

USD #44

**Classified Employee
Handbook**

2011-2012



Cherryvale-Thayer Schools

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CLASSIFIED PERSONNEL POLICIES

EMPLOYMENT CONTRACT

Appointments of classified employees shall be made by the Board of Education upon recommendation of the superintendent of schools.

A one-year contract that sets forth the amount of time to be worked and salary for classified employees who work on a regular basis shall be issued each year. However, each contract shall have an employment-at-will provision and may be terminated by either party. Classified employees who are employed after the beginning of the work year shall be issued a contract for the remainder of the work year during which employment began. These contracts shall also include the same employment-at-will provision that would allow either party to terminate the contract. The normal work year for classified employees falls within the school district's fiscal year, July 1 through June 30.

Upon receipt of the new classified contract, an individual employee shall have 10 days to sign and return the contract to the USD 447 Board office.

It is not the intent of this policy to create a right to continuing employment on the part of a classified employee. It is the intent of the policy and the contracts that shall be issued to classified employees to present an employment-at-will situation.

Please note that any classified staff member who works in direct contact with students in and educational setting in a Title I designated school must meet Highly qualified guidelines per federal law. Please check with building administration for clarification on this if you have questions.

ACCIDENT REPORTS

Accidents which occur on school grounds or while performing school related work duties need to be reported to the central office within 24 hours of their occurrence if at all possible. Please find the report on page 14 of this handbook.

IDENTITY AND EMPLOYMENT STATUS

All potential employees of the district shall verify their identity and employment status to the superintendent.

The superintendent shall maintain a file on all of the district's employees hired after July 1, 1995, proving that each employee has verified identity and employment eligibility on the appropriate form. A copy of a social security card and drivers license will meet this requirement.

FAIR EMPLOYMENT

There shall be no discrimination on the part of the Board of Education in practices, procedures or policies in the hiring, training, assignment, promotion, transfer or disciplining of classified personnel on the basis of race, creed, color, religion, national origin, sex or handicap. To this end the Board and employees shall comply with Title VI or the U.S. Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act.

NOTIFICATION OF POLICIES

All classified employees shall be given a copy of the Classified Personnel Policies Handbook.

RESPONSIBLE EMPLOYEE

The superintendent of schools is designated to coordinate efforts to comply with and carry out the Board's responsibilities under the Rehabilitation Act of 1973, Section 504, Title IX, and the Americans with Disabilities Act. The responsibilities shall include investigation of any complaint communicated alleging non-compliance. The superintendent's business address and telephone numbers are: 618 East Fourth St. Cherryvale, KS. 67335, 620-336-8130.

GRIEVANCE PROCEDURE

The board shall provide a procedure whereby each employee shall have the opportunity to have employee grievances timely and fairly considered.

1. Grievances shall be in writing, describing the details of the alleged action that would be prohibited by Section 504, Title IX or the Americans with Disabilities Act, shall be signed by the aggrieved and submitted to the superintendent of schools.
2. The superintendent of schools will investigate the alleged grievance and shall issue a written report within twenty (20) calendar days after receiving the grievance; the report shall contain the essential facts or circumstances of the subject of the grievance and a decision as to whether the school district is in compliance with Title IX, Section 504, or the Americans With Disabilities Act.
3. If the matter is not resolved, written appeal may be made to the Clerk of the Board of Education, USD 447 within five (5) calendar days after the decision of the superintendent of schools.
4. The Board of Education shall review the grievance within twenty (20) calendar days after written appeal is received and shall render a decision within ten (10) calendar days after the review.
5. If the matter is not resolved, appeal may be made to the Office of Civil Rights, Department of Health, Education and Welfare, Regional Office, Kansas City, MO.

PHYSICAL EXAMINATION AND HEALTH CERTIFICATES

Each new employee who comes in regular contact with pupils shall submit a certificate of health signed by a licensed physician of the employee's choice on a form prescribed by the State Secretary of Health and Environment. The employee will bear the cost of the physician's examination.

An employee who objects on religious grounds to submitting the required health certificate may request consideration without prejudice by the Board of Education.

The Board of Education reserves the right to adopt such health standards as it shall deem necessary to insure the health, safety and welfare of pupils. These regulations shall apply to all individuals who wish to be employed and to all employees who wish to continue their employment with the district.

During an employee's service, the superintendent may require a physical examination by a physician specified by the superintendent. Such examination will be at the district's expense. Failure to comply shall constitute grounds for dismissal.

SPECIAL DIETARY NEEDS

At the beginning of each school year or at the time of enrollment, parents/adult staff members are responsible for providing a doctor's statement that communicates any special dietary needs of their student(s) to the Food Service Director/designee. Students/staff whose dietary needs qualify them for an adaptation under law shall be provided reasonable accommodations.

COMMUNICABLE DISEASES

Any employee noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness in order to give maximum health protection to other employees/students. The employee will be readmitted to his/her position upon termination of the illness, as authorized by the employee's physician or as authorized by a health assessment team.

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 the disease.

In the event that an employee's supervisor, the building administrator or the superintendent has been notified that the employee has a communicable disease, the superintendent shall determine whether a release shall be obtained from the employee's physician before the employee returns to work.

AIDS

In each case involving an employee with an AIDS, ARC, or a seropositive test for the HTLV-III virus, the board shall reserve the right to make a final decision regarding the placement of the employee after taking into account the recommendations of the health assessment team and the risks and benefits to both the infected employee and to the others in the proposed educational setting.

No information regarding employees with communicable diseases shall be released by district personnel without the employee's consent or in order to comply with state or federal statutes.

