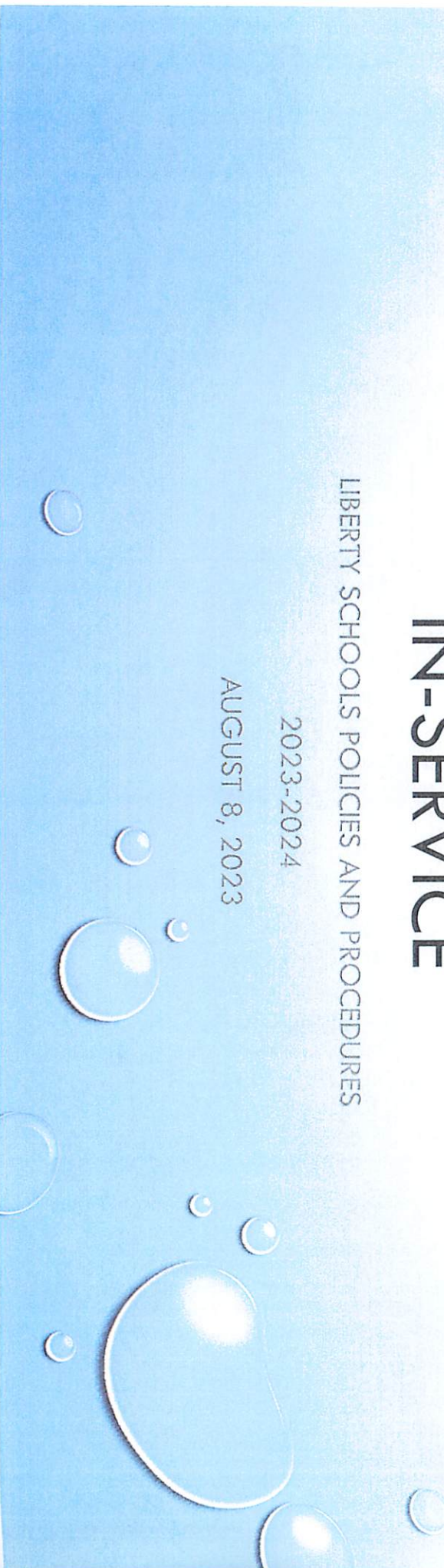


GENERAL INFORMATION IN-SERVICE

LIBERTY SCHOOLS POLICIES AND PROCEDURES

2023-2024

AUGUST 8, 2023



EMPLOYEE PACKET

- IN YOUR PACKET YOU WILL FIND THE FOLLOWING ITEMS:
- LOYALTY OATH – PLEASE SIGN AND CHOOSE YOUR ETHNICITY AND RACE – THE BUILDING SECRETARY WILL COLLECT THEM AND SEND TO ME.
- EMPLOYEE DATA SHEET – PLEASE FILL OUT COMPLETELY – BUILDING SECRETARY WILL COLLECT THEM AND SEND TO ME.
- I WILL NEED THESE 2 FORMS AS SOON AS POSSIBLE.
- PAYROLL DATES
- SCHOOL CALENDAR
- 2023 -2024 STATE MINIMUM TEACHER SALARY SCHEDULE – WHICH DOES INCLUDE THE TEACHER PAY RAISE.
- FORM W-4 IN CASE YOU NEED TO MAKE ANY CHANGES TO YOUR WITHHOLDINGS – IF YOU DON'T NEED TO MAKE CHANGES THEN YOU DON'T NEED TO RETURN IT TO ME.
- CHRISTMAS CLUB DEDUCTIONS WILL REMAIN IN PLACE – IF YOU WANT TO JOIN CHRISTMAS CLUB THE FORM IS ON THE SCHOOL WEBSITE UNDER THE EMPLOYEE RESOURCE TAB. IF YOU WANT TO DROP CHRISTMAS CLUB – I WILL NEED THAT IN WRITING.

PAYROLL

- ❖ PAYROLL TARGET DATE IS THE 27TH OF EACH MONTH. IF THE 27TH FALLS ON A WEEKEND OR ON A MONDAY WE WILL PAY THE FRIDAY BEFORE.
- ❖ PAYROLL DATES ARE POSTED ON THE SCHOOL WEBSITE UNDER EMPLOYEE RESOURCE TAB. – WWW.LIBERTYPS.ORG
- ❖ **EMPLOYEE PORTAL HOSTS YOUR PAYROLL STUBS AND W2'S: -GO TO - [HTTPS://OK.WENGAGE.COM/LIBERTY](https://ok.wengage.com/liberty) - MAKE SURE TO USE CAPITAL "L" OR YOU WILL BE SENT TO ANOTHER LIBERTY SCHOOL. (THIS INFORMATION IS ALSO ON THE SCHOOL WEBSITE UNDER THE EMPLOYEE RESOURCE TAB).**
 - PUT IN THE USER NAME
 - PUT IN THE PASSWORD THAT I HAVE CREATED FOR YOU. IF YOU WILL SAVE YOUR LOG-IN INFORMATION AND THEN SAVE AS A FAVORITE YOU WILL HAVE ACCESS TO YOUR PAYROLL INFORMATION INCLUDING W2'S AND 1095 C'S FOR TAX PURPOSES WHENEVER YOU NEED IT.
 - THEN YOU WILL SEE THE EMPLOYEE PORTAL ICON – DOUBLE CLICK AND YOU WILL SEE YOUR INFORMATION POPULATE.

