

MINERAL COUNTY SCHOOL DISTRICT



Employee Handbook 2011-2012

School Board

Mark Nixon, President
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Vacant, Member
Vacant, Member

ASBESTOS MANAGEMENT PLAN The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of district property. A copy of the district’s management plan is kept in the superintendent’s office and is available for inspection during normal business hours..... 10

CAMPUS SAFETY..... 10

All staff members are required to wear their district identification badge while at work and are asked to keep diligent watch over our facilities and to report any suspicious activity or persons to the site administrator. Additionally, to ensure safety of our students and staff, visitors will be required to check in at the office to obtain an identification badge so as to be easily identified by any and all staff members. 10

CHILD ABUSE..... 10

COMMUNITY USE OF SCHOOL FACILITIES The Board permits use of the school facilities to organizations or groups within the District for purposes of education, recreation, entertainment, and charity. 11

APPROVAL OF USE The authorized representative of the Board may approve and schedule the use of school facilities by non-school organizations except for those activities or programs that result in personal or corporate profit or are designed solely to generate personal or business gain. The use of school facilities by individuals and civic or private groups for meetings or programs open only to a limited/select membership shall require approval by the Board. In addition, long-term routine users (more than six months consecutively) shall have established a presence in the community and receive Board approval. A Board-approved group shall be reassessed for continued building use every other year after the first year. Approval shall not be granted for any purpose that would damage school property or to groups that are known to have damaged other rented property. Emergencies or disasters The Superintendent may authorize the use of school facilities by civil defense officials in the case of emergencies or disasters Fees Except for use of facilities scheduled as a part of the instructional program, charges shall be made according to a schedule of fees to be reviewed and approved by the Board, Fee structure changes become effective as soon as approved by the Board, with the exception of groups that are presently using the facilities on a routine basis. For these routine

users, the new fees shall be assessed as of September 1. The fee schedule shall allow for variations according to the need for school personnel, the particular facilities and equipment to be used, the type of event, and the group classification and size of the requesting organization. 11

Priority for use 11

Priorities to be observed in scheduling the after-hours use of school buildings and other facilities shall be as follows: 1. The regularly scheduled educational program, including scheduled athletic events and emergency meetings called by the principal. 2. Regularly scheduled intra-school use, including community education activities, regularly scheduled staff meetings, and parent meetings. 3. Meetings and other activities of groups made up primarily of school-aged children. 4. Meetings of employee organizations 5. Meetings of all other eligible groups on a first come, first served basis..... 11

COMPLAINTS Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels by filing a complaint first with their immediate supervisor, if the issue is not resolved, to the supervisor of the immediate supervisor. Complaint forms should be available in all offices and within district policy. The complaint process is noted at the end of the document..... 12

COPYRIGHTED MATERIALS Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videotapes are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement. 12

I. Single Copying for Teachers 12

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class: A. A chapter from a book. B. An article from a periodical or newspaper. C. A short story, short essay, or short poem, whether or not from a collective work. D. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper. II. Multiple Copies for Classroom use

Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that: A. The

copying meets the tests of brevity and spontaneity as defined below. B. The copying meets the cumulative effect test as defined below. C. Each copy includes a notice of copyright..... 12

Crisis Management Plan Each campus shall have emergency procedures focusing on safety for students and school personnel that can be implemented on short notice. The Superintendent or designee shall develop a crisis management plan and update it yearly..... 12

Drills Principals shall conduct fire, earthquake, or other emergency drills designed to ensure the orderly movement of students and personnel to the safest available areas. 12

Emergencies 12

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them. 12

Evacuations Procedures The Superintendent or designee shall design and implement a system to familiarize employees and students with evacuation procedures and ensure that evacuation diagrams are appropriately posted. 12

School Closing The Superintendent shall have the authority to dismiss school for a portion of a day or for longer periods of time, if necessary, in case of unusual or emergency situations. In the event such actions require the alteration of the annual school calendar, the Superintendent shall prepare recommendations to the Board for approval as soon as practicable. 12

DRESS AND GROOMING The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with District Policy and any additional standards established by their supervisors and approved by the Superintendent. 13

