

*Managing
The
Mandatories*



Employee Handbook

2011-2012

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.



Dr. Nancy Hipskind E-mail:	Superintendent hipskin@charlottenet.org	517-541-5101
Sheryl Baker E-mail:	Administrative Asst. to the Superintendent bakers@charlottenet.org	517-541-5102
Heather Hulsebos E-mail:	Human Resources Clerk hulsebh@charlottenet.org	517-541-5103
Mary Taylor E-mail:	Associate Superintendent for Curriculum taylorm@charlottenet.org	517-541-5106
Kelly Fitzgerald E-mail:	Administrative Asst. for Curriculum/Operations fitzgek@charlottenet.org	517-541-5107
Michelle Sine E-mail:	Director of Business Services sinem@charlottenet.org	517-541-5112
Penny Kiplinger E-mail:	Administrative Asst. for Business kiplinp@charlottenet.org	517-541-5110
MaryLou Fitzpatrick E-mail:	Payroll/Accounting Services fitzpam@charlottenet.org	517-541-5111
Mark Rosekrans E-mail:	Associate Superintendent for Operations rosekrm@charlottenet.org	517-541-5113

Where to Turn for Assistance.....



Business Office:

Director of Business Services:

Michelle Sine

Financial statements, Internal Agency Accounting, General Accounting Procedures

Payroll/Accounting Services:

Mary Lou Fitzpatrick

Payroll, Payroll Withholdings, Budget Accounting

Accounts Payable:

Penny Kiplinger

Purchasing, Account Payable, Accounts Receivable

Human Resources Office:

Human Resources Clerk:

Heather Hulsebos

Health/dental/vision/life/LTD Insurance, Flex Spending Accounts, Employee Contracts, Worker's Compensation, FMLA and all other leaves, Employment Verifications, Retirement, Attendance, Vacancies, Background Checks, Employment Opportunities

Superintendent's Office:

Administrative Assistant to the Superintendent:

Sheryl Baker

Teacher certification, Logo Questions, Board of Education Information, Electronic Sign Requests, Student Interns, Election Information, CPS Education Foundation.

Curriculum Office / Operations Office

Administrative Assistant for Curriculum/Operations:

Kelly Fitzgerald

Professional Development, Conference Approval and Registration, Tuition Reimbursement, Salary Movement, Data Director, Study Island Help, MEAP, Keys Requests

Important Phone Numbers:



Michigan Department of Education

1-517-373-3324

www.michigan.gov/mde

MPSERS (Michigan Public School Employees Retirement System)

1-800-381-5111

www.michigan.gov/ors

MESSA (Michigan Education Special Services Association)

1-800-292-4910 (General Information)

1-888-888-4167 (Benefits/Claim Department)

1-800-247-6951 (Disability Department)

www.messa.org

Delta Dental of Michigan

1-800-482-8915

SET SEG

1-800-492-5421

PHP

1-800-832-9186

VSP (Vision Service Plan)

1-800-877-7195

www.vsp.com

MEDCO Health (Mail Order Prescription Service)

www.medco.com

PBS (Flexible Benefits Plan)

1-800-732-3412

www.professionalbenefits.net

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.

Employee Identification Badges

All Charlotte Public School employees are expected to have and wear on a daily basis, an Employee Identification (ID) Badge. The ID badge will be provided by the respective student picture contractor at the various buildings throughout the district. All staff members are required to get a photo ID with their name, building or department identified, and their positional assignment included annually at the start of each school year.

This initiative is another effort to increase safety and security within the school District.

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.

Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical and/or psychological well-being is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline or reported to authorities.

If the employee improperly threatens another including a student, the employee shall be subject to discipline up to / including discharge.

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.

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.

If a nonunion employee collects unemployment during a denial period break and returns to work for his/her regularly scheduled work year, the employee's pay shall be deducted by the amount of unemployment compensation paid by the District.

Dress Code

Support / Professional Staff Members

The Board of Education believes that all staff members set an example in dress and grooming for their students to follow. All staff member 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.

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. When assigned to District duty, all professional staff members shall:

- a. Be physically clean, neat, and well groomed;
- b. Dress in a manner consistent with their professional 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 or cause a health or safety hazard.

Blood Borne Infectious Diseases

Universal Precautions

In the Schools, Universal precautions shall be observed in order to prevent contact with blood or other potentially infectious materials (OPIMS). All blood and other potentially contaminated body fluids shall be considered to be infectious. Under circumstances in which differentiation among body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Review of Hand Washing Procedures

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

- Use 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

This 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; drug test results.
- 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 and unprofessional conduct check.

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 that a person may have a reaction to. The forms in the notebook list the active ingredients; poison control information and phone numbers that will assist you in 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, we need to use chemicals to help control pests in the building. We try to use non-chemical means whenever possible. When we do need to use chemicals, we post a notice 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/Alcohol Free Workplace

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance mind altering or abuse of prescription drugs.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, mind altering substance, abuse of prescription drugs 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. 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 reasonable suspicion that employee is under the influence or random drug testing of those employees in safety sensitive positions. 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 may include copies of e-mail and voice mail if stored on a system. Thus, the email and voice mail systems you are using belong to the district and the records that are generated are part of the "public record" of the District and may be subject to District or community review. Items in your personnel file, including certification records, attendance, discipline and evaluations, are also available under FOIA.

