criminal drug statute in the workplace shall notify the superintendent within five days after a conviction relating to the drug offense.

The superintendent shall notify the appropriate federal agency within ten days after receiving notice of a workplace related drug conviction on the part of the employee.

3.9 SUBSTANCE ABUSE

The Lakewood Public Schools recognizes that substances such as alcohol and drugs are used by individuals, sometimes to an extent that their abilities and senses are impaired. Our position regarding substance abuse is the same whether alcohol, marijuana, illegal drugs, prescription drugs, or controlled substances are involved.

This policy is implemented because we believe that the impairment of any employee of the Lakewood Public Schools due to his or her use of substances is likely to result in the risk of injury to other employees, the impaired employee, or to third parties. Moreover, substance abuse adversely affects employee morale and productivity.

"Impairment" or "being impaired" means that an employee's normal physical or mental abilities, or faculties, while at work have been detrimentally affected by the use of substances.

The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of district rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal, or any other penalty appropriate under the circumstances. Likewise, the use, possession,

transfer, or sale of any substance on district premises or in any district parking lot, storage area, or job site is prohibited. Violations are subject to severe disciplinary action. In all instances, disciplinary action to be administered shall be at the sole discretion and determination of the district.

When an employee is involved in the use, possession, transfer, or sale of a substance in violation of this policy, the district may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the superintendent.

The Board of Education has chosen to adopt an alcoholic beverage policy in keeping with the concern for and the risks associated with alcohol use. Alcoholic beverages shall not be served or used on district premises at any time. Alcoholic beverages have no part in and shall not be used in conjunction with any district meeting. Social activities held off-premises and paid for on a personal basis are not affected by this policy.

The district is concerned with its employee's privacy, especially when matters regarding medical and personal information are involved. As long as the information is not needed for police or security purposes, the district shall maintain employee medical and personal information in confidence and release this information to authorized district personnel on a "need to know" basis. An exception to this policy is when the employee signs a release for the transfer of such information on forms acceptable to the district to designated persons or agencies.

Nothing in this section shall eliminate or modify the district's right to terminate any employee at any time for any reason, subject to any restrictions that may apply.

3.10 AT-WILL EMPLOYMENT

Lakewood Public Schools is an at-will employer. Unless otherwise specified by contract, employees may be terminated or laid-off at the employer's discretion, with or without notification and with or without cause. Unless otherwise specified by contract, the employer has the right to assignment. Salary and benefits will be commensurate with the assigned position.

SECTION 4: EMPLOYEE CONDUCT

4.1 EMPLOYEE SAFETY

The Lakewood Public Schools strives to provide its employees with a safe and healthful workplace environment. To accomplish this goal, all employees must diligently undertake efforts to promote safety.

All job-related injuries or illnesses are to be reported to your building principal or supervisor immediately, regardless of severity. In the case of serious injury, an employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee and could subject the district to fines and penalties.

Safety rules and regulations will be issued or modified from time to time and shall be effective immediately. Rules and regulations will be distributed to employees and posted on the employee bulletin boards.

4.2 ACCIDENT/INCIDENT REPORTS

All accidents/incidents occurring on district property or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal or supervisor immediately.

Reports will cover property damage as well as personal injury.

A completed accident report form must be submitted to the building principal within 24 hours or the next scheduled district workday, as appropriate.

All accidents/incidents will be promptly investigated and corrective measures implemented as appropriate.

4.3 SMOKING

According to Board of Education Policy 3800, employees shall not smoke or use tobacco products in any building or on school grounds during school hours except as otherwise allowed under current law.

Employees shall not smoke or use tobacco products when they are involved with students or when supervising student activities.

4.4 NON-SCHOOL EMPLOYMENT

District employees shall devote their time, skill, labor, and attention to the direction and supervision in the district, and shall not, during the term of their employment, be engaged in any other business that diminishes job performance as determined by the superintendent. In consultation with the superintendent, employees may undertake, for remuneration, consultative work, speaking engagements, writing, lecturing, membership and office in educational/technology organizations, or any other professional duties and obligations.

4.5 STAFF-STUDENT RELATIONS

All employees are expected to maintain relationships with members of the student body, which are conducive to an effective educational environment. All district employees are responsible for the regulation of student conduct.

Any employee who threatens to inflict, inflicts, or causes to be inflicted, deliberate physical pain by any means to any student, may be subject to disciplinary procedures. Employees found to be in violation of this policy may be subject to disciplinary action up to and including termination of employment.

CORPORAL PUNISHMENT

The board does not condone the use of force, fear, hitting, paddling, spanking, slapping, or other forms of corporal punishment as an appropriate procedure in student discipline.

No employee, volunteer or contractor of the district shall inflict physical pain by hitting, paddling, spanking, or cause to be inflicted, corporal punishment upon a student. Reasonable physical force may be used to maintain order and control in a school or a school related setting for the purposes of providing an environment conducive to safety and learning.

Physical force upon a student may be necessary to restrain or remove a student whose behavior is interfering with the orderly exercise and performance of district functions within a school or school related activity if that student has refused to comply with a request to refrain from further disruptive acts; for self-defense or the defense of another; to prevent a student from inflicting harm on himself/herself; to quell a disturbance that threatens physical injury to any person; to obtain possession of a weapon or other dangerous object; and to protect property.

Employees should not find it necessary to resort to physical force, violence or threats to compel obedience. If all means fail, staff members may always resort to the removal of the student from the classroom or school or bus through established suspension or expulsion procedures.

4.5.1 MAINTAINING PROFESSIONAL STAFF/STUDENT BOUNDARIES

Lakewood employees, coaches and volunteers are not to have any type of sexual relationship with students. Such behavior will result in termination of employment and referral to law enforcement when appropriate.

School employees are required to maintain professional and appropriate boundaries in their relationships with students that are consistent with legal and ethical standards of care.

A boundary invasion is an act, omission or pattern of behavior by an employee that:

1. Is without legitimate educational purpose;
2. Has the potential to abuse the relationship between the employee and the student; or
3. Violates legal and ethical standards of care.

Unacceptable Conduct

Examples of unacceptable incidents and/or patterns of conduct by employees in the area of boundary violations may include but are not limited to the following:

- Inappropriate physical contact with a student;
- Comments or actions directed to a student or students that could be considered harassment, such as speech intended to intimidate or belittle a student or persistent attention, without legitimate educational purpose.
- Showing pornography to a student;
- Singling out a particular student or students for personal attention and friendship;
- Socializing where students are consuming alcohol, drugs or tobacco;
- Encouraging students to confide their personal or family problems or information about their relationships, unless doing so is related to an assigned employee duty. If a student initiates such discussions employees are expected to exercise caution and ensure that the discussion has legitimate educational purpose, and if necessary, refer the student to appropriate guidance/counseling staff;
- Sending students on personal errands that do not have legitimate education purpose;
- Banter, allusions, jokes or innuendos of a sexual nature with students;
- Disclosing inappropriate personal information about private matters to students;
- Addressing students or permitting students to address employees with personalized terms of endearment, pet names, or otherwise in an overly familiar manner;
- Maintaining personal contact with a student outside of school by phone, email, instant messenger or internet chat rooms, social networking web sites, cards, or letters without including the parent/guardian, unless such contact is limited to conducting legitimate school business, such as assigning or clarifying homework assignments or conveying schedule information.
- Exchanging personal gifts, cards or letters with an individual student;
- Socializing or spending time with students outside of the school day or school sponsored events, except as required by educational responsibilities or as participants in organized community activities, unless the employee is also a parent and the social contacts with the student is a result in the student's relationship with the employee's child;
- Giving a student a ride alone in a vehicle in a non-emergency situation; and/or
- Invading a student's privacy (e.g. walking in on the student in the bathroom).