PAYROLL DATES FOR 2023-2024 SCHOOL YEAR

GRD #1

# of Days Certified	Month	PR Date	1	2	3	4	5	6	7	8	9	10	11	12
Teacher	Month	PR Date	August	September	October	November	December	January	February	March	April	May	June	July
			25	27	27	17	15	26	27	27	26	5/23/2024	5/24/2024	5/28/2024
Support/Admin	Month	PR Date	August	September	October	November	December	January	February	March	April	May	June	July
			25	27	27	17	15	26	27	27	26	5/23/2024	5/24/2024	5/28/2024

GRD #2

Blog Sec/Month	Month	PR Date	1	2	3	4	5	6	7	8	9	10	11	12
Admin	Month	PR Date	July	August	September	October	November	December	January	February	March	April	May	June
			27	25	27	27	17	15	26	27	27	26	5/23/2024	5/24/2024
Special PR	In summer													6/27/2024*

Target Payroll date is the 27th of each month. Employees are paid once a month for 12 equal payments of total contract regardless of the length of your contract (10,11 or 12 month employees).

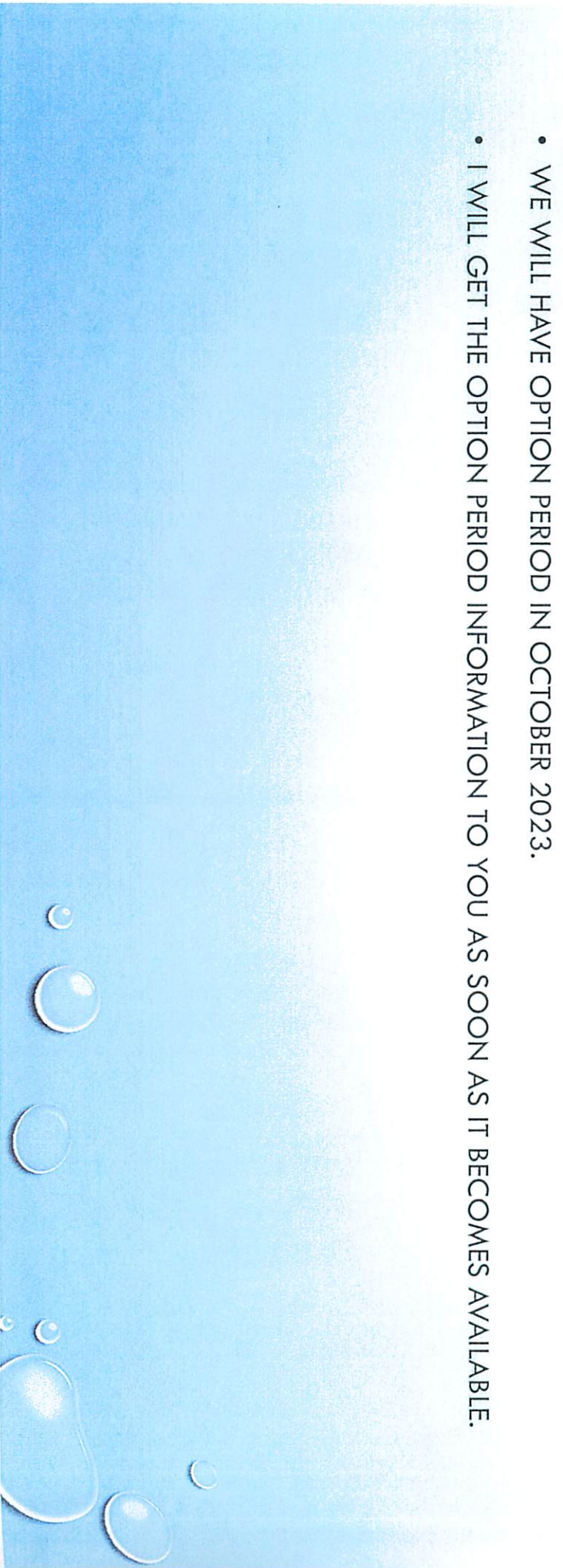
* * * The May 28, 2024 payroll date is subject to change. * * * Determination depends on when we receive the active roll payment. In June end of year date is subject claim to SOE for the year.



