

## **CMS EMPLOYEE HANDBOOK SECTION 8: *Workplace Rules/Information/Procedures***

### **Employee Accidents and Injuries**

If an employee is injured or if an accident occurs while he/she is at work, he/she must notify the building administrator or supervisor. Regardless of the severity of the accident, the necessary accident forms must be completed. If an injury is work-related, the supervisor or designee should report the incident to the Benefits Clerk at the District Administration Office as soon as possible. A Notice of Accident form must be completed and signed by the employee and the supervisor or designee. Additional Workers Compensation forms are required to be completed by the employee and/or supervisor. Proper forms must be turned in to the Benefits Clerk at the District Administration Office within twenty-four (24) hours. If the supervisor foresees the employee may need extensive leave, he/she should contact the Deputy Superintendent of Employee Services immediately. Additional forms may need to be completed by the employee for the Payroll Department if extended leave is necessary.

The District has procedures for complying with the requirements of the Occupational Safety and Health Administration (OSHA), including an exposure-control plan, methods of compliance, work-practice controls, post-exposure evaluation and follow-up, and administering vaccine to employees exposed to Hepatitis B virus. All employees who, as a result of their employment, have had significant exposure to bloodborne pathogens are required to report the details of exposure, in writing, to their immediate supervisor as well as the Director of Health Services. The employee is also required to follow District procedure to complete this process. An employee who chooses to not complete the reporting requirements will be at risk of losing any rights to a claim.

### **Energy Conservation and Management**

It is the District's responsibility to assure that every effort is made to conserve energy and natural resources. The implementation of this policy is the joint responsibility of Board members, administrators, teachers, students, and support staff; and, its success is based on cooperation at all levels.

The principal or site supervisor will be accountable for energy management on their campus. Energy audits will be conducted periodically.

Temperature guidelines:

Cold Months	70-72	occupied	60 un-occupied
Warm Months	72-74	occupied	85 un-occupied

- Lights must be turned off in any area you leave, including classrooms.
- Computers must be shut down at night. Not in the power save mode.
- No space heaters unless supplied by the district.
- Lamps can only be on if the teacher is in the room. They are strongly discouraged as they simply use more electricity and do not aid in lighting the room.
- Lit candles and candle warmers are not allowed by the order of the Fire Marshall and due to the damage caused by melted wax.

### **Facility Use**

After-hours use of Facilities must be scheduled through the Transportation Department. Please schedule as far in advance as possible with a minimum of two (2) weeks notice. Some activities require additional paperwork and insurance forms to be completed prior to the use of District facilities. Prior approval is required for after-hours facilities use. Staff working in their rooms/offices after regular hours and have their own children/family members with them must supervise them closely. The children/family members should not roam the halls or be in a different part of the facility away from the employee. Children may not play in gyms while staff members work in the building.

Due to liability and safety issues, employees are not allowed to provide access to the District's facilities without prior approval. Employees are not to let groups or individuals in a building or allow them to remain in a building unless the employee received prior approval from the Transportation Department. This includes family members, church groups, friends, little league teams, etc.

### **Security of Buildings**

The security of District buildings and rooms is essential for the protection of both District and personal assets and equipment. Clovis Municipal Schools considers the safety of all students and staff a priority. These guidelines are designed to control access to District buildings thereby enhancing overall security as well as promoting accountability and preventing loss of property.

### **Keys**

Keys for District facilities must not be reproduced, duplicated, or obtained from any source other than the Maintenance Department. The unauthorized possession, use, or reproduction of a District key may constitute theft or misappropriation of District property. An employee who violates these procedures may be subject to disciplinary action.

#### **Employee Responsibilities**

- Employees shall only use District keys/key cards for access to their assigned work areas and should lock doors when leaving their work area.
- Employees must also ensure that keys/key cards are safeguarded and properly used. Keys/key cards should never be placed on teacher's desks where students have access to take them.
- Keys/key cards should not be attached to employee badges and cannot be left in locked vehicles at any time.
- At the end of each school year, upon mid-term transfer, or upon the termination of employment, keys/key cards must be returned to the Site Administrator.
- Employees may not loan out or exchange assigned keys/key cards.
- Employees must immediately report any lost keys/key cards to the Site Administrator.
- The Site Administrator must immediately report the loss to the Maintenance Department, complete the Lost Key Report, and submit it to Operations.

### **Lost Keys/Key Cards**

Lost building keys can pose a serious security issue. Employees must report lost or stolen keys/key cards to the appropriate Site Administrator immediately. DO NOT wait until the end of the day to report missing keys/key cards. Maintenance must rekey all exterior doors before the end of the day.

If keys/key cards are known to be stolen, a police report is required.

#### Fees for Lost Keys:

Building and Classroom keys - \$10.00 each

Key FOB - \$25.00 each

Card Reader - \$25.00 each

Fireproof File Cabinets - \$75.00 each

File Cabinets - \$25.00 each

Desks - \$25.00 each

Casework - \$25.00 each.