Appearance of Impropriety

The following activities are boundary violations and can create the appearance of impropriety or result in an impropriety. Whenever possible, employees should avoid these situations. If unavoidable, these activities should be reported to the employee's supervisor, and if possible, approved in advance of the activity.

- Being alone with an individual student out of the view of others, except when necessary because of the employee's professional responsibilities.
- Inviting or allowing individual students to visit the employee's home, unless the visit arises out of the student's relationship with the employee's child, or a relationship between the student's parents/guardian and employee;

- Visiting a student’s home, except as part of the assigned professional responsibilities, unless the visit arises out of the student’s relationship with the employee’s child, or a relationship between the student’s parents/guardian and the employee; or
- Social networking with students when there is no legitimate educational purpose for doing so.

Reporting Violations

Students and their parent/guardian are strongly encouraged to notify the principal or area executive director if they believe an employee has or may be engaging in conduct that violates this procedure.

Employees are required to promptly notify the principal, their supervisor, or the superintendent/designee if they become aware of a situation that may constitute a violation of the procedure.

All parties involved in the complaint will be notified as appropriate to the investigation in accordance with district policy and procedure and applicable bargaining agreements.

Disciplinary Action

Employee violations of this procedure may result in disciplinary action up to and including dismissal. Violations by employees holding professional certificates will also be reported to the Office of Professional Practices. Violations involving sexual or other abuse will also result in referral to Child Protective Services and/or law enforcement in accordance with the board’s policy on Reporting Child Abuse and Neglect.

Training

All new employees will receive training on appropriate boundaries between employees and students within three months of employment. Continuing employees will receive training every three years.

4.5.2 GUIDELINES FOR PROFESSIONAL CONDUCT WHEN WORKING WITH STUDENTS

It is important for teachers and other staff to carry out their responsibilities in a professional manner. Mutual respect is necessary for creating a safe and comfortable educational atmosphere. Therefore, comments or actions that may demean, devalue, or intimidate students should be avoided. When referring to a student’s race, gender, religion, sexual preference, or physical differences, please remember that your sensitivity may contribute to the success of that student.

Touch:

- Keep in mind the “safe touch” areas: shoulders, upper back, arms and hands.
- Touch all students in the same manner.
- Never hit, kick or use unnecessary physical force on a student.

Travel:

- Never, transport a student in your private automobile without permission from administrator. In case of an emergency call 911.
- Never arrange to meet or take student(s) away from school without parental permission.
- Follow all district policies regarding transportation of students (parent permission forms, field trip forms, athletic procedures, proper licensing, etc.).

Talk:

- Never say nor write anything to a student that you would not be comfortable sharing with the student’s parents or your administrator.
- Never use sexual, racial, religious comments and innuendo or references to physical attributes that may be misconstrued by your students.
- Never use sexist comments.
- Never make comments about a student’s physical abilities that may be misconstrued by your students.
- Talk to all your student in the same manner.
- The use of profanity is always prohibited when talking with students.

Teaching:

- Avoid keeping a student for any length of time in an isolated part of the building or in a closed classroom where no other adults or students are present.
- When alone with a student, make sure the door is left open. A window that opens to a common traffic area could also be left open.
- Treat all students in the same manner.

If you are accused of unprofessional conduct, immediately contact your building principal, or the Superintendent, and your association representative immediately.

4.6 COMPLAINTS

STUDENT/PARENT COMPLAINTS

The district recognizes that complaints regarding staff performance, discipline, grades, student progress and homework assignments will be made by students and parents from time to time. Every effort will be made to ensure that such complaints are handled and resolved informally and as close to their origin as possible. Students, parents and others with complaints will be encouraged to discuss the complaint directly with the staff member. All such meetings should be held in confidence and not in the presence of others.

If the complaint is not informally resolved, staff should advise the complainant that he/she may submit the matter directly to the building principal or immediate supervisor, as appropriate. The complainant will be provided with necessary formal complaint procedure guidelines in accordance with Board policy and applicable provisions of negotiated agreements.

When a complaint is made directly to the Board as a whole or to an individual Board member, it will be referred to the superintendent for appropriate building administrator follow-up.

All staff members should familiarize themselves with Board policy and negotiated agreements regarding the handling of complaints.

STAFF COMPLAINTS

Staff member complaints contending a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations should be directed to the building principal or immediate supervisor for informal discussion and resolution. If the complaint is not resolved informally, formal complaint procedures may be initiated by staff in accordance with Board policy 4140.

This complaint procedure may not be used to resolve disputes and disagreements related to the provisions of any negotiated agreement.

4.7 COPYRIGHT

The Board shall make duplicating equipment available for administrative and instructional use to the extent that is economically feasible and practical according to the needs of the district.

The building principal, who shall develop guidelines for requesting such services, shall determine the extent of production of instructional materials by clerical staff.

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of "fair use."

EMPLOYEE PRODUCED MATERIAL

The Board has certain proprietary right to publications, devices and instructional materials produced by district employees during their regular and normal workdays while in the employment of the district. All items prepared by district employees on district time, including data processing programs, shall become the property of the district. The Board may elect to copyright or patent such materials, devices or programs in the name of the district. All earnings or profits from such original materials, devices or programs shall become assets of the district.

COPYRIGHT COMPLIANCE AND COMPUTER SOFTWARE OPYRIGHT

The Board shall adhere to the provisions of the U.S. copyright laws regarding the duplication of computer software programs.

4.8 RETURN TO WORK AFTER SERIOUS ILLNESS OR INJURY

As a joint protection to the employee and the district, employees who have been absent from work because of serious illness or injury may be required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments. A serious injury or illness is defined as one that results in the employee being absent from work for more than five consecutive days or one which may limit the employee's future performance of regular duties or assignments.

The Lakewood Public Schools shall try to ensure that employees who return to work after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse.

If the cause of the employee's illness or injury was job-related, the employee's administrator or supervisor will make every reasonable effort to assign the returning employee to assignments consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before recovery can be assumed.

4.9 SERIOUS COMMUNICABLE DISEASES

Whenever an employee has been diagnosed by a physician as having a serious communicable disease, such employee should report the diagnosis and nature of the disease to the superintendent. An employee afflicted with a communicable disease dangerous to the public health may be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other district employees and to students. All district employees shall maintain the confidentiality of afflicted persons insofar as the health and safety of other persons in the district are not compromised and in compliance with state and federal laws.

The employee shall be allowed to return to his/her duties under the provisions set forth in the district's leave of absence provisions upon termination or remission of the communicable illness, as authorized by a physician.