Case Review

The determination of the appropriate setting for HTLV-III infected individuals should be done on a case-by-case basis by a Review Board and should be weighed against the risk and benefits to both the infected individual and to others who will share the same setting. The superintendent will serve as Chairperson of the Review Board and is the contact source for all referred cases.

In the case of an infected employee, the Review Board may consist of, but not necessarily limited to, the employee's physician, appropriate school officials including the building administrator, the Board Clerk to keep a written record of the proceedings, superintendent of schools and the county health officer. The school attorney may act as an observer to advise the Review Board on legal questions.

Confidentially

The employee, the building administrator, the Board Clerk, the superintendent, the county health officer and the school attorney along with other appropriate personnel who would be knowledgeable about the employee's case or health may share information only when appropriate under the law. In some situations, it may be necessary that other personnel also be advised. This will be determined by the superintendent.

Policy Review

In view of the new medical information that is coming forward with regard to AIDS and as medical advancements are made in this area, these recommendations may be updated or changed as needed.

TRANSFERS

Consideration will be given to request for transfer from classified personnel. Transfer requests from employees desiring consideration for another position which exists or may exist shall be filed in writing with the superintendent or his designate through the principal to whom the employee is directly responsible.

Decisions on employee initiated transfer requests shall be made by the superintendent or his designate after input from supervisors. Decisions shall be made on the basis of what is deemed to be in the best interest of the school district.

Employees may be transferred or reassigned by the superintendent or his designate when such transfer or reassignment is considered to be in the best interest of the school district.

EVALUATION

All classified personnel will be evaluated in writing, a minimum of once each year, and shall be evaluated on or before May 1 of each school year. An evaluation instrument appropriate to the area of work will be used. Both the evaluator and the employee are to sign the evaluation form. Signatures indicate that an evaluation conference was held and that the employee has read the evaluation. The employee may attach a written statement to the evaluation. A copy of the completed form is to be submitted to the superintendent of schools by May 1.

Maintenance personnel will be evaluated by the supervisor of maintenance. The supervisor of maintenance will be evaluated by the superintendent of schools.

Aides will be evaluated by the building administrator.

Secretaries and bookkeepers will be evaluated by their immediate supervisor.

Food service employees will be evaluated by the food service director after consultation with the supervising kitchen manager and building administrator.

A copy of the completed evaluation will be given to each employee after it is signed by the employee and the evaluator. The original copy of all evaluation documents will be placed in the employers personnel file with the Clerk of the Board.

SUSPENSION AND DISMISSAL

The superintendent may suspend non-certified employees with pay pending a board determination. Dismissal may occur at such time as supervisor recommends and is approved by superintendent.

SEXUAL HARASSMENT

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

No district employee shall sexually harass, be sexually harassed or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved.

Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination against any employee.

Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, then the employee should discuss the problem with the building principal or the superintendent who is the coordinator of federal compliance.

Employees who do not believe that the matter is appropriately resolved through this meeting may file a written complaint under the district's discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure.

SICK LEAVE

All employees receive eleven (11) days sick leave each year after working at least one day in the new year (starting July 1st or after). ("Day" is defined as the number of hours regularly worked daily by the employee.) One day will be contributed to the Sick Leave Pool. Employees who are hired during the year will be prorated accordingly.

An employee who is absent from duty because of personal illness, serious illness in the immediate family which may or may not require hospitalization, or death in the immediate family, may be allowed sick leave in accordance with this policy. In the event that sick leave is used/granted the employee may be asked to provide a doctor's release prior to returning to work if the absence is such that a **note** is deemed necessary by district administration/**supervisor/director**. Any days so taken are not in addition to but are part of the accumulated sick leave. Immediate family is defined as spouse, child, grandchild, parent, grandparent, sibling, and all the aforementioned in-laws of the employee and any person living in the same household.

Any classified employee leaving the district after twelve (12) consecutive years of service or upon retirement (as defined by KPERS) shall receive \$25.00 per day for each unused day of accumulated sick leave, with payment being made by separate check following the June Board meeting.

Sick Leave Days may be used on snow or emergency release days as long as they are approved by their immediate supervisor. If they are required to work by directive from their supervisor they will be paid time and a half for said work.

SICK LEAVE POOL

1. There is hereby established a pool of sick leave days for use by contributing full-time classified employees. Said sick leave pool shall be used in the event of prolonged illness or disability and will be implemented as follows:
2. Each full-time classified employee will participate in the sick leave pool by automatic contribution of one day of sick leave, to the sick leave pool during the work year. Days contributed by the employee become a permanent part of the pool and will not be refunded.
3. Before using the sick leave pool, each employee shall have depleted his/her accumulated sick leave and personal leave and after taking one day of salary deduction.
4. The sick leave pool may not be used to cover participants who are receiving pay from worker's compensation.
5. These provisions shall not apply to prolonged illnesses or disability of their relatives and friends, except the spouse and dependents living at the home of the employee.
6. Any employee who needs to use the sick leave pool must present a written formal application to the superintendent or his/her designee. The application must include a written statement concerning the inability to work and a statement from the employee's physician certifying that he/she, their spouse, or dependents living at the home of the employee, is incapable of performing his/her duties as a result of the prolonged illness or disability. The physician may be asked to certify in writing the number of days' absence the given illness or disability requires.
7. Employees meeting all stipulated requirements may draw days from the pool after one complete year of service to the district as follows:

Years Employed in District:	Maximum # of Days which May Be Applied for/year:
1 to 5	5
6 to 10	10
11 to 15	20
16 and up	30

8. Written notification of approval or other disposition of the application will be made by the superintendent, to the applicant and on file at the Central Office.
9. At the end of each contract year, the unused days in the sick leave pool shall be carried over into the sick leave pool for the next contract year. The maximum number of days will not exceed two hundred (200) days.
10. Should the employees' contributions not meet the two hundred days maximum limit at the beginning of any school year, the Board of Education will contribute the days needed to fill the pool to two hundred (200) days.
11. Should the sick leave pool run out of days during the year, employees would have the option of donating any portion of their accumulated sick leave days to the pool. Days contributed to the sick leave pool become a permanent part of the pool.
12. No employee may draw more than thirty (30) contract days per year from the pool during any school year (July 1-June 30).