DRUG-FREE SCHOOLS AND DRUG-FREE WORKPLACE REQUIREMENTS The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, and alcohol, as those terms are defined in state and federal law, in the workplace, on school premises, or as part of any of the District’s activities. Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available

rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace. Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction the employee incurs for a violation in a workplace no later than five days after such conviction. Within 30 calendar days of the Superintendent's receiving notice from any source of a conviction for any drug statute violation occurring in the workplace, the Superintendent or designee shall either (1) take appropriate personnel action against the employee, up to and including termination of employment or referral for prosecution or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee. [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act [20 U.S.C. 3471, 1221e-3(a)(1) and 34 CFR 85.630]; notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 [20 U.S.C. 3224a and 34 CFR 86.201] 13

ALCOHOL AND DRUGS A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided each employee through the district website or upon employment. 13

3. Any toxic glue, aerosol paint, or any other chemical substance for inhalation, Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs. An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance..... 14

EXCEPTION An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy. 14

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT..... 14

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and guidelines governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Non-compliances may result in suspension of access or termination of privileges and other disciplinary action consistent with

District policies. Violations of law may result in disciplinary action as well as criminal prosecution by the District..... 14

AVAILABILITY OF ACCESS Access to the District’s electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use: 1. Imposes no tangible cost on the District; 2. Does not unduly burden the District’s computer or network resources; and 3. Has no adverse effect on an employee’s job performance or on a student’s academic performance..... 14

COMPUTER USE AND DATA MANAGEMENT This district's electronic communications systems, including its network access to the Internet, are primarily for administrative and instructional purposes.14

COMPUTER SOFTWARE Unless otherwise provided in the purchase agreement, a purchased computer program shall not be used as a "master" to make copies. A computer program may be legally copied only if: 1. Making a copy is an essential step in using the program (such as automatic copying into memory when a program is loaded); or 2. The new copy is a backup; backups cannot be used simultaneously with the original and must be erased if the original is resold. District employees shall not use the same program on more than one computer at a time unless the purchase agreement or written permission from the vendor allows the District to network the program or allows other specified multiple use of the single copy.... 14

DISCLAIMER OF LIABILITY The District shall not be liable for users’ inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users’ mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. 15

USE BY THE MEMBERS OF THE PUBLIC Access to the District’s electronic communications system, including the Internet, shall also be made available to members of the public, in accordance with acceptable use policies. Such use may be permitted as long as the use imposes no measurable additional cost to the District, and does not unduly burden the District’s computer or network resources. Members of the public who are granted access shall be required to comply with all District rules, regulations, and policies governing appropriate use of the system..... 15

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Employee Arrests and Convictions An employee must notify his or her principal or immediate supervisor within of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, any offense involving moral turpitude, and any of the other offenses listed below:..... 15

Use of district resources, including work time, for political activities is prohibited. 16

Association and Participation An employee's participation in community, political, or employee organization activities shall be entirely voluntary and shall not: 1. Interfere with the employee's performance of assigned duties and responsibilities. 2. Result in any political or social pressure being placed on students, parents, or staff. 3. Involve trading on the employee's position or title with the District. 16

Safety The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve district equipment, employees must comply with the following requirement: 1. Observe all safety rules. 2. Keep work areas clean and orderly at all times. 3. Immediately report all accidents to their supervisor. 4. Operate only equipment or machines for which they have training and authorization..... 16

Employees with questions or concerns relating to safety programs and issues can contact the District Office. 16

FIELD TRIPS/STAFF TRAINING 16

All field trips must be requested on proper forms and approved by site administrators in advance. All staff travel must be requested on proper forms and approved by site administrator prior to departure. 16

FILMS-VCR/DVD Films for use with a VCR/DVD shall be used in the classroom for education purposes only. All videos being used in the classroom must be approved by the site administrator prior to showing the videos. No rented film that includes a notice that the film is intended for "home use only" shall be shown to a class for entertainment purposes. No film that has a rating of PG or more restrictive shall be shown in the classroom unless prior written consent from the parent(s) or guardian(s) has been received. Appropriate alternative activities shall be available for those students whose parent(s) or guardian(s) choose not to allow the student to view the film..... 16

FIREARMS/WEAPONS POSSESSION Employees, visitors, and students are prohibited from bringing firearms, knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or call the Superintendent's office immediately..... 17

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HARASSMENT OF STUDENTS Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting suspected child abuse, for additional information. The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:..... 19