### **Maintenance and Control of District Property**

Employees are responsible for the proper care of District facilities, equipment, and property in their custody or control. If the negligence of the employee is determined to be the cause of damage to facilities, equipment, or property, the employee may be required to compensate the District for damages.

Employees may be allowed personal use of school equipment/materials if assigned to them, not in conflict with the law, is within district policies and procedure, and the District does not incur any expense due to the use. If the equipment/material is lost or damaged during personal use, the employee shall be required to reimburse the District for repair or replacement.

### **Personal Property Replacement/Restitution**

The District shall not assume responsibility for the loss or damage to personal property stored, installed, or used on school property. If personal items are brought to work, it is the employee's responsibility to secure them appropriately. It is recommended that employees not bring valuable personal items to the workplace.

### **School Mail/Personal Mail**

A school mail service is maintained to allow staff to communicate effectively in ways related to their job responsibilities. This service, however, is restricted to materials and communications related to official school business and the educational purposes of the District.

Employees are directed not to have personal mail, including packages, delivered to the school; personal mail should be delivered to the employee's home address. Also, employees are not to place personal mail (bill payments, personal letters, etc.) in the outgoing mail.

Employees have no expectation of privacy in the mail that is delivered by this service. District officials may open and inspect mail utilized by this service. The District shall not be liable for items lost or opened, nor damage or injury incurred by an individual as a result of the mail service.

### **School Vehicle Usage Guidelines**

All access to school vehicles must be cleared through the Coordinator of Custodial Services and Transportation prior to use.

#### **Requirements to Drive a School Vehicle:**

- Drivers license in good standing. Must be a New Mexico license
- Subject to random Drug/Alcohol testing

If you are involved in an accident while driving a school vehicle you must receive a drug/alcohol test that day.

Employees and Board Members will maintain the highest standards while utilizing District vehicles and other movable assets. District vehicles and gas cards are to be used for official school/District business only. Misuse of vehicles and other movable assets may result in disciplinary action.

District vehicles are to be used for authorized employees, Board Members, or passengers. An authorized passenger is defined as a District employee, Board Member, or any person on official school/District business. Traffic citations or parking tickets are the responsibility of the authorized driver. The authorized driver will lock school vehicles when left unattended and store personal items in the trunk. Vehicles must be returned with all trash removed.

Employees or Board Members who are authorized to drive District-owned vehicles or receive a stipend to travel for district business shall be subject to random drug testing.

Cancellation of driving privileges shall result for the following reasons, but not limited to:

1. If an authorized driver transports an unauthorized passenger or permits an unauthorized person to drive.

(The authorized driver may be held personally liable for personal injury, death, or property damage arising from the unauthorized use of the District vehicle).

2. If an authorized driver is driving while under the influence of intoxicating liquor or drugs.
3. If an authorized driver fails to obey the driving laws of the State of New Mexico or a legal entity of the State.
4. If an authorized driver tests positive in a random drug test.

### **Employee Dress Code**

CMS Board Regulation G-0761, Staff Conduct states that all employees are expected to “dress and maintain a general appearance that reflects their position and does not detract from the education program of the school”.

Employees issued uniforms are to wear them consistently as provided, intended, and maintain them properly. Uniforms are not to be worn during off duty hours, except while traveling to and from work. Employees are to comply with the direction of their immediate supervisor in adhering to this policy.

### **Conflict of Interest/ Gifts**

It is unlawful for a public officer or licensed employee to take an official act for the primary purpose of directly enhancing a personal financial interest or position. An employee shall not, directly or indirectly, solicit, sell, or be a party to a transaction to solicit or sell a product or service to the school or District. This does not apply to an individual making a sale in the regular course of business while complying with the procurement laws and rules of the State of New Mexico.

No person shall sell or use a student, faculty, or staff list with personal identifying information obtained from the District for the purpose of direct marketing of goods or services except for legitimate educational purposes or with the authorized release of each individual on the list(s).

No employee will accept gifts from a person, group, or entity doing or desiring to do business with the District. The acceptance of any business-related gratuity is specifically prohibited, except for widely distributed advertising items of nominal value.

### **Political Activities**

Employees have the right to engage in political activity during off-duty hours. The employee shall make it clear while engaged in political activity that the utterances and actions are his/hers as an individual and that they in no manner represent the views of Clovis Municipal Schools. Employees shall not engage in partisan political activity on school property during business hours or while meeting his/her district responsibilities. Each employee shall request a leave of absence if an extended community or political activity interferes with his/her employment or District responsibilities. Or, the District must grant permission through the “Community Use of School Facilities” policy for political activities.

Political circulars or petitions may not be posted or distributed in the workplace. The collection of campaign funds and/or solicitation of campaign workers are prohibited on school property. The use of students for political influencing is prohibited. The use of District supplies, materials, buildings, or other resources to influence the outcome of an election is not permitted.

