Warren Woods Public Schools Annual Updates

MICHIGAN DEPARTMENT OF EDUCATION
SELF REPORTING REQUIREMENT

Criminal Convictions—The law requires school employees to self-report to the employing school or school district and the Michigan Department of Education when arraignment has been conducted for crimes identified in Section 1535a of the Revised School Code, Michigan Complied Laws 380.1535a. The reporting must be provided within three business days of the arraignment.

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

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the American with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Warren Woods School District that no person (or student) shall, on the basis of race, color, religion, national origin or ancestry, gender, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. For information, contact (586) 439-4401. Inquiries related to discrimination on the basis of disability should be directed to: Stacie Sward, 504 Coordinator, 12900 Frazho Road, Warren, MI 48089 (586) 439-4464. Email: titleix@mywwps.org Direct all other inquiries related to any other discrimination to: Stacey Denewith-Fici, Superintendent 12900 Frazho Road, Warren, MI 48089. (586) 439-4417. Email: titleix@mywwps.org

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