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PEST CONTROL TREATMENT Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located on the front door of the building to be treated. Pest control information sheets are available from campus principals or facility managers upon request. 23

SAFETY REQUIREMENTS All employees shall wear their identification badges and adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. 23

TOBACCO USE Tobacco use is strictly prohibited on all District properties under all circumstances. Employees shall not use tobacco products on District premises, in District vehicles, nor in the presence of students at school or school-related activities. **VISITORS IN THE WORKPLACE** All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual

on the district premises should immediately direct him or her to the building office or contact the administrator in charge. 23

IDENTIFICATION AND RIGHT TO REJECT Identification may be required of any person on school property. The Board or its designee may refuse to allow persons having no legitimate business to enter school property, and may reject any undesirable person from the property upon his refusal to leave peaceably on request. 23

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MINERAL COUNTY SCHOOL DISTRICT EMPLOYEE HANDBOOK

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to be familiar with District Policies which are available on the website, at the District Office and at each school site, and to observe the following standards of conduct:

1. Recognize and respect the rights of students, parents, other employees, and members of the community.
2. Maintain confidentiality in all matters relating to students and coworkers.
3. Report to work according to the assigned schedule.
4. Notify their immediate supervisor as early as possible (preferably in advance) in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, and tardiness may be cause for disciplinary action.
5. Know and comply with department and district procedures and policies.
6. Express concerns, complaints, or criticism through appropriate channels.
7. Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
8. Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to NVDOE not later than the seventh day the superintendent first learns of the incident.

ASBESTOS MANAGEMENT PLAN

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of district property. A copy of the district's management plan is kept in the superintendent's office and is available for inspection during normal business hours.

CAMPUS SAFETY

All staff members are required to wear their district identification badge while at work and are asked to keep diligent watch over our facilities and to report any suspicious activity or persons to the site administrator. Additionally, to ensure safety of our students and staff, visitors will be required to check in at the office to obtain an identification badge so as to be easily identified by any and all staff members.

CHILD ABUSE

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Service, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to a local office. State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation or reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures for a violation of the Educators Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes current students and students with disabilities who are no longer minors.

COMMUNITY USE OF SCHOOL FACILITIES

The Board permits use of the school facilities to organizations or groups within the District for purposes of education, recreation, entertainment, and charity.

APPROVAL OF USE

The authorized representative of the Board may approve and schedule the use of school facilities by non-school organizations except for those activities or programs that result in personal or corporate profit or are designed solely to generate personal or business gain. The use of school facilities by individuals and civic or private groups for meetings or programs open only to a limited/select membership shall require approval by the Board. In addition, long-term routine users (more than six months consecutively) shall have established a presence in the community and receive Board approval. A Board-approved group shall be reassessed for continued building use every other year after the first year.

Approval shall not be granted for any purpose that would damage school property or to groups that are known to have damaged other rented property.

Emergencies or disasters

The Superintendent may authorize the use of school facilities by civil defense officials in the case of emergencies or disasters

Fees

Except for use of facilities scheduled as a part of the instructional program, charges shall be made according to a schedule of fees to be reviewed and approved by the Board, Fee structure changes become effective as soon as approved by the Board, with the exception of groups that are presently using the facilities on a routine basis. For these routine users, the new fees shall be assessed as of September 1. The fee schedule shall allow for variations according to the need for school personnel, the particular facilities and equipment to be used, the type of event, and the group classification and size of the requesting organization.

Priority for use

Priorities to be observed in scheduling the after-hours use of school buildings and other facilities shall be as follows:

1. The regularly scheduled educational program, including scheduled athletic events and emergency meetings called by the principal.
2. Regularly scheduled intra-school use, including community education activities, regularly scheduled staff meetings, and parent meetings.
3. Meetings and other activities of groups made up primarily of school-aged children.
4. Meetings of employee organizations
5. Meetings of all other eligible groups on a first come, first served basis.

COMPLAINTS

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels by filing a complaint first with their immediate supervisor, if the issue is not resolved, to the supervisor of the immediate supervisor. Complaint forms should be available in all offices and within district policy. The complaint process is noted at the end of the document.