The board reserves the right to require a written statement from the employee's physician indicating that the employee is free from all symptoms of a communicable disease.

Serious communicable disease as used in this policy shall refer to any serious infectious or contagious disease as determined by the Michigan Department of Community Health or the United States Centers for Disease Control.

4.10 INTERNET USAGE POLICY

Electronic Information and Internet Access and Use Policy

Lakewood Public Schools encourages and strongly promotes the use of electronic information technologies and the Internet in educational endeavors. The district provides access to information resources available in a variety of electronic formats, and for the development of information management skills. Together these allow learners to access current and relevant resources provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The district's information technologies are the district's property and are intended primarily for educational purposes. The district retains the right to access and review all electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in, or accessed by district information technologies without the user's permission.

Users have no reasonable expectation that any information contained on any district information technologies is confidential or private. The district's system is not a public forum and access to technology is a privilege and not a right.

The district makes no warranties of any kind, whether expressed or implied for any reason regarding the availability of its information technologies, including but not limited to the loss of data. All district information technologies are provided on an *"as is, as available"* basis.

District Definitions:

Equipment includes, but is not limited to, security cameras and equipment, computers, drives, electronic storage devices, printers, scanners, network servers, video and audio recorders, cameras, photocopiers, phones and other related electronic resources.

Software includes, but is not limited to, computer and network software, web based programs and software, free ware, print and non-print resources. Illegal software is defined as any software installed or downloaded on district equipment or servers without written permission through the submission of a Software request form or verbal permission from the Technology Dept.

Networks include, but are not limited to, all district voice, video and data systems including off site and third party service providers.

District Responsibility

Lakewood Public Schools is responsible for the management of the infrastructure, hardware and software that the district uses to allow access to information technologies for educational purposes.

These include but are not limited to:

- Developing and implementing an Electronic Information Access and Use Policy
- Developing and enforcing use regulations at each network site as identified in the district's Acceptable Use Policy
- Defining the rights/responsibilities of Users
- Providing resources that support the mission and Technology Plan of the School district
- Assigning, updating and removal of member accounts on the network(s)
- Assisting the district's Professional Development Committee with training and information on new technologies, software and media as they are acquired and put into use in the district
- Maintaining and repairing of equipment that comprise the network(s)
- Selecting and approving software that the network and the technology department shall support
- Setting and enforcing quota limits for disk usage by users of the district's servers

The district's technology department shall make the final determination as to what is inappropriate use based on the Electronic Information Access and Use Policy. The technology department may close an account at any time for infractions. These violations are listed in the sections titled "**User Responsibilities**" and "**Users are prohibited from:**"

The technology department has the right to view, modify or remove a user's electronic mailbox. This access shall be used to preserve network integrity or to prevent prohibited activity. The user shall be present and cooperative during viewing.

The technology department may review audit trails created by information technologies. The technology department may determine and uncover incorrect usage of the network and may also inform other faculty members and the user in question.

In accordance with the Children's Internet Protection Act (CIPA), a federal law enacted by Congress in December 2000 to address concerns about access to offensive content over the Internet on school and library computers, Lakewood Public Schools has implemented filtering hardware and software intended to block minors' access to visual depictions that are obscene, child pornography, harmful to minors, or that the district determines to be inappropriate for minors. However, the district does not guarantee that school officials shall control user's access to such materials, or that users shall not have access to such materials while using the district's information technologies.

The network provides access to third party data and information over which the district has no control. Though the district may make efforts to block inappropriate material, users may be exposed to defamatory, inaccurate, or otherwise offensive material. Use of the network or any information obtained via the network is at the user's own risk. The district specifically denies any responsibility for the accuracy or content of information obtained through use of district services.

The district reserves the right to temporarily or permanently remove a user account on the network to prevent further unauthorized activity. This right shall apply to any person or employee of the Lakewood Public Schools granted access to the district's information technology network.

The district does not take responsibility for resources located or actions taken by the users that do not support the purposes of the School district.

Lakewood Public Schools Users

All account holders on the Lakewood Public Schools network shall be granted access to appropriate services offered by the network. The following people may be users of the Lakewood Public Schools network:

1. Students - Students who are currently enrolled in the district may be granted a network account upon agreement to the terms stated in this policy.
2. Faculty and Staff - Staff members currently employed by the district may be granted a network account upon agreement to the terms stated in this policy.
3. Others - Anyone may request a special account on or use of the district network. These requests shall be granted on a case-by-case basis by the technology department, depending on need and resource availability.

Privileges and Responsibilities of Lakewood Public Schools Technology Users.

Privileges;

Users have the privilege to:

- use all authorized hardware and software for which they have received training to facilitate learning and enhance educational information exchange.
- access information from outside resources which facilitate learning and enhance

- educational information exchange.
- access district networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

Usage of District Equipment

Users are responsible for:

- using information technologies in the school only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the school and district.
- attending appropriate training sessions in the use and care of hardware, equipment, software and networks.
 - seeking instruction for the use of any technology with which they are not familiar.
- adhering to the rules established for the use of hardware, software, labs, peripheral equipment and networks in the school or through remote access outside of the school.
- **refraining from disclosing, using or disseminating personal identification information regarding minors and pictures of minors over the Internet without parent or guardian authorization.**
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- **using e-mail, chat rooms, and other forms of direct electronic communications only when authorized by the district and then only under the direct supervision of an adult.**
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of district hardware, software or networks before they are used in district systems.
- material received, created or distributed using information technologies.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established time limit as outlined by the technology department, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. **If a user remains in non-compliance, the technology department may delete files and messages, freeze the account, and/or close the account.** Files or messages shall be deleted by the Technology department if the user remains in non-compliance.
- special care is to be taken in disseminating district confidential information over the Internet. When users are in doubt about dissemination of information, they should contact the Superintendent or his designee for written approval to release the information. Security and confidentiality needs to be of high concern for all district network users.
- reporting the use of any non-district electronic media including floppy disks, CD's and portable storage devices on district equipment.
- Any user who knowingly tries to download applications or propagate the Internet or district's network with infected viruses shall be subject to expulsion or termination.
- keeping material considered pornographic or inappropriate by the district, inappropriate files or files dangerous to the integrity of the school's network, equipment or software from entering the school via the Internet or from being reproduced in visual, digital or written format.
- awareness of, and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of information technologies and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the district's information technologies. In any cases where a user downloads copyrighted software he/she assumes full responsibility for his/her action and absolves the district from his/her unauthorized action.
- using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. Lakewood Public Schools is not liable for any personal purchases made while using district information technologies.
- financial restitution for unauthorized costs incurred or damages and repair necessitated by inappropriate use or access.
- any damages to, or incurred on, their personal equipment. Users accessing Lakewood Public Schools

information technologies on personal equipment do so *at their own risk*. The use of non-district owned equipment on the district's network without technology department authorization may subject the user to loss of network privileges, expulsion or termination.