HEALTH INSURANCE

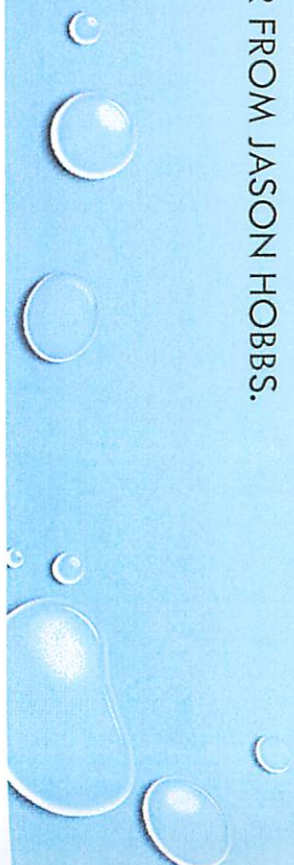


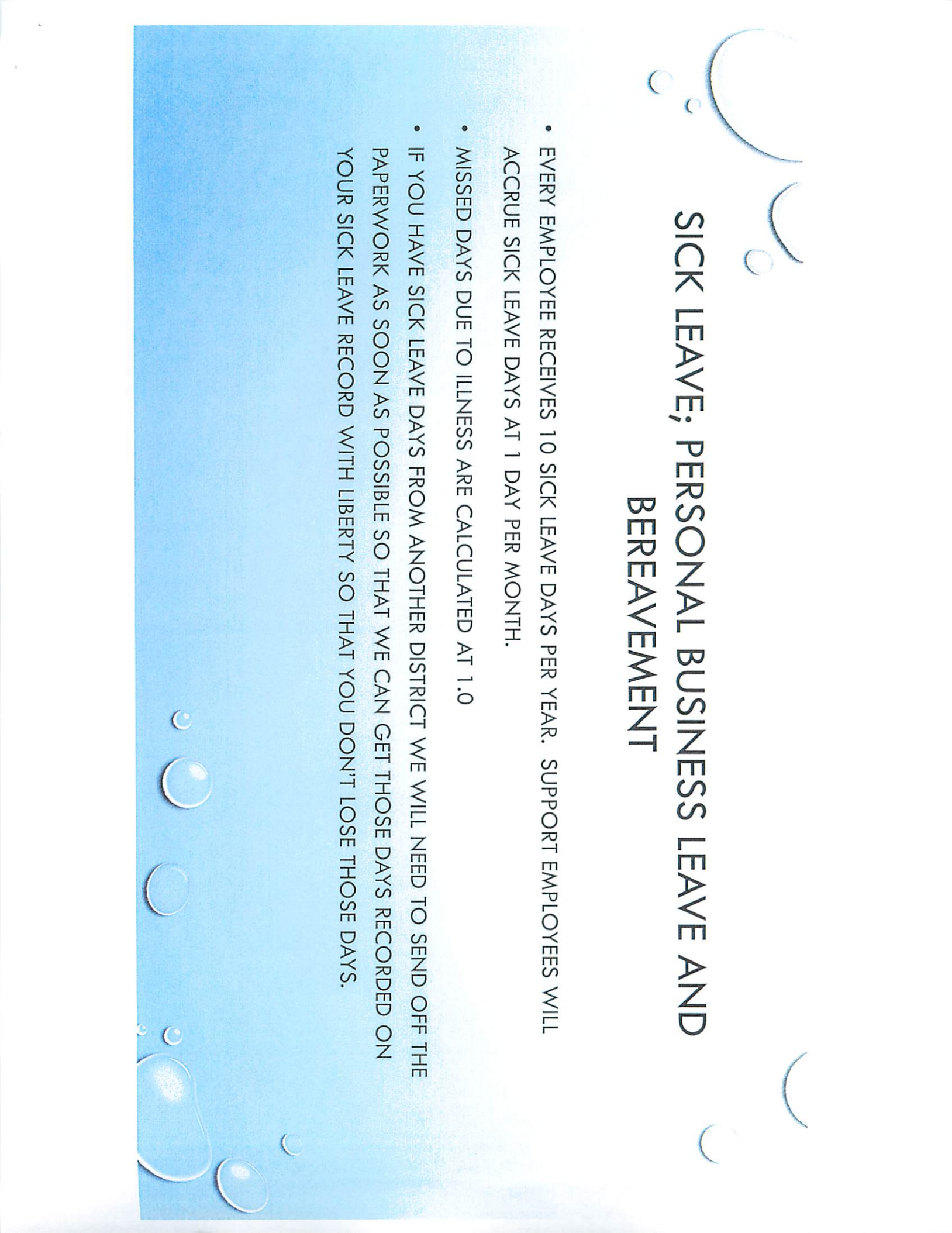
- WE WILL HAVE OPTION PERIOD IN OCTOBER 2023.
- I WILL GET THE OPTION PERIOD INFORMATION TO YOU AS SOON AS IT BECOMES AVAILABLE.





AMERICAN FIDELITY

- WE HAVE NOT SET A DATE YET WITH AMERICAN FIDELITY TO COME OUT TO OFFER THE SECTION 125 SERVICES SUCH AS: CANCER INSURANCE; DISABILITY; ANNUITIES, ETC..
 - YOU DO NOT HAVE TO SIGN UP FOR ANY SERVICES, BUT YOU DO HAVE TO SIGN OFF THAT YOU HAVE BEEN OFFERED – IT FULFILLS THE DISTRICT'S OBLIGATION TO YOU AS AN EMPLOYEE.
 - I WILL LET YOU KNOW BY E-MAIL AS SOON AS I HEAR FROM JASON HOBBS.
- 



SICK LEAVE; PERSONAL BUSINESS LEAVE AND BEREAVEMENT

- EVERY EMPLOYEE RECEIVES 10 SICK LEAVE DAYS PER YEAR. SUPPORT EMPLOYEES WILL ACCRUE SICK LEAVE DAYS AT 1 DAY PER MONTH.
- MISSED DAYS DUE TO ILLNESS ARE CALCULATED AT 1.0
- IF YOU HAVE SICK LEAVE DAYS FROM ANOTHER DISTRICT WE WILL NEED TO SEND OFF THE PAPERWORK AS SOON AS POSSIBLE SO THAT WE CAN GET THOSE DAYS RECORDED ON YOUR SICK LEAVE RECORD WITH LIBERTY SO THAT YOU DON'T LOSE THOSE DAYS.

PERSONAL BUSINESS DAYS

- LIBERTY SCHOOLS GIVES EACH FULL TIME EMPLOYEE 3 PERSONAL BUSINESS DAYS. THIS WILL BE CALCULATED AT 1.0
- AT THE END OF THE SCHOOL YEAR WE WILL TAKE ANY UN-USED PERSONAL BUSINESS DAYS AND ROLL THEM OVER TO YOUR SICK LEAVE BALANCE.
- PERSONAL BUSINESS DAYS TAKEN IN EXCESS OF 3 DAYS COULD BECOME A PAY DEDUCT SITUATION. ANY DAYS TAKEN THAT RESULT IN A PAY-DEDUCT WILL BE REPORTED TO THE LIBERTY BOARD OF EDUCATION. PAY-DEDUCTS ALSO AFFECT SCHOOL REPORTING EFFORTS – THEY ARE REPORTED TO SCHOOL PERSONNEL AND TRS. TRS COULD VIEW A PAY-DEDUCT AS A CONTRACT YEAR NOT FULFILLED.
- WE TRY TO MAKE ANY ADJUSTMENTS FOR PAY-DEDUCTS AT THE END OF THE YEAR, SOMETIMES THERE ARE EXCEPTIONS.



