

DRESS AND GROOMING

Employees shall act *as* role models by exemplifying the highest standard of professional appearance for educational purposes of teaching community values and proper grooming and hygiene.

STAFF: GENERAL GUIDELINES

The dress and grooming of District employees shall be clean and neat in manner and appropriate for their assignments and in accordance with the following standards:

1. Dresses and all outer garments shall fit properly, and be of an acceptable length
2. Halters, tank tops see through garments, or clothing with revealing/provocative necklines, bare backs, bare midriff, or spaghetti straps shall not be permitted. In addition, clothing with symbols, phrases, or slogans advertising tobacco, alcohol products, or any controlled substances are unacceptable.
3. If shirttails are made to *be* worn tucked in, they must be tucked in. If shirttails are worn in, and pants are designed to be worn with a belt, a belt should be worn.
4. No hats, caps or other head coverings shall be worn inside the building.
5. Hair must be clean, neatly trimmed and well-groomed.
6. Beards and mustaches shall be allowed if they are neatly trimmed.
7. Tattoos and body piercings (other than earrings) should not be visible. Male employees will not be permitted to wear earrings.
8. Clothing that reveals undergarments will not be worn.
9. Hemlines for skirts and dresses should be long enough not to be distracting.
10. Shorts, leggings, warm-ups, spandex or similar tight pants, exercise clothes, or any garment that may appear to be an undergarment are unacceptable.
11. Jeans may be worn on Fridays unless otherwise designated by the principal or supervisor on designated spirit days and teacher in-service days.
12. *All* administrative staff are expected to dress in a professional manner.
13. Male instructional staff shall be expected to wear slacks and collared shirts or other appropriate professional attire.
14. Jewelry shall not be worn in a visible pierced area other than the ear and male employees will not be permitted to wear earrings during working hours.

EXCEPTIONS TO GUIDELINES

The following exceptions apply to these guidelines:

1. Physical education staff may choose to wear appropriate attire. approved by the administration during the physical education instructional period.
2. Instructors in shop courses may wear aprons, smocks, or overalls during the instructional period.
3. Auxiliary employees in maintenance, custodial, transportation, food service, and positions requiring uniforms are exempted from the general guidelines. but shall comply with dress and grooming guidelines specified by their supervisors in the handbooks for those positions.
4. Exceptions to these general guidelines are to be made as necessary to allow staff to observe religious customs or beliefs and as necessary to accommodate medical needs.

RCISD Budget Philosophy

RCISD will maintain a budget that provides financial stability, by providing needed items for a productive learning environment. The RCISD Board of Trustees and the Superintendent will work together as a team to provide resources for students and teachers. The following are objectives of RCISD:

- Maximize revenue through aggressive taxing effort through maintaining and increasing student count.
- Adopt a balanced budget each year, which is driven toward student success.
- Increase technology expenditures.
- Maintain an aggressive maintenance and/or replacement program for all facilities and vehicles.
- Minimize the uses of fund balance when needed to replace or renovate facilities and vehicles.
- Maintain monthly budget reports to the Board of Education
- Progressively work toward increasing fund balance.
- Understand and effectively use all state funding and worksheets and templates.
- Maintain an "Open Door" policy on all district expenditures.

Time Line for Budget Preparation

- Mid-March: All staff and faculty shall submit budget request for the following year.
- April-June: Superintendent and Business manager shall begin preparing the next budget.
- April-June: Board of Trustees begins reviewing preliminary budget for the following year.
- June: RCISD adopts the budget.
- September: RCISD adopts the tax rate.

Annual Operating Budget

Budget Change Procedures

Requests for changes in budgets shall be presented to the superintendent. When expenditure will cause an account to exceed the amount budgeted, the business manager shall report the circumstances to the superintendent for review. If an unbudgeted item will cause the organizational budget to exceed original amounts, the superintendent must approve the request. The board must approve any request that will increase the original approved budget at the function/major object level.

Budget Amendments:

The budget may be amended in the following manner:

- The business office, without board approval, can do amendments within a function.
- Amendments between functions require board approval.

- In order to reconcile the yearly budget, if needed amendments between functions will be presented to the Board of Education for approval.
- At other times in the year, amendments between functions will be presented to the Board of Education for approval.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted through ERMA on an official district purchase order (PO) or a local vendor purchase form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Central Office for additional information on purchasing procedures.