COPYRIGHTED MATERIALS

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videotapes are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book.
- B. An article from a periodical or newspaper.
- C. A short story, short essay, or short poem, whether or not from a collective work.
- D. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

II. Multiple Copies for Classroom use

Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below.
- B. The copying meets the cumulative effect test as defined below.
- C. Each copy includes a notice of copyright.

Crisis Management Plan

Each campus shall have emergency procedures focusing on safety for students and school personnel that can be implemented on short notice. The Superintendent or designee shall develop a crisis management plan and update it yearly.

Drills

Principals shall conduct fire, earthquake, or other emergency drills designed to ensure the orderly movement of students and personnel to the safest available areas.

Emergencies

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

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The Superintendent or designee shall design and implement a system to familiarize employees and students with evacuation procedures and ensure that evacuation diagrams are appropriately posted.

School Closing

The Superintendent shall have the authority to dismiss school for a portion of a day or for longer periods of time, if necessary, in case of unusual or emergency situations. In the event such

actions require the alteration of the annual school calendar, the Superintendent shall prepare recommendations to the Board for approval as soon as practicable.

Students Retained

During emergency conditions, students and faculty shall be retained at the campus unless otherwise directed by the Superintendent or designee. The Superintendent or designee shall determine whether buses shall be made available to take students home or to transport them to a safe alternate site.

DRESS AND GROOMING

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with District Policy and any additional standards established by their supervisors and approved by the Superintendent.

DRUG-FREE SCHOOLS AND DRUG-FREE WORKPLACE REQUIREMENTS

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, and alcohol, as those terms are defined in state and federal law, in the workplace, on school premises, or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction the employee incurs for a violation in a workplace no later than five days after such conviction.

Within 30 calendar days of the Superintendent's receiving notice from any source of a conviction for any drug statute violation occurring in the workplace, the Superintendent or designee shall either (1) take appropriate personnel action against the employee, up to and including termination of employment or referral for prosecution or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee.

[This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act [20 U.S.C. 3471, 1221e-3(a)(1) and 34 CFR 85.630]; notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 [20 U.S.C. 3224a and 34 CFR 86.201]

ALCOHOL AND DRUGS

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided each employee through the district website or upon employment.

1. Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours.
2. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
Alcohol or any alcoholic beverage.

3. Any toxic glue, aerosol paint, or any other chemical substance for inhalation, Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs. An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

EXCEPTION

An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and regulations governing copyright.

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and guidelines governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Non-compliances may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. Violations of law may result in disciplinary action as well as criminal prosecution by the District.

AVAILABILITY OF ACCESS

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's computer or network resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

COMPUTER USE AND DATA MANAGEMENT

This district's electronic communications systems, including its network access to the Internet, are primarily for administrative and instructional purposes.

Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees and students who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures, Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action.

Employees with questions about computer use and data management can contact the school's principal and or superintendent of school's designee.

COMPUTER SOFTWARE

Unless otherwise provided in the purchase agreement, a purchased computer program shall not be used as a "master" to make copies. A computer program may be legally copied only if:

1. Making a copy is an essential step in using the program (such as automatic copying into memory when a program is loaded); or
2. The new copy is a backup; backups cannot be used simultaneously with the original and must

be erased if the original is resold.

District employees shall not use the same program on more than one computer at a time unless the purchase agreement or written permission from the vendor allows the District to network the program or allows other specified multiple use of the single copy.

DISCLAIMER OF LIABILITY

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

INTELLECTUAL PROPERTY RIGHTS

Students shall retain all rights to work they create using the District's electronic communications system.

As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created for its use by an employee even when the author is no longer an employee of the District.

MONITORED USE

Electronic transmissions including, but not limited to, e-mail, Internet and chat rooms, and other uses of the electronic communications system by students, employees and public members are not private and will be monitored by designated District staff to ensure appropriate use.

USE BY THE MEMBERS OF THE PUBLIC

Access to the District's electronic communications system, including the Internet, shall also be made available to members of the public, in accordance with acceptable use policies. Such use may be permitted as long as the use imposes no measurable additional cost to the District, and does not unduly burden the District's computer or network resources. Members of the public who are granted access shall be required to comply with all District rules, regulations, and policies governing appropriate use of the system.

EMPLOYEE RELATIONS

In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly process that all employees must follow when bringing formal complaints and concerns. Employees are encouraged to discuss problems or complaints with their supervisors or an appropriate administrator at any time.

