



BOARD POLICIES & PROCEDURES

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(CMC & Transportation)**

I certify that I have received and am responsible for the contents of the above-listed Board Policies and Procedures material distributed by the Farmington Board of Education.

In addition, I acknowledge that I am required to comply with all Board Policies and Procedures available on the District website www.farmington.k12.mi.us.

(Signature)

(Printed Name)

(Date)

8/1/2007

CORPORAL PUNISHMENT

Public Act 521 of 1988 defines corporal punishment as the act of deliberately inflicting physical pain upon a student by hitting, paddling, spanking, slapping or any other physical force used as a means of discipline.

A person employed by or engaged as a volunteer or contractor by the District shall not threaten to nor inflict or cause to be inflicted corporal punishment upon any pupil under any circumstances.

A person may use reasonable physical force upon a pupil as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning for the following reasons:

- a. To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within a school if that pupil has refused to comply with a request to refrain from further disruptive acts.
- b. For self-defense or the defense of another.
- c. To prevent a pupil from inflicting harm on himself/herself.
- d. To quell a disturbance that threatens physical injury to any person.
- e. To obtain possession of a weapon or other dangerous objects upon or within the control of a pupil.
- f. To protect property.

Any employee who violates Public Act 521 by threatening to inflict or inflicting corporal punishment on any student will be appropriately disciplined up to and including termination of employment.

In compliance with Public Act 521, the District has developed and implemented a Student Code of Conduct which has been distributed to all students. A list of alternatives to the use of corporal punishment is distributed to all employees upon hire and to staff and administrators upon request.

Farmington Board of Education
Policy Adopted 05/01/90
Readopted 12/12/95
Revised and Readopted 03/15/05

SEXUAL HARASSMENT

It is imperative that all District employees be permitted to work, and students be able to learn, in an atmosphere free from sexual harassment.

The District prohibits sexual harassment of their employees and students. Any sexual harassment, whether by or of co-workers, supervisors, administrators, Board members, students, or other non-employees who have ongoing relationships with the District will not be tolerated.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or communication or physical conduct of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition of employment or condition of education either explicitly or implicitly; or
2. Submission to or rejection of such conduct or communication by a person is used as a factor in decisions affecting employment or education; or
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with work or educational performance or of creating a hostile, intimidating or offensive work or educational environment.

The Superintendent is responsible for implementing this policy through staff. Adopted Complaint Procedures are attached to this policy.

Section 703, Civil Rights Act of 1964.
Public Act 335 or 1993.

Farmington Board of Education
Policy Adopted 05/22/90
Revised and Readopted 09/13/94
~~Readopted 12/12/95~~
Revised and Readopted 02/08/05
Revised and Readopted 04/25/06

SEXUAL HARASSMENT COMPLAINT PROCEDURE #1

To be used for complaints against Employees,
Board of Education Members, or Non-Employees, other than
students, who have ongoing relationships with the
Farmington Public Schools

It is imperative that all District employees and students be permitted an atmosphere free from sexual harassment. Sexual harassment is an offensive working condition, which will not be tolerated by the District.

Sexual harassment is unlawful under both Michigan and Federal Law. It undermines the integrity of education and the workplace, results in deleterious consequences to its victims, and must be eliminated. Any person who believes that he/she has been subject to sexual harassment by an employee or official of the District must report it to the coordinator listed below at the earliest possible opportunity, preferably not later than ten (10) working days after the alleged improper action:

Human Resource Specialist
32500 Shiawassee
Farmington, Michigan 48336-2338
248-489-3356

The matter will be handled in accordance with the District's complaint procedures on sexual harassment as follows:

Grievance Procedure for Complaints against Board of Education Members or the Superintendent:

Any person who believes he/she has a complaint shall discuss the complaint informally with the local coordinator. The local coordinator will promptly notify all Board members and the Superintendent. A majority of the non-accused Board members shall appoint a disinterested person to promptly investigate the complaint and make a report to the Board. Upon review of the report, the Board shall take appropriate action. In the event the Board determines that censure or other action is warranted, the Superintendent or accused Board member shall be provided written charges and be afforded due process of law, as the circumstances require.