Travel expense reimbursement

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Prior approval for all travel, including prepaid expenses, shall be obtained before any expenses are incurred.

All travel expenses shall be paid directly by the District by means of District credit cards, prepaid registrations, or cash advances (per diem). Except as provided in this policy, employees shall not be reimbursed for expenses related to travel for District business.

An employee shall be reimbursed for mileage in a personal vehicle only upon approval from the Superintendent. In addition, the Superintendent shall be authorized to approve reimbursements for expenses incurred by an employee in an emergency related to District business

Upon returning from approved travel, employees shall be required to present receipts to justify cash advances.

District Credit Cards:

RCISD has the following credit cards:

- Chevron/Texaco
Cards are used for gas.
- Wal-Mart Community & Business
Cards are used for purchases at Wal-Mart
- Sam's Club
Cards issued@ Sam's w/picture upon payment of member fee (School retains list of names of holders).

- HEB
- Hobby Lobby
- Office Depot (PO is still required)
- o **Visa**

Cards are used for purchases for travel and on certain occasions for district purchases.

Credit Card Use Procedures:

- After receiving prior approval by use of credit card request form, employees shall check out credit cards in the Central Office.
- Upon the completed use of the credit card, employees shall check back in the credit card into the Central Office.
- On approval, in certain circumstances district credit cards can be used for a district purchase.
- All employees must complete a travel voucher upon return with documentation for travel.
- School credit cards **shall not** be used for any personal purchase, even if the employee reimburses the school.
- If personal charges are placed on a hotel room that is being paid for with a school district credit card the employee shall, pay the hotel directly before billing the charges to the school upon return.

RCISD will not tolerate abuse of District Credit Cards.

RCISD FRAUD PREVENTION

Reagan County ISO strives to maintain ethical business practice. In order to maintain an ethical environment, RCISD has established the following guidelines:

- **Control the bank statements:** The bank statements are picked up with the mail. The Superintendent shall *review* the contents of the statements before they are reconciled. Specific items that management should be alerted to include:
 1. Missing Checks
 2. Checks issued out of sequence
 3. Unknown payees
 4. Checks that appear to have been altered
 5. Checks not signed by authorized signatories
 6. Other unusual items
- **Account for sequences:** Whether it is checks, invoices, credit memoranda, receiving reports, shipping documents, or other pre-numbered items, all sequences should be accounted for. Voided documents should be defaced to prevent unauthorized use and retained to complete sequences.

- **Check Procedures:** Reagan County /SD requires two signatures on all accounts. At times checks may not have two signatures, due to bookkeeping errors. The bank shall verify any check presented to the bank without two signatures. Never sign checks in blank. Review supporting documentation when checks are signed and investigate any discrepancies. The following numbers outline the procedure used to pay bills.
 1. RCISD processes checks once a week,
 2. Request for checks should be done at least two weeks before the check is needed.
 3. Student Activity checks are usually processed once a week.
 4. The business office will not issue a blank check to any employee.
 5. All checks that are written must be related to a corresponding Purchase Order.

- **Control general journal entries:** The Business Manager shall approve all general journal entries. Supporting documentation should be reviewed before approving general journal entries. In particular, the following items should be investigated:
 1. Entries made to unrelated accounts
 2. Entries made by persons whose responsibilities are not consistent with the accounts to be adjusted.

- **Yearly Close out of Purchasing:** No Purchase orders or purchases for supplies will be made after the first week of April. Travel request and purchases by 12-month employees will continue.

- **Perform thorough background checks on all new employees:** Call former employers and educational institutions for verification of previous employment and education. Also, Criminal Background checks will be run on all employees. Beware of "gaps" in employment or educational history.

- **Be alert to changes in employee attitudes, behavior and lifestyles:** Because of day-to-day contact, management is the best position to observe the unusual attitudes that are hostile or defensive toward management of the company in general, changes in behavior that are inconsistent with employees' normal disposition or lifestyles that are not reasonable based on the employee's level of compensation. Matter that may be of particular concern are:
 1. Indications of dissatisfaction with compensation, lack of promotion
 2. Indications of gambling
 3. Indications of drug use or excessive use of alcohol
 4. Indications of financial distress
 5. Indications of infidelity
 6. Indications of serious illness
 7. Indications of excessive nervousness

8. Indications of severe stress

- **Provide employees an opportunity to report the occurrence of fraud or other abuse anonymously:** In order to allow employees the opportunity to report any suspected occurrence of fraud, RCISD provides the following outlet:
 1. Report the suspected occurrence to the school district auditor.
 2. Report the suspected occurrence to the school board president or immediate supervisor.
 3. All of these reports can and will remain confidential.
 4. These reports may be submitted in the suggestion box that is located in the Elementary teacher's workroom.

