

Managing the Mandatories



2017-2018

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Welcome...

As your Central Office associates, we would like to welcome you to the Charlotte Public School District family. It is our hope that you find your career here long-lasting, enjoyable and rewarding. The Managing the Mandatories staff handbook will assist you in becoming acquainted with the District's policies, procedures and expectations.

When you do have questions or concerns, please feel free to contact us. Our normal office hours are Monday through Friday, 8:00 am – 4:30 pm.



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Nondiscrimination And Equal Employment Opportunity

The Charlotte Public Schools Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities, including employment opportunities. Harassment based upon a protected class is prohibited. If you believe you have been discriminated against based upon your protected class, you may file a complaint with the Title IX Coordinator, as provided by district policy. The Coordinator will conduct an investigation of all allegations.

Civil Rights

Title IX

No person(s) shall, on the basis of Sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity for which financial assistance is received from the U.S. Department of Education.

Coordinator of Title IX:

Director of Curriculum & Instruction
Charlotte Public Schools
378 State Street
Charlotte, MI 48813
517-541-5100

Section 504

No otherwise qualified disabled person(s) shall, solely by reason of disability, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity for which Charlotte Public Schools is responsible.

Coordinator for Section 504:

Special Education Director
Charlotte Public Schools
378 State Street
Charlotte, MI 48813
517-541-5100

Title VI

No person(s) shall, on the basis of race, color, or national origin, be excluded from participating in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which Charlotte Public Schools is responsible.

Coordinator of the Title VI:

Director of Curriculum & Instruction
Charlotte Public Schools
378 State Street
Charlotte, MI 48813
517-541-5100

Complaints of discrimination may be filed with the appropriate Coordinator for investigation.

Employee Identification Badges

All Charlotte Public School employees are required to have and wear on a daily basis, an Employee Identification (ID) Badge in an effort to increase safety and security within the school district. The ID badge will be provided by the student picture contractor at the buildings. All staff members are required to get a photo ID with their name, building or department identified, and their position annually at the start of each school year. For those staff hired following the start of the school year, please contact Human Resources for directions on how best to get your ID badge.

Threatening Behavior Toward Staff Members

The Board of Education believes that a staff member should be able to work in an environment free of threatening speech or actions.

Physically threatening behavior consisting of any words or deeds that intimidate a staff member is strictly forbidden. Any student, parent, visitor, staff member, or board agent who is found to have physically threatened a member of the staff may be subject to discipline, exclusion from school property and/or reported to authorities.

If the employee improperly threatens another including a student or co-worker, the employee shall be subject to discipline up to and including discharge.

Professional Conduct

It is the expectation of the District that employees conduct themselves in a professional manner. Abusing sick leave or other leaves, chronic tardiness or absence, willful deficiencies in performance, or other misconduct by a staff member reflect adversely upon the District and its employees and creates undesirable conditions in the school building. Such conduct may result in discipline, up to and including discharge. Discipline shall generally be progressive, provided that for serious infractions more severe disciplinary measures may be imposed.

Reasonable Assurance for Continued Employment

Charlotte Public Schools is a covered employer under the Michigan Employment Security Act. Section 27 (i) of the Act ("School Denial Period") states that school employees are not eligible for unemployment benefits during a school recess or break if the person has reasonable assurance to a similar position after the break period or winter.

The Charlotte Public School District has regularly scheduled breaks during each year, including summer recess, spring break, and the winter holiday periods. During these breaks when school is not in session, the District provides you reasonable assurance, in good faith, that you will return to work in the same or similar position at the completion of the break, unless notified of layoff.

Investigations

From time to time it is necessary for Charlotte Public Schools to conduct investigations or fact gathering meetings in order to validate or invalidate claims made by certain parties. It is the expectation that as an employee of the District you will answer all questions posed honestly and forthright without evasion. Failure to do so may lead to disciplinary action.

Dress Code

The Board of Education believes that all employees set an example in professional dress and grooming for their students to follow. An employee who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline. All employees are role models for students of the public. The employee should take pride in his/her appearance.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. All employees shall:

- a. be physically clean, neat, and well groomed;
- b. dress consistent with their responsibilities;
- c. dress in a manner that communicates to students a pride in personal appearance;
- d. dress in a manner that does not cause damage to District property;
- e. be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.
- f. If clothing is not appropriate for students, it is not appropriate for employees.

Attire	Acceptable	Unacceptable
Slacks	Dress Slacks Khakis "Dockers" Type Slacks	Bare midriffs Denim jeans (unless otherwise specified) Shorts (unless P.E. Teacher or Coach) Sweatpants (unless P.E. Teacher or Coach) Tights/Leggings/Yoga Pants
Shirts/Blouses	Long-sleeve shirts with collars Blouses Sweaters Turtlenecks Oriole Gear	Men's shirts without sleeves Tank Tops Halter tops No visible undergarments
Footwear	Flats Open-toed shoes	Flip-Flops
Dresses/Skirts	Dresses Skirts	Bareback dresses Miniskirts or dresses

Blood Borne Infectious Diseases

Universal Precautions

Universal precautions shall be observed in order to prevent contact with blood or other potentially infectious materials (OPIMS). All blood and body fluids shall be considered to be infectious.