Grievance Procedure for Complaints against District Employees other than the Superintendent or non-employees who have ongoing relationships with the District (i.e. vendors, volunteers, etc.):

Any person who believes he/she has a complaint shall discuss the complaint informally with the local coordinator, who shall immediately investigate and answer the complaint within ten (10) business days. If the answer is not acceptable to the complainant, he/she may initiate a formal appeal procedure according to the following steps.

1. A written statement of the complaint signed by the complainant shall be submitted to the local coordinator within ten (10) business days of receipt of answers to the informal complaint. The complainant shall set forth the specific nature of the alleged harassment, all of the facts surrounding the allegations; names, dates, witnesses, and the remedy sought. The coordinator shall further investigate the matter and reply in writing to the complainant within ten (10) business days of the receipt of the complaint.
2. If the Step 1 response from the local coordinator is not satisfactory, further appeal may be made to the appropriate state or federal agency, which may include:

Equal Employment Opportunity Commission
1540 Patrick V. McNamara Federal Building
477 Michigan Avenue
Detroit, MI 48226

or

Michigan Department of Civil Rights Enforcement Bureau
State of Michigan Plaza Building
1200 Sixth Avenue
Detroit, MI 48226

Any allegation of sexual harassment will be promptly investigated. Any employee who violates this policy will be subject to disciplinary action up to and including discharge.

In the event that such disciplinary action is challenged, employees having knowledge of facts pertaining to the allegations of sexual harassment may be required to participate as a witness. Only through such assistance can the District effectively create an environment free of sexual harassment.

However, in order to protect both the complainant and the respondent, every reasonable effort will be made to handle all complaints in a confidential and discreet manner, recognizing the sensitivity of these matters. Retaliation of any kind taken by any employee of the District against any individual as a result of that person seeking redress under these procedures is strictly prohibited and shall be regarded as a separate and distinct cause for a complaint under these procedures.

SEXUAL HARASSMENT COMPLAINT PROCEDURE #2

To be used for complaints by students against students

A complaint by a student against a non-student (including a district employee, Board member, or non-employee who has an ongoing relationship with the District) should be reported in accordance with the procedures outlined in Complaint Procedure #1.

It is imperative that all students be permitted an atmosphere free from sexual harassment. Sexual harassment is an offensive educational condition, which will not be tolerated by the District.

Sexual harassment is unlawful under Michigan and Federal Law. It is also a violation of the Student Code of Conduct. It undermines the integrity of education, results in deleterious consequences to its victims, and must be eliminated. Any student who believes that he/she has been subject to sexual harassment by another student must report it to the building principal at the earliest possible opportunity, preferable not later than ten (10) school days after the alleged improper action.

Complaint Procedure for Students:

The matter will be handled in accordance with the District's student complaint procedure on sexual harassment as follows:

Any student, parent or guardian, who believes he/she has a valid basis for a complaint under these procedures, shall discuss the complaint informally with the building principal as discussed above, who shall in turn investigate the complaint, and reply with an answer to the complaint within ten (10) school days. If this answer is not acceptable to the complainant, he/she may initiate a formal appeal procedure according to the following steps:

1. A written statement of the complaint signed by the complainant shall be submitted to the Executive Director of Safe Schools and Student Services within ten (10) school days of receipt of answers to the informal complaint at the following location:

Executive Director of Safe Schools and Student Services
Farmington Public Schools
32500 Shiawassee
Farmington, MI 48336-2338

The complainant shall set forth the specific nature of the alleged harassment, all of the facts surrounding the allegations; names, dates, witnesses, and the remedy sought. The Executive Director of Safe Schools And Student Services shall investigate the matter and reply in writing to the complainant within ten (10) business days of the receipt of the complaint.