*The forms needed for this section are in the appendix.

FAMILY AND MEDICAL LEAVE PLAN

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning

on July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition.

Leave is available because of (1) the birth of a son or daughter of the employee and to care for the son or daughter; (2) the placement of a son or daughter with the employee for adoption or foster care; (3) the need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or (4) a serious health condition of the employee that prevents the employee from performing the job functions. (Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service in the district and employed at least 1250 hours during the preceding year.

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

- a. the reasons that leave will count as family and medical leave,
- b. any requirements for medical certification,
- c. employer requirement of substituting paid leave,
- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
- e. right to be restored to same or equivalent job,
- f. any employer required fitness-for-duty certifications.

Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

The superintendent may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

1. the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

BEREAVEMENT LEAVE

Bereavement Leave may be granted with pay for death within the immediate family. This leave will be deducted from the sick leave.

***Memorials for deceased students or staff**

The board may contribute up to \$50 in district funds to a school library designated by the board to honor the passing of an employee or an employee's relative. Books purchased with these funds shall be labeled to indicate the person whose memory they honor. If the person being honored is not a former USD 447 staff member, memorials may be made for the following: father, mother, brother, sister, spouse, son, daughter, son-in-law, or daughter-in-law of any current USD 447 employee.

Death can impact the school community. Schools are designed to support learning. They should not be the main venue for permanent memorials for staff or students. Scholarships or awards are the only permanent memorial encouraged for the deceased. They shall be limited in their use and subject to prior board approval. It may be more appropriate to contact the USD 447 Alumni Association for the possible establishment of endowments in honor of the deceased.

PERSONAL LEAVE

Full-time employees are entitled to Three (3) days of personal leave a year, non-accumulative. The district will compensate staff members at a rate of their regularly scheduled day for a maximum of two days annually (must use at least one day or lose it). Payment will be made after the June Board meeting.

Employees who are hired after January 1 of the contract year will receive 1 day of personal leave.

COURT OR JURY DUTY LEAVE

An employee may be granted temporary leave to appear in court to answer a jury summons or for reasons other than personal neglect or violation of law. Employees may keep any compensation given by the courts for reimbursement of expenses. (deleted the sentence that any payment given for jury duty or court appearance must be given to district, 2011)

ABSENCE NOT COVERED BY LEAVE

For each absence not covered by sick leave, bereavement leave, personal leave, court or jury duty or vacation, the equivalent in wages will be deducted.

LEAVE OF ABSENCE

Full-time employees (those working six (6) or more hours per day on a regular basis) who have worked in USD 447 for at least two consecutive years may, upon proper application and approval, be granted a leave of absence without pay for ill health or illness in the immediate family. All leaves of absence shall be for one (1) year or less or for not longer than the remainder of the school year when the request is made during the school year.

Requests for reinstatement following a leave of absence or for extension of a leave of absence shall be filed in the office of the superintendent before February 1 for the ensuing year.

An employee reinstated following a leave of absence may be assigned to the school from which the leave of absence was granted whenever feasible. The employee shall be subject to the same conditions of assignment as a regular employee on duty. An employee returning to the school system following a leave of absence shall be returned to service at the same salary step and level as when the leave of absence began. Sick leave allowance shall not accrue, nor will increments be granted for the period of absence. In the case of leave of absence for ill health, a health certificate may be required before the leave is granted and prior to return to duty. Accumulated sick leave shall be retained.

OVERTIME

All overtime compensation shall have prior approval from the classified employees immediate supervisor and/or administration.

VACATION

Classified personnel employed on a twelve (12) month, full-time basis and a twelve (12) month, part-time basis (year round part-time employee) are eligible for paid vacation time as follows. Vacation time is not accumulative beginning July 1, 1996. Any unused vacation time up to this date will be maintained for those employees.

Part-time, year round 1-5 years.....	1 week
Part-time, year round after 5 years.....	2 weeks
Part-time, year round after 10 years.....	3 weeks
Employed 1 to 5 years.....	2 weeks
After 5 years.....	3 weeks

Employees having been employed less than one year but at least one-half year qualify for one week of vacation. Full-time employees will have earned 2 weeks of vacation after their first year anniversary date passes.

Twelve month classified personnel are granted three weeks vacation annually after completing five years of employment tenure.

All personnel are to arrange vacation time with their supervisor. The supervisor will confer with the superintendent.

HOLIDAYS

Holidays for classified employees are governed by these policies: Holidays for school secretaries, clerks, aides and food service employees shall be the same as those of certified staff or as determined by the superintendent of schools; those of custodians, maintenance personnel and district office secretaries and bookkeepers shall be established annually by the superintendent prior to the beginning of school.