- abiding by the rules set forth in this policy, general district rules, and additional rules as may be established by the district. Board of Education policies, the district's Acceptable Use Policy, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

- using the district's technology services for private use, commercial business (Other than for the district), for product advertisement or political lobbying.
- the malicious use of technology to disrupt the use of technology by other users, to harass or discriminate against others and to infiltrate unauthorized computer systems. These actions may also result in criminal prosecution under statute 752.795 (Alteration, damage or destruction of computer, system or network) of the Michigan Criminal Code.
- using district information technologies to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- using the district's e-mail system to create, send or forward content that may take up unnecessary storage space on the district's network such as chain letters and large attachments.
- participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- vandalizing district or any other information technologies (OPS or other users).
 - Vandalism is defined as any attempt to harm, destroy, deface, disrupt or alter the operation of the district's information technologies or voice/video equipment.
 - Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses, spy ware or spam.
- using software to generate password combinations or user logins which may be used to access user accounts and information on and off the districts network.
- intentionally access or cause access to be made to a computer program, computer, computer system, or computer network to devise or execute a scheme or artifice with the intent to defraud or to obtain money, property, or a service by a false or fraudulent pretense, representation, or promise. These actions may also result in criminal prosecution under statute 752.794 of the Michigan Criminal Code.

Consequences of Inappropriate Behavior

The school district's system is not a public forum and access to technology is a privilege and not a right. Any user who does not comply with the Staff Network/Internet Acceptable use Policy shall lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges, expulsion or termination of employment.

In addition, users violating any of the rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the district, buildings or departments. Non-compliant student users will be subject to building disciplinary action in addition to the consequences outlined in this document.

Challenges

Challenges to district information technologies policies and resources shall be made in writing and shall state the reasons for the challenge. A district appointed panel shall review the challenge and determine its appropriateness.

AUDIT PROCEDURE

1.0 Purpose; To provide the authority for the Lakewood Public Schools technology department to

conduct a security audit on any system or server on the Lakewood Public Schools data network.

Audits may be conducted to:

- Ensure integrity, confidentiality and availability of information and resources
- Investigate possible security incidents and ensure conformance to Lakewood Public Schools Acceptable Use Procedure and security policies
- Monitor user or system activity where appropriate
- Make repairs to work stations remotely

2.0 Scope; This procedure covers all computer and communication devices owned or operated by the Lakewood Public Schools. This procedure also covers any computer and communications device that are present on Lakewood Public Schools network or premises, but which may not be owned or operated by the Lakewood Public Schools.

3.0 Procedure; When requested, and for the purpose of performing an audit or repair, any access needed will be provided by the network user to the Lakewood Public Schools technology department.

This access may include:

- User level and/or system level access to any computing or communications device
- Access to information (electronic, hardcopy, etc.) that may be produced, transmitted or stored on the Lakewood Public Schools equipment or premises
- Access to classrooms and work areas (labs, offices, cubicles, storage areas, etc.) where computing or communications equipment may be located
- Access to interactively monitor and log traffic on the Lakewood Public Schools networks
- Access to interactively monitor and log traffic on the Internet

4.0 Enforcement Any employee found to have violated this procedure is subject to disciplinary action, up to and including termination of employment.

FORWARDED EMAIL PROCEDURE

1.0 Purpose To prevent the unauthorized or inadvertent forwarding and/or disclosure of offensive material or sensitive district information.

2.0 Scope This procedure covers the forwarding of offensive/obscene and non-work related email and/or attachments inside or outside of the district. This includes text, photographs, cartoons, chain letters and surveys. This procedure also covers automatic email forwarding, and thereby the potentially inadvertent transmission of sensitive district information by all employees, vendors, and agents operating on behalf of Lakewood Public Schools.

3.0 Procedure Employees may not forward, print or show any email they have received that contains offensive, obscene or non-work related items or attachments, to persons inside or outside of the Lakewood Public School District. This includes text, photographs, cartoons, drawings, jokes, chain letters and surveys. If an employee receives an item of this nature, it is their responsibility to delete the item from their email account immediately. Failure to do so constitutes a direct violation of this procedure.

Employees must exercise utmost caution when sending any email from inside Lakewood Public Schools to an outside network. Sensitive information will not be forwarded via any means, unless that email is critical to business in accordance with the *Acceptable Use Procedure*.

4.0 Enforcement Any employee found to have violated this procedure will be subject to disciplinary action, up to and including termination of employment.

5.0 Definitions:

Terms	Definitions
Email	The electronic transmission of information through a mail protocol such as SMTP. Programs such as Microsoft Outlook use SMTP.
Forwarded email	Email resent from internal networking to another user or an outside point. Sensitive information Information is considered sensitive if it can be damaging the Lakewood Public Schools or its employees / students, reputation, or well-being.
Unauthorized Disclosure	The intentional or unintentional revealing of restricted information to people who do not have a right or need to know that information.

REMOTE ACCESS PROCEDURE

1.0 Purpose The purpose of this procedure is to define standards for connecting to Lakewood Public Schools network from any host. These standards are designed to minimize the potential exposure to Lakewood Public Schools from damages which may result from unauthorized use of Lakewood Public Schools resources. Damages include the loss of sensitive or company confidential data, intellectual property, damage to public image, damage to critical Lakewood Public Schools internal systems, etc.

2.0 Scope This procedure applies to all Lakewood Public Schools employees, contractors, vendors and agents with an Lakewood Public Schools-owned or personally-owned computer or workstation used to connect to the Lakewood Public Schools network. This procedure applies to remote access connections used to do work on behalf of Lakewood Public Schools, including reading or sending email and viewing intranet web resources.

Remote access implementations that are covered by this procedure include, but are not limited to, dial-in modems, frame relay, ISDN, DSL, VPN, SSH, and cable modems, etc.

3.0 Procedure

3.1 General

1. It is the responsibility of Lakewood Public Schools employees, contractors, vendors and agents with remote access privileges to Lakewood Public Schools corporate network to ensure that their remote access connection is given the same consideration as the user's on-site connection to Lakewood Public Schools.
2. The Lakewood Public Schools employee is responsible to ensure the family member does not violate any Lakewood Public Schools policies, does not perform illegal activities, and does not use the access for outside business interests. The Lakewood Public Schools employee bears responsibility for the consequences should the access be misused.
3. Please review the following policies for details of protecting information when accessing the corporate network via remote access methods, and acceptable use of Lakewood Public Schools network:
 - (a) *Acceptable Encryption Procedure*
 - (b) *Virtual Private Network (VPN) Procedure*
 - (c) *Wireless Communications Procedure*
 - (d) *Acceptable Use Procedure*

3.2 Requirements

1. Secure remote access must be strictly controlled. Control will be enforced via one-time password authentication or public/private keys with strong pass-phrases. For information on creating a strong pass-phrase see the Password Procedure.
2. At no time should any Lakewood Public Schools employee provide their login or email password to anyone, not even family members.
3. Lakewood Public Schools employees and contractors with remote access privileges must ensure that their Lakewood Public Schools-owned or personal computer or workstation, which is remotely connected to Lakewood Public Schools corporate network, is not connected to any other network at the same time, with the exception of personal networks that are under the complete control of the user.