Review of Hand Washing Procedures

Hand washing is one of the most important steps in infection control. Proper hand washing procedures include:

- Using warm water.
- Wetting hands and wrists.
- Applying liquid (nonabrasive) soap to palms first and lathering well.
- Spreading lather to hands and wrists.
- Scrubbing, paying close attention to fingernails and between fingers (scrubbing time and minimum of 15 seconds) and rinsing well.
- Drying hands completely to prevent chapping.
- Turning faucet off utilizing disposable towels (if available).

The district provides hand washing facilities which are readily accessible to employees, or when provision for hand washing facilities is not feasible, the district provides upon request, either an appropriate antiseptic hand cleanser in conjunction with clean paper towels or antiseptic towelettes hand sanitizer.

Housekeeping/Waste Procedures

The district strives to ensure that the work site is maintained in a clean and sanitary condition. All equipment, materials, environmental and working surfaces shall be cleaned and decontaminated immediately after contact with blood or other potentially infectious materials.

- Contaminated work surfaces shall be decontaminated with an appropriate disinfectant immediately after completion of procedure/task/therapy, or as soon as feasible, when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials, and at the end of the school day if the surface may have become contaminated since the last cleaning.
- Protective coverings, such as the big red plastic bags, aluminum foils, or other imperviously backed absorbent paper with a biohazard label used to cover equipment and environmental surfaces shall be removed and replaced as soon as feasible when they become contaminated with blood or other potentially infectious materials (OPIM), or at the end of the school day if they have become contaminated since the last cleaning.

All bins, pails, cans and similar receptacles intended for refuse which have reasonable likelihood of OPIM shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.

Materials such as paper towels, gauze squares or clothing, or mop heads used in the treatment or cleanup of blood or OPIM spills that are blood soaked or caked with blood shall be bagged in a red biohazard bag and tied shut. The bag shall be removed from the site as soon as feasible and placed in a designated trash bag, tied and carried to the dumpster. In this district, bags designated as biohazard (containing blood or OPIM contaminated materials) shall be red in color. Each employee shall have access to a biohazard bag. Replacement bags shall be located in the school office and custodial closets.

What to Do in Case of a First Aid Incident

- Use personal protective equipment. Gloves, soap, water, and hand lotion are provided in each building. Frequent use of hand lotion aids in preventing small cuts in fingers. If you are outside and there are no gloves available, grab the closest possible barrier; i.e., a handkerchief, scarf, or even a shirt.
- Call for assistance and report incident to the Associate Superintendent for Operations.
- Instruct injured person on self-care of injury if possible.
- Use a barrier (paper towel, cloth, dressing, etc.) in treating injury.
- Dispose of material in appropriate container (red bag). These are available in each building – see your building custodian.
- Wash hands thoroughly.

Hepatitis B

One of the best ways to protect yourself from Hepatitis B is to be vaccinated. If you are exposed, **immediately** report this to your supervisor who will then contact the School Wellness Coordinator on duty.

The School Wellness Coordinator will then contact you to:

- (1) complete an incident report
- (2) advise you of your right to have blood tests, if you choose
- (3) provide information regarding post-exposure follow-up treatment (if available), vaccines and follow-up counseling.

It is critical for the effectiveness of the vaccine that the incident be reported immediately.

We want you to protect yourself from blood borne diseases. We believe that by knowing the facts and by taking reasonable precautions outlined here, you can protect yourself.

The Bullard-Plawecki Employee Right-To-Know Act

This Act permits employees to review personnel records, provides criteria for the review, and prescribes information, which may be contained in personnel files, also, penalties for noncompliance. According to the Act, a “Personnel Record” means a record kept by the employer that identifies the employee, to the extent that the record is used or has been used, or may affect or be used relative to that employee’s qualifications for employment, promotion, transfer, additional commendation, or disciplinary action.

A personnel record shall not include

- information identifying an employment reference
- medical reports or information of a personal nature, including drug tests
- investigation records, including grievance investigations
- anecdotal records kept by the maker

- any record of employee's associations, including political, unless authorized by the employee.
- criminal history, unprofessional conduct check, drug testing results

Review of a Personnel Record

- An employee may review upon request at mutually convenient time
- An employee may receive copies of his/her personnel record
- An employee may request removal of information in personnel file:
 - by mutual agreement with employer
 - in a statement explaining employee's position

Right-to-Know Law and Pesticides

We are concerned for the safety of the students, staff and community. Each building has a notebook that contains information about every item the district purchases that contains chemicals a person may react to. The forms in the notebook list the active ingredients; poison control information and phone numbers that will assist you if an emergency arises.

If you are sensitive to certain chemicals, you may wish to review the information. It is available should any situation arise with a staff member, student or building or building visitor where they have been exposed to a substance. Check with your building principal or immediate supervisor as to the location of this information at your worksite.

Occasionally, chemicals are used to help control pests in the building. It is posted in advance of the application. If you are chemically sensitive and wish individual notice, please contact the Associate Superintendent for Operations at 541-5113.