Search and Seizure

While lockers, file cabinets, desks, computers, email and voice mail may be provided for your convenience, these remain the property of the district. Lockers, file cabinets and desks may be opened by others as necessary. Computers, voice mail and email records may be maintained and tracked. Use these tools wisely, with the idea that someone else may have access to them.

Student Confidentiality

State and federal 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, FIA, and other authorized parties, 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 a 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. Discipline is important in effectuating **Charlotte Public Schools** policies which emphasize learning in an orderly school environment.

1. Board policy, as well as the law of the State of Michigan, mandates that corporal punishment will not be used. 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. A person employed by or engaged as a 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, in order to handle an act of 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 for the purposes articulated in paragraph three (3).
 5. A person who inflicts corporal punishment as defined by this policy, or who uses physical force for a purpose other than those articulated in paragraph three (3), may be appropriately disciplined by the School Board.
 6. In determining whether an employee, volunteer, or contractor has acted in accordance with paragraph three (3), deference may be given to reasonable good-faith judgments as determined by the Board made by that person.
 7. 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 whether it is held on school premises.
 8. Duty to report use of physical force. When any employee has determined to use physical force with a student, the employee is required to report the matter verbally to the school principal. The need for a written report concerning the employee's use of physical force may be required by the principal. Whether the principal requires you to complete the report form, 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 later recall the details.

Some Alternatives To Corporal Punishment

The following alternatives to the use of corporal punishment are suggested which follow good school management policies and procedures:

1. Deny participation in special school activities.
2. Assign before and after school detention and provide twenty-four hour notice to parents.
3. Establish communication and require conferences 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 for achieving English proficiency.
9. Consider and take appropriate action, in accordance with due process of law, when disruptive behavior warrants the suspension or expulsion of a student.

Reporting Child Abuse/Neglect

The Child Protection Act (CPA) requires school personnel, among others, 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.

1. The following procedure must be used for reporting suspected **abuse** of a student by someone responsible for the welfare of the child:

You do not need to conduct an investigation prior to reporting.

- a. Professional staff members report directly to the Family Independence Agency. Support staff members are to report to the principal or his/her supervisor and may report directly to FIA.
- b. Call the appropriate (child or adult) Protective Services Division of the Family Independence Agency. You can reach the Eaton County FIA at 517-543-0860 8am – 5pm Monday through Friday, or 517-543-0863 after hours for emergencies.
- c. The person suspecting abuse will submit a written report to the Family Independence Agency (FIA) within 72 hours. The reporting form is available from your supervisor.

2. The procedure to follow for reporting suspected **neglect** is as follows:

- a. Immediately notify your supervisor regarding the following information: student name, date of call to appropriate department.
- b. The supervisor will may involve the school social worker/counselor on an emergency basis.
- c. If the school social worker/counselor professional staff member suspects neglect, the school social worker professional staff member will call the appropriate (child or adult) Protective Services Division of the Family Independence Agency.

Ultimate responsibility to see that FIA gets the information, however, remains with the individual initiating the report.

3. Failure to report – Section 13 imposes two penalties on individuals who fail to make reports as required under the Act. All professional staff are mandatory reporters. First, a person who is required to report child abuse or neglect and who fails to do so is civilly liable for damages caused by the failure to report. (Section 13 (1) In other words, if the abuse is current and ongoing, failure to act can render the individual liable for any damage caused by the abuser after that individual had knowledge but failed to act.

In addition, a person who is required to report and knowingly fails to do so is guilty of a misdemeanor. An employee who fails to report may also be subject to discipline, up to and including discharge by the district. There is no liability for good faith reporting.

Weapon Free School Zone

In order to insure a safe, orderly environment for quality learning to occur, the Michigan Legislature enacted Public Act 328 which requires each board of education throughout the State 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 have been developed 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 should must immediately notify the supervisor of student on possession of a weapon or any expellable offenses. Failure to notify supervisor could result in disciplinary action against employee.

Civil Rights

Philosophy

The Board of Education complies with all state and federal laws and regulations prohibiting discrimination. It is the policy of Charlotte Public Schools Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, height or weight; or a qualified individual with a disability who satisfies the requirements of the position, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is

responsible or for which it receives financial assistance from the Michigan or the U.S. Department of Education.

Title IX – Sex Discrimination

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.

Title VI – Race Discrimination

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 Title IX & VI:

Associate Superintendent for Curriculum
Charlotte Public Schools
378 State Street
Charlotte, MI 48813
517-541-5100

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

Section 504

No otherwise qualified handicapped person(s) shall, solely by reason of handicap, 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

Harassment Of Staff Or Applicants

Harassment of staff (including those who volunteer their services) or applicants or students 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 for its entire staff.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a staff member's ability to perform his/her job. This would include harassment based on any of the legally protected characteristics such as sex, race, color, national origin, religion, age, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any improper harassment that would negatively impact a staff member. This would include such activities as stalking, unwelcome taunting, teasing, or intimidation.