2. If the Step 1 response from the Executive Director of Safe Schools and Student Services is not satisfactory, further appeal may be made to the appropriate state or federal agencies, including:

The Office for Civil Rights
United States Department of Education
55 Erieview Plaza
Cleveland, Ohio 44114

Any allegation of sexual harassment will be promptly investigated. Any student found to have violated this policy would be subject to action in accordance with the Student Code of Conduct. In the event that such disciplinary action is challenged, persons having knowledge of facts pertaining to the allegations of sexual harassment may be required to participate as a witness. Only through such assistance can the District effectively create an environment free of sexual harassment.

However, in order to protect both the complainant and the respondent, every reasonable effort will be made to handle all complaints in a confidential and discreet manner, recognizing the sensitivity of these matters. Retaliation of any kind taken by any person against any individual as a result of that person seeking redress under these procedures is strictly prohibited and shall be regarded as a separate and distinct cause for a complaint under these procedures.

Administrative Procedure for Policy #4018.1
04/25/06

NON-DISCRIMINATION

The District shall not discriminate against any person based on race, color, religion, national origin or ancestry, sexual orientation, gender, age, disability, height, weight, or marital status in any of its programs, services, activities or employment.

Farmington Board of Education
Policy Readopted May 3, 1988
Revised and Readopted 06/15/93
Readopted 12/12/95
Revised and Readopted 02/08/05
Revised and Readopted 04/25/06

**COMPLAINT PROCEDURE FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972 SECTION 504
OF THE REHABILITATION ACT OF 1973**

SECTION 1

If any person believes that the Farmington Public School District has discriminated against them based on race, color, religion, national origin or ancestry, sexual orientation, gender, age, disability, height, weight, or marital status may bring their complaint to the following:

HUMAN RESOURCE SPECIALIST
32500 SHIAWASSEE
FARMINGTON, MICHIGAN 48336-2338
248-489-3356

SECTION II

The person who believes he/she has a valid basis for complaint shall discuss the complaint informally and on a verbal basis with the local coordinator who shall in turn investigate the complaint and reply with an answer to the complainant. A person may then initiate formal procedures according to the following steps:

1. A written statement of the complaint, signed by the complainant, shall be submitted to the coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of complaint and reply, in writing to the complainant, within ten (10) business days.
2. If the complainant wishes to appeal the decision of the coordinator, he/she may submit a signed statement of appeal to the Superintendent within ten (10) business days after receipt of the coordinator's response. The Superintendent or Board, at the Superintendent's option shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant. In the event the Board hears the appeal, the Board will reply within twenty (20) business days of the appeal.

PUBLICATIONS

To implement this procedure, it is required that statements of non-discrimination be published consistently through the district as follows:

1. The Non-Discrimination Statement (See A below) will be attached to:
 - a. District Newsletters
 - b. District Website
 - c. District Employee Application
 - d. District Annual Report
 - e. District Recruitment Materials
2. The Non-Discrimination Policy (See B below) will be published in:
 - a. Student Course Description Book
 - b. Student Planner
 - c. Code Of Conduct

A. NON-DISCRIMINATION STATEMENT

Farmington Public Schools shall not discriminate against any person based on race, color, religion, national origin or ancestry, sexual orientation, gender, age, disability, height, weight, or marital status in any of its programs, services, activities or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies: Human Resource Specialist, 32500 Shiawassee, Farmington, MI 48336-2338 (248-489-3387)

B. NOTICE OF NON-DISCRIMINATION

Farmington Public Schools shall not discriminate against any person based on race, color, religion, national origin or ancestry, sexual orientation, gender, age, disability, height, weight, or marital status in any of its programs, services, activities or employment.

Administrative Procedure for Policy #4016
6/12/07

DRUG FREE WORKPLACE

The use, distribution, dispensation, possession or manufacturing of any controlled substance including alcohol in the workplace is prohibited.