Drug Free Workplace

The Board of Education believes that quality education is not possible in an environment affected by drugs.

The manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia, by any member of the District's staff at any time while on District property or while involved in any District-related activity or event is prohibited. Employees shall not be under the influence of alcohol, illegal drugs or abuse prescription drugs on the job. The District reserves the right to require drug and alcohol testing where there is reasonable suspicion that employee is under the influence. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District guidelines and the terms of collective bargaining agreements.

Freedom of Information Act

The *Freedom of Information Act* regulates and sets requirements for disclosure of “public records” by the district.

When the district receives a Freedom of Information Act (FOIA) request, we have at least five (5) business days to respond. “Public records” include written materials, photographs, materials stored on computer discs or CD-ROM and any video or audiotapes. This wide definition has been held to include e-mail and voice mail if stored on a district system and are subject to disclosure. Items in your personnel file, including certification records, discipline and evaluations, are also available under FOIA.

Search and Seizure

While lockers, file cabinets, desks, computers, email and voice mail are provided for convenience, these remain the property of the district. Lockers, file cabinets and desks may be opened in your absence. Computers, voice mail and email records may be reviewed. Use these tools wisely, with the idea that others may have access.

Seclusion and Restraint Policy

The Charlotte Public School District adopts as its own the Michigan Department of Education’s Policy for the Emergency Use of Seclusion and Restraint, approved by the Michigan State Board of Education on March 14, 2017 and updated by the Michigan Department of Education on July 20, 2017. Consistent with Michigan Department of Education Policy, the Board directs all staff to use positive behavior interventions and support to enhance the academic and social behavior outcomes for all students. In accordance with Revised School Code Sections 1307-1307h and Michigan Department of Education Policy, the use of emergency seclusion and emergency physical restraint is a last resort intervention that may be used only when a student’s behavior poses an imminent risk to the safety of the student or others and an immediate intervention is required. The Board directs that any use of emergency seclusion or emergency physical restraint be consistent with Michigan law, Michigan Department of Education policy, and Michigan Department of Education guidelines.

Student Confidentiality

State law and the Family Educational Right to Privacy Act (FERPA) mandate confidentiality of student records and communications. Employees, including non-teaching staff, must not discuss student’s grades, conduct or discipline with individuals who have no legitimate right to know about such matters. Parents or legal guardians may authorize disclosure of student information. Individuals not employed by the district other than law enforcement or department of protective services, generally have no legitimate right to know about student matters. The unlawful disclosure of student information may subject an employee to discipline up to and including discharge.

Student Disciplinary Measures – Corporal Punishment

The primary objective of student discipline is to produce an orderly school environment which complete attention may be directed of the teaching-learning activities. Discipline may be defined as the control of conduct either by the self or by external authority.

1. Board of Education policy and state law prohibit corporal punishment. Corporal punishment is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline. Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training.
2. An employee, volunteer, or contractor shall not inflict or cause to be inflicted corporal punishment upon any pupil under any circumstances.
3. A person employed by or engaged as a volunteer or contractor may use reasonable force upon a pupil as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the person may use physical force upon a pupil as may be necessary:
 - (a) To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within a school or school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
 - (b) For self-defense or the defense of another.
 - (c) To prevent a pupil from inflicting harm on himself or herself.
 - (d) To quell a disturbance that threatens physical injury to any person.
 - (e) To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
 - (f) To protect property.
4. The use of reasonable physical contact to handle student insubordination should not involve enough discomfort to qualify as physical pain. However, when a student violently reacts to prudent hands-on-assistance, a school person may use reasonable force as stated in paragraph three (3).
5. A person who inflicts corporal punishment, or who uses physical force for a purpose other than in paragraph three (3), may be appropriately disciplined.
6. The employee must act in good faith.
7. Charlotte Public Schools Student Disciplinary Measures shall be enforced in the classrooms, elsewhere on school premises, on a school bus or other school-related vehicles, or at a school sponsored event on or off campus.

8. Duty to report use of physical force. When any employee has used physical force with a student, the employee is required to report the matter verbally to the school principal. A written report concerning the employee's use of physical force may be required by the principal. It is always a good idea to record the who, what, where, when and why of the circumstances in a note to yourself in case you need to recall the details of the situation.

Other Forms of Student Discipline Methods

1. Deny participation in special school activities.
2. Assign before and after school detention and provide twenty-four hour notice to parents.
3. Meet with parents.
4. Assign in-school suspension that is supervised by a responsible adult with curricula-related activities to be performed by the student.
5. Assign out-of-school suspension.
6. Establish contractual agreements with disruptive students and their parents to commit students to self-controlling behavior.
7. Refer the recidivistic student to a counselor, social worker and/or psychologist on the local or intermediate level and coordinate services with other units of state government, i.e. Public Health, Social Services, Mental Health, etc. Also seek assistance from private institutions or agencies with appropriate services.
8. Evaluate and arrange proper placement of students who need academic acceleration, special education, alternative education or services.
9. Expulsion of a student in compliance with Board policy.