The administration and school board of RCID operates on a heightened sense of ethics. The reasons for this are as follows:

- The action of management establishes the behavioral norms of the school district.
- RCISD Board and/or the administration will take all occurrence of fraud no matter how small very serious.
- RCISD Board and/or the administration will protect all "whistle blower" claims or complaints.
- RCISD maintains insurance coverage to protect the district from fraudulent activities.

ACTIVITY FUND MANUAL

PURPOSE OF ACTIVITY FUNDS

Activity funds are established at all campuses in Reagan County Independent School District. These funds are established for student groups and general campus fund raisers and are used to promote the student organization and campuses of RCISD.

TYPE OF ACTIVITY FUNDS

1. Student Activity Funds:

- Are comprised of monies raised by, and on behalf of, bona fide student groups and expended under the provisions of their constitutions and/or charters.
- Shall be expended in such a way to benefit pupils currently in school who have contributed to the accumulation of such money. All funds raised must be spent for a particular purpose. The approval to spend the funds for the direct benefit of students must be documented by the Student Activity Check Request.
- Must collect sales tax on taxable sale items
- May not own assets of any kind. Gifts to the school are the assets purchased. A letter shall be submitted to the Superintendent for acceptance by the Board.
- Are not to be used to generate funds for supplies, equipment or travel for students competing in school sponsored activities.
- Funds generated by both faculty and students can be used for faculty and students (i.e. vending machines)

FUNDS TO EXCLUDE FROM ACTIVITY FUNDS

The following funds shall be excluded from activity funds:

- Any organizational booster club, PTA, and any other parent booster organization shall not be commingled with Campus Activity Funds, nor shall they be managed by district employees or students. Booster Clubs can sell on campus with the Principal's permission during the school day.

EXPENDITURES PROHIBITED FROM ACTIVITY FUNDS

The following are examples of prohibited expenditures:

- Travel advances
- Loans to employees, parents or students
- Individual's professional dues
- Membership in private clubs
- Alcoholic beverages, controlled substances, firearms
- Purchases from any District employees
- Gifts/flowers to employees, sponsors and other non-students
- Charitable contributions
- Spousal travel
- Traffic citations
- Payments to an employee for services

GENERAL PROCEDURS FOR ACTIVITY FUNDS MANAGEMENT

The following procedures shall be used to monitor the activity fund accounts:

Revenue and Cash Receipts:

1. All funds collected by school groups or organizations shall be deposited into a District Wide Student Activity account maintained by the Student Activity Accounts Manager.
2. Within the District Wide Student Activity Account will be maintained accounts for each organization and will be entered into QuickBooks/Quicken
3. Receipts must be written for all monies received.
4. Only receipt books issued by RCISD and checked out through the Central Office will be used.

5. Receipts must be written in duplicate with the second copy remaining in the receipt book.
6. Receipt shall be returned after each fund raiser with deposit information.
7. Receipts are not required for dances, concessions, assemblies, or car washes. These types of fundraisers are reconciled back to the amount of activity vs. the amount of revenue. (i.e. number of tickets sold for a dance or the amount of food/drink sold in a concession stand).
8. All monies raised by students must be deposited in the Activity Fund. Daily deposit should be made to the school secretary. No money shall be left in the classroom or taken to the sponsor home.
9. A Deposit Verification Form must be prepared and turned in with the funds by the sponsor. This form will indicate the total amount and breakdown the total of currency, checks, nickels, dimes, quarters, etc. The receipt book will also be returned, with the total amount of receipt must match the Deposit Verification Form.
10. The following outlines how money will be deposited:
 - a. Sponsors will collect funds and complete a Deposit Verification Form.
 - b. Sponsors will take collected funds, completed Deposit Verification Form, and receipt book to school secretary.
 - c. School secretary will verify deposit and will receipt sponsor for total deposit.
 - d. School secretary will turn in deposit, Deposit Verification Form and receipt book to Student Activity Accounts Manager.
 - e. Student Activity Accounts Manager will verify deposit and will produce a receipt to School secretary.
 - f. Student Activity Accounts Manager will turn deposit, Deposit Verification Form and receipt book into Central Office Accounting.
 - g. Central office accounting will verify deposit and will produce a receipt to Student Activity Accounts Manager.
 - h. Central Office accounting will then make daily deposit to school's depository.
11. The Student Activity Accounts Manager shall reconcile each student activity account.