4. Routers for dedicated ISDN lines configured for access to the Lakewood Public Schools network must meet minimum authentication requirements of CHAP.
5. Reconfiguration of a home user's equipment for the purpose of split-tunneling or dual homing is not permitted at any time.
6. Frame Relay must meet minimum authentication requirements of DLCI standards.
7. Non-standard hardware configurations must be approved by Remote Access Services, and Lakewood Public Schools must approve security configurations for access to hardware.
8. All hosts that are connected to Lakewood Public Schools internal networks via remote access technologies must use the most up-to-date anti-virus software (place url to corporate software site here), this includes personal computers. Third party connections must comply with requirements as stated in the *Third Party Agreement*.
9. Organizations or individuals who wish to implement non-standard Remote Access solutions to the Lakewood Public Schools production network must obtain prior approval from Remote Access Services and Lakewood Public Schools.

4.0 Enforcement Any employee found to have violated this procedure may be subject to disciplinary action, up to and including termination of employment.

5.0 Definitions

Term	Definition
Cable Modem	Cable companies such as AT&T Broadband provide Internet access over Cable TV coaxial cable. A cable modem accepts this coaxial cable and can receive data from the Internet at over 1.5 Mbps. Cable is currently available only in certain communities.
CHAP	Challenge Handshake Authentication Protocol is an authentication method that uses a one-way hashing function. DLCIData Link Connection Identifier (DLCI) is a unique number assigned to a Permanent Virtual Circuit (PVC) end point in a frame relay network. DLCI identifies a particular PVC endpoint within a user's access channel in a frame relay network, and has local significance only to that channel.
Dial-in Modem	A peripheral device that connects computers to each other for sending communications via the telephone lines. The modem modulates the digital data of computers into analog signals to send over the telephone lines, then demodulates back into digital signals to be read by the computer on the other end; thus the name "modem" for modulator/demodulator.
Dual Homing	Having concurrent connectivity to more than one network from a computer or network device. Examples include: Being logged into the Corporate network via a local Ethernet connection, and dialing into AOL or other Internet service provider (ISP). Being on an Lakewood Public Schools- provided Remote Access home network, and connecting to another network, such as a spouse's remote access. Configuring an ISDN router to dial into Lakewood Public Schools and an ISP, depending on packet destination.
DSL	Digital Subscriber Line (DSL) is a form of high-speed Internet access competing with cable modems. DSL works over standard phone lines and supports data speeds of over 2 Mbps downstream (to the user) and slower speeds upstream (to the Internet).
Frame Relay	A method of communication that incrementally can go from the speed of an ISDN to the speed of a T1 line. Frame Relay has a flat-rate billing charge instead of a per time usage. Frame Relay connects via the telephone company's network.

ISDN	There are two flavors of Integrated Services Digital Network or ISDN: BRI and PRI. BRI is used for home office/remote access. BRI has two "Bearer" channels at 64kbit (aggregate 128kb) and 1 D channel for signaling info.
Remote Access	Any access to Lakewood Public Schools corporate network through a non-Lakewood Public Schools controlled network, device, or medium.
Split-tunneling	Simultaneous direct access to a non-Lakewood Public Schools network (such as the Internet, or a home network) from a remote device (PC, PDA, WAP phone, etc.) while connected into Lakewood Public Schools corporate network via a VPN tunnel. VPN Virtual Private Network (VPN) is a method for accessing a remote network via "tunneling" through the Internet.

SERVER SECURITY PROCEDURE

1.0 Purpose The purpose of this procedure is to establish standards for the base configuration of internal server equipment that is owned and/or operated by the Lakewood Public Schools. Effective implementation of this procedure will minimize unauthorized access to the Lakewood Public Schools proprietary information and technology.

2.0 Scope This procedure applies to server equipment owned and/or operated by the Lakewood Public Schools and to servers registered under any the Lakewood Public Schools owned internal network domain.

This procedure is specifically for equipment on the internal Lakewood Public Schools network. For secure configuration of equipment external to the Lakewood Public Schools on the DMZ, refer to the *Internet DMZ Equipment Procedure*.

3.0 Procedure

3.1 Ownership and Responsibilities All internal servers deployed at the Lakewood Public Schools must be owned by the Lakewood Public Schools or an operational group that is responsible for their system administration. Approved server configuration guides must be established and maintained by each operational group, based on business needs and approved by the Lakewood Public Schools' technology department. Operational groups should monitor configuration compliance and implement an exception procedure tailored to their environment. Each operational group must establish a process for changing the configuration guides, which includes review and approval by the Lakewood Public Schools' technology department.

Servers must be registered within the district enterprise management system. At a minimum, the following information is required to positively identify the point of contact:

- o Server contact(s) and location, and a backup contact
- o Hardware and Operating System/Version
- o Main functions and applications, if applicable

Information in the district enterprise management system must be kept up-to-date. Configuration changes for production servers must follow the appropriate change management procedures.

3.2 General Configuration Guidelines

Operating System configuration should be in accordance with approved Lakewood Public Schools' technology department guidelines.

Services and applications that will not be used must be disabled where practical.

Access to services should be logged and/or protected through access-control methods such as TCP Wrappers, if possible.

The most recent security patches must be installed on the system as soon as practical, the only exception being when immediate application would interfere with business requirements.

Trust relationships between systems are a security risk, and their use should be avoided. Do not use a trust relationship when some other method of communication will do.

Always use standard security principles of least required access to perform a function. Do not use root when a non-privileged account will do.

If a methodology for secure channel connection is available (i.e., technically feasible), privileged access must be performed over secure channels, (e.g., encrypted network connections using SSH or IPSec).

Servers should be physically located in an access-controlled environment.

Servers are specifically prohibited from operating from uncontrolled cubicle areas.

3.3 Monitoring

All security-related events on critical or sensitive systems must be logged and audit trails saved as follows:

- o All security related logs will be kept online for a minimum of 1 week.
- o Daily incremental backups will be retained for at least 1 month.
- o Weekly full backups of logs will be retained for at least 1 month.
- o Monthly full backups will be retained for a minimum of 2 years.

Security-related events will be reported to the Lakewood Public Schools' technology department, who will review logs and disseminate information based on the reports.

Corrective measures will be prescribed as needed. Security-related events include, but are not limited to:

- o Port-scan attacks
- o Evidence of unauthorized access to privileged accounts
- o Anomalous occurrences that are not related to specific applications on the host.

3.4 Compliance

Audits will be performed on a regular basis by the Lakewood Public Schools' technology department. Audits will be managed by the Lakewood Public Schools' technology department, in accordance with the *Audit Procedure*. The Lakewood Public Schools' technology department will filter findings not related to a specific operational group and then present the findings to the appropriate support staff for remediation or justification. Every effort will be made to prevent audits from causing operational failures or disruptions.

4.0 Enforcement Any employee found to have violated this procedure will be subject to disciplinary action, up to and including termination of employment.

5.0 Definitions

Term	Definition
DMZ	De-militarized Zone. A network segment external to the corporate production network.
Server	For purposes of this procedure, a server is defined as an internal Lakewood Public Schools' server. Desktop machines and lab equipment are also relevant to the scope of this procedure.

VIRTUAL PRIVATE NETWORK (VPN) PROCEDURE

1.0 Purpose The purpose of this procedure is to provide guidelines for Remote Access IPSec or L2TP Virtual Private Network (VPN) connections to the Lakewood Public Schools' corporate network.