A controlled substance is defined as including alcohol, and as one listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in federal regulations at 21 C.F.R. 1308.11 - 1308.15.

"Workplace" includes all District property; any school owned vehicle or any school approved vehicle used to transport students to and from school in school activities; off school property during any school sponsored or school approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the District.

All employees must abide by this drug free workplace policy as a condition of continued employment and shall notify the District within five (5) days of any criminal drug conviction for a violation occurring in the workplace.

The Superintendent or designee shall notify the appropriate federal agency within ten (10) days after receiving notice of a workplace related drug conviction on the part of an employee.

Any employee who violates this policy is subject to disciplinary action, up to and including termination of employment and/or may be required to satisfactorily participate in a drug or alcohol assistance or rehabilitation program approved by the Board.

The Board will continue its good faith effort to maintain a drug free workplace by informing District employees of this policy on a periodic basis. The Superintendent, or designee, will establish procedures for implementation of this policy.

Federal Drug Free Workplace Act

Farmington Board of Education
Policy Adopted 05/22/90
Revised and Readopted 12/12/95
Revised and Readopted 03/15/05

DRUG FREE WORKPLACE PROCEDURES

1. The District shall provide Board Policy #4021 related to Drug Free Workplace to all employees upon hire.
2. Staff involved in programs supported by Federal Grants shall be notified of Board Policy #4021 related to Drug Free Workplace.
3. Upon notification by an employee of a conviction for drug activity at the workplace, the Human Resources office will notify the Federal funding source within ten (10) days from receipt of notice by the convicted employee.
4. Within thirty (30) days of notice of conviction of a drug activity in the workplace, the District will impose disciplinary action on the convicted employee.

Administrative Procedure for Policy #4021
Revised 03/15/05

NOTICE TO EMPLOYEES

In accordance with the requirements of the Federal Drug Free Workplace Act of 1988 and Board policy, you are hereby notified that the use, distribution, dispensation, possession, or manufacturing of any controlled substance including alcohol in the workplace is prohibited.

A controlled substance is defined as including alcohol, and as one listed in Schedules I through V of Section 202 of the Controlled Substance Act and as further defined in federal regulations at 21 C.F.R. 1308.11 - 1308.15.

"Workplace" includes all District property; any school owned vehicle or any school approved vehicle used to transport students to and from school in school activities; off school property during any school sponsored or school approved activity, event, or function, such as a field trip or athletic event, where students are under jurisdiction of the District.

You are further notified that it is a condition of your continued employment that you comply with the Drug Free Workplace policy of the District and that you notify your supervisor of any criminal drug statute conviction occurring in the workplace, no later than five (5) days after such conviction.

Any employee who violates the terms of this drug free workplace policy is subject to disciplinary action, up to and including termination of employment and/or being required to satisfactorily participate in a drug or alcohol assistance or rehabilitation program approved by the Board.

Administrative Procedure for Policy #4021
Revised 03/15/05

DEFINITIONS FROM FEDERAL DRUG FREE WORKPLACE ACT

The Federal Drug Free Workplace Act defines "controlled substance" as one that is listed in Schedules I through V of Section 20 of the Controlled Substance Act (21 U.S.G. 812) and is further defined in federal regulations at 21 C.F.R. 1308.11 - 1308.15.

"Conviction" means a finding of guilt (including a plea) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes.

"Criminal drug statute" means a federal or non-federal criminal law involving the manufacture, distribution, dispensing, possession or use of any controlled substance.

"Employee" means an employee of a grantee or directly engaged in the performance of work under a grant, including (i) all "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant, and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll or employees or sub recipients or subcontractors in covered workplace.)

Administrative Procedure for Policy #4021
Revised 03/15/05

PROHIBITION OF SMOKING ON DISTRICT PROPERTIES

Smoking is prohibited throughout District buildings, grounds and vehicles 24 hours/day, seven days a week.