Reporting Child Abuse/Neglect

The Child Protection Law (CPL) of 1975 requires school personnel to report suspected cases of child abuse and neglect. The law also makes confidential such reports other than with the consent of the person making the report or judicial process. Professional staff are mandatory reporters.

Child Protective Services Requirements of Mandatory Reporters

As Mandatory reports, we have a responsibility to ensure the safety of the children we work with and to make reports to CPS whenever we suspect abuse or neglect. Remember, the law says SUSPECTED abuse or neglect. This is minimal evidence needed and it's always better to be on the safe side to make the report than to not make the report if you suspect abuse or neglect and let the professionals do their job to gather further evidence. You are

not required to gather any evidence for them or do anything other than report what you know. If in doubt about a situation, ask Administration for further help. Your name will remain confidential unless you give consent to the caseworker to use your name. Here are the requirements all of us must follow:

Who are Mandated Reporters in Schools:

- Teachers
- School Administration
- School Counselors
- Social Workers
- Nurses

What are the responsibilities of Mandatory Reporters:

1. Mandated reporters are required to make an immediate verbal report to CPS over the phone and a written report within 72 hours when they suspect child abuse or neglect.
2. Mandated reporters must also notify the head of their organization (principal by email is best) of the report.
3. (IMPORTANT) Reporting the suspected allegations of child abuse and/or neglect to the head of the organization **does not fulfill the requirement to report directly to DHS.**
4. Mandated reporters, who fail to file a report of suspected child abuse or neglect, will be subject to both civil and criminal liability. In a civil action, the mandated reporter may be held liable for all damages that any person suffers due to the mandated reporters' failure to file a report. In a criminal action, the mandated reporter may be found guilty of a misdemeanor punishable by imprisonment for up to 93 days and a fine of \$500.
5. Staff are not to investigate the incident; just report it.

Confidentiality of a Mandated Reporters' Identity

The identity of a reporting person is confidential under the Child Protection Law. The identity of a reporting person is subject to disclosure only with the consent of that person, by judicial process or to those listed under Section 5 of the Child Protection Law (MCL 722.625).

How to make report:

- You are required to first make a verbal report on the phone to DHS Central Intake at [855-444-3911](tel:855-444-3911).
- The staff will ask you questions in regards to name, parents names, address, phone number and the reason for the call
- They will give a log number you need to write down for the next step.
- You are then required to make a written report using the DHS – 3200 form which can be easily found by googling the form and you can edit and print the form. Many times you have more to write so just use a word document and attach it with the form and fax or email it all together.

- You can fax the form or email the form.
- Notify Principal is required. Only requirement is to state Child's name and the date which it was filed; however, check with principal to see if more is being requested.
- The copy of 3200 forms needs to be filed centrally; currently that is in the Dean of Students office.

Weapon Free School Zone

State law requires schools to permanently expel any student with possible reinstatement after 180 school days, for grades 6-12, who possesses a dangerous weapon or who commits arson or criminal sexual conduct in a school building or on school ground. A "dangerous weapon" is defined as a firearm, dagger, dirk, stiletto, explosive, knife with a blade over three inches in length, pocketknife operated by a mechanical device, iron bar, brass knuckles, laser pointer, or any other instrument used with the intent to harm. In addition, the Charlotte Board of Education will consider expulsion for a student who possesses a look-alike firearm or weapon, such as a paint gun or B B gun. This law and local board policy are to protect each student's right to the fullest educational opportunity available with the school system.

Students will also be subject to disciplinary measures when in possession of an object in a school building or on school grounds which can cause harm, or intended to use as a weapon, but does not fit the legal definition of a weapon in Public Act 328.

An employee must immediately notify the Building Administrator of students in possession of a weapon or of any expellable offenses. Failure to notify supervisor could result in disciplinary action against employee. Similarly, employees may not possess weapons or firearms on school property.

Unlawful Harassment

Unlawful harassment of staff, volunteers, students, or employees for employment is prohibited, and will not be tolerated. This includes inappropriate conduct by any person in the school environment, including other employees, Board members, parents, guests, teachers, contractors, vendors, and volunteers. It is the policy of the District to provide a safe, positive work environment free of harassment.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact an individual's ability to perform his/her job or receive education. This would include harassment based on any of the legally protected characteristics such as sex, sexual orientation, race, color, national origin, religion, age, height, weight, marital status or disability. This would include stalking, unwelcome taunting, teasing, or intimidation.

Any staff member or applicant that believes s/he has been subject to harassment should immediately report the situation to his/her immediate supervisor or Assistant Superintendent for Curriculum, phone (517) 541-5100. If the complaint relates to either of these individuals, the complaint may be filed with either the Superintendent or the Board President. If the complaint relates to the Superintendent, it should be filed directly with the Board President. All complaints will be investigated.

Every staff member must report any situation that they believe to be unlawful harassment of a student. Reports may be made to those identified above.

As an employee of Charlotte Public Schools, if you become aware of social media posts or other communications outside of your role in the district and outside of the normal work hours that could result in the unlawful harassment or bullying of district students, you shall report the incident immediately to your supervisor and superintendent.