BEREAVEMENT

- BEREAVEMENT FOR IMMEDIATE FAMILY DEFINED: AS EMPLOYEE'S SPOUSE; PARENT OR GUARDIAN, CHILD; BROTHER; SISTER; GRANDPARENT; GRANDCHILD OR EACH SIMILAR RELATIONSHIP BY MARRIAGE, OR A PERSON RESIDING IN THE SAME HOUSEHOLD AS THE EMPLOYEE.
- FUNERAL LEAVE FOR ANYONE OUTSIDE OF THE IMMEDIATE FAMILY WILL BE COUNTED AS PERSONAL BUSINESS LEAVE.

NEW REPORT OF ABSENCE FORM – LOCATED IN EVERY SCHOOL OFFICE ON CAMPUS

SCHOOL OFFICE REPORT OF ABSENCE FORM (04/10/10)

Name: _____

Problem: Teacher Child Custodian Bus Driver Para Other _____

Substitute Used: _____

I have been absent on the following dates: _____

Beginning (first day of absence) _____ Ending (last day of absence) _____

Reason for absence: _____

Sick Personal Business Government (Specify - see back of form for details) Professional Term Contract Other _____

Special Reason (Indicate on back of form): _____

Employee Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Supervisor Signature: _____ Building/Principal Signature: _____

Leave Request Received By: _____ VA number: _____ PTA number: _____

Name: _____

Problem: Teacher Child Custodian Bus Driver Para Other _____

Substitute Used: _____

I am being sent for care of absence _____

Date of Absence: _____

Period (Start/End) of time away from school: _____

Reason for absence: _____

Sick Personal Business Government (Specify) Professional Term Contract Other _____

Special Reason (Indicate on back of form): _____

Employee Signature: _____ Date: _____

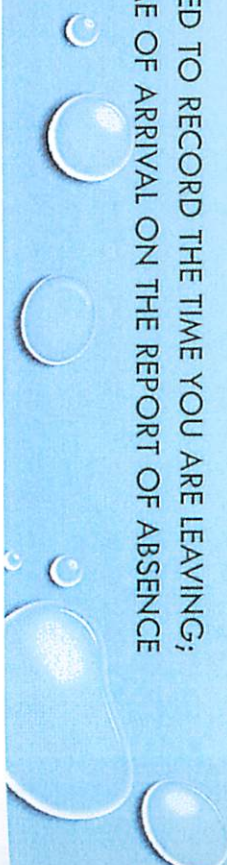
Principal Signature: _____ Date: _____

Supervisor Signature: _____ Building/Principal Signature: _____

Leave Request Received By: _____ VA number: _____ PTA number: _____



REPORT OF ABSENCE

- WE HAVE CREATED A NEW REPORT OF ABSENCE FORM.
 - YOUR BUILDING SECRETARY WILL HAVE THE REPORT OF ABSENCE FORMS. WE ARE STILL WAITING ON THE NEW FORMS FROM THE PRINTER – USE THE OLD ONES UNTIL THE NEW ONE ARRIVES.
 - BE SURE THAT YOU ARE SIGNING IN EACH DAY ON THE SIGN-IN SHEET IN YOUR BUILDING.
 - WHEN YOU MISS A DAY DUE TO ILLNESS OR PERSONAL LEAVE YOU WILL BE ASKED TO FILL OUT AND SIGN A REPORT OF ABSENCE FORM. WE TRACK THOSE PRIMARILY FOR TRS PURPOSES. REMEMBER 1 20 SICK LEAVE DAYS = 1 YEAR OF EXPERIENCE WITH TRS WHEN YOU RETIRE.
 - WHEN YOU ARE GONE FOR A PARTIAL DAY – YOU ARE REQUIRED TO RECORD THE TIME YOU ARE LEAVING; TIME YOU ARE RETURNING OR IF ARRIVING LATE - RECORD TIME OF ARRIVAL ON THE REPORT OF ABSENCE FORM.
- 

REPORT OF ABSENCE FORM

~CONTINUED~

ON THE BACK SIDE OF THE NEW REPORT OF ABSENCE FORM WE HAVE REFERENCED THE LEAVE POLICIES TO ALLOW FOR MORE INFORMATION AND DEFINE THE CIRCUMSTANCES FOR AN ABSENCE.