Farmington Board of Education
Adopted June 16, 1987
Revised and Readopted 12/01/92
Revised and Readopted 01/24/95
Revised and Readopted 05/18/04
Revised and Readopted 01/16/07

HARASSMENT

The District is committed to maintaining a work environment free from harassment.

DEFINITION

- A. Complainant - An employee who alleges he/she is the subject of or a witness to harassment.
- B. Harassment - Unwelcome advances, requests for favors, and other verbal or non-verbal communication or conduct (e.g., comments, innuendo, threats, jokes, pictures, gestures) based on race, color, religion, national origin or ancestry, sexual orientation, gender, age, disability, height, weight, or marital status under any of the following conditions:
 - 1. Submission to such conduct or communication is made, either explicitly or implicitly, a term or condition to obtain employment.
 - 2. Submission to or rejection of such conduct or communication is used as a factor in decisions affecting the person's employment.
 - 3. The conduct or communication has the purpose or effect of substantially interfering with a person's employment or creating an intimidating, hostile or offensive work environment.
- C. Management Representative - Staff designated pursuant to FPS Policy "Employee Discipline" to initiate disciplinary investigations, chair disciplinary conferences and/or recommend/impose discipline.

GENERAL INFORMATION

- D. For purposes of this policy, "Administrator" means the Supervisor, Principal or Central Office Administrator, unless otherwise indicated.
- E. This policy addresses harassment between employees. Other forms of harassment involving employees not addressed by this policy are covered by Board policies and are a violation of work rules and may result in discipline pursuant to FPS Policy and collective bargaining agreements.
- F. Where in conflict with FPS Policy on Discipline, this policy shall control for complaints of harassment.

RESPONSIBILITY OF EMPLOYEES

- G. All employees are prohibited from engaging in harassment. In addition, supervisors and administrators must make a good faith effort to eliminate and prevent harassment from occurring in their respective areas. Whenever a supervisor or administrator becomes aware of allegations of, or witnesses, such behavior by any employee under his/her supervision, he/she shall refer the person allegedly harassed to the appropriate harassment counselor and report the alleged harassment to the appropriate harassment counselor to ensure the allegations are investigated in accordance with this policy.

REPORTING HARASSMENT

- H. In consultation with the Assistant Superintendent of Human Resources & Legal Services or designee, each building administrator shall be designated as the harassment investigator for their respective areas.
- I. The Assistant Superintendent of Human Resources & Legal Services shall serve as the harassment investigator for Central Office.

Farmington Board of Education
Policy Adopted 02/08/05
Revised and Readopted 04/25/06

HARASSMENT COMPLAINT PROCEDURE

The Board will apply the provisions of all Collective Bargaining Unit Agreements without regard to race, color, religion, national origin or ancestry, sexual orientation, gender, age, disability, height, weight, or marital status.

An environment of mutual respect for the rights and dignity of others must prevail if the District is to fulfill its educational purposes. Staff and Board members are encouraged to form, hold and express their own beliefs and opinions. However, a staff or Board member's exercise of free expression must not interfere with the acknowledged rights of students, staff, Board members and other personnel to be free from derogatory or other objectionable conduct of a physical or verbal nature, based upon race, color, religion, national origin or ancestry, sexual orientation, gender, age, disability, height, weight, or marital status, where such conduct has the purpose or effect of substantially interfering with said person's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Any such conduct shall be considered harassment. It is the policy of the District to provide students, staff, Board members and other personnel with an atmosphere which is free from any form of harassment. Harassment of any kind by a supervisor, Board member or employee of the District will not be tolerated. Swift, appropriate and firm disciplinary action will be taken against any District employee or Board member found to have violated this policy against harassment. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination.