PAID HOLIDAYS

Holidays are granted to all classified personnel:

- A. Labor Day
- B. Thanksgiving
- C. Christmas (2 days)
- D. New Years Day
- E. Good Friday (if school is not in session and certified employees not working)
- F. Memorial Day
- G. Fourth of July (year round employees only) (if this day falls on a weekend the holiday will be the immediately adjoining day, i.e. Saturday – holiday on the preceding Friday or Sunday – holiday would be on the following Monday)

WORKMAN'S COMPENSATION

The district will participate in workers' compensation as required by current statute. The combined workers' compensation benefits and salary received under allowed sick leave, or other available leave, shall not exceed one full day's pay.

For each day that a classified employee receives compensation for disability under the Worker's Compensation Law for compensable illness or accident arising out of or in the course of employment, the classified employee's sick leave salary shall be reduced by the amount of worker's compensation disability payment received by that classified employee.

All employees of the district shall be covered by workers' compensation. Workers' compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment in the district.

The workers' compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; however, the amount of workers' compensation benefits and sick leave benefits shall not exceed a regular daily rate of pay. An employee using sick leave, or other available leave, in combination with workers' compensation will be charged for one full or partial day of sick leave, as provided for in the sick leave policy or the negotiated agreement, for each day of absence until the employee's sick leave is exhausted.

An employee who is off work and drawing workers' compensation shall be required to provide the clerk of the board with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers' compensation shall be restricted as provided by current statute.

INJURIES OCCURRING WHEN AN EMPLOYEE IS "UNDER THE INFLUENCE".

The Workers' Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a

physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

RECREATIONAL AND SOCIAL ACTIVITIES

Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

INJURIES SUFFERED WHILE TRAVELING TO AND FROM WORK

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee, who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

HORSE PLAY

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

USAGE OF DISTRICT VEHICLE, CELL PHONES AND LAPTOPS

District vehicles are for district business use only. Individuals driving district vehicles are expected to comply with all traffic laws and regulations. Failure to do so may result in the loss of driving privileges. The district is not responsible for any fines or penalties associated with violations of traffic codes.

It is the policy of USD 447 that district owned and provided cell phones will be used for district business only. Any private usage of district cell phones is prohibited unless it is reimbursed or taxed as a benefit.

It is also the policy of USD 447 to prohibit the private usage of district provided laptop computers for private/personal business.

KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM

Classified employees working three and one-half (3-1/2 hours) or more per day will participate in KPERS.

SALARY REDUCTION BENEFIT PLAN

Employees working at least twenty hours per week may participate in a Salary Reduction Plan in compliance with Section 125 of the Internal Revenue Code of 1986. The purpose of the Salary Reduction Plan is to furnish employees a choice of receiving certain tax-free benefits provided by the employer ("Qualified Benefits") in lieu of taxable compensation. Each eligible employee is given a copy of the plan prior to the beginning of each plan year.

FRINGE BENEFIT AMOUNTS

- A. Each employee executing a Section 125 salary reduction agreement for benefits shall allocate an annual sum to be used for the purchase of:
 1. Group Term Life & Accidental Death & Dismemberment
 2. Group Health Insurance
 3. Salary Protection Insurance
 4. Cancer Insurance
 5. Child Care

- B. The District will offer a use or lose single care plan health insurable policy to employees of 20 hours or more.

C. Employees hired during the year will have fringe benefits prorated accordingly.

DRUG FREE WORKPLACE

The Board believes that maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace.

An employee who is convicted under criminal drug statute for a violation occurring at the workplace must notify the superintendent of schools the conviction within five (5) days after the conviction.

Within thirty (30) days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.

Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the Federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary personnel actions, which may be taken under Board policies or a negotiated agreement.

CHERRYVALE DISTRICT SCHOOLS Office of the Superintendent

In accordance with Federal Law, the Cherryvale USD 447 Board of Education adopted the following policy. A copy of this policy is required to be given to all employees.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226.

EMPLOYEE CONDUCT

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess, be under the influence of, or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program; and/or
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas Law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action, which is provided for in-district policies or the negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available acceptable programs along with names and addresses of contact persons for the program is on file with the board clerk.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

Chemical Hazard Communication Program

Introduction

About 32 million workers are potentially exposed to one or more chemical hazard. There are an estimated 575,000 existing chemical products and hundreds of new ones being introduced annually. This poses a serious problem for exposed workers and their employers.

A Hazard Chemical Is Any Chemical That Is a Physical Or Health Hazard

Chemical exposure may cause or contribute to many serious health effects such as heart ailments, kidney and lung damage, sterility, cancer, burns, and rashes. Some chemicals may also be safety hazards and have the potential to cause fires and explosions and other serious accidents.

Because of the seriousness of these safety and health problems and because many employers and employees know little or nothing about them, the Occupational Safety and Health Administration (OSHA) has issued a rule called "Hazard Communication." The basic goal of the standard is to be sure employers and employees know about work hazards and how to protect themselves; this should help to reduce the incidence of chemical source illness and injuries.

The above information is taken from the beginning of a publication titled, Chemical Hazard Communication, published by the Occupational Safety and Health Administration, 1988, OSHA 3085 (Revised).

THE CHEMICAL HAZARD COMMUNICATION PROGRAM FOR UNIFIED SCHOOL DISTRICT 447 WITH APPROPRIATE MATERIAL SAFETY DATA SHEETS IS ON FILE WITH EACH BUILDING CUSTODIAN, DISTRICT MAINTENANCE OFFICE, FOOD SERVICE BASE KITCHENS AT THE HIGH SCHOOL AND MIDDLE SCHOOL, ART TEACHERS, AND HIGH SCHOOL SCIENCE, PRINTING, AND TEACHERS.