### **Public Appearances**

Staff members appearing before public or professional groups may not speak for the District unless specifically authorized by the Superintendent or Board.

### **Organization Membership**

The District will not directly or indirectly discourage employees from participating in political affairs or require

an employee to join any group, committee, or association. Employees may join or refuse to join any professional organization. A staff member's employment will not be affected by membership or the decision not to be a member of an employee or community organization that exists for the purpose of dealing with grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

### **Employment Recommendations/Job References**

No employee is authorized to issue a written or oral employment reference or recommendation for a current or former employee except in compliance with the following:

- No employee may issue or provide an employment reference or recommendation in his/her capacity as an employee for a current or former employee orally - all such references or recommendations shall be in writing only. If online forms must be completed, a copy of the form must be given to the Deputy Superintendent of Employee Services for approval
- No employee may issue or provide an employment reference or recommendation in his/her capacity as an employee for a current or former employee without first:
  - Receiving the written authorization of the reference or recommendation from the Employee Services Department.
  - Providing a copy of the proposed reference or recommendation to the Employee Services Department for approval; and
- An employee who wishes to provide an employment reference or recommendation in his/her personal capacity for a current or former employee, without the authorization or endorsement of the District, shall observe the following limitations and conditions:
  - No employee providing such personal reference or recommendation orally may do so during work hours, while on District property, or through the use of a telephone or other communication media owned by the District;
  - No employee providing such personal reference or recommendation in writing may do so during work hours, while on District property, or with the use of District or school letterhead, or through communication media owned by the District, or by other means that suggests District authorization or agreement; and
  - An employee providing an oral or written reference or recommendation shall specify that he/she is speaking for himself/herself and not on behalf of the District.

### **Extra Duty**

Principals/supervisors will inform employees of after-school activities, which they are expected to attend. The principal/supervisor will make all assignments on an equitable basis. All supervisors will adhere to the requirements for non-exempt employees under the Fair Labor Standards Act in differentiating between volunteer work and assignments related to the employee's position.

Staff desiring consideration for additional paid assignments in summer school, remediation programs, or school activities should direct their specific questions to the directors of said programs. A completed application should be sent to the appropriate director. All positions are considered temporary, and are based on the needs of each program. Additional information may be obtained by contacting the Employee Services Department.

### **Coaching/Increment-Related Assignments**

The "Extra Duty" assignments discussed previously do not pertain to positions for which staff members are given extended days or increments, such as coaching assignments or extended sponsoring assignments. For these positions, staff members may be assigned on an as-needed basis, at the discretion of the District. In some cases, assignments may be a condition of continued employment.

### **Emergency Drills/Procedures**

Emergency drills will be scheduled and conducted the first four weeks of each school year and each month during

the school year. The purpose of a drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area. These drills include:

- **Evacuation**
- **Lockdown**
- **Shelter In Place**
- **Evacuation of Campus**

The following rules and procedures will be complied with in all schools:

- There shall be an emergency drill at least once every week during the first month of each year and at least once every month thereafter.
- Evacuation routes will be posted in each room. These routes will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. During the first week of the school year, rules for emergency evacuation will be discussed with each class using the room.
- A distinct alarm signal will be used for emergency drills only; another signal (not the regular bell) will be established by the principal for return to class.
- No student or staff member is to remain in the building during emergency drills.
- A report stating the date and time that the drill was conducted, and the time required to complete the evacuation will be made.
- Each teacher is responsible for their students. Take charge IMMEDIATELY- Remain calm and assume leadership role.
- In any crisis situation, DO NOT RELEASE A STUDENT TO THEIR PARENTS UNTIL THEY HAVE SIGNED THEM OUT. You must have a check out sheet in grade/roll book at all times.

The teacher will be responsible for:

- Maintaining order during the drill.
- Taking the grade book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the principal.
- The alarm is in the office. Each teacher must know how to give the alarm. If you do not know how, see the principal for instructions.

Failure or refusal to comply with any emergency drill shall result in the district submitting an ethics violation to the NMPED ethics bureau which can result in loss of licensure. (6.29.1.9 NMAC)

### **Evacuation (Fire Drills, Bomb Threat)**

#### **Fire Drill**

Students in New Mexico are required by law to have fire drills each year.

- All classes report to the same assigned spot. If in specials, students report to their assigned homeroom spot.
- Teachers should know how to use fire extinguishers and other fire safety devices. They should also teach fire prevention.
- In the event that the bell system cannot be used, several long blasts from a whistle will alert the school to evacuate for a fire bell.

1. At the sound of the alarm, all students should quietly rise and leave the room. Proceed out the planned exit to at least 100 feet from the building. No talking or running.
2. The teacher is responsible to see that all children are out of the room. The teacher then turns out the lights and closes the door and any other empty classroom door that is open on the way out.
3. When students and teachers arrive at their designated area, the teacher should:
  - Take roll
  - Report to a designated supervisor so that the class can be accounted for
4. If someone is missing, notify designee immediately.