The following procedures are recommended to employees:

STEP #1

Unless it would be futile or you feel uncomfortable doing so, politely but firmly confront whoever is doing the harassing. State how you feel about his/her actions. Politely request the person cease harassing you because you feel intimidated, offended or uncomfortable. If practical, bring a witness with you for this discussion. Write a statement about the incident

of harassment indicating the date, a summary of your conversation with the person you believe is harassing you and what the person's reaction was when you confronted him/her. Keep this statement for possible use at a later time. If you are uncomfortable with this step, or if it is impractical for some reason, please refer to Step #2.

STEP #2

When you feel that you are being harassed, promptly report this to your supervisor (unless your supervisor is the alleged harasser), or to the following:

Human Resource Specialist
32500 Shiawassee
Farmington, Michigan 48336-2338
248-489-3356

The Assistant Superintendent of Human Resources & Legal Services is responsible for coordinating the District's efforts to eliminate harassment in the work place. This includes determining and providing necessary training for staff.

When a complaint of harassment is made against an employee, the administrator or supervisor directly responsible for the employee, in conjunction with the Assistant Superintendent of Human Resources & Legal Services, shall be the harassment investigator for purposes of the initial investigation and reporting to the Superintendent the outcome of the investigation including any recommendation for discipline or other action(s).

Whenever a complaint of harassment is made against an administrator, the appropriate supervisor of that administrator shall assume the responsibilities of the administrator set forth in this policy directive for reporting and investigating the complaint.

When a complaint of harassment is made against an employee of the Human Resources office, the Administrator or a designee not employed in Human Resources shall assume the responsibilities of the Human Resources Administrator set forth in this policy directive for reporting and investigating the complaint as well as determining appropriate disposition.

This contact may be made either by telephone or in writing. When such contact is made, please state the specific details of the harassing incident(s).

All complaints will be handled in a timely and confidential manner. Except as required in the context of any legal or administrative agency proceeding, information concerning a complaint will not be released by the District to anyone who is not involved with the investigation. No one involved will be permitted to discuss the subject outside the investigation. The purpose of this provision is to protect the rights and confidentiality of the employee who files a complaint, to encourage the reporting of any incidents of harassment and to protect the reputation of any employee wrongfully charged with harassment.

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in any investigation for filing a complaint or assisting in any investigation.

If the investigation reveals that the complaint is valid, prompt attention and disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken.

These procedures are recommendations and the procedures themselves are nongrievable.

Administrative Procedure for Policy #4018

04/25/06

PROCEDURE FOR KEEPING STUDENT RECORDS SECURE

1. In accord with the Family Educational Rights and Privacy Act (FERPA) a school official has a legitimate educational interest in a student's educational record if the school official is:
 - a. performing a task that is specified in his or her position description or by a contract agreement;
 - b. performing a task related to the student's education;
 - c. performing a task related to the discipline of a student
 - d. providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid; and
 - e. maintaining the safety or security of the campus.

School officials are primarily school employees, members of the Board or contractors hired for special tasks.

(Above taken from Policy and Procedure 5125-1 related to FERPA).

2. All staff, Board members and contractors of the District are to be made aware of their duty under the Family Educational Rights and Privacy Act to keep any and all student record information confidential. This will be accomplished by notice(s) in the District's employee newsletter *Pipeline*. The District's opening day packet will also include information about student records security that principals will share with staff.
3. Any staff person requiring access to a student's education record contained on the District's network, or staff person requiring access to specific information that has not been already granted to them shall make a request to their building administrator, or administrator of the program in which they are assigned.

Should the administrator approve their request, the administrator shall submit the request in writing to the systems administrator including the staff persons name, staff position, detailed description of why the additional access is needed by the staff person and the period of time the additional access is needed.

In determining whether staff have need of certain information, the administrator making the request must balance the right of the student to privacy and a staff members need to know specific information to perform their job. Such requests shall be reviewed by a committee consisting of the Director of Information Technology, Executive Director for Operational Services, Student Information Technician and Skyward Application Specialist (the system administrator).