GOAL

The goal of the USD 447 Chemical Hazard Communications Program is to comply with the Occupational Safety and Health Administration Agency (OSHA) guidelines for chemical hazard communication and therefore reduce the risk of illness or injury among employees.

The goal of this program is to be achieved through the following areas.

1. Identifying and listing hazardous chemicals in our workplaces.
2. Obtaining Material Safety Data Sheets (MSDS's) for each hazardous chemical.

LOCATION OF ASBESTOS IN USD 447

A full asbestos report is available for review from maintenance supervisor upon request.

HIGH SCHOOL

Room 149 has a fume hood containing asbestos.

CENTRAL OFFICE

Some of the plaster in the superintendent's office contains asbestos.

Transit panel above door contains asbestos.

PAY RATE

Pay rate for employees will be determined by supervisors and raises will be established annually based upon performance, work load, job duties and length of tenure.

Eleven (11) to twelve (12) months paid fringe for all secretaries.

Employees who are placed on probation for work performance issues will be frozen at their current pay rate.

Employees may be recommended for a merit increase in pay by their immediate supervisor. This merit increase proposed by employee's immediate supervisor is approved/not approved by the superintendent.

Time keeping is to be completed daily and monitored by the immediate supervisor for accuracy and completeness. The time will be presented to the board treasurer in such a manner and time frame as to accommodate their use in the development of an accurate and timely paycheck or direct deposit. Over time usage is to have prior approval through supervisors.

ELECTRONIC/PAPER TIME KEEPING SYSTEM

All staff members will properly and appropriately keep track of their on duty time using the prescribed system and process established by the district. Training and instructions on how best to accomplish this task will be made available through your immediate supervisors. Any use or sharing of confidential login and/or other information for the purposes of fraudulent reporting of time will subject the responsible employees to disciplinary action up to and including possible termination.

HIPAA and FERPA: Student Health Records and Disclosure Requirements

by Maria Saez

The Departments of Education and Health and Human Services have issued joint guidance on how the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) apply to student health records. The guidance also addresses certain disclosures that are allowed without consent or authorization under both laws, especially those related to health and safety emergency situations.

FERPA is a federal law that generally prohibits an institution from disclosing the education records or personally identifiable information from education records, without a parent or eligible student's written consent. An eligible student is one who is over 18 years of age or who attends a post-secondary institution at any age. FERPA applies to institutions that receive funds pursuant to any program administered by the U.S. Department of Education, including medical and other professional schools. Please note that if an institution receives funds in this manner, FERPA applies to the recipient as a whole, including all its components, such as a department within a university.

"Education records" are broadly defined to include records that are directly related to a student and that are maintained by an educational institution or by a party acting for the institution. At the elementary and secondary levels, this can include student health records. In post-secondary institutions, medical and psychological treatment records of eligible students are excluded from the definition of "education records" if they are made, maintained, and used only in connection

with treatment of the student and disclosed only to individuals providing the treatment. If the disclosure is for purposes other than treatment, the records are then subject to FERPA's requirements and can only be disclosed with the student's written consent or under one of several enumerated exceptions to written consent.

HIPAA requires covered entities (health plans, health care clearinghouses and schools) to implement appropriate safeguards to protect the privacy of student's personal identifiable health information and to set limits and conditions on the uses and disclosures that may be made of such information without parent/student authorization. HIPAA also gives parents rights over their health information, including rights to examine and obtain a copy of their health records, and to request corrections.

Whether FERPA or HIPAA apply to a particular set of records first depends on the record holder's status as a FERPA or HIPAA covered entity. In some situations, an entity may be both. For example, when a school provides health care to students in the normal course of business, such as through its health clinic, it is both a "health provider" under HIPAA and subject to FERPA's requirement. The analysis then hinges on whether the records meet FERPA's "education" or "treatment" records definitions. If the records are education or treatment records under FERPA, HIPAA does not apply because HIPAA specifically excludes these records from coverage. For example, if a school is a HIPAA covered entity, and the only health records maintained by the school are education or treatment records under FERPA, the school does not have to comply with the HIPAA Privacy or Security Rules because these records are specifically excluded from coverage.

Other examples of arrangements where either HIPAA or FERPA apply:

- If a person such as a school nurse acts on behalf of a school subject to FERPA, and maintains student health records, these records are education records under FERPA, just as if the school maintained them directly, even if the health care is provided to students off-site. HIPAA would not apply to these records.
- FERPA applies to most post-secondary institutions. Student records at post-secondary campus health clinics are either education records or treatment records under FERPA, even if the school is a HIPAA covered entity. If the student health clinic is open to the public or school staff or both, the protected health information of the clinic's non-student patients is still subject to HIPAA Privacy and Security Rules.
- Patient records maintained by a hospital affiliated with a university that is subject to FERPA are not typically education records or treatment records under FERPA because university hospitals generally do not provide health care services to students on behalf of the educational institution. If the hospital runs the student health clinic, clinic records of students would be subject to FERPA as education records or treatment records and not HIPAA.

There is a never-ending array of possible situations that may arise when considering the interplay between FERPA and HIPAA. ***Consult legal counsel, the school nurse and/or administration when presented with a request for disclosure of student health information to avoid inappropriate disclosures or denials for information.***

FACEBOOK AND/OR OTHER SOCIAL NETWORKING SITES

School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to:

- improper fraternization with students using Facebook and similar internet sites or social networks
- inappropriateness of posting items with sexual content
- inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- examples of inappropriate behavior from other districts, as behavior to avoid

- monitoring and penalties for improper use of district computers and technology
- avoid the use of the school's name and logo on a teacher's personal website
- the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The administration may periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principal and Superintendent will bring it to the attention of the appropriate employees.