5. Students should remain in line and start back into the building at the signal. Do not enter on the bell sound.

### **Bomb Threat**

Classrooms will be notified in person when there is a need to evacuate. Do not use cell phones or handheld radios.

1. Walk students out of the building using fire drill exits and procedures.
2. Do not touch anything, leave everything as is when leaving the room or building.

If you answer the phone and it is a bomb threat:

- Remain calm and keep the bomb threat caller on the phone as long as possible
- Immediately after the phone call dial #57 to trace the call
- Complete as much of the BOMB Threat checklist as possible
- Immediately notify the Principal or office of the threat

### **Lockdown (Intruder or Weapon Situation)**

At the notification of a lockdown, immediately:

1. Lock classroom door and windows, closing blinds
  2. Have students report to an area of the classroom that is out of view of windows and doors
  3. Turn off lights and remain quiet
  4. Do not allow anyone to enter/exit the secured area
  5. Take roll and report status using **green** (everything is ok) **red** (I need attention in this room) **yellow** (missing or extra students) card-on window or under the door
  6. Cell phones should be on vibrate
- Children/staff in hallways should go to the nearest room and lock the door.
  - Do not contact the office just to see what is happening. Only communicate essential information. Classroom doors will be UNLOCKED by runners or police only.

### **Shelter In Place (Tornado, Exterior Hazard, etc.)**

#### **Tornado Drills**

Tornado drills will be conducted during the months of March, April, and May. The following procedures will be followed:

1. An announcement is made to take cover.
2. Take cover in designated safe areas. Maps are posted in each room.
3. Classroom doors need to be closed.
4. Assume civil defense protective position. Head should be facing the wall.



5. Students should face an interior wall with knees and elbows on the floor, and hands over the back of their heads. Students kneel on the floor in a crouched position with hands covering the back of their head and neck.
6. Take roll and report any missing student to the principal.
7. An announcement will be made when it is safe to re-enter the classroom.

### **Evacuation of Campus**

1. Announcement will be made.

2. Classroom lights need to be off and doors closed.
  - a. Stage 1- Evacuate the building using fire drill exits to fire drill distance. Take roll and report missing students.
  - b. Stage 2 - Evacuate to a designated safe area.

### **Nepotism/Supervision of Relatives**

Initial employment in any capacity will not be recommended of a person who is the spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-law, sister, and sister-in-law of a member of the Board or Superintendent. The above-listed persons may not be initially employed or approved for employment in any capacity in the District.

Nothing in the section of this policy shall prohibit the continued employment of such a person employed on or before July 1, 2008. No school employee may be the immediate supervisor of a close relative (restrictions listed above). In addition, close relatives cannot perform job duties that require separation of duties in financial matters.

### **Non-School Employment**

A regular, full-time employee's position in the District shall be given precedence over any type of non-school or self-employment. Employees are free to carry on individual work or self-employment projects as long as District facilities, equipment, or school(s) are not used, except as provided by policy, and the non-school work or self-employment does not interfere with the employee's work performance.

Therefore, an employee may not perform duties related to non-school work or self-employment during regular District work hours or during additional time needed to fulfill the responsibilities of their position. Employees who violate this policy are subject to reprimand, suspension, or termination.

### **Work Hours**

All staff members shall report to their duty stations on time each workday and shall, as scheduled, be available until their designated departure time(s). The Superintendent may alter or extend the school day for meetings, special events, or activities.

<u>Elementary 7:30-3:15</u>	<u>30 minute duty-free lunch</u>
<u>Secondary 8:00-3:45</u>	<u>30 minute duty-free lunch</u>

Professional staff members are expected to be in their respective rooms or work areas as the schedule prescribes in order to be available for students, parents, and/or attend to other assigned duties. All staff members will conduct themselves in a way that will meet these expectations.

1. When it is necessary for a teacher to leave the building during school hours, sign out in the office. Please indicate your destination (& phone number, if possible) in case it becomes necessary to contact you.
2. Planning times are not to be used to run errands.
3. If you need to leave the building for more than 15 minutes for any non-school related business, you must fill out a leave request.

In order to ensure the safety of students and the security of school campuses, teachers may be assigned supervisory duties during the workday. Duty assignments shall be considered a regular part of a teacher's assignment and shall be fulfilled accordingly.

### **Extra Duty**

Teachers will be informed of after school activities which they are expected to attend. This will be limited, as much as possible.

Support staff will also conduct themselves in a way that allows them to meet these requirements. Any employee who is not at his/her duty station must have given prior notification to their supervisor.



### **Solicitation/Distribution of Materials**

An employee's position in the District shall not be used to influence parents or students to purchase books or other merchandise, except for materials approved by the Superintendent for use in the classroom.

