

Warren Woods Public Schools Annual Updates

CRIMINAL CHECK WAIVER

Pursuant to 1993 Public Act 68 and 1995 Public Act 83, I affirm that I have not been convicted of (misdemeanor or felony) or pled guilty or nolo contendere (no contest) to **any crimes**.

I understand and agree that pursuant to 1993 Public Act 68, Public Act 83 of 1995 and Public Act 129-131 and 138 of 2005 that:

- 1) The Warren Woods Board of Education must request a criminal history check on me from the Central Records Division of the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI); and;
- 2) If the reports received from the MSP and FBI are not the same as my representations(s) above respecting either the absence of any conviction(s) or any crimes of which I have been convicted, or there are convictions of "listed offenses" as described in the above named Public Acts, my employment is voidable at the option of Warren Woods Public Schools.

Acceptable Use Agreement for Computers and Other Technology

Computers and other technology are to be used in a responsible, efficient, ethical, and legal manner. Technology includes, but is not limited to, computers, disk drives, printers, scanners, networks, software, video and audio recorders, cameras, photocopiers, telephones, and other related electronic resources. Networks include, but are not limited to, all voice and data systems. Users include anyone who is accessing or using district technology.

District technology can be used to access the Internet, a global information and communication network that provides significant educational opportunities to our students. The Board has adopted policies for Student Network and Internet Acceptable Use and Safety, and Staff Network and Internet Acceptable Use and Safety.

In summary, all Staff agree to abide by Staff Technology Acceptable Use and Safety Policy 7540.04.

I agree to the following terms for use of district technology, including the Internet:

- I understand that the use of district technology is a privilege and not a right. My use of technology may be monitored by district staff, and is not to be considered confidential or private. Warren Woods reserves the right to access, review, or delete any information on the district network.
- My use of district technology is for educational purposes only, as determined by the district's mission statement and curriculum.
- I will not use the school district network for commercial use, for inappropriate or illegal purposes of any kind, nor for activities that could be dangerous to myself or to others. Warren Woods will not be held responsible if I participate in such activities.
- I will not use the school district network to send or receive threatening, obscene, or harassing materials. Warren Woods will not be held responsible if I participate in such activities.
- I will not interfere with, disrupt, or cause damage to district technology equipment, networks, and services.
- I will respect copyright laws and fair use practices.
- I will not use multi-user talk sites (chat rooms), games, or blogs, except those designated as permissible.
- I am responsible for any misuse that results from sharing my password. Therefore, I will not share my password.
- I will accept the responsibility of any student Internet access from my classroom/office.

I understand that if I do not follow the above guidelines, I may face disciplinary action, loss of technology privileges and network access, and/or legal action. Penalties will be determined by the School District.

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All Board Policies, as well as federal, state and local laws will be followed. All Warren Woods Public Schools employees have an obligation to follow Local, State, and Federal law as well as District policies as set forth by the Warren Woods Board of Education. The Board of Education Policies may be viewed and printed at the following website: www.neola.com/warrenwoods-mi. It is the responsibility of each staff member to adhere to the Board of Education policies. Failure to follow BOE policy may result in discipline up to and including termination of employment.

SMOKING ON SCHOOL PROPERTY

State law has set restrictions on smoking and the use of tobacco products on school property. Warren Woods Board of Education Policies #3215, #4215 and #7434 speak to Use of Tobacco by Staff and Use of Tobacco on School Premises.

DRUG-FREE WORKPLACE

According to Policy 1422.01, 3122.01 and 4122.01, the Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, and/or 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. Any staff member in violation of this policy, or any state or federal law regarding safe and drug free schools shall be subject to disciplinary action in accordance with District guidelines and the terms of any applicable collective bargaining agreements.

USE OF DISTRICT FACILITIES & EQUIPMENT

It is expected District facilities and equipment (e.g. the pool, garage, vehicle washing, tools, cleaning supplies and equipment, kitchen facilities, office supplies, technology, etc.) will be used for District operations (eg. BOE Policy #3231 & #7510). It is the sole discretion of the Board or its designees to grant exceptions. It is not the intent to prohibit employees from using District phones for occasional calls that may be deemed personal in nature such as scheduling appointments or a quick call home. District employees will be held to the standard in the District's Acceptable Use Policy (AUP) in the use of technology. The staff AUP form may be found on the District's web site on the "Technology Services" page.

PAID BREAK TIME (where applicable)

It is expected an employee will remain at his/her work site on District premises during any paid break time unless his/her supervisor has permitted him/her to leave the District. In an emergency situation, or when the employee may be needed to provide assistance, the employee could be called back to his/her work assignment and provided paid break time at another time during the workday.

ANTI-HARASSMENT

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

To file a complaint contact Stacey Denewith-Fici, District Title IX Coordinator at 586-439-4417.

JURY DUTY

Warren Woods Guideline for employees serving on jury duty is as follows:

When you receive the summons for jury duty, a copy is to be sent to the Human Resources office and the administrator in your building should also be notified. You are responsible for adding your absence to Frontline. After your jury duty is finished, the following procedure is to be followed: Since an employee cannot earn more than their regular day's wages, employees must give their payment for jury duty to the District. Therefore, when the cash or check is received for jury duty, endorse and send the check or cash along with the stub to the Payroll Specialist, in the Business Office. The portion of the cash/check that covers mileage will be reimbursed to you.

SCHOOL EMERGENCY DAYS/SCHOOL CLOSINGS

School emergency/school closing days will be paid days when written employment agreements/contracts mandate such payment. In the event the work year needs to be extended due to the required make-up of any school emergency days, any employee required to extend his/her work year will be compensated for the extra day(s) provided they were not compensated on the original school emergency/school closing day.

ON THE JOB INJURIES REPORTING PROCEDURES



We are committed to providing a safe working environment for all employees. Accident and injury prevention is our main goal, but if there is an injury while on the job, we want to make sure the employee receives the care needed to get well again.

We've partnered with Concentra to ensure quality medical treatment and a smooth process for workers' compensation claims. Medical treatment outside of Concentra may **NOT** be eligible for compensation under the state's workers' compensation law. Also, not all injuries that happen at work are workers' compensation eligible.

All employees should be familiar with the steps necessary to seek treatment for injuries occurring at work. Our procedure is listed below.

When an employee is injured:

- ◆ Employee reports accident to immediate Supervisor. Supervisor contacts Human Resources for authorization to proceed to Concentra. For life threatening injuries please call 911. "Injured Persons Report of Accident " may be completed at reasonable time after the emergency and the injury is treated.
- ◆ If it's not an emergency, employee immediately completes an "Injured Persons Report of Accident" and turns it into a Supervisor.
- ◆ Supervisor immediately emails the "Injured Person Report of Accident" form to Human Resources at HR@mywwps.org
- ◆ Human Resources will provide authorization to Concentra.
- ◆ After the clinic visit, employees should provide a hard copy of Concentra's activity status report to their supervisor **and** email Human Resources at HR@mywwps.org. The employee should not return to their regular job duties until restrictions are reviewed with the supervisor and Human Resources.
- ◆ Concentra will work with our workers' compensation claim representative to ensure quality of care and approve future visits and prescribed treatments, including physical therapy, diagnostic tests and specialist referrals. Appointments for future visits are to be scheduled outside of work hours, or the time away from work will be docked.

Reminder-not all injuries that occurred at work are workers' compensation eligible.

If you have any questions or concerns about these procedures or how workplace injuries are managed, please contact Jeanne Portalski at 586-439-4457/jportalski@mywwps.org.

Michigan Workers' Disability Compensation Rights & Responsibilities: [wca WC-PUB-006](#)