The School Board discourages school district staff from socializing with students outside of school in person or on social networking websites, including but not limited to MySpace and Facebook.

All school district employees, faculty and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited. School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes.

Access of social networking websites for individual use during school hours is prohibited.

DRUG DOGS

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

EXTRA-DUTY TIME SHEET FORM

For any duties outside of your regular work day, i.e. gate ticket taking or etc., please use the Extra-duty time sheet form found at the back of this handbook.

REIMBURSEMENT OF EXPENSES WHILE ON SCHOOL BUSINESS

If in the course of your duties for USD 447 expenses are incurred please submit for reimbursement within 30 days of incurring said expenses.

USD 447 – Cherryvale-Thayer Schools

WORKERS' COMPENSATION ACCIDENT/ILLNESS REPORT FORM (For reporting work-related injuries/illnesses)

The injured worker and supervisor must complete and file this report with the Central Office, 618 East 4th Street, Cherryvale, Kansas 67335 WITHIN 24 HOURS of any on-the-job injury.

PART A: INJURED WORKER'S STATEMENT OF ACCIDENT/ILLNESS

Employee Name (Last Name, First Name):		Job Assignment/title:	
Home address:		SSN:	
Home phone:	Date of Birth:	Work phone:	
Date of occurrence:	Time of accident:	Location of injury occurrence:	
How was injury incurred:		Time employee began work:	
Were you ever treated for a similar condition before:		Body part(s) injured:	
If yes, give details:			

Employee's Signature: _____ **Date:** _____

Part B: SUPERVISOR'S STATEMENT

Injury:		Payroll Location:	
Name and address of hospital or physician:		Did injured worker receive medical treatment:	Date:
Object or machinery causing injury:			
Was there contact with any other person's blood or body fluid:			
If yes, name and address of source person:		Did weather conditions contribute to occurrence:	
How could a similar occurrence be avoided:		If yes, what were the weather conditions:	
Name and phone number of witnesses (if any):			
Did injured worker lose time from work:		If yes, first full day of disability:	
Has the injured worker returned to work:		If yes, date returned:	
Supervisor's Name:		Signature:	
Phone ext:		Date Completed:	

**U.S.D. #447
USE OF BUILDINGS AND GROUNDS**

NON-SCHOOL GROUPS

- ◆ Non-school groups, in good community standing, may use the school facilities after obtaining approval from the building principal and the superintendent of schools.
- ◆ Fees charged are to cover the cost of a custodian at an average overtime rate plus set fees.
- ◆ Any damage done to the building or equipment will have to be reimbursed by the group or they will be denied future use of the school facilities. The building is to be closed by 11:00 p.m. in all cases except where previous arrangements are made to stay open later.
- ◆ Fees are established annually by the board of education and may be altered by the board at any meeting.
- ◆ These fees may be waived for non-profit groups, but in all cases the group using the facilities is responsible for any additional custodial or cafeteria salaries.
- ◆ If kitchen facilities are used, a cook(s) must be on duty and their salary is to be paid by the group using the kitchen.

USE OF SCHOOL FACILITIES FEE SCHEDULE

- ◆ A minimum use charge of \$25 applies to all non-school groups.
- ◆ Non-school groups will pay \$10 per hour for the use of a school facility, if admission is charged or a collection taken.
- ◆ A custodian must be on duty. The cost of the custodian shall be in addition to the facility charges, at his/her overtime rate.

**APPLICATION/AGREEMENT FOR USE OF SCHOOL PROPERTY
(NON-SCHOOL GROUPS)**

FACILITY NEEDED _____

EQUIPMENT NEEDED

PURPOSE OF THE MEETING

EXPECTED ATTENDANCE

IS MEETING OPEN TO THE PUBLIC? YES _____ NO _____

WILL SOLICITATION, ADMISSION, OR COLLECTION BE MADE? YES _____ NO _____

IF YES, FOR WHAT PURPOSE(S) WILL NET PROCEEDS BE USED?

DATE OF USE _____

TIME OF USE _____

We hereby certify that we shall be personally responsible, on behalf of our organization for any damage or unnecessary abuse of school buildings, grounds or equipment, growing out of the use of said facility and/or equipment by our organization. We agree to abide by and enforce the rules and regulations of U.S.D. #447 District governing the non-school use of buildings, grounds and equipment, and hereby acknowledge receipt of a copy of said rules and regulations and fee schedule. The \$25 minimum use charge is due at the time of request.

SIGNED _____

ORGANIZATION _____

ADDRESS _____

BUSINESS PHONE _____ RESIDENCE PHONE _____

APPLICATION APPROVAL

BUILDING PRINCIPAL (Initial) APPROVED _____ NOT APPROVED _____

DATE _____

SUPERINTENDENT OF SCHOOLS (Initial) APPROVED _____ NOT APPROVED _____

DATE _____

Unified School District #447

Non-Electronic Personnel Time Sheet

(For use by employee who are not on the electronic time sheet system)

2010-2011

Employee Signature: _____ Pay Period: _____

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Hrs</i>	<i>OT</i>
M				
T				
W				
Th				
F				
S				
		Total Hours -		

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Hrs</i>	<i>OT</i>
M				
T				
W				
Th				
F				
S				
		Total Hours -		

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Hrs</i>	<i>OT</i>
M				
T				
W				
Th				
F				
S				
		Total Hours -		