- **BEREAVEMENT - DED-R2** - THE BOARD OF EDUCATION WILL PROVIDE UP TO 5 DAYS LEAVE WITH PAY FOR EACH BEREAVEMENT IN THE IMMEDIATE FAMILY OF AN EMPLOYEE. SUCH LEAVE MUST BE APPROVED BY THE PRINCIPAL AND THE SUPERINTENDENT.
- IF THE EMPLOYEE HAS TO BE ABSENT FOR A FUNERAL OTHER THAN IMMEDIATE FAMILY, THE ABSENCE WILL BE CHARGED TO PERSONAL BUSINESS LEAVE. IF ADDITIONAL TIME IS NEEDED BECAUSE OF TRAVEL OR OTHER SPECIAL CONSIDERATIONS AND PERSONAL BUSINESS LEAVE HAS BEEN EXHAUSTED, A REQUEST MAY BE SUBMITTED; AND, IF APPROVED BY THE PRINCIPAL AND SUPERINTENDENT, THE EMPLOYEE WILL BE ALLOWED TO PAY FOR THE COST OF THE SUBSTITUTE.
- IMMEDIATE FAMILY IS DEFINED AS THE EMPLOYEE'S SPOUSE, PARENT OR GUARDIAN, CHILD, BROTHER, SISTER, GRANDPARENT, GRANDCHILD, OR EACH SIMILAR RELATIONSHIP AS ESTABLISHED BY MARRIAGE; OR A PERSON RESIDING IN THE SAME HOUSEHOLD AS THE EMPLOYEE.
- **SICK LEAVE - DEC-R1** - LIBERTY EMPLOYEES ARE GRANTED 10 SICK LEAVE DAYS PER YEAR FOR PERSONAL ILLNESS; ACCIDENTAL INJURY, PREGNANCY OR ILLNESS OR ACCIDENTAL INJURY IN THE IMMEDIATE FAMILY. A DOCTOR'S NOTE WILL BE REQUIRED UPON RETURN IF ABSENT 3 OR MORE DAYS. SICK LEAVE IS ACCUMULATED FROM YEAR-TO-YEAR. 120 DAYS OF ACCUMULATED SICK LEAVE WILL EQUAL ONE ADDITIONAL SERVICE YEAR WITH TRS WHEN YOU RETIRE.
- **PERSONAL BUSINESS LEAVE - DEC-R3** - PERSONAL BUSINESS LEAVE IS TO BE APPROVED 3 DAYS IN ADVANCE. PERSONAL LEAVE IS TO BE USED FOR PERSONAL EMERGENCY BUSINESS TRANSACTIONS; PERSONAL LEGAL MATTERS; CERTAIN LIFE EVENTS (CHILDREN PARTICIPATING IN SCHOOL ACTIVITIES); BUSINESS CONVENTION WITH SPOUSE; MILITARY OBLIGATIONS; SCHOOL ACTIVITIES; FUNERALS; PERSONAL LEAVE CANNOT BE USED FOR VACATIONS; SEEKING OTHER EMPLOYMENT; POLITICAL OR SOCIAL ACTIVITIES; PERFORMING SERVICE FOR COMPENSATION; EXTENSION OF HOLIDAYS OR WEEKENDS.
- **WHEN AN EMPLOYEE TAKES MORE SICK LEAVE TIME THAN HAS BEEN ACCUMULATED OR MORE PERSONAL TIME THAN ALLOTTED FOR THE YEAR - THE SCHOOL BOARD WILL BE MADE AWARE OF ABSENCES THAT AFFECT THE EMPLOYEE CONTRACT PAY. WHEN THERE IS A DECREASE IN YOUR CONTRACT PAY THIS WILL ULTIMATELY AFFECT THE CONTRACT WAGES THAT ARE REPORTED TO SCHOOL PERSONNEL, TRS AND ACCREDITATION. A DECREASE IN CONTRACT PAY MAY BE INTERPRETED BY SDE AND TRS AS A CONTRACT YEAR NOT FULFILLED. PLEASE MAKE EVERY EFFORT TO BE PRESENT.**

PURCHASE ORDER PROCEDURE

- WHEN YOU MAKE A PURCHASE FOR CLASSROOM USE YOU WILL FILL OUT A PURCHASE ORDER REQUISITION.
- AT THE TOP OF PO REQUISITION FORM - CHOOSE EITHER GENERAL FUND OR ACTIVITY FUND.
- THE PO HAS STEP-BY-STEP INSTRUCTIONS ON THE REVERSE SIDE OF THE FORM – IT IS EASY TO FOLLOW.
- DO NOT MAKE ANY PURCHASES UNTIL YOU RECEIVE THE SIGNED COPY OF THE REQUISITION FROM ADMIN WITH AN ASSIGNED PURCHASE ORDER NUMBER WRITTEN ON THE FORM. **DO NOT UNDER ANY CIRCUMSTANCES ORDER OR RE-ORDER ITEMS WITH A PREVIOUSLY ASSIGNED PURCHASE ORDER NUMBER – YOU MUST START THE PROCESS OVER AND SUBMIT ANOTHER PURCHASE ORDER REQUEST.**
- TRAVEL REIMBURSEMENTS ARE AT THE DISCRETION OF THE SUPERINTENDENT. YOU ARE REQUIRED TO REQUEST A SCHOOL VEHICLE BEFORE SEEKING A REIMBURSEMENT. **TRAVEL REIMBURSEMENT WOULD REQUIRE A PURCHASE ORDER IN ADVANCE OF TRAVELING**. PLEASE COMPLETE THE EXPENSE VOUCHER TO ACCOMPANY THE PURCHASE ORDER – THESE ARE AVAILABLE ON THE SCHOOL WEBSITE UNDER THE EMPLOYEE RESOURCE TAB.
- **IF YOU DO NOT RECEIVE THE SIGNED COPY BACK WITHIN A FEW DAYS – CALL TO ASK IF WE HAVE SEEN IT – DO NOT TAKE IT UPON YOURSELF TO PLACE AN ORDER WITHOUT A PO#.**