2.0 Scope This procedure applies to all Lakewood Public School’s employees, contractors, consultants, temporaries, and other workers including all personnel affiliated with third parties utilizing VPNs to access the Lakewood Public Schools’ network. This procedure applies to implementations of VPN that are directed through an IPSec Concentrator.

3.0 Procedure Approved Lakewood Public Schools employees and authorized third parties (customers, vendors, etc.) may utilize the benefits of VPNs, which are a "user managed" service. This means that the user is responsible for selecting an Internet Service Provider (ISP), coordinating installation, installing any required software, and paying associated fees. Further details may be found in the *Remote Access Procedure*.

Additionally,

1. It is the responsibility of employees with VPN privileges to ensure that unauthorized users are not allowed access to Lakewood Public Schools internal networks.
2. VPN use is to be controlled using either a one-time password authentication such as a token device or a public/private key system with a strong pass phrase.
3. When actively connected to the corporate network, VPNs will force all traffic to and from the PC over the VPN tunnel: all other traffic will be dropped.
4. Dual (split) tunneling is NOT permitted; only one network connection is allowed.
5. VPN gateways will be set up and managed by Lakewood Public Schools network operational groups.
6. All computers connected to Lakewood Public Schools internal networks via VPN or any other technology must use the most up-to-date anti-virus software that is the corporate standard (provide URL to this software); this includes personal computers.
7. VPN users will be automatically disconnected from Lakewood Public School’s network after thirty minutes of inactivity. The user must then logon again to reconnect to the network. Pings or other artificial network processes are not to be used to keep the connection open.
8. The VPN concentrator is limited to an absolute connection time of 24 hours.
9. Users of computers that are not Lakewood Public Schools-owned equipment must configure the equipment to comply with Lakewood Public School’s VPN and Network policies.
10. Only Lakewood Public Schools-approved VPN clients may be used.
11. By using VPN technology with personal equipment, users must understand that their machines are a de facto extension of Lakewood Public Schools’ network, and as such are subject to the same rules and regulations that apply to Lakewood Public Schools-owned equipment, i.e., their machines must be configured to comply with Lakewood Public Schools’ Security Policies.

4.0 Enforcement Any employee found to have violated this procedure may be subject to disciplinary action, up to and including termination of employment.

5.0 Definitions

Term	Definition
IPSec Concentrator	A device in which VPN connections are terminated.

Lakewood Public Schools
Computer/Technology Agreement

Lakewood Public Schools
Agreement for Acceptable Use of Technology Resources
For Employees, Board Members, Volunteers, and Adults other than Students

Building/Program Name
Adult's Name
This Agreement is entered into on:

This Agreement is between ("User") and the Lakewood Public Schools ("District").

The purpose of this Agreement is to grant access to and define acceptable use of the District's technology resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the District's Technology Resources either at school or away from school, you understand and agree to the following:

1. Your use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.
2. You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
3. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by an appropriate administrator. You may, however, use the Technology Resources to contact or communicate with public officials.
4. The District's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences (for employees, up to and including termination), for both you and the person(s) using your account/password.
5. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action (for employees, up to and including termination).
6. Misuse includes, but is not limited to:
 - a. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
 - b. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
 - c. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school materials, or school hardware or software.
 - d. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to other users or information you are not

- authorized to access.
- e. Unauthorized copying or use of licenses or copyrighted software.
 - f. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
 - g. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 - h. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
 - i. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user, unless authorized to do so by the District's administration or Board.
 - j. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA"), unless authorized to do so by the District's administration or Board.
 - k. Misusing equipment or altering system software without permission.
 - l. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
 - m. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or any District policy, rule, or agreement.
7. It is the policy of the District, as a recipient of certain federal funds, to provide technology protection measures on its computers with Internet access designed to protect against access through such computers to visual depictions that are obscene or child pornography. The technology blocks may be disabled by an authorized person, during adult use, to enable access to bona fide research or for other lawful purposes.
 8. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
 9. As soon as possible, you must disclose to an appropriate school administrator any content you view or receive over the Technology Resources that makes you feel harassed, bullied, or threatened or any communication that contains sexually explicit content. You should not delete such content until instructed to do so by the building administrator.
 10. You acknowledge that you may receive or have access to student education records and other data subject to confidentiality requirements of the Family Educational Rights and Privacy Act, Individuals with Disabilities Education Act, the Michigan Mandatory Special Education Act, and the National School Lunch Act and their underlying regulations (collectively, the "Acts"). You acknowledge that, to the extent you receive and have access to such data and records, you are subject to the provisions of those Acts and their regulations and will not disclose student data or other education records except as permitted by law.
 11. You acknowledge and understand that correspondence or other data that you send or receive over the District's Technology Resources may be subject to retrieval and disclosure under the Freedom of Information Act ("FOIA") and other federal or state statutes and regulations. You will cooperate fully and promptly with the District when responding to FOIA requests or other requests for disclosure of information.
 12. You are solely responsible for all charges and fees, including outside telephone, printing, and merchandise purchases, made through the Technology Resources. The District is not a party to such transactions and is not liable for any costs or damages, whether direct or indirect, arising out of your use of the Technology Resources.
 13. You are responsible for the proper use of Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.
 14. Any violation of this Agreement may subject you to discipline (for employees, up to and including termination), including possible suspension of your access to the Technology Resources.

As a condition of using the Technology Resources, I release the District, and its board members, agents, and employees, including the Internet Service Provider, from all liability related to my use or inability to use the

Technology Resources. I agree to follow this Agreement and all rules and regulations that may be added from time to time by the District or its Internet Service Provider. Any additional rules, regulations, and policies are available in the Central Administration Office.

I agree to pay for, reimburse, and indemnify the District, its board members, agents, and employees, including the Internet Service Provider, for damages, including any fees or expenses, incurred as a result of my use, or misuse, of the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the District monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Agreement and agree to its terms.

Employee Signature Date

cc: Employee file Revised: 06/25/12

YOUR SIGNATURE ON THE **RECEIPT OF THE EMPLOYEE HANDBOOK** FORM ACKNOWLEDGES COMPLIANCE WITH THE INTERNET USAGE POLICY.

4.11 CHILD ABUSE, NEGLECT AND EXPLOITATION REPORTING

Certificated and classified staff are legally responsible for reporting all suspected cases of child abuse, neglect and exploitation. Since protection of children is a paramount duty, staff will discuss any suspected evidence with the administrator or counselor. Personnel are reminded of their obligation as district employees to report suspected child abuse; professional staff are reminded of their legal obligation to make such reports. Staff are also reminded of their immunity from potential liability for reporting concerns pertaining to abuse, neglect and exploitation.

Child abuse as defined by legal statute can be inflicted "by any person" and may include student-on-student abuse. These cases also require reporting to CPS, DSHS or law enforcement. Child abuse in this and all other cases requires two elements. First, there must be injury, sex abuse, sexual exploitation, negligent treatment or maltreatment. Second, there must be harm to the child's health, welfare or safety.