Solicitation(s) of employees and/or students for profit, nonprofit or charitable groups, institutions, or organizations must have prior approval from the Superintendent. Solicitations or distribution of non-District literature by staff members must have PRIOR approval by the Superintendent and/or his/her designee. No other solicitations shall be made by or of employees during official work time.

The Superintendent will establish procedures so staff members are not disturbed during the workday by solicitors and, in turn, encourage staff members to refrain from solicitations that involve the school system, other than for authorized purposes.

### **Telephone/Cell Phone Usage**

Employees will not be called from class or other workstations to answer telephone calls except in cases of urgency. No personal long distance calls are to be made on a school phone unless approved by the principal/supervisor.

The use of cell phones by employees will be governed by the principal/supervisor. Cell phones should only be used in cases of urgency and should not disrupt the work schedule or educational services. An employee's inappropriate use of a cell phone, telephone, or other electronic device may be considered misconduct, and disciplinary action may be taken.

### **Tobacco-Free Policy**

The use, possession, and distribution of tobacco products, e-cigarettes and nicotine liquid containers, alcoholic beverages, mood-altering substances, and illicit drugs is prohibited in the following locations: school grounds, school buildings, school parking lots, school playing fields, school buses, District vehicles, and off-campus school-sponsored events. These prohibitions do not apply to an adult when possession or use of tobacco products are for demonstration purposes as a necessary instructional component of a tobacco prevention or cessation program, which has been approved by the District or established in accordance with New Mexico Revised Statute.

### **Drug-Free Workplace**

Per Board Policy G-0950, no employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15.

*Workplace* includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose.

Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

### **Reasonable Suspicion Drug and Alcohol Testing.**

Any employee who is reasonably suspected of using alcohol or illegal drugs or of abusing controlled substances in the workplace or of performing official duties while under the influence of alcohol, illegal drugs, or abused controlled substances (including medical cannabis) may be required to undergo an alcohol and/or drug test. "Reasonable suspicion" exists when an employee exhibits patterns of behavior that suggest impairment from drug or alcohol use or when job performance or safety is affected. An employee may be requested to take a drug and/or alcohol test if management officials or supervisors have reasonable cause to believe that the employee's faculties are impaired while at work due to drug or alcohol use. An employee who refuses to consent to an alcohol and/or drug test will be subject to discipline, including but not limited to termination or discharge from employment.

### **Weapons in the Workplace**

No weapons, guns, etc. are to be brought into the workplace. Violators will be subject to severe federal and state penalties. Section 30-31-2 through 30-31-41 NMSA 1978.

### **Copyright Compliance**

A variety of machines and equipment for reproducing materials is available to staff.

All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of the law. Employees in violation of copyright laws may be required to remunerate the District in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

If you have a specific question about the copyright laws or District policy, refer to CMS Board Policy E-3900 or contact the staff in the Instructional Resource Center at the District Administration Office.

### **Vandalism**

A staff member who observes or has direct knowledge of an act of vandalism to public school property shall file a report describing the incident pursuant to established procedures. Reports will be made to the site supervisor or to the Operations Department. A person who files a report shall not be discriminated against in any manner or discharged by the Superintendent due to the incident filing.

### **Receiving and Depositing Money**

All money collected from students must be receipted immediately upon acceptance of the funds. A copy of the receipt(s) must be immediately given to the student/employee/parent and the money must be turned into the school office on the day it is received. This includes money brought to or earned at school by students for any purpose such as: organization dues, school pictures, book fines, book fair sales, fundraisers, field trip deposits, and book club purchases.

In no case shall money be left overnight in classrooms or school buildings, except in safes provided for safekeeping of valuables.

1. Collect all money from students first thing in the morning when possible.
2. All monies received must be receipted and sent to the office for deposit no later than 9:30 AM.
3. Count & verify amount received from each student.
4. Receipt money.
5. Place all money with the printed summary copy into the bank bag. Turn into the office.

The school principal or designee will be responsible to deposit money daily in the bank. If an employee has a situation where money will be collected after the school's office is closed, follow the direction of your principal in securing the money until the next school day. Generally, this will mean locking the money in a school safe.

## **Purchases With School Money**

Employees are expected to adhere to all purchasing requirements. No cash purchases are to be made. All purchases will be made with purchase orders, which are generated by the building principal, or the school's secretary prior to the purchase. Unless you already have a purchase order do not:

- Order anything
- Get something on approval
- Order preview instructional materials or items
- Take things to sell on consignment

If you have a situation where you need to purchase an item from a company that does not take a school purchase order, check with your principal prior to the purchase. Items purchased from school activity money remain the property of the school.

1. Purchase orders must be made as soon as practical.
2. All items purchased must be for student use.
3. All PO's must list each item and the dollar amount.
4. All materials needed for instruction, business, and custodial operations of the individual schools shall be ordered from the warehouse when available from that source.
5. Receipts cannot exceed the amount of the purchase order request.
6. PO's with no receipt will be the responsibility of the purchaser.
7. Make sure tax is not charged.