AMAZON ORDERS

- TO MAKE AN AMAZON ORDER YOU MUST FIRST PRICE CHECK TO BE SURE WE ARE GETTING THE BEST PRICE – PLEASE CONFIRM WITH THE BUILDING PRINCIPAL THAT YOU HAVE DONE THIS.
- FILL OUT A PO TO AMAZON WITH DETAIL DESCRIPTION OF THE PRODUCT(S) YOU WISH TO PURCHASE (ATTACH A COPY OF THE WISHLIST) – GO THROUGH THE PO STEPS - NEXT IT WILL GO TO CAROLYN WIGGIN TO BE RECORDED AND ASSIGN A PO#.
- SEND YOUR AMAZON WISH-LIST TO ROBERT SMITH- EMAIL- ROBERT.SMITH@LIBERTYPS.ORG
- CAROLYN WILL SEND A COPY OF THE AMAZON PURCHASE ORDER WITH AN ASSIGNED # TO ROBERT SO THAT HE KNOWS IT IS READY TO BE ORDERED. THE LAST STEP OF THIS PROCESS IS ROBERT WILL SEND YOU AN EMAIL TO LET YOU KNOW THE ITEM HAS BEEN ORDERED.
- IF YOU DON'T HEAR ANYTHING FROM THE CENTRAL OFFICE IN 2-3 DAYS CHECK WITH US TO BE SURE IT IS BEING PROCESSED.



TRANSMITTAL PROCEDURES

- A TRANSMITTAL IS A FORM THAT ALLOWS FOR DETAILED INFORMATION OF FUNDS COLLECTED.
- TRANSMITTAL PROCEDURE INSTRUCTIONS ARE WRITTEN IN STEP-BY-STEP FORMAT ON THE REVERSE SIDE OF THE FORM.
- IF YOU ARE TAKING MONEY FROM STUDENTS OR PARENTS YOU **MUST** WRITE A RECEIPT; WE DO HAVE INSTRUCTIONS FOR PURCHASES LESS THAN \$5.00. ANY ITEM OVER \$5.00 REQUIRES AN INDIVIDUAL RECEIPT.
- **NEVER HOLD MONEY IN YOUR DESK DRAWER OR ANYWHERE NOT SECURE – MONEY COLLECTED SHOULD NEVER LEAVE THE SCHOOL CAMPUS. WE HAVE SEVERAL VAULTS ON CAMPUS – MAKE ARRANGEMENTS WITH YOUR BUILDING PRINCIPAL FOR SECURING YOUR DEPOSIT.**
- **NEVER PAY FOR ITEMS OUT OF CASH COLLECTIONS – EVERY DIME MUST BE DEPOSITED INTO THE ACTIVITY FUND ACCOUNT AND A CHECK WILL BE WRITTEN FOR EVERY EXPENDITURE.**
- MONEY COLLECTED MUST BE DEPOSITED WITHIN 24 HOURS OF RECEIPT.



FUNDRAISING PROCEDURES

- FUNDRAISER FORMS ARE PRINTED WITH STEP-BY-STEP INSTRUCTIONS.
- ALL FUNDRAISERS ARE TO BE SUBMITTED TO THE BOARD OF EDUCATION BY SEPTEMBER AND JANUARY OF EACH SCHOOL YEAR FOR APPROVAL – COLBY WADE TRACKS ALL FUNDRAISERS.
- DO NOT START A FUNDRAISER WITHOUT BOARD APPROVAL. ALL DONATIONS SHOULD ALSO BE BOARD APPROVED. ALL CLASSROOM ITEMS OBTAINED WITH ACTIVITY OR GENERAL FUNDS BECOME THE PROPERTY OF LIBERTY PUBLIC SCHOOLS AND WILL BE ADDED TO THE CLASSROOM INVENTORY LIST. YOU MUST INFORM THE SUPERINTENDENT AND BUILDING PRINCIPALS IF YOU ARE RECEIVING ITEMS FROM A WISH LIST I.E. AMAZON WISH LIST; DONORS CHOOSE WISH LIST; OR ANY OTHER WISH LIST – MAKE SURE YOU ARE ADDING ITEMS TO YOUR CLASSROOM INVENTORY. WISH LISTS WOULD BE CONSIDERED A FUNDRAISER IF YOU ARE ASSOCIATING YOURSELF WITH LIBERTY SCHOOLS IN THE WISH LIST.
- DO NOT MAKE PURCHASES OR ACCEPT PRODUCT FOR FUNDRAISER UNTIL IT IS BOARD APPROVED AND MAKE SURE YOU HAVE FILLED OUT A PURCHASE ORDER FOR THE PRODUCT - BECAUSE YOU WILL ULTIMATELY BE PAYING FOR THE PRODUCT AT THE END OF THE FUNDRAISER AND THIS NEEDS TO BE ON THE PURCHASE ORDER LOG BEFORE YOU BEGIN THE FUNDRAISER AND NOT AFTER THE FACT.
- YOU MAY NOT SIGN A COMMITMENT FORM TO SELL FUNDRAISER PRODUCT UNTIL THE FUNDRAISER HAS BEEN APPROVED BY THE LIBERTY BOARD OF EDUCATION; AND A PURCHASE ORDER NUMBER HAS BEEN ASSIGNED.

FUNDRAISING PROCEDURES

- Before any fundraiser can begin a Fundraising Activity Request form must be filled out entirely and submitted to the Superintendent's Office. All Fundraisers require Board Approval- usually at the September Board of Education Meeting.