Any staff member or applicant that believes s/he has been or is the victim of harassment should immediately report the situation to his/her immediate supervisor or Associate 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. They may be reached at Central Office. 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 improper harassment. Reports may be made to those identified above.

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 as indicated above.

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 receipt of education services with the School District.
- 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 receipt of educational services with the School District.

- 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 or students ability to perform.

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

You are hereby notified that 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 in order to be eligible for this statutory right involving life insurance policy conversion. Should you be interested in exercising this right of conversion, you should contact the carrier of your policy at the number below:

**MESSA 1-888-888-4167
or
SET SEG 1-800-292-5421**

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

Federal law requires that most 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. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the new law. Both you, your spouse, and dependents should take time to read this notice carefully.

If you are an employee, covered by group insurance, you, your spouse, and dependants 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 on your part).

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 who was an employee;
- (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 who was an employee;
- (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.

When one of these events has happened, you have the right to choose continuation coverage. You have 60 days from the date you would lose coverage because of one of the events described above 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, as of the time coverage is being provided, is identical to the coverage under the plan to similarly situated employees or family members. The law requires that 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. However, the law also provides 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 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. However, you may need to pay all or part of the premium for your continuation coverage. The law also provides that, 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 regarding this matter please feel free to contact the Human Resources for further information.

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 to provide support in educational endeavors, classroom activities and procedures, and to provide an environment that allows for maximum productivity, not for personal use such as instant messaging, Facebook, MySpace, dating services or EBay. All material accessed through school computers is subject to review and potential public disclosure.

All staff is required to have on file a signed copy of 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 full policy is available on the District's web page in the Technology section.

The District's networks including e-mail, Internet, voice mail, and computer files are not private since smooth operation of these systems is dependent upon adherence to policies and acceptable use practices along with the proper conduct of all users.

The District employs an e-mail SPAM filter and an Internet Web Content Filter (in accordance with the Child Internet Protection Act – CIPA) with limited success since there is a fine line between blocking out all inappropriate or nuisance e-mail and websites and letting in appropriate and necessary communications and research information.

If you should 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 balkoi@charlottenet.org and we will make sure that this is included in the e-mail filter logs for future mail.

If you should happen upon an inappropriate web site, please 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. Staff members should not contact students by e-mail for personal matters.

Accidental access to an inappropriate site is usually obvious based on the amount of time recorded in the log. Repeated visitation to an inappropriate website or web pages that violate the Use and Access Policy may result in discipline including discharge.

Phone bills and the district's "call accounting system" record all outgoing calls and are reviewed regularly. All personal phone calls should be made using a calling card.

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 or need clarification about information contained in the Acceptable Use Policy, please contact the Superintendent's Office or the district's Technology Office.

Acceptable Use Policy

Electronic Information Access and Use for Educational Purposes Policy

Charlotte Public Schools encourages the use of electronic information technologies 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 electronic information technologies are intended for educational purposes and are neither a public access service nor a public forum. Only Charlotte Public Schools students, faculty, and staff who agree to the terms of this policy may be granted a network/charlottenet account.

Users have no expectation of privacy as to information or activity on the District's electronic information technologies. The District retains the right to monitor all use, including but not limited to personal e-mail and voice mail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed through the District's electronic information technologies.

The District's electronic information technologies are 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 District's electronic information technologies 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 District's electronic informational technologies, 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 electronic information technologies for educational purposes, the District has responsibilities to:

1. Provide resources to support the District's mission for electronic information technologies.
2. Purchase, maintain, and repair network equipment, hardware, and software.
3. Provide training and information on new technologies, software, and media as they are put into District use.
4. 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.
5. Develop and enforce use regulations at each network site.
6. Set quota limits for disk usage by Users of the District's servers.

7. Designate a System Administrator to manage the District's electronic information technologies and implement the Electronic Information Access and Use Policy.
8. Implement procedures to: monitor the online activities of minors; protect the safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications; address unauthorized access including "hacking" and other unlawful online activities by minors; 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.]
9. 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), and does not operate through dial-up access.
10. Establish procedures for the System Administrator to disable or modify any technology protection measure under specified circumstances.
11. Exercise editorial control over all web pages created through the District's electronic information technologies, 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 electronic information technologies 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 electronic information technologies for educational endeavors.
4. Use the District's electronic information technologies on a regular basis for internal District communication and communication with parents.

Charlotte Public Schools will implement 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) and does not operate when using dial-up-access.

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.

It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

User Privileges

User has the privilege to:

1. Use the District's electronic information technologies 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 electronic information technologies 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 for which the User is not familiar.

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 electronic messaging systems 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 electronic informational technologies 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.

Challenges

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

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 opening any junk mail and deleting them on a daily basis. 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)