Please contact your supervisor or the Chief Procurement Officer if you have questions regarding purchases with school money.

## **Acceptable Use Policy - Computer and Network/Internet Guidelines and Conditions of Use**

Computer and network access, including Internet access, is available to students and staff of the District. CMS is a Children's Internet Protection Act (CIPA) compliant School District and therefore is required to use a content filtering system to regulate access to and from Internet sites. Please read this Acceptable Use Policy carefully. Our goal in offering these services to our school community is to promote educational excellence in schools by providing resource sharing, innovation, and communication.

Technology offers the potential of access to such services as:

- Computer-based tools and applications
- Instructional resources and materials
- Networked references, research sources, and library catalogs
- Electronic communication services
- Global information and news
- Correspondence with other institutions
- Online publishing and information sharing
- Social networking

With access to computers and people all over the world also comes the availability of material that may not be considered educationally valuable in the context of the school setting. However, on a global network it is impossible to control access to all materials, and an industrious user may discover controversial information. CMS firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may acquire material inconsistent with the educational goals of the District. The smooth operation of the network relies upon the proper conduct of the end-users who must strictly adhere to the following guidelines and conditions of use. These guidelines are provided so that users are aware of the responsibilities they are about to acquire. In general, this requires the ethical and legal utilization of the computer and network resources.

This Acceptable Use Policy is binding on all users of the CMS school community site as a matter of law, whether this agreement is signed or not. The guidelines and conditions outlined in this policy in no way limit the school District's prerogative to manage its technology systems as it sees fit, or restrict its authority to take any actions it deems necessary to adequately supervise, protect, and if necessary, discipline students and staff. CMS reserves the right to revise this policy at any time, and all revisions will take effect immediately, upon approval by the CMS administrators.

### **Acceptable Use**

The purpose of educational technology in CMS is to support its educational goals. Your use of technology must be consistent with the educational objectives of CMS. Use of computer systems and networks imposes certain responsibilities and obligations on users and is subject to CMS policies and local, state, and federal laws. Acceptable use must always be ethical, reflect honesty, and show courtesy in the utilization of shared resources. It demonstrates respect for intellectual property, ownership of information, and system security mechanisms.

### **Privileges/Consequences**

The use of technology is a privilege, not a right, and inappropriate use may result in restriction of privileges and other disciplinary action. Listed below are examples of user activities that CMS deems inappropriate and in violation of this policy. CMS reserves the right to expand this list as necessary. CMS retains the right to deny, revoke, or suspend specific user privileges or restrict access to technology resources, require payment for any damage, and bring criminal charges if deemed necessary. Any material used, generated, received, or stored by any user through the use of CMS computers, networks or another technology is subject to review. The CMS Technology Department has been given the responsibility of monitoring all network activities. CMS reserves the right to examine, restrict, or remove any material that is on or passes through its technology systems. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form. Parents, or legal guardians, may request to see the content of any material created or accessed by their child(ren), if technically possible.

Examples of user activities that violate this policy:

- Commercial advertising or unethical/illegal solicitation
- Accessing a file or website that contains pornographic or obscene pictures, videos, stories, or other material; making copies of such material, or distributing or exposing others to such material
- Using copyrighted material without permission when such is required
- Sending or receiving messages that are obscene, profane, racist, sexist, inflammatory, threatening, disruptive, violent, or slanderous toward others
- Creating, distributing, and/or placing a computer virus on the network or any workstation
- Sending messages or information with someone else's name on it or misrepresenting the source of information you enter or send
- Harassing others or requesting or distributing addresses, home phone numbers, or other personal information
- Cyber-Bullying
- Sending chain letters or engaging in "spamming" (sending an annoying or unnecessary message to large numbers of people).
- Purchasing goods and/or services, which obligates CMS to another party.
- Revealing home addresses, e-mail addresses, or phone numbers of other students or colleagues.
- Sharing passwords. The only person to ever use a password is the authorized person to whom it has been issued by CMS.
- Attempting to access and/or alter information in restricted areas of any network or in any way violate the confidentiality rights of other users on any network.
- Failing to report violations of this policy or other conditions that may interfere with the appropriate and efficient use of school resources. Users are required to report any of the following to his/her teacher,

supervisor, or the building network administrator as soon as the following are discovered:

- Any messages, files, websites, or user activities that contain materials that are in violation of this policy.
- Any messages, files, websites or user activities that solicit personal information about you or someone else, or request a personal contact with you or another user (i.e. asks for your address, phone number, photograph, e-mail address, or other personal information for any network site, credit card number, Social Security number, or to meet you.)
- Attempts by any user to abuse or damage the system; violate the security of the network and its resources; obtain access to secure, restricted or confidential information without authority from CMS; hacking.
- Any illegal activity or violation of school policy.
- Political Lobbying
- Fundraisers
- Non-CMS Approved Chat Rooms
- Instant Messaging Sites
- Do not allow ANY non-CMS employee to “work on”, “fix”, use or download unauthorized programs or features on School District computers (desktop, laptop or mobile device)

### **Security**

Security on any computer system is a high priority, especially when the system involves many users. Any user identified as a security risk or having a history of problems with other computer systems may be subject to severe restriction or cancellation of privileges. CMS reserves the right to examine, restrict and/or remove any material that is on or passes through its technology systems. Access to electronic information related to any student or staff member will be governed by the same policies that would apply to that information if it were not in electronic form.