The investigation will be handled as confidentially as possible under the circumstances. The need to interview the witnesses and the offending individual(s), however, does not allow for total confidentiality in this process. The investigation will be conducted in accordance with AG 3362.

If the investigation finds harassment 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 office position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action.

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

Definition of “Harassment”

- A. submission to such unwelcomed conduct or communication is made whether an explicit or implicit condition of employment or educational opportunities.
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel, or limit the harassed employee in the terms, conditions, or privileges of employment or educational opportunities.
- C. the unwelcomed conduct or communication interferes with the employee’s work performance, creates and intimidating, hostile or offensive environment, or otherwise adversely affects the employee’s ability to perform or education.

Definition of “Sexual Harassment”; may include but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demanding implications;
- D. unwelcome touching

- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's safety, job, or performance of public duties.

Notice of Group Term Life Insurance Conversion

Section 4438 of the Michigan Insurance Code, MCL 500.4438, provides that upon your termination of employment, for any reason whatsoever, you are entitled to have issued to you, without further evidence of insurability, a policy of life insurance in any one of the forms customarily issued by the insurance company, except term insurance, in an amount equal to the protection you had under such group insurance policy plan at the time of separation. It is necessary that you make application directly to the insurance company within 31 days after your date of separation to be eligible. Should you be interested in exercising this right of conversion, you should contact policy at **SET SEG 1-800-292-5421**

Consolidated Omnibus Budget Reconciliation of 1986, PL 99-272 (COBRA)

Federal law provides that employers sponsoring group insurance plans offer employees and their families the opportunity for temporary extension of health coverage (called "continuation of coverage") at group rates in certain instances where coverage under the plan would otherwise end.

If you are an employee, covered by group insurance, you have a right to choose this continuation coverage if you lose your group insurance because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct).

If you are the spouse of an employee covered by a group insurance plan, you may have the right to choose continuation of coverage for yourself, at your expense, if you lose group insurance through the district for any of the following reasons:

- (1) the death of your spouse;
- (2) a termination of your spouse's employment (for reasons other than gross misconduct) or a reduction in hours in your spouse's employment;
- (3) divorce or legal separation from your spouse;
- (4) or your spouse becomes entitled to Medicare.

In the case of a dependent child of an employee covered by these group insurance plans, he or she has the right to continuation coverage, at his/her own expense, if group insurance coverage is lost for any of the following five reasons:

- (1) death of a parent;
- (2) the termination of a parent's employment (for reasons other than gross misconduct) or a reduction in a parent's hours of employment with Charlotte Public Schools;

- (3) parent's divorce or legal separation;
- (4) a parent becomes entitled to Medicare; or
- (5) the dependent ceases to be a "dependent child" under Charlotte Public Schools group insurance plans.

The employee or family member has the responsibility to inform Charlotte Public Schools of a divorce, legal separation, or a child losing dependent status under a group insurance plan.

You have 60 days from the date you would lose coverage because of one of the qualifying events to inform Charlotte Public Schools that you wish continuation coverage.

If you do not choose continuation coverage, your group insurance coverage will end.

If you choose continuation coverage, Charlotte Public Schools is required to give you coverage which, is identical to the coverage under the plan to similarly situated employees or family members. You are afforded the opportunity to maintain continuation coverage for three years unless you lost group insurance because of a termination of employment or a reduction in hours. In that case, the required continuation period is up to 18 months. Your continuation coverage may be cut short for any of the following five reasons:

- (1) Charlotte Public Schools no longer provides group coverage to any of its employees;
- (2) The premium for your continuation coverage is not paid timely by you;
- (3) You become an employee under another group insurance plan;
- (4) You become eligible for Medicare;
- (5) You were divorced from a covered employee and subsequently remarry and are covered under your new spouse's health plan.

You do not need to show that you are insurable to choose continuation coverage. You may need to pay all of the premium for your continuation coverage. At the end of the 18 months or three year continuation coverage period, you must be allowed to enroll in an individual conversation insurance plan provided under group insurance plans.

If you have any questions please feel free to contact Human Resources.

Electronic Information and Equipment Access For Educational Purposes

Charlotte Schools provides employees with access to computers, the Internet, e-mail, phones, and numerous other technologies for education related activities. Personal use such as instant messaging, Facebook, MySpace, dating services, on-line shopping or porn is strictly prohibited. All material accessed through school computers and iPads is subject to review and potential public disclosure.

Posts on Facebook, MySpace and other social media are public. Teachers and employees should not "friend" students on any social media website, disclose student information, or disparage coworkers, parents, students, or the School District. Unprofessional or embarrassing comments, information about yourself, pictures of yourself or others potentially

may come to the attention of school administrators and could result in discipline depending on the nature of the comment or posting.

All staff is required to sign the Member Responsibility Declaration for the Board approved Acceptable Use Policy indicating that you are familiar with the contents of that board policy and you agree to abide by the responsibilities outlined.

The district employs an e-mail SPAM filter and an Internet Web Content Filter (in accordance with the Child Internet Protection Act – CIPA) but it is difficult blocking out all inappropriate or nuisance e-mail and websites while allowing appropriate and necessary communications and research information.