The formal complaint process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative complaint procedures are exhausted, employees may bring complaints to the board of trustees.

EMPLOYEE RIGHTS AND PRIVILEGES

Employee Arrests and Convictions

An employee must notify his or her principal or immediate supervisor within of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, any offense involving moral turpitude, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part of school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit and / or Misrepresentation
- Theft
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire
- Drug- or alcohol-related offenses
- Acts constituting abuse under state and or federal law

Associations and Political Activities

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association.

Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning complaints, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

Use of district resources, including work time, for political activities is prohibited.

Association and Participation

An employee's participation in community, political, or employee organization activities shall be entirely voluntary and shall not:

1. Interfere with the employee's performance of assigned duties and responsibilities.
2. Result in any political or social pressure being placed on students, parents, or staff.
3. Involve trading on the employee's position or title with the District.

Safety

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries.

To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve district equipment, employees must comply with the following requirement:

1. Observe all safety rules.
2. Keep work areas clean and orderly at all times.
3. Immediately report all accidents to their supervisor.
4. Operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues can contact the District Office.

FIELD TRIPS/STAFF TRAINING

All field trips must be requested on proper forms and approved by site administrators in advance. All staff travel must be requested on proper forms and approved by site administrator prior to departure.

FILMS-VCR/DVD

Films for use with a VCR/DVD shall be used in the classroom for education purposes only. All videos being used in the classroom must be approved by the site administrator prior to showing the videos. No rented film that includes a notice that the film is intended for "home use only" shall be shown to a class for entertainment purposes.

No film that has a rating of PG or more restrictive shall be shown in the classroom unless prior written consent from the parent(s) or guardian(s) has been received. Appropriate alternative activities shall be

available for those students whose parent(s) or guardian(s) choose not to allow the student to view the film.

FIREARMS/WEAPONS POSSESSION

Employees, visitors, and students are prohibited from bringing firearms, knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or call the Superintendent's office immediately.

FRAUD AND / OR FINANCIAL IMPROPRIETY

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

HARRASSMENT AND REPORTING OF COMPLAINTS

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, religion, or age.

Employees shall not tolerate harassment of others and shall make reports as required at reporting procedures, below.

SEXUAL HARASSMENT

Sexual harassment of an employee is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
1. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

EXAMPLES

Examples of sexual harassment may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

OTHER PROHIBITED HARASSMENT

Harassment of a District employee on the basis of the employee's race, color, gender, national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;

2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's employment opportunities.

EXAMPLES

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

REPORTING PROCEDURES

An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to an appropriate person designated below.

Any District employee with supervisory authority who receives notice that another employee has or may have experienced prohibited harassment is required to immediately report the alleged acts and take whatever other steps are required by this policy.

Any other person who knows or believes that a District employee has experienced harassment should immediately report the alleged acts to the appropriate person designated by this policy.

TIMELY REPORTING

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

A District employee may report harassment to his or her supervisor or campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

DISTRICT OFFICIALS

1. For sexual harassment, the Title IX coordinator. [See Site Principal or Superintendent]
2. For all other prohibited harassment, the site Principal or Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

NOTIFICATION OF REPORT

Upon receipt of a report of harassment, a supervisor or principal shall immediately notify the appropriate District official listed above.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

INVESTIGATION OF THE REPORT

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form. All documentation will be signed by the complainant.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION

If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

APPEAL

A complainant who is dissatisfied with the outcome of the investigation may appeal through the district complaint process beginning at the appropriate level. The complainant shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

RETALIATION PROHIBITED

Retaliation against an employee alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

RECORDS RETENTION

Retention of records shall be in accordance with state and federal regulations.

ACCESS TO POLICY

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

HARASSMENT OF STUDENTS

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting suspected child abuse, for additional information. The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

STUDENT WELFARE:

FREEDOM FROM HARASSMENT

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, or religion. Employees shall not tolerate harassment of students and shall make reports as required at REPORTING PROCEDURES, below

SEXUAL HARASSMENT BY AN EMPLOYEE

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must

submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or

2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of sexual harassment of a student may include, but are not limited to, sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

OTHER PROHIBITED HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, gender, national origin, disability, or religion that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

REPORTING PROCEDURES

Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to a supervisor and law enforcement within 24 hours of receiving notice.