12. Counting Process: The following should be done before a deposit is made:
 - Currency should face the same direction and placed in stacks of ones, fives, etc.
 - Coins should be divided into groups and counted. (Place coins in envelopes).
 - Checks should all face the same direction. Check to see that the check is made payable to RCISD Student Activity Account.
 - Complete a Deposit Verification Form.

13. Deposits to the Secretary: All monies raise by students must be deposited in the Activity fund. NO EXCEPTIONS.
 - Do not substitute a personal check for cash collection.
 - Do not keep money for any reason.
 - Do not deposit money in a personal account or bank deposit box.
 - Do not spend any of the collections.
 - UNDER NO CIRCUMSTANCES SHALL MONEY COLLECTED BE LEFT IN THE CLASSROOM.
 - Only the sponsor in charge shall turn in the money.

DISBURSEMENTS

1. The Student Activity Account Manager shall have a completed Student Activity Check Request completed by all parties before disbursement will be made.
2. The Sponsor shall attach and invoice or bill to the check request.
3. The Student Activity Account Manager shall determine if funds are available before making any disbursements.
4. All checks are required to be signed by the Superintendent and the Business Manager.
5. A monthly summary report of all activity for each account will be produced for the sponsors.
6. The Student Activity Account Manager must reconcile bank statements for the activity funds and resolve any discrepancies within 10 days of the bank statement.
7. After the bank statement is reconciled, reports will be printed and filed with the building principal and the business office that show:
 - Balances in each account
 - Transactions for the month and how they are categorized
 - Reconciliation report with outstanding deposits and checks.

8. The Student Activity Account Manager will keep a copy of all approved fundraisers.

9. The Student Activity Account Manager shall inform the business office at all times of any unusual activity regarding a student activity account (i.e. sponsor depositing checks dated six months earlier).
10. The Student Activity Account Manager is responsible for preparing the monthly sales tax report sent to the business office by the 10th of each month. This report needs to be completed even if there is no sales tax to report. A check made to RCISD should be with the report for the amount of the sales tax due.

ACTIVITY FUND MANUAL-SALES TAX INFORMATION
GENERAL INFORMATION
ALL PURCHASES MADE FOR THE EXCLUSIVE USE OF SCHOOL SHALL
BE MADE TAX EXEMPT.

Generally, all items purchased by a school for its own use in providing education are exempt from the Texas sales tax. For its "own use" means the organization making the purchase intends to make exclusive use of the item and will not offer it for resale any items purchased for the resale to others (i.e. t-shirts) are taxable.

When reimbursing a district employee for purchases made on behalf of and for the exclusive use of a school, sales tax shall not be reimbursed to that person. To keep the person who makes the purchase from having to absorb the sales tax, complete and give them a "Texas Sales and Use Tax Exemption Certificate" before they make the purchase. A purchase order is sufficient proof of a school's exempt status. The certificate/purchase order authorizes the vendor to make the sale tax exempt.

All items purchased to resell during a fund-raising event or part of a student's activities such as P.E. uniforms, school supplies, locks and t-shirts shall be made as non-taxable purchases from the vendor.

Whether items are purchased in-state or out-of-state does not determine if a transaction is taxable or not taxable. An out-of-state vendor might be required to collect sales tax at time of sale. It is recommended to make all purchases tax-exempt where practicable.

This helps prevent duplicate payment of sales taxes. However, if an out-of-state vendor insists on being paid sales taxes at the time of purchases, it should be done.

Reminder: If the items purchased are sold at a profit and tax has already been paid to the vendor when purchased, sales tax is due on the difference between the total selling price and the total costs.