If you receive inappropriate e-mail, delete it without opening it if possible since opening it often sends a receipt notice to the sender notifying them this is an active e-mail address. Do not try to unsubscribe since this usually is futile and often leads to more SPAM. If you receive repeated identical SPAM, you can forward them on to jolesj@charlottenet.org and we will make sure this is included in the e-mail filter logs.

If you happen upon an inappropriate web site, quickly use the browser's "back" button to exit the site. If it won't allow you to do this, close out the browser (Netscape or Internet Explorer) and start over. All access to web sites is collected daily in a log that is reviewed to identify sites that need to be added to the Internet Content filter. If you have reason to suspect that a student under your supervision has intentionally accessed an inappropriate site, providing the Tech Office with the date, time and the specific computer will allow us to gather the activity history for review.

Repeated visitation to an inappropriate website or web pages that violate the Use and Access Policy may subject you to discipline.

Phone bills and the district's "call accounting system" record all outgoing calls and are reviewed regularly. All personal long distance phone calls should not be made using district phones.

Please be sure to use the district's technology resources for educational endeavors and to communicate with colleagues, students, and parents, not personal use. If you have any questions about information contained in the Acceptable Use Policy, please contact the Superintendent's Office or the district's Technology Office.

Technology - Acceptable Use Policy

Electronic Information Access and Use for Educational Purposes Policy

Charlotte Public Schools encourages the use of technology in its educational endeavors so that Users can access current and relevant resources, develop information management skills, communicate in a technologically-rich environment, and become responsible, self-directed, life-long learners.

In accordance with the Children's Internet Protection Act (CIPA), the District has implemented this policy, in part, to:

- A. promote the safe, ethical, responsible, and legal use of the Internet;
- B. support the effective use of the Internet for educational purposes;

- C. protect students against potential dangers in their use of the Internet; and
- D. ensure accountability.

As property of the Charlotte Public Schools, the district's technology is intended for educational purposes and are neither a public access service nor a public forum. Only Charlotte Public Schools students and employees who agree to the terms of this policy may be granted a network/charlottenet account.

Users have no expectation of privacy for the information or activity on the technology. The District retains the right to monitor all use, including to personal e-mail and voice mail, computer files, databases, web logs, audit trails, or any other electronic transmissions.

The District's technology is provided on an "as is, as available" basis and are provided without warranties (either express or implied) of any kind for any reason.

Policy Definitions

Equipment includes, but is not limited to computers, disk drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, phones, and other related electronic resources.

Software includes, but is not limited to computer software, print and non-print resources.

Networks include, but are not limited to all voice and data systems.

User includes anyone who is accessing or using District equipment, software, or networks.

Educational purposes include but are not limited to the use of the technology for classroom activities, continuing education, professional or career development, and high-quality, educationally enriching personal research.

Harmful to minors means "any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic political, or scientific value as to minors. 47 USC § 254(h)(7).

Inappropriate material includes but is not limited to materials that are harmful or inappropriate to minors, obscene, pornographic, profane, vulgar, harassing, threatening, defamatory, or otherwise prohibited by law. The determination of a materials' "appropriateness" is based on both the materials' content and intended use.

Vandalism is any attempt to harm, destroy, disrupt, or hack the operation of the technology, including but not limited to the creation or intentional receipt or transmission of computer viruses.

District Responsibilities

In managing the structure, hardware, and software that the Charlotte Public Schools use to allow access to technology, the District has responsibilities to:

1. Purchase, maintain, and repair network equipment, hardware, and software.
2. Provide training and information on new technologies, software, and media as they are put into District use.
3. Develop and implement an Electronic Information Access and Use Policy, which defines the User's rights and responsibilities and complies with the Children's Internet Protection Act.
4. Develop and enforce use regulations.
5. Set quota limits for disk usage by Users of the District's servers.
6. Designate a System Administrator to manage the technology and implement the Electronic Information Access and Use Policy.
7. Implement procedures to: monitor the online activities; protect the safety and security when using e-mail, chat rooms, and other forms of direct electronic communications; address unauthorized access including "hacking" and other unlawful online activities; address unauthorized disclosure, use and dissemination of personal information about minors; restrict minors' access to material which is harmful to minors. [Note: These provisions are required by CIPA.]
8. Implement filtering and blocking software that has a technology protection measure which will protect against Internet access by adults to visual depictions that are obscene or child pornography and by minors to visual depictions that are obscene, child pornography, harmful to minors, or that the District determines is inappropriate for minors.
 - a. The determination of a material's "appropriateness" is based on both the material's content and intended use, not solely on the actions of the technology protection measure.
 - b. If a User believes that a technology protection measure has prevented access to otherwise appropriate material, the User may request the System Administrator to review the material and unblock the material consistent with District procedures.
 - c. The filtering software operates only within the District wide area network (WAN) or local area network (LAN).
9. Establish procedures for the System Administrator to disable or modify any technology protection measure under specified circumstances.
10. Exercise editorial control over all web pages created through the District's technology, which will be subject to treatment as District-sponsored publications.