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Hrs</i>	<i>OT</i>
M				
T				
W				
Th				
F				
S				
		Total Hours -		

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Hrs</i>	<i>OT</i>
M				
T				
W				
Th				
F				
S				
		Total Hours -		

Office Use Only

_____ X _____ = _____

Subtotal = _____

Fringe = _____

Total CK = _____

Supervisor Signature

Date

Superintendent Signature

Date

USD 447, Cherryvale-Thayer Schools

618 East 4th Street
Cherryvale, KS 66776

Extra Duty Time Sheet

For the period beginning _____ for non-contracted work (per negotiated agreement)

Name _____

(PLEASE PRINT)

Date	Time Worked	Event/Activity	Total Hours Worked
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____
_____	from _____ to _____	_____	_____

I hereby certify that this record is accurate, complete and represents the total time I have worked this period.

Signature of Employee

Signature of Supervisor

SICK LEAVE POOL REQUEST FORM

A report of the superintendent's decision shall be sent to the applicant and the Central Office.

The maximum number of days an employee may draw from the pool is as follows:

Years Employed in District:	Maximum # of Days which May Be Applied for/year:
1 to 5	5
6 to 10	10
11 to 15	20
16 and up	30

The Superintendent, on _____ reviewed the application of
Date
_____ for sick leave from _____ to
Applicant Date

Date

_____ The Superintendent granted _____ days to the above applicant. Those days in excess of the applicant's needs will be adjusted and only those days actually needed by the applicant will be deducted from the extended sick leave pool.

_____ the Superintendent denied the request of the above named applicant.

Superintendent Signature and date

Copy to: Central Office file/BOE, and Applicant

Cherryvale Public Schools

VACATION LEAVE APPLICATION

The Policy as set forth in the Classified Handbook reads as follows:

Classified personnel employed on a twelve (12) month, full-time basis and a twelve (12) month, part-time basis (year round part-time employee) are eligible for paid vacation time as follows. Vacation time is not accumulative beginning July 1, 1996. Any unused vacation time up to this date will be maintained for those employees.

Part-time, year round 1-5 years..... 1 week
Part-time, year round after 5 years..... 2 weeks
Part-time, year round after 10 years..... 3 weeks
Employed 1 to 5 years..... 2 weeks
After 5 years..... 3 weeks

Employees having been employed less than one year but at least one-half year qualify for one week vacation. Full-time employees will have earned 2 weeks of vacation after their first year anniversary date passes.

Twelve month classified personnel are granted three weeks vacation annually after completing five years of employment tenure.

All personnel are to arrange vacation time with their supervisor. The supervisor will confer with the superintendent.

APPLICATION:

I request vacation leave for _____ days, beginning on:

_____ and ending on _____.

Employee signature

Date

Approved _____
Disapproved _____

Building Administrator/Supervisor Date

Approved _____
Disapproved _____

Superintendent

Date

ACCEPTABLE USE POLICY

USD 447 Employee AUP Table of Contents

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 - b. **Equipment**
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 - a. **Filtering Technologies**
 - b. **Spam Blocking**
5. **Staff Guidelines and Resource Limits**
 - a. **Netiquette**
 - b. **Chat**
 - c. **Peer to Peer**
 - d. **E-mail**
 - e. **Personal Safety**
 - f. **Privacy**
 - g. **Illegal Activities**
 - h. **System Security**
 - i. **Inappropriate Language**
 - j. **Plagiarism and Copyright Infringement**
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 - a. **Violation / Discovery**
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USD 447 Technology & Internet Acceptable Use Policy for District Employee's and Guests

The Cherryvale-Thayer School District is proud of the technology we have to offer our district employees. We offer Internet access which is accessible on hundreds of computer systems at

each campus. Below is the Computer, Local and Wide Area Network (LAN and WAN) and Internet Acceptable Use Policy for USD 447.

1. **Applicability**

- a. Users-These rules and procedures shall apply to all Employees and Guests of USD 447 who use the Network and other technology items.
- b. Equipment-These rules and procedures shall apply to all forms of technology and media that exists at Unified School District 447 (e.g. computers, network, internet, palm pilots, video cameras, digital cameras, etc.)

2. **Delivery** – This document shall be included in the Board Approved Staff Handbook(s) each year. It is expected that all staff be familiar with this document.

3. Educational Purpose

- a. **Limited Educational Purpose** - The Network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and other limited high-quality activities. USD 447 has the right to place reasonable restrictions on the material you access or post through the Network.
- b. **Access** - Access to Internet World Wide Web information resources shall be available to all computers VIA Ethernet cable or wirelessly.

4. CIPA Compliance and Content Blocking Technologies

- a. **Filtering Technologies**- USD 447 shall employ any means necessary to maintain compliance with the Children’s Internet Protect Act (CIPA), through the use of Internet Filters either maintained on the Network, or through the use of a third party provider.
- b. **Spam Blocking**- USD 447 may also use Spam E-mail Filtering Technologies to prevent unwanted e-mail from arriving at our users e-mail accounts. It should be understood that the use of Spam Filtering Technologies might cause interruptions or loss of legitimate e-mail.