If you feel you have identified a security problem on the network:

- You must notify the Executive Director of Technology as well as your immediate supervisor.
- Do not demonstrate the problem to other users

### **Security Violations**

1. Attempts to log on to any network, as a system administrator
2. Attempts to compromise the security, integrity, and functionality of any CMS technology system
3. Possession of tools, which are designed to do so, while on school property
4. Uploading or creation of computer viruses
5. Deletion or alteration of other user’s files
6. Loading of applications removing protection from restricted areas
7. Unauthorized blocking of access to:
  - Information
  - Applications
  - Areas of the network
8. Introduce or attach any software or hardware to the technology used in CMS, which is not authorized by the Executive Director of Technology
9. Modification to any hardware or software owned or managed by CMS, which is not authorized by the Executive Director of Technology

### **Network Etiquette**

The user is expected to abide by the generally accepted rules of network etiquette. (NEPN/NSBA Code: IJNDB E2)

1. Users shall be polite in all communications.
2. Use appropriate language; swearing and vulgar language are considered inappropriate.
3. Do not reveal home addresses, e-mail addresses, or phone numbers of other students or colleagues.
4. Electronic mail (e-mail) is not guaranteed to be private. CMS scans all email for viruses, malware, adware,

spyware, spam, and content.

5. Do not use the network in any way that would disrupt its use by other users.
6. Messages relating to, or in support of, illegal activities may be reported to the authorities.
7. Consider that communications and information belonging to other people should be treated as private property.

### **Web Publishing**

CMS website ([www.clovis-schools.org](http://www.clovis-schools.org)) is maintained by the District Webmaster. In order to maintain consistency of layout, only the Webmaster is authorized to implement it to the website.

### **Content Changes**

1. Employees and students may make changes to the content of a site established or maintained by the employee or student on the CMS network, with authority from CMS.
2. Changes are submitted to the site's administrator and/or Superintendent's designee for approval.
3. Approved changes are submitted to the Webmaster, who will change the website.

### **Layout Changes**

1. Site administrators may request layout changes for their website.
2. Approved reviews are submitted to the Superintendent's designee for approval.
3. Approved changes are submitted to the Webmaster, who will change the website.

### **Warranty**

CMS makes no warranties of any kind, whether expressed or implied, for the service it is providing. CMS will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. CMS specifically denies any responsibility for the accuracy or quality of information obtained through its service.

### **Social Networking and Electronic Communication**

Social networking is defined as websites, weblogs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media generally available to the public or consumers (e.g. MySpace, Facebook, Google+, Google Hangouts, Twitter, LinkedIn, Flickr, YouTube, blog sites, etc.).

Readers of social media networks may view the employee as a representative of the schools and the District. The District requires employees to observe the following rules when referring to the District, its schools, students, programs, activities, employees, volunteers, and communities on any social media network:

1. An employee's use of any social media network and an employee's postings, displays, or communications on any social media network must comply with all state and federal laws and any applicable District policies.
2. Employees may not act as a spokesperson for the District or post comments as a representative of the District, except as authorized by the Superintendent or the Superintendent's designee.
3. Employees may not disclose information on any social media network that is confidential or proprietary to the District, its students, or employees or that is protected by data privacy laws.
4. Employees may not post images on any social media network of co-workers without the co-workers' consent.
5. Employees may not post images of students on any social media network except for images of students taken in the public arena, such as at sporting events or fine arts public performances.
6. The District recognizes that student groups or members of the public may create social media representing students or groups within the District. When employees, including coaches/advisors, choose to join or engage with these social networking groups, they do so as an employee of the District. Employees have a responsibility for maintaining appropriate employee-student relationships at all times and have responsibility for addressing inappropriate behavior or activity on these networks. This includes acting to

protect the safety of minors online.

7. District technologies are provided for educational use. Use of social media for personal use during District time or on District equipment is prohibited.

An employee who is responsible for a social media network posting that fails to comply with these rules and guidelines may be subject to discipline, up to and including termination. Employees will be held responsible for the disclosure, whether purposeful or inadvertent, of confidential or private information, information that violates the privacy rights or other rights of a third party, or the content of anything posted on any social media network.