EXAMPLES

Example 1: Cheerleader uniforms are taxable unless sold to an exempt entity. Reagan County ISO is exempt; however, students attending RCISD are not exempt. Therefore, if a school buys two uniforms for each cheerleader and each cheerleader pays for one of the uniforms, then the uniform paid for by **the student is taxable and belongs to the student; the other uniform would need to be returned to the school.**

Example 2: Suppose the school pays for two cheerleader uniforms for each cheerleader. They are tax exempt. If the school requires the uniform to be returned to the school to be used again in future periods, no tax is due from the students because the uniforms belong to the school.

Example 3: Suppose the school purchases the two uniforms tax exempt, then gives the uniforms to the students to use and keep (they are not returned to the school for future use). Tax is due on these items because of the "use tax," and they are no longer the property of the tax-exempt entity,

SALES TAX REPORT

Sales taxes for all taxable transactions shall be properly collected, reported and remitted each month including the summer months, to the Business Office by the tenth (10th) of each month. A report indicating no sales tax is due *even* in months when there are no taxable sales.

Calculate "Amount of Sale" for items sold at your school during a month by using the following formula.

$$\begin{aligned} & \text{Total Money Collected} \\ & \quad (\text{divided by}) \\ & \quad 1 + \text{TAX RATE } (.0825) \\ & = \text{AMOUNT OF SALE} \end{aligned}$$

Let's say your school sells 100 t-shirts for \$6.00 each=\$600 total sales money collected. This money includes the sale tax collected also. Apply this information to the formula:

$$\begin{aligned} & \$600.00/1+0.825 \\ & \$600.00/1.0825=\$554.27 \end{aligned}$$

This formula is also shown on the Monthly Report of Taxable Sales.

ONE DAY TAX-FREE SALES

Each School {school wide}, each student organization within a school, each PTO or PTA and each booster club CAN HAVE ONE DAY TAX-FREE FUND RAISER PER CALENDER YEAR.

The exempt organization may designate which one sale or auctions during the calendar year are exempt one day sales. The one-day tax-free event can be both a 24-hour period during which sales are made, or it can be a fund-raiser in which advance orders are taken by the exempt organization over a period of time and delivery of the products ordered is made to the exempt organization in one 24-hour period. Orders should then be delivered to the purchasers by the exempt organization upon receipt of the products. There is no set "reasonable period of time" for distribution, but the persons who placed the advanced orders should receive the merchandise as soon as possible to avoid confusion as to which sales by the exempt organization are the one-day tax-free sales. The seller may accept a valid and properly completed exemption certificate from an exempt organization that is holding a qualified one-day tax-free sale.

A one-day tax-free sale means that sales taxes do not have to be collected and remitted to the state on these types of sales. However, the sales must be reported on the School's monthly tax reports to the Business Office (show the description, date, and the total amount collected for the one-day tax-free sale in the lower part of the report.)

TAXABLE ITEMS

The following list of items or activities have been identified as being TAXABLE when sold by a school, by an organization within a school, PTO, PTA, Booster Clubs, and employee associations. The list is not all inclusive:

- Art supplies
- Athletic equipment and uniforms
- Automotive-parts and supplies (not labor)
- Auctions and silent auctions
- Band equipment and supplies (reed, recorders, etc.)
- Books including cookbooks, library books, work-books, and textbooks (payments for LOST textbooks are NOT TAXABLE)
- Calculators
- Candles
- Clothing including t-shirts
- Concession sales (except when part of a fund-raiser)
- Copies-collections from coin or manual copiers
- Cups-glass, plastic, paper, etc.
- Directories-student
- Drafting supplies
- Gift wrap paper, balloons, etc.
- Handicrafts
- Horticulture items
- Identification cards
- Lock sales
- Lock rental sales (not the deposit portion)
- Magazines-when sold individually
- Magazines subscriptions sold for less than 6 months
- Musical supplies
- Parking permits
- Pennants
- Pictures-school
- Pompoms
- Publications-yearbooks, football programs
- Pre-vocational lab sales-printing, paper goods, etc.
- Programs-athletic, etc.
- Recorders-musical
- Reeds-ban
- Rings-school
- school store-all items sold by school stores

Stationery

Towel rentals to student (towel rentals to a school are not taxable) (gym usage fees are not taxable)

Tickets sold to play a game at a booth for a prize

Uniforms-P.E., cheerleader (when student property)

Vending-pencils and other non-edible supplies

Yearbooks-unless one of two, one day tax-free sales

CLARIFYING TAXING PPROCEDURES

A message from the office of the State Comptroller:

No sales tax is due if an item is for the school's use or is used to educate students. This includes books, desks, overhead projectors-almost everything in the classroom.