Changing on new Form

- A purchase Order is required to start a fundraiser – you must fill out a purchase order request (follow PO Procedures) **Do not place an order –OR- receive any product for the purpose of selling before a PO number is assigned – no exceptions (State Law).** Attach a copy of the approved fundraiser form to the purchase order requisition form. If more than one order for the fundraiser is required - then make copies of your approved fundraiser form and attached to each PO to be submitted.
- If start-up cash is required. **A PO must be filled out for start-up cash and a separate transmittal will be required for the return of funds. Cash may never be held out to start another fundraiser.** Each fundraiser is a separate function and must be recorded as such. If no cash is required to start a fundraiser - then where are you getting the start-up cash? You cannot re-pay yourself out of student raised funds.
- **Notify your Building Principal and Administration Office when your fundraiser is to begin and when it is to end. (specific dates). Administration will be tracking the activity of fundraisers closely.**
- You may have to coordinate with your building fundraising calendar to find out when you can start your fundraiser.
- All fundraiser student collection forms (i.e. Ribs sales; Blue and Gold; etc) will be submitted with Transmittal. Fundraiser collection forms must add up to receipts written and transmittal total. Transmittal must equal amount of deposit.
- If your fundraiser is a Dance or Prom or anything that requires a payment at the door or selling tickets to an event – tickets are required to be turned in with your transmittal form. ***Note – all tickets sold for admission to any student activity are required to be PRE-NUMBERED – this includes all athletic events; dances; prom; athletic banquet – any event that you are charging an admission fee.** If you are planning to use a school building (cafeteria) to host your activities - **a Facility Use Request is required** – as a guide for common courtesy, we are asking that you request the building at least 2 weeks in advance of your event.



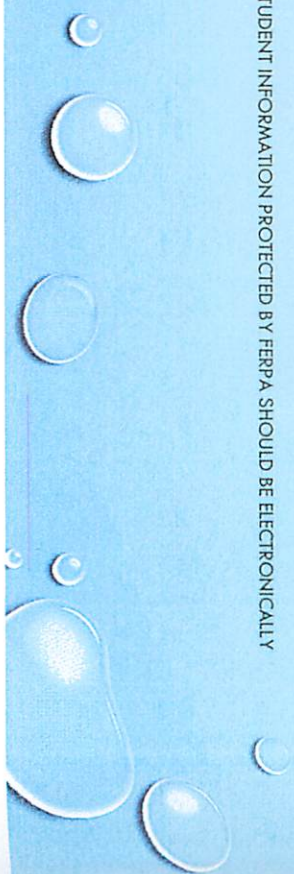
FACILITY USE – CALENDAR & RESERVATIONS

- DR. GARLAND KEEPS THE FACILITY USE CALENDAR FOR AFTERTHOUS USE OF THE CAFETERIA; GYM; CLASSROOMS; LIBRARY, ETC.
- THE BOARD OF EDUCATION HAS BEEN CLEAR THAT THE USE OF SCHOOL FACILITIES WILL HAVE A CHARGE FOR PERSONAL USE.



CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS INCLUDING EMAIL

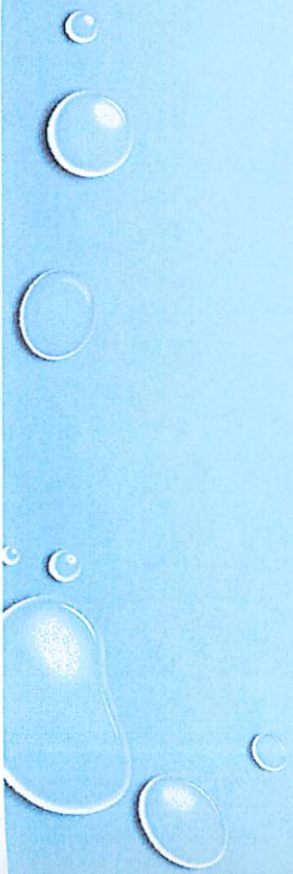
- CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS – EFBGA-R1
- THE PURPOSE OF PROVIDING INTERNET AND OTHER COMPUTER NETWORK ACCESS IN THIS DISTRICT IS TO PROMOTE THE EXCHANGE OF INFORMATION AND IDEAS WITH THE GLOBAL COMMUNITY. THE FOLLOWING REPRESENTS A GUIDE TO THE ACCEPTABLE USE OF THE TECHNOLOGY PROVIDED BY THIS DISTRICT. ALL NETWORK USE MUST BE CONSISTENT WITH THE POLICIES AND GOALS OF THIS SCHOOL DISTRICT. INAPPROPRIATE USE OF DISTRICT TECHNOLOGY WILL RESULT IN THE LOSS OF TECHNOLOGY USE, DISCIPLINARY ACTION, AND/OR REFERRAL TO LEGAL AUTHORITIES. **THE DISTRICT MAY MONITOR USE OF DISTRICT TECHNOLOGY AT ANY TIME. ALL INTERNET AND COMPUTER NETWORK USERS ARE HEREBY INFORMED THAT THERE SHALL BE NO EXPECTATIONS OF PRIVACY IN THAT SCHOOL OFFICIALS MAY MONITOR USERS AT ANY TIME.**
- ALL INTERNET AND OTHER COMPUTER NETWORK USERS WILL BE EXPECTED TO ABIDE BY THE GENERALLY ACCEPTED RULES OF NETWORK ETIQUETTE. THESE INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:
 - BE POLITE. MESSAGES SHOULD NOT BE ABUSIVE TO OTHERS.
 - TAKE PRIDE IN COMMUNICATIONS. CHECK SPELLING AND GRAMMAR.
 - USE APPROPRIATE LANGUAGE. DO NOT SWEAR OR USE VULGARITIES OR ANY OTHER INAPPROPRIATE LANGUAGE, SYMBOLS, OR PICTURES.
 - PROTECT PASSWORD CONFIDENTIALITY. PASSWORDS ARE NOT TO BE SHARED WITH OTHERS. USING ANOTHER USER'S ACCOUNT OR PASSWORD OR ALLOWING SUCH ACCESS BY ANOTHER MAY BE PERMITTED ONLY WITH THE APPROVAL OF THE SUPERVISING TEACHER OR SYSTEM ADMINISTRATOR.
 - DO NOT REVEAL YOUR PERSONAL ADDRESS OR TELEPHONE NUMBER OR THOSE OF OTHER PERSONS. NO STUDENT INFORMATION PROTECTED BY FERPA SHOULD BE ELECTRONICALLY TRANSMITTED OR OTHERWISE DISSEMINATED THROUGH THE NETWORK.





CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS INCLUDING EMAIL

- DO NOT DISGUISE THE POINT OF ORIGIN OR TRANSMISSION OF ELECTRONIC MAIL.
- DO NOT SEND MESSAGES THAT CONTAIN FALSE, MALICIOUS, OR MISLEADING INFORMATION THAT MAY BE INJURIOUS TO A PERSON OR A PERSON'S PROPERTY.
- ILLEGAL ACTIVITIES ARE STRICTLY PROHIBITED: TRANSFERRING OFFENSIVE OR HARASSING MESSAGES; OFFERING FOR SALE OR USE ANY SUBSTANCE THE POSSESSION OR USE OF WHICH IS PROHIBITED BY THE SCHOOL DISTRICT'S STAFF AND STUDENT POLICIES; VIEWING, TRANSMITTING, OR DOWNLOADING PORNOGRAPHIC MATERIALS OR MATERIALS THAT ENCOURAGE OTHERS TO VIOLATE THE LAW; INTRUDING INTO THE NETWORKS OR COMPUTERS OF OTHERS; AND DOWNLOADING OR TRANSMITTING CONFIDENTIAL, TRADE SECRET INFORMATION, OR COPYRIGHTED MATERIALS.
- THE DISTRICT TECHNOLOGY IS NOT TO BE USED FOR PLAYING MULTI-USER OR OTHER NETWORK INTENSIVE GAMES, COMMERCIAL VENTURES, INTERNET RELAY CHAT LINES, OR DOWNLOADING EXCESSIVELY LARGE FILES. NO CHARGES FOR SERVICES, PRODUCTS, OR INFORMATION ARE TO BE INCURRED WITHOUT APPROPRIATE PERMISSION.
- DO NOT USE THE NETWORK IN SUCH A WAY THAT YOU WOULD DISRUPT THE USE OF THE NETWORK BY OTHER USERS.
- USERS SHALL RESPECT THE PRIVACY OF OTHERS AND NOT READ THE MAIL OR FILES OF OTHERS WITHOUT THEIR PERMISSION. COPYRIGHT AND LICENSING LAWS WILL NOT BE INTENTIONALLY VIOLATED.





CODE OF CONDUCT FOR INTERNET AND OTHER COMPUTER NETWORK ACCESS INCLUDING EMAIL

- VANDALISM WILL RESULT IN CANCELLATION OF PRIVILEGES. VANDALISM IS DEFINED AS ANY MALICIOUS ATTEMPT TO HARM OR DESTROY HARDWARE, DATA OF ANOTHER USER, INTERNET, OR ANY OTHER AGENCIES OR OTHER NETWORKS THAT MAY BE ACCESSED. THIS INCLUDES, BUT IS NOT LIMITED TO, THE UPLOADING OR CREATION OF COMPUTER VIRUSES.
- REPORT SECURITY PROBLEMS TO THE SUPERVISING TEACHER OR SYSTEM ADMINISTRATOR.
- VIOLATORS OF THIS POLICY SHALL HOLD THE DISTRICT, INCLUDING ITS EMPLOYEES AND AGENTS, HARMLESS AGAINST ANY AND ALL CAUSES OF ACTION, DAMAGES, OR OTHER LIABILITY RESULTING FROM THE WILLFUL OR NEGLIGENT VIOLATION OF THIS POLICY.

ACKNOWLEDGEMENT OF TOPICS COVERED

08/08/2023 — RETURN ALONG WITH EMPLOYEE PACKET INFORMATION TO YOUR BUILDING SECRETARY.

- **BY SIGNING THIS FORM I AM ACKNOWLEDGING THE FACT THAT I HAVE BEEN INSTRUCTED ON THE FOLLOWING TOPICS:**
- INCLUDED IN THE EMPLOYEE PACKET – PAYROLL DATES; EMPLOYEE DATA SHEET; LOYALTY OATH; STATE MIN SALARY SCHEDULE FOR 23-24; SCHOOL CALENDAR FOR 23-24
- PAYROLL; PAYROLL DATES; EMPLOYEE RESOURCE TAB ON SCHOOL WEBSITE; EMPLOYEE PORTAL; HEALTH INSURANCE OPTION PERIOD; UPCOMING AMERICAN FIDELITY VISIT
- SICK LEAVE; PERSONAL BUSINESS LEAVE; BEREAVEMENT; NEW REPORT OF ABSENCE FORM
- PURCHASE ORDER PROCEDURES; TRANSMITTAL PROCEDURES; FUNDRAISING PROCEDURES; WISH-LISTS; CLASSROOM INVENTORY
- FACILITY USE CALENDAR AND RESERVATIONS
- SAMPLE FORMS FOR REFERENCE
- SCHOOL EMAIL AND INTERNET EXPECTATIONS – NO EXPECTATION OF PRIVACY
- THIS INFORMATION WILL BE POSTED ON THE EMPLOYEE RESOURCE TAB FOR YOUR FUTURE REFERENCE
- _____
- **EMPLOYEE NAME – PLEASE PRINT AND SIGN**