### **Employee Sign-Out Form & User Agreement for CMS Technology Equipment**

- CMS staff members may be issued, assigned and authorized to utilize CMS technology equipment for business, instructional, or school-related purposes ONLY, including laptops, tablet computers, scanners, cameras, Kindles, Smart-pens, printers, phones, and projectors.
- At the time such equipment is issued and assigned to the staff members by CMS, when the employee signs into their issued device the employee agrees to the inventory of the device and “User Agreement” for such technology equipment. A reminder of the agreement is included on the bottom of the sign in page on each district issued laptop.
- All equipment assigned to you will be on loan during your time of employment , but in no event later than the last day of your employment with CMS, or upon return of the equipment to the CMS IT Department in good and working condition.
- You are bound to follow all CMS technology guidelines and Acceptable Use policies when using CMS electronic equipment.
- All equipment issued to you by CMS must be returned in good and working condition at the end of the assigned period or on or before your last day of employment with CMS, whichever is earlier, NO EXCEPTIONS.
- Upon return, equipment will be inspected by IT staff to ensure it is still in good and workable condition, as it was when assigned to you, given normal wear and tear.
- Should the equipment be lost, damaged or destroyed, or should you fail to return the equipment assigned to you, as well as its corresponding parts (i.e. charger, batteries, etc...), on or before the end of the assignment period or the last day of your employment with CMS, whichever is earlier, you will be responsible for paying or reimbursing CMS for the cost of repair or replacement of the equipment.
- Payment for repair or replacement of equipment will be due no later than thirty days after the IT Department gives you notice of the repair or replacement cost, or on the last day of your employment with CMS, whichever is earlier.
- Should you fail to pay for or reimburse CMS for the repair or replacement cost of the equipment, CMS is hereby authorized to deduct such costs from your payroll following reasonable notice to you.

## District Authorized Communication Systems

Clovis Municipal School District employees are provided and authorized to use four systems to communicate with parents and students: Skyward, district email account, approved electronic conferencing software (Zoom, Google Meet, etc. ) and a district telephone.

If an employee uses third-party communication systems, software or applications, non-district email accounts or personal telephone/cellular phones to communicate with parents/students, that employee is acting independently of the school district, which is not permitted and will, therefore, be personally responsible for responding to and complying with any related legal inquiries or issues that arise and could face disciplinary action depending on the situation.

Additionally, District employees are prohibited from engaging in social media or electronic communications as a representative or spokesperson of the District without express permission from the Superintendent – see *Social Media and Electronic Communication*.

Authorized Communication Systems	Verified/Filtered User Identities	Two-Way Communication	Secure Communications	Archived Communications
Skyward (Preferred) Message Center or Skyward email	√	√	√	√
District Gmail		√	√	√
District Telephone		√	√	√

Skyward Message Center & Email via Skyward:	District Email Accounts:	District Telephones:
<ul style="list-style-type: none"> <li>● District preferred school-to-family-to-school communication system</li> <li>● Authorized users must have custodial/legal right to student data.</li> <li>● Protects staff from mistakenly releasing private information to an unauthorized party.</li> <li>● Maintained and audited in accordance with statutes and guidelines regarding student data security.</li> <li>● Fully archived, allowing the district to respond to/comply with legal requests for documentation or records.</li> </ul>	<ul style="list-style-type: none"> <li>● Fully archived, allowing the district to respond to/comply with legal requests for documentation or records.</li> <li>● Maintained in accordance with statutes and guidelines regarding educational data security.</li> </ul>	<ul style="list-style-type: none"> <li>● Communicate effectively with parents/students while maintaining personal/schedule boundaries.</li> <li>● Classroom and office phones are equipped with voicemail to give individuals direct access to their messages.</li> <li>● The district can respond to/comply with legal requests for documentation or records.</li> </ul>
<p><i>Scenario: A parent loses custodial rights or is placed under a domestic violence order that prohibits them from having contact with their student. When the school is provided the court order, an alert is set in Skyward and the parent's access is deactivated. A teacher may not know about the court order but Skyward still prevents communication from being sent to the unauthorized parent.</i></p> <p><b>**If a private, online communication account/system is used to communicate with parents/students or to conduct work duties, the employee is personally responsible for providing records and/or data to comply with any court orders or information requests that arise.</b></p>	<p><i>Note: When communicating via district email accounts, there is nothing to prevent contact with a party who is not legally authorized to receive student information. It is the employee's responsibility to verify the identity and authorized access of those they communicate with prior to providing student information by email or other means.</i></p> <p><b>**If a private email account is used to communicate with parents/students or to conduct work duties, the employee is personally responsible for providing records and/or data to comply with any court orders or information requests that arise.</b></p>	<p><i>Note: When communicating via telephone, there is nothing to prevent contact with a party who is not legally authorized to receive student information. It is the employee's responsibility to verify the identity and authorized access of those they communicate with prior to providing student information by phone or other means.</i></p> <p><b>**If a personal cell phone or home phone is used to communicate with parents/students or conduct work duties, the employee is personally responsible for providing records and/or data to comply with any court orders or information requests that arise.</b></p>