4. The Information Technology Department shall provide timely information via a track-it ticket to the system administrator concerning staff changes, retirements, resignations, etc., so that the system administrator can keep access rights up-to-date.
5. Staff with access to student records, whether in hard file copy, or on the District network, shall keep them safe and secure. File cabinets should be locked or kept in a locked room. Employees should not remain logged onto student record databases when not present in their work area. Passwords for student record databases shall not be shared among staff.
6. Guest teachers will not be provided a password to student records. Long-term guest teachers (11 days or more) will receive a password for their use while on their long-term assignment so they have access to the absent teacher's student files.
7. Guest secretaries will be provided a guest login and password to certain student records on an as needed basis and when requested by the building administrator. Requests shall be made in writing to the Student Information Technician at central office and provide the guest secretary name, duration of assignment and access needs.



FACILITIES MANAGEMENT & NUTRITION SERVICES

EMPLOYEE RULES OF CONDUCT

The orderly and efficient operation of the Farmington Public School District requires that employees maintain discipline and proper personal conduct at all times. Discipline and proper standards of conduct are necessary to protect the health and safety of all employees, to maintain uninterrupted services to students and to protect public school District, student, and employee property. The District expects that employees will abide by these rules and all other proper standards of conduct.

Employees who fail to maintain proper standards of conduct at all times and/or who violate conduct rules, procedures, policies of the district, including provisions of the master contract will subject themselves to disciplinary action, up to and including termination of employment. While the imposition of discipline is done within a progressive framework, the degree of discipline imposed will reflect the seriousness of the offense. Supervisory employees have the responsibility and authority to recommend and/or take disciplinary action in accordance with the master contract against an employee who fails to maintain proper standards of conduct. When issuing a disciplinary action, the Board or District Representatives will not take into account any disciplinary action that occurred more than eighteen (18) months previously for violations listed in A. and for twelve (12) months for violations listed in B.

These rules of conduct are subject to change by publication ten (10) work days prior to the effective date according to the master contract and are not intended to be all-inclusive. The Board and District reserve the right to categorize unlisted conduct offenses.

Violations of Rules of Conduct

A. Violations of the following conduct rules will lead to immediate suspension and / or termination.

1. Insubordination, which shall include but not be limited to: refusal or failure to accept and perform job assignments as directed by his/her supervisor or other administrator.

Exception: If the possibility of personal injury could result in carrying out such assignment, the employee must seek direction from his/her supervisor or other administrator.

2. Any intentional misrepresentation in an employee's application for employment, workers' compensation claim, or short or long term leave of absence documentation.
3. Any intentional misrepresentation in an employee's record of work performance, falsification of payroll documents, or records pertaining to work performed.
4. Theft or misappropriation of school property or property belonging to others. Misuse or removal of District records from school premises without proper authorization from his/her Supervisor or other administrator.

6. Using District facilities, tools, equipment, materials or vehicles at any time for personal needs without the permission of a Supervisor.
7. Failure to report attendance according to District procedures and the master contract.
8. Reporting late for work without reasonable cause.
9. Leaving the job early, except in the case of personal injury or where approval has been obtained from a supervisor or other administrator.
10. Reporting for work other than neatly dressed and having a clean, neat appearance.
11. Failure to wear and properly display the Farmington employee identification badge.
12. Leaving the building for lunch without permission according to the master contract.
13. Taking breaks contrary to the master contract. Taking breaks in restaurants, coffee shops, or other places of business. Taking extended or improper breaks or lunch periods.
14. Using District telephones and/or cell phones for other than District related business or emergencies.
15. Failure to use, maintain and/or respond to District communication devices during assigned hours.
16. Allowing unauthorized personnel in school vehicles or on school district property.
17. Sleeping or lying down during working hours.
18. Smoking or the use of tobacco products on school district property.

REVISED/ OCTOBER 2008