On the other hand, sales tax is due when an item is for an individual's use. This is true even if the item is used for a school activity. For example, cheerleaders owe tax on their uniforms and band members owe tax on their musical instruments.

When staff or students are on school trips or business, meals which the school buys are exempt from sales tax if the school contracts and pays for the meals. However, any meals that individuals buy are taxable.

Teachers, coaches and others must pay sales tax on individual purchases even though the school reimburses them for expenses.

Schools are exempt from the state's six percent hotel occupancy tax, but not from local hotel taxes, which vary statewide from one to seven percent. Schools are also exempt from the motor vehicle rental tax.

When a school is responsible for an activity, it is also responsible for making sure that tax is paid on any taxable items that are sold there. The school can still buy the items tax free, but it needs to collect tax when the items are sold. A school-related organization can assume the responsibility for this if the school does not.

Unless the fund-raiser qualifies as a one-day tax-free sale, schools shall always collect tax on:

- Supplies which the school purchases and sells to students. This includes athletic equipment and physical education uniforms.
- Fees for materials when the student keeps the end product, e.g. wood, jewelry supplies.
- Student publications such as yearbooks and football programs.
- School rings
- Books sold to students at book fairs.
- Any items being sold unless the item is food. Any food or drinks sold to students during school hours are exempt.

Schools do not need to collect sales tax on:

- Fees and admission tickets, including football and drama tickets
- Club memberships
- Deposits
- Sales of meals and food, including candy and soft drinks sold during a regular school day by a school, student organization or PTA which has an agreement with the school.
- Sales of whole cake or pies
- Food and Drinks sold at school carnivals

RCISD FUND RAISERS

In lieu of fund raisers, each organization will be assigned a concession stand, unless prior arrangements have been made with the campus principal and superintendent. RCISD requires organizations to submit fund raiser forms to the Central Office by September 30th. Upon approval, each organization is limited to two major fundraisers a year. However, RCISD encourages organizations to raise money through an assigned concession stand in lieu of actual fund raisers.

ATHLETIC EVENTS PROCEDURES FOR WORKERS

The following relate to procedures for athletic events:

- The principals will assign workers, which will be professional contracted employees to work the athletic gates. No At-Will employee can or will be assigned to work a gate or serve as a **substitute unless Campus Principal or Athletic Director has permission from the Superintendent or the Central Office.**
- Once a gate assignment is made the employee assigned to work the gate will be responsible for finding a substitute if they are unable to work the gate.
- Coaches shall decide who keep the clock and books at the basketball games.
- No supplemental pay will be rendered to the gate workers or the coaches for keeping the clock and books
- The employee to work the gate will need to adhere to the following procedures:
 - o Come to the Central Office to check out the cash for the gate
 - o Count of persons in attendance will be taken by the use of tickets, which will be contained in the cash box.
 - o The gate worker will be responsible for recording the starting and ending number of the tickets on the Gate Workers Form.
 - o The gate worker will then check the cash box back into the Game Administrator.
 - o The Game Administrator will sign the Gate Workers Form and will then the following business day verify the net profit of the gate and return check in the cash box.

Please Note: This does not apply to basketball tournaments done during the Holiday Breaks.