The following procedures are to be followed in reporting instances of suspected child abuse:

1. Reporting Responsibilities
 - a. When there is a reasonable cause to believe that a student has been a victim of abuse or neglect, the staff member who is aware of the condition will report or cause a report to be made to the local office of Child Projected Services (CPS) or the Department of Social and Health Services, and/or the proper law enforcement agency. The report will be made by telephone at the first opportunity, but in no case longer than forty-eight hours after there is reasonable cause to believe that the child or adult dependent has suffered abuse or neglect.
 - b. The principal will, in all cases, be immediately informed of reports to CPS or law enforcement. In the absence of the administrator the report shall be made to the counselor. An employee is not relieved from making a direct report to CPS and/or the proper law enforcement agency if the employee believe his/her report has not been appropriately acted upon by the administrator or counselor. The legal responsibility for ensuring a report is filed rests with the

- person who has the reasonable cause to believe abuse or neglect has occurred.
- c. Following the oral report to CPS and/or the proper law enforcement agency, the staff member or principal/designee will prepare a written report containing the following information:
 - i. The name, address and birth date of the child;
 - ii. The name and address of the parent or person having custody of the child;
 - iii. The nature and extent of suspected abuse or neglect;
 - iv. Any information about previous abuse or information relating to the cause or extent of the abuse or neglect;
 - v. The identity, if known, of the person suspected of inflicting the abuse.
 - d. The completed Child Abuse and Neglect packet is sent to the superintendent/designee. The copy of the report retained in the building and any additional correspondence related to the report will be filed separately from the student's standard and supplementary records.
 - e. Upon receiving a report of suspected child abuse or neglect, CPS and/or the proper law enforcement agency shall have a right of access to all relevant records of the child which are in the possession of the District. In the event such records are sought, a record of access shall be made.
 - f. The district will within forty-eight hours of receiving a report alleging sexual misconduct by the school employee notify the parents of a student alleged to be the victim, target or recipient of the misconduct.
2. Child Interviews – If a victim or alleged victim of child abuse, neglect or exploitation is to be interviewed by CPS and/or law enforcement officers at school, the following guidelines apply:
- a. The CPS caseworker or law enforcement officer must contact the administrator/designee and present identification.
 - b. The CPS caseworker or law enforcement officer will make known to the administrator/designee the name of the child to be interviewed.
 - c. The interviewer will complete the Child Abuse Interviews – Law Enforcement and CPS form prior to commencing the interview.
 - d. When a CPS caseworker and/or law enforcement officer requests to interview a child at school, the interviewer will request the child's consent prior to conducting the interview. The administrator or designee will be present when the child is asked whether he/she is willing to be interviewed. The consensual nature of the interview will be documented.
 - e. The interview must take place in a private non-threatening setting in which the child feels comfortable. The administrator or a designee familiar to the child will be present during the interview except when the child elects to be interviewed without a third party present, or law enforcement or CPS determines that such presence would jeopardize the investigation. If school staff is not present during the interview a staff member should be readily accessible if the child wants a third party present, wants to ask a question, or want to return to class. The administrator or designee will record that the child has been explained their options.
 - f. The CPS caseworker or law enforcement officer will conduct the interview. The role of the school staff member is to observe in a neutral manner.
 - i. Law enforcement or CPS will direct and determine the course of the interview.
 - ii. School personnel may be subpoenaed to testify in court proceedings if privy to the child's disclosure.
 - iii. When a criminal investigation is being held in conjunction with a CPS investigation, school personnel may be restricted from participating in the interview if the presence of a third party will jeopardize the course of the investigation.
 - g. The principal or designee will notify the parent/guardian of the interview if specifically allowed to do so by the law enforcement officer or CPS caseworker conducting the interview. Parental notification will occur at the earliest possible point in the investigation that will not jeopardize the safety or protection of the child or the course of the investigation. Responsibility for parent/guardian notification lies with CPS and/or the proper law enforcement agency.
 - h. In the event a law enforcement officer decides to remove the child from school, he or she and the principal/designee will comply with the "Removal of Child from School" procedure.
3. Removal of a Child from School – If alleged victim of child abuse or neglect is to be removed from school by CPS with a court order, or by a law enforcement officer, the following procedure is to be followed:

- a. CPS or law enforcement will:
 - i. Contact the school principal or designee;
 - ii. Present appropriate identification to the principal;
 - iii. Share appropriate information and facts concerning the alleged abuse;
 - iv. Sign the Protective Custody Statement before leaving the building with the alleged abuse victim;
 - v. Notify parent/guardian that the child is in their possession.
- b. The administrator shall:
 - i. Place the signed protective custody statement and other documentation in an office file maintained for this purpose. Information will not be placed in a student's cumulative record;
 - ii. Attach a notice to the student's record reading, "For additional information, phone school principal."

4.12 EMERGENCY CLOSURES

In the event of hazardous or emergency conditions all district schools or selected schools or grade levels may be closed or schedules altered to provide delayed openings of school and/or early dismissal of students as appropriate.

All staff will be provided with a copy of the district's emergency procedures plan detailing staff responsibilities in the event of such emergencies as disorderly behavior, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member and the authorized use of force on school property.

Copies of the emergency procedures plan are included in strategic locations throughout the building.

4.13 FUND RAISING AND GIFTS

FUND RAISING

Fund-raising activities to raise money for a wide variety of school activities and equipment are held at various times throughout the course of the school year. All fund-raising activities must be conducted under the direct supervision of staff or other authorized individuals and approved by the building principal prior to the activity being initiated.

Fund-raising requests must include an explanation or justification for the proposal consistent with building and/or district goals. Fund raising must not interfere with or disrupt school. All funds must be used for the designated purpose of the fundraiser and must be in accordance with state law.

Fund raising request forms are available in the building office. All money raised must be receipted and deposited with the district.

Staff and students should take all reasonable precautions to provide for the security of any items/materials/products being sold. Staff members are directed to follow established building procedures for the depositing of funds collected. At no time should money collected be allowed to accumulate in classrooms, lockers or other unsecured areas.

GIFTS AND SOLICITATIONS

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment.

Staff shall not accept any money, goods, or services with a value in excess of the amount established annually

by the State Department of Instruction (\$44 within any one (1) month period as of December 31, 2004) from any person who does business or seeks to do business of any kind with the District.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without the approval of the superintendent or his designee.

The solicitation of staff by sales people, other staff or agents during on-duty hours is prohibited without building principal approval. Any solicitation should be reported at once to the building principal.

4.14 MAIL AND DELIVERY SERVICES

The inter-school mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff.

To avoid overburdening the service, staff are not allowed to use interschool mail for the delivery of personal letters, notes and materials to other employees.

Recognized collective bargaining units may use the service in accordance with the terms of their negotiated agreements and Board policy on the use of school facilities.

All staff are to check their mailboxes before school, noon and after each working day and remove mail daily. Students should not be permitted to pick up mail from staff mailboxes.

District mailing and postage may be used for school district business only.

4.15 MATERIALS DISTRIBUTION

Requests of staff by individuals or groups to distribute pamphlets, booklets, flyers, brochures and other similar materials to students for classroom use or to take home are to be referred to the building principal. The materials and proposed method of distribution will be reviewed and a decision made based on the educational concerns and interests of the district. As a rule, for profit materials will not be distributed and non-profit materials may be distributed.