System Administrator Responsibilities

1. In managing the District's electronic information technologies and implementing the Electronic Information Access and Use Policy, the System Administrator shall make the final determination as to whether the User violated the District's Acceptable Use Policy.
2. To preserve network integrity or to investigate suspected unauthorized activity, the System Administrator may:
 - a. Review technology audit trails on a routine basis
 - b. View, modify, or remove a User's electronic mailbox
 - c. Monitor a User's online activities
 - d. Temporarily remove a User's account

3. Upon determination of unauthorized activity in violation of the District's Acceptable Use Policy, the System Administrator shall preserve evidence of the violation in digital and/or hard copy form and inform the designated administrator. Related to such a determination, the System Administrator may also;
 - a. Freeze or close a User's account
 - b. Delete files and messages
 - c. Recommend disciplinary consequences
4. In compliance with the Children's Internet Protection Act, the System Administrator may temporarily disable the District's technology protection measures only for the purpose of bona fide research or other lawful purpose by an authorized adult user.

Staff Responsibilities

1. Supervise student use of the District's technology in a manner that is appropriate to the student's age and the circumstances of network use in compliance with the Children's Internet Protection Act.
2. Report any suspected violations, security system failures and/or difficulties to their building tech support staff or the System Administrator.
3. Model appropriate use of the District's technology for educational endeavors.
4. Use the District's technology on a regular basis for internal District communication and communication with parents.

Charlotte Public Schools has filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the District determines to be inappropriate for minors. The District does not guarantee that filtering will control user's access to such materials, or that users will not have access to such materials while using the District's information technologies. The filtering software operates only within the District wide area network (WAN) or local area network (LAN).

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.

User Privileges

User has the privilege to:

1. Use the District's technology for which they have received training to facilitate learning and enhance educational information exchange.
2. Access information from district networks, the Internet, and outside resources to retrieve information to facilitate learning and enhance educational information exchange.

User Responsibilities

Users have the responsibility to:

1. Use the District's technology only to facilitate learning and enhance information exchange consistent with educational purposes.
2. Attend appropriate training sessions in the use and care of hardware, software, and network peripherals.
3. Seek instruction for the use of any available technology.

4. Comply with the rules set forth in this policy, as well as the rules established for using hardware, software, labs, and networks.
5. Maintain the privacy of passwords, which shall not be published, shared, or otherwise disclosed.
6. Promptly notify a school official if you identify a possible security problem.
7. Access only the network account for which the User is authorized.
8. Use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
9. Promptly notify a school employee about any electronic message you receive that is inappropriate or makes you feel uncomfortable.
10. Scan all electronic media for virus, dirt, damage, or other contamination before using in District systems.
11. Maintain the integrity of the e-mail by deleting files/messages which have exceeded their established limit, reporting any security violations, and making only those contacts which facilitate learning and enhance educational information exchange.
12. Keep inappropriate material from entering the district's network or from being reproduced or distributed in visual, digital, or written format.
13. Comply with all applicable state and federal laws, including copyright, trademark laws and applicable licensing agreements, in using the District's electronic information technologies.
14. Exercise caution when considering the purchase of goods and services over the Internet. The User, not the Charlotte Public Schools, accepts full responsibility for any financial obligations made or personal information provided while using the District's electronic information technologies.
15. Make financial restitution for unauthorized expenditures or for damages caused by inappropriate use or access.
16. Protect any personal equipment that is used to access Charlotte Public Schools information technologies.
17. Comply with the rules set forth in this policy, general District rules, and additional rules as established by the District, Board of Education policies, staff manuals, department procedures and student handbooks.

Users Prohibitions:

Users shall not:

1. Post or disclose personal identification information about yourself or others over the Internet, even if this information is solicited by a web site that solicits such information.
2. Use technology to advertise, offer, or provide goods or services for financial gain.
3. Use technology for political lobbying: although Users may communicate opinions with elected representatives.
4. Use District electronic information technologies to draft, send, or receive inappropriate materials or to engage in behavior which violates District policy, including the student code of conduct.
5. Vandalize District or other electronic information technologies.

Consequences of Inappropriate Behavior

Because access to the District's technology is a privilege and not a right, any User who does not comply with the Information Access and Use Policy will lose access privileges. Repeated or severe infractions may result in permanent termination of access privileges. Violators may also face additional disciplinary consequences consistent with district policy.

TECHNOLOGY SECURITY AWARENESS

Resource Information provided by:

Lock it down, Technology Security Awareness, Baltimore, Maryland: Office of Technology Services & Charlotte Public Schools
Technology Department

We've all heard the horror stories of pop-up ads that won't go away, stolen credit card numbers, virus attacks affecting millions of internet users. The Technology Department has written this brochure to provide you with simple – and inexpensive – ways to protect your information resources in today's high-risk computing environment.

Remember the Internet is an unregulated space. You are responsible for protecting your privacy and computer's security. Never give out password information or allow someone to use your computer when you are logged in. Exercise caution when visiting unfamiliar sites. While the adage is old, it is appropriate to our time: Better safe than sorry! Lock it down!