5. *Staff Guidelines and Resource Limits*

- a. **Netiquette**- All USD 447 Employees are expected to abide by generally accepted rules of good conduct on the internet. Please reference <http://www.dtcc.edu/cs/rfc1855.html> for more information. If this link does not work, search for “RFC 1855” using your favorite search engine.
- b. **Publicly accessible Chat Software or BBS’s** (Bulletin Board Systems) are disallowed. These include but are not limited to: AIM – AOL Instant Messenger, Yahoo Instant Messenger, ICQ, Excite Messenger, JabberIM, Odigo Messenger, Netscape Instant Messenger, Etc. (REASON) - These services are blocked in order to save Internet Bandwidth and prevent virus infiltration.
- c. **Peer to Peer** – Peer to Peer files sharing programs are STRICTLY forbidden. Examples of these programs are Kazaa, Napster, Morpheus, Limewire, Bearshare, etc. (REASON) – These services are also Bandwidth intensive and are havens for Hackers and Viruses.
- d. All District Staff are provided an e-mail account through USD447’s own e-mail server. Accounts are provided to facilitate intra-campus communication as well as valid educational communication to the wide world. We understand that some personal correspondence is inevitable, but please keep it to a minimum. Also, please do not

engage in sending Chain Letters or spam as this is a waste of bandwidth and e-mail resources.

e. Personal Safety

1. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone number, school address, work address, etc.
2. You will promptly disclose to your supervisor any message you receive that is inappropriate or makes you feel uncomfortable. (not including spam)

f. Privacy-You should expect only limited privacy in the contents of your personal files on the Districts Network or computers. Any personal or private information that you don't want to be seen should NOT be kept on school computers or the network.

g. Illegal Activities

1. **Hacking** - You will not attempt to gain unauthorized access to the Network or to any other computer system through Cherryvale or Thayer Schools Internet Access or the Network or go beyond your authorized access. This includes attempting to log on through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
2. You will not make deliberate attempts to disrupt the computer Network or destroy data by spreading computer viruses or by any other means. These actions are illegal.
3. You will not use the Cherryvale or Thayer Schools Internet Access or the Network to engage in any other illegal act such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of any person, etc.

h. System Security

1. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
2. You will immediately notify the system administrator if you have identified a possible security problem. Do not search for security problems, because this may be construed as an illegal attempt to gain access.
3. Because strange software can contain viruses or other damaging code, which could cause a security risk, you may not load any personal software onto a district computer without the approval of the Computer Administrator/Technology Coordinator.

i. Inappropriate Language

1. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
2. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
4. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to

stop sending them messages, you must stop.

5. You will not knowingly or recklessly post false or defamatory information about a person or organization.

j. Plagiarism and Copyright Infringement

1. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
2. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner.
3. Downloading music, movies or other copyrighted materials is STRICTLY forbidden.

k. Inappropriate access to Material

1. You will not use the Network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
2. The following are examples of inappropriate Internet uses (but it is not limited to those listed): Cheating, Seduction, Commercial fraud, Intellectual property theft, Computer fraud, Stolen passwords, Computer viruses, Pornography, Software piracy, Sedition and treason, Computer vandalism, Credit card fraud, Plagiarism, Gambling, Sexually explicit materials, Harassment, Copyright violations, fraudulent misrepresentation, How to make and use weapons

l. Commercial Use- You may not use the USD447's Internet Access for commercial purposes. This means you may not offer, provide, or purchase products or services through the Network or its Internet Access.

m. Political Lobbying- You may not use the Network for political lobbying. But you may use the system to communicate with elected representatives and to express your opinion on political issues.

n. Circumvention – Staff members are prohibited from bypassing or attempting to bypass USD447's Internet Web Filters (aka WebBlocker) by any means, including the use of public proxy servers, anonymizers, or any software or service designed to circumvent our web filtering technology. If an educationally appropriate site is blocked and you need access contact the network administrator for access upon approval of your building administrator.

o. Portable Equipment – Laptops, PDA's and other portable devices that are checked out to you on a Long-term or temporary basis, must be returned to the school each day you are working. Please do not leave this type of equipment at home. This equipment is intended to facilitate or enhance the performance of your job.

6. Exceptions

a. System Administrator/Technology Coordinator

1. In some circumstances, it may be necessary for the System Administrator / Technology Coordinator to override some aspect of this policy, for a user or a Classroom. He/She

shall only override this policy where it is determined that the policy is inhibiting a valid educational or career development experience.

7. **Equipment Vandalism**

- a. General- Vandalism of any kind is strictly forbidden. Vandalism is any malicious attempt to harm or destroy property of the district, another user, or the property of any agencies that are connected to the system through the Network and Internet connection. Vandalism includes, but is not limited to the uploading, downloading, creation, or installing of computer viruses, biting or chewing on wires, scratching or writing on computer equipment.

8. **Miscellaneous**

- a. **Violation / Discovery** -Routine maintenance and monitoring of the Network may lead to discovery that you have violated this policy. If there is suspicion that you have done so, an individual search may be conducted. The investigation will be related to the suspected violation.
- b. **Due process**
 1. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Network.
 2. Any deliberate misuse of the Network or violation of this policy may result in loss of privileges in using the Network and/or other disciplinary actions as determined by the district.
- c. **Limitation of Liability- The district makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The district will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for financial obligations arising through the unauthorized use of the system.**

VEHICLE REQUEST FORM

NAME OF REQUESTING PARTY: _____

DATE: _____

DATE VEHICLE IS NEEDED: _____

DEPARTURE TIME: _____

ESTIMATED RETURN TIME TO CHERRYVALE: _____

DESTINATION: _____

REASON FOR USE: _____

Number of people riding in the vehicle: _____

Principal's Signature: _____

Date: _____ Approved: _____ Not Approved: _____

APPROVED: _____

NOT APPROVED: _____

Superintendent of Schools

Date

VEHICLE ASSIGNED: _____