REAGAN COUNTY INDEPENDENT SCHOOL DISTRICT EMPLOYEE TRAVEL GUIDELINES AND PROCEDURES

Basic Travel Guidelines

1. Travel requests should be submitted at least 20 calendar days prior to departure. This will allow plenty of time for arrangements to be made and any prepayments to be processed and mailed.
2. All requests to travel must first be submitted to the employee's principal or supervisor. The request for travel will then be submitted to the Superintendent and Business Manager for approval.
3. When the approved request is received in the central office, it will be checked for funds availability. If funds are not available in the budget category shown, the request shall be returned to the principal or the supervisor unprocessed. If no fund category is entered on the request, the request shall also be returned to the principal or supervisor. An estimate of expenses and transportation request must be included with each request; otherwise, the request shall be returned to the campus or department.
4. No travel arrangements or reservations shall be made until approval is granted by the superintendent and funds availability are determined.
5. Advances for travel will generally be allowed. The district will prepay transportation costs, lodging costs, fees, and tuition, thus eliminating the need to carry cash for these items.
6. Employees will be allowed actual cost of lodging and meals, based on the RCJSD Student/Staff/Board Travel Rates. All travel expenses must be supported with receipts.
7. If cancellation of reservations is necessary, the employee is responsible for cancelling and notifying the central office. The district will not be responsible for any employee failing to cancel reservations not used.
8. The employee is responsible for turning in to the central office an Itemization of Expense form that includes all receipts and other documentation to support the cost of the trip. This form will **be returned to the employee if any discrepancy or unsupported or unreasonable costs are identified**. If the employee is unable to support or substantiate any such costs, the employee shall reimburse the district for the costs.
9. If an employee receives a cash advance for a trip and actual expenses are less than the amount advanced, the employee shall turn in the excess to the business office. If expenses exceed the amount advanced, a check for reimbursement will be issued to the employee subject to the requirements of reasonableness and support of expenses.

MEALS

Employees shall have the option of paying for meals either through the use of a school district credit card or through the use of advancement money on a "per diem" basis with no receipts required. Employees shall use either "per diem" or credit card, but shall not use both. An employee who is in attendance at a conference where meals are provided as part of the registration fee or if the hotel the employee or students is staying provides breakfast, then a request for these meals will not be honored.

OVERNIGHT TRAVEL MEAL RATES:

- Breakfast \$12.00 per day
- Lunch \$18.00 per day
- Dinner \$25.00 1eer day
- Total \$55.00 per day
-

NON-OVERNIGHT TRAVEL MEAL RATES:

No meals will be paid for non-overnight travel, unless staff is sponsoring or supervising students. The sponsor will adhere to the same meal rates as the students for non-overnight travel meals.

Please complete the information below.

*Please complete the information below
AT LEAST 20 DAYS PRIOR
for each conference you plan to attend.*

Employee's Name. _____

Full Name of
Conference/Training: _____

Location: _____

*Briefly state how this travel supports the initiatives stated in the campus or district
improvement plan and/or administrator's professional goals:*

How will others benefit from information you obtain? _____

Employee Signature _____ Date _____

Principal/Supervisor Approval _____ Date _____

Superintendent Approval _____ Date _____

RCISD STUDENT 1ST AFF/BOARD TRAVEL RATES
TIER COST

TIER I

Level of Competition	Number of Meals	Allotment Per Student
<i>Post District and District</i>		\$9.00

TIER II

Level of Competition	Number of Meals	Allotment Per Student
Area	1	\$10.00

TIER III

Level of Competition	Number of Meals	Allotment Per Student
Regional	1	\$12.00
Regional -Semi	1	\$12.00
Semi State Semi Finals	1	\$12.00
Semi State Finals	1	\$12.00

TIER IV

St-ate Level Event	Number of Meals	Allotment Per Student
State Finals	3 per day	Breakfast (if not provided) \$9.00 Lunch (if not provided) \$12.00 Supper (if not provided) \$16.00
State Convention or National Convention (School Representatives)	3 per day	Breakfast (if not provided) \$9.00 Lunch (if not provided) \$12.00 Supper (if not provided) \$16.00

Note:

Student Hotel room amount will be approved by the Superintendent

RCISD Administrator Travel Amounts

Meals	\$55.00 per day
Hotel Room	Best Available Rate
Mileage Reimbursement	Federal Approved Mileage Reimbursement rate
Airfare	Actual Cost of Airfare

RCISD Staff Travel Amounts

Meals Amount	\$55.00 per day
Hotel Room	Best Available Rate
Mileage Reimbursement	Federal Approved Mileage Reimbursement Rate
Airfare	Actual Cost of Airfare

RCISD Board Travel Amounts

Meal Amount	\$55.00 per day
Hotel Room	Best Available Rate
Mileage Reimbursement	Federal Approved Mileage Reimbursement Rate
Airfare	Actual Cost of Airfare

Meal Amount will be disbursed either through a Per Diem or through the use of a school credit card.

Employee User Agreement-District Network and Internet