DESKTOP SECURITY

Antivirus Software – Protect against viruses and worms, which can cause harm to your computer or its data. Up-to-date AV software will repair damage isolate, or delete the threat.

Tip: Charlotte Public Schools uses F-Prot for Virus Protection

Firewall - Protect your computer from the risk of intrusion by hackers and other computer threats. Firewalls monitor and filter Internet traffic and protect against unwanted activity.

Tip: Charlotte Public Schools uses Sonicwall

- **Remember that Internet filtering is never 100% fail safe**
- **If you select an option in a web browser and you enter an area that is inappropriate – close out and immediately notify the Tech Department.**

Software Patches and Updates - Improvements and critical fixes to software and operating systems are regularly released. Never click on a pop-up Web window to obtain updates.

Tip: Many software providers – such as Adobe, Apple, Microsoft, Symantec, etc. - provide free security update to protect against new threats. These updates are automatically done through our system.

Computer should be powered down every night when leaving.

INTERNET SECURITY

Spyware and Adware – Spyware collects and transmits browsing behavior without your knowledge.

Adware displays advertisements on your computer, in the form of a pop-up window. Both can dramatically impair your computer's performance. Protect against these nuisances with anti-spyware and adware software.

Wireless Networks – Although public wireless internet access is convenient, you cannot be sure of the network's security. Think twice about the type of surfing or business you transact while using a public, wireless internet connection. Always use encryption when sending personal information across them.

If a site is not blocked and should be because of questionable material please contact lab manager with the information

E-MAIL SECURITY

Spam – Unsolicited e-mail – or “junk mail” – sent to you without your consent can be overwhelming. You can avoid most spam by not posting your e-mail address on public Web sites. Also, don't respond to spam at all as this will cause more unwanted messages.

Tip: Many e-mail applications contain a junk mail filter that helps you identify and block spam. Charlotte Public Schools uses GWAVA as spam filter

Attachments – Hackers use e-mail attachments to transmit viruses and worms to your computer. Never open any attachments from unknown senders – or even unexpected attachments from friends.

Phishing – Ever receive an e-mail appearing to come from a legitimate bank asking you to confirm your personal information? This is a type of fraud designed to steal your identity. These messages deceive you into divulging sensitive information – such as your social security, bank or credit card numbers, passwords, etc. Never respond to an e-mail asking for any type of personal information or account passwords.

Tip: Report any messages you suspect are phishing scams to the Internet Fraud Complaint Center (www.ic3.gov)

SECURITY CHECKLIST

If you take anything from this information, pay attention to this checklist.

Make sure the accounts on your computer all have passwords.

- **Post** – CPS Lab/Classroom Computers/Equipment/Internet Use Policy by computer (s) in room.
- **When** making a purchase or entering personal information into a Web page, make sure it is a secure site. The URL should begin with “https.”
- **Do not** click on pop-up windows, particularly ones promising to rid your computer of spyware.
- **Download** files and software only from sites which are familiar.
- **Never** open an attachment you aren’t expecting.
- **If** you receive unwanted e-mail, delete it and/or set up a filter to delete ones like it in the future. Never click on any links or respond to them. See Teacher Place for setting up GroupWise rules.
- **Never** respond to an e-mail requesting personal information, unless you have initiated a request for help with a trusted company.
- **Do not** allow students on a teacher station
- **Make** sure student screens are visible by teacher
- **Never** leave students alone while working on a computer
- **If** having computer issues; please contact lab manager
- **Review** Access and Use Policy
- **When** leaving station – use the window key at the bottom of the keyboard + L and it will lock the workstation down. To re-engage, retype password.
- **Skyward** will automatically log out of 20 minutes of inactivity – Never allow students to use/enter grades into Skyward or give them password information
- **Back up** important data to your server space.

PASSWORD SECURITY

Passwords provide access to your accounts. Protect your accounts by creating strong, unique passwords. Avoid using easy-to-guess words or phrases. You are encouraged to change them at least every 1-3 years. Never share your passwords with anyone.

Tip: A strong password combines uppercase and lowercase, numbers, and punctuation marks.

Password Security:

- Never log a student on with teacher login or password
 - Students have generic logins that can be used on student stations in classrooms for Word Processing, Spreadsheets, etc.
 - If a student needs Internet Access in teacher's classroom, use Interlock (looks like Mozilla on the desktop). A password is required and should not be given to the student; teacher should access password from lab manager or media specialist and type into the computer
- Do not give out any passwords to anyone including tech staff (lab managers)
- Do not write down passwords and leave by computer or anywhere that is easily accessible by another.
- Fill out Charlottenet.org application from Teacher Place to request password change

Passwords Must Have:

- At least 8 characters
- A combination of upper and lower case letters
- At least 1 number (0-9)

Passwords Cannot:

- Contain all of characters of your username in any order
- Be a password previously used for this account

Strong Password Examples:

P@55w0rd (password)
07fr3Sh_m@n (07fresh_man)
G0*gr3En (go*green)
B@ltUn!v (baltuniv)