4.16 PARTICIPATION IN POLITICAL ACTIVITIES

Staff members may exercise their right to participate fully in affairs of public interest on a local, county, state and national level on the same basis as any citizen in public or private employment and within the law.

Staff members may, within the limitations imposed by state and federal laws and regulations, choose any side of a particular issue and support their viewpoints as they desire by vote, discussion or persuading others. Such discussion and persuasion, however, may not be carried on during the performance of district duties, except in open discussion during classroom lessons that consider various candidates for a particular office or various sides of a particular political or civil issue consistent with district curriculum and their assigned duties.

On all controversial issues while at school, staff members are expected to make clear that the viewpoints they represent are personal and are not to be interpreted as the district's official viewpoint.

No staff member may use district facilities, equipment or supplies in connection with his/her campaigning, nor may he/she use any time during the working day for campaign purposes.

SECTION 5: COMPENSATION

5.1 EQUAL PAY

The Lakewood Public Schools will not pay wages to any employee at a rate less than the district pays employees of the opposite gender for work, which is substantially equivalent requiring comparable skills.

This policy is to be construed in accordance with applicable federal and state laws and regulations.

5.2 JOB DESCRIPTIONS

The purpose of job descriptions at Lakewood Public Schools is to define the duties and set requirements for filling the job. The previous job description will be used as a model in defining the present employee's position. An administrator or supervisor shall review an employee's job description when he or she requests it.

All job descriptions shall include the following information:

1. Title of position;
2. Assigned organization unit (e.g., payroll, custodial, etc.);
3. Position classification;
4. Job summary or overview, including essential job functions;
5. Position qualifications (essential qualifications including job experience, skills, and education); and
6. Minor duties and responsibilities.

5.3 PAYDAY

Our employees are paid biweekly. Salaried employees will be paid on the same payday as hourly employees.

Timesheets for hourly employees must be received by the payroll department at the District Office by 12:00 pm the Monday following the district payday.

5.4 PAY ADVANCES

It is our policy to decline all requests for early paychecks or pay advances for personal reasons.

5.5 OVERTIME COMPENSATION

Overtime compensation will be paid as provided in Master Agreements. Non-exempt employees will be paid at the rate of one and one-half times their regular rate of pay for hours worked in excess of 40 in a single workweek. All overtime pay must be pre-approved by department director or Director of Finance & Operations.

5.6 PAYROLL DEDUCTIONS

The following mandatory deductions will be made from every employee's gross wages: federal income tax, Social Security FICA tax, and applicable retirement plan deductions.

Every employee must fill out and sign a federal withholding allowance certificate, IRS Form W-4, on or before his or her first day on the job. This form must be completed in accordance with federal regulations. The employee may fill out a new W-4 at any time when his or her circumstances change. The district will have up to 30 days to process revised W-4 forms.

5.7 INSURANCE

The district offers health insurance plans available for certain employees. They are financially subsidized by the district to keep the employee's cost to a minimum. Medical insurance is provided to employees as noted in collectively bargained agreements and employment contracts.

SECTION 6: MISCELLANEOUS POLICIES

6.1 EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT

To ensure that all proper business-related expenses incurred by employees are reimbursed, the following procedure has been established:

1. All expenditures are to be **pre-approved** by the employee's building administrator or supervisor unless circumstances prevent advance approval.
2. A receipt or evidence of expenditure must accompany all business-related expenditures in order to receive reimbursement. Sales tax will not be reimbursed.
3. Expense reports must be signed and dated by the employee and initialed by the building administrator or supervisor showing approval. Reports are due in the accounting department within 30 days of the expenditure.

6.2 MILEAGE REIMBURSEMENT

All employees of the Lakewood Public Schools shall be reimbursed for district-related business travel at the rate established by the Board of Education Policy.

Travel expenses between your home and your assigned work location are not reimbursable. If an employee is required to travel from home directly to a third location on district business and then to work, the district will reimburse the employee for the difference between the mileage the employee normally drives to work and the total miles driven for business purposes.

Requests for reimbursement of business-related travel will be submitted to your building administrator or supervisor for approval on a standard district expense report. Reimbursement requests will include the following:

1. Date of travel
2. Travel destination
3. Number of miles traveled on district business
4. The reason for district travel

The expense report must be signed and dated by the employee and initialed by his or her building administrator or supervisor. The reports must be submitted to the accounting department and will be processed according to the policy, "Employee-Incurred Expenses and Reimbursement."

The employee, in using his or her vehicle for district purposes, assumes liability for his or her vehicle. All employees who desire to use their personal vehicles for district business are expected to have a current driver's license and vehicle liability insurance in at least the minimum amounts required by state law. In the event that the employee is transporting students, a statement attesting to this information must be signed. For trips totally more than 100 miles, **preapproval** is required if personal vehicle is being used.

6.3 FREEDOM OF INFORMATION ACT

All Freedom of Information Act requests must be forwarded to the Superintendent's office prior to any processing of request.

6.4 PUBLIC COMMUNICATIONS

All communication with the news media, including newspaper, T.V. news stations, or social media new agencies, shall be coordinated with the Superintendent's Office or designee.

SECTION 7: RECEIPTS

7.1 ACKNOWLEDGING RECEIPT OF EMPLOYEE HANDBOOK – Personal Copy

I have received a copy of the Employee Handbook that is available on the District web site. I acknowledge that it is my responsibility to read and understand the Employee Handbook, which provides required notifications including the Health Insurance Exchange Notification, Universal Availability 403(b), ACA Mandated Summary Plan Description; outlines district policies (*INCLUDING THE INTERNET USAGE POLICY & THE POLICY ON BULLYING Policy 5517.01*), practices, and benefit guidelines of the district. By signing below I acknowledge, I have received the above required notifications and understand it is my responsibility to be informed and comply with all district policies and procedures.

Since the information in this handbook is necessarily subject to change as situations warrant, it is understood that changes in the handbook may supersede, revise, or eliminate one or more of the policies in this handbook. These changes will be communicated to me by my building principal or supervisor or through written notices. I accept responsibility for keeping informed of these changes.

Employee's Signature

Date

7.1 ACKNOWLEDGING RECEIPT OF EMPLOYEE HANDBOOK (Sign, Tear-Off, and Return to the Personnel Department)

I have received a copy of the Employee Handbook that is available on the District web site. I acknowledge that it is my responsibility to read and understand the Employee Handbook, which provides required notifications including the Health Insurance Exchange Notification, Universal Availability 403(b), ACA Mandated Summary Plan Description; outlines district policies (*INCLUDING THE INTERNET USAGE POLICY & THE POLICY ON BULLYING Policy 5517.01 and Section 3.6*), practices, and benefit guidelines of the district. By signing below I acknowledge, I have received the above required notifications and understand it is my responsibility to be informed and comply with all district policies and procedures.

Since the information in this handbook is necessarily subject to change as situations warrant, it is understood that changes in the handbook may supersede, revise, or eliminate one or more of the policies in this handbook. These changes will be communicated to me by my building principal or supervisor or through written notices. I accept responsibility for keeping informed of these changes.

Employee Name (Please Print): _____

Employee's Signature

Date