Any other person who knows or believes that a student has experienced prohibited harassment should immediately report the alleged acts to the appropriate person designated below.

Reports of known or suspected child abuse or neglect shall be made as required

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| TIMELY REPORTING | by law. Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment. |
| DISTRICT OFFICIALS | Oral or written reports of prohibited harassment shall normally be made to the campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below: For sexual harassment, the Title IX coordinator. [Superintendent of schools and or designee.] For all other prohibited harassment, the Superintendent. A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board. |
| NOTIFICATION OF REPORT NOTICE TO PARENTS | Upon receipt of a report of harassment, a principal shall immediately notify the appropriate District official listed above. The principal or District official shall promptly notify the parents of any student alleged to have experienced prohibited harassment by a District employee or another adult associated with the District. In cases of student-to-student harassment, the District shall promptly notify the parents of any student alleged to have experienced harassment when the allegations presented, if proven, would constitute sexual harassment or other prohibited harassment as defined by state and federal regulations. |
| CONFIDENTIALITY | To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law. |
| INVESTIGATION OF THE REPORT | The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form. Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation. If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation. The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations. The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending. |
| CONCLUDING THE INVESTIGATION | Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation. |
| DISTRICT ACTION | If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment. The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of |

harassment prohibited by law or District policy.

APPEAL

A student, including a complainant, may appeal any actions and or decisions beginning at the appropriate level. A complainant shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

RETALIATION PROHIBITED

Retaliation against a student alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

RECORDS RETENTION ACCESS TO POLICY

Retention of records shall be in accordance with state and federal guidelines for records retention.

Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

PAYROLL

All MCSD employees are paid on approximately the 10th and 25th of the month. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

The payroll office manages all employee leave and benefits and detailed reports of deductions shall appear on employee pay stubs.

Guidance regarding leave may be found in policy and within the negotiated agreements.

Employees must follow district and or school procedures to report or request any leave of absence and complete the appropriate leave request form. All leave requires authorization from an immediate supervisor. Employees are expected to notify their immediate supervisor as early as possible (preferably in advance) in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, and tardiness may be cause for disciplinary action. Leave without pay for any reason requires the approval of a supervisor and the superintendent and must be requested in advance of the leave period. Any employee who is absent more than three days due to a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and, in the case of personal illness - the employee's fitness to return to work. Consult policy and/or appropriate negotiated agreements for guidance on submission of any request.

For further information regarding benefits, please contact the payroll clerk.

CHANGE OF ADDRESS AND / OR PHONE NUMBERS

It is important that employment records be kept up to date. Employees should notify the Payroll Office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from your supervisor's office.

Family Medical Leave Act (FMLA)

Employees who have been employed by the district for at least 12 months - and have worked at least 1,250 hours in the 12 months immediately preceding the need - are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year between July 1 and June 30 for the following reasons:

- The birth, adoption, or foster placement of a child.
- To care for a spouse, parent, or child with a serious health condition, or;
- An employee's serious health condition.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Family and medical leave runs concurrently with accrued sick and personal leave. Accumulated leave will be used as family and medical leave, except in the case of employees who are receiving workers' compensation wage benefits.

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact the Superintendent's Office as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;
- Second or third medical opinions and periodic recertification of the need for leave;
- Periodic reports during the leave regarding the employee's status and intent to return to work;
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to perform the essential job functions.

Employees requiring family and medical leave should contact the Payroll Clerk for details on eligibility, requirements, and limitations.

PEST CONTROL TREATMENT

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located on the front door of the building to be treated. Pest control information sheets are available from campus principals or facility managers upon request.

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of school's principal. Any application of pesticide or herbicide must be done in a manner prescribed by law.

SAFETY REQUIREMENTS

All employees shall wear their identification badges and adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

TOBACCO USE

Tobacco use is strictly prohibited on all District properties under all circumstances. Employees shall not use tobacco products on District premises, in District vehicles, nor in the presence of students at school or school-related activities.

VISITORS IN THE WORKPLACE

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination.

Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

IDENTIFICATION AND RIGHT TO REJECT

Identification may be required of any person on school property. The Board or its designee may refuse to allow persons having no legitimate business to enter school property, and may reject any undesirable person from the property upon his refusal to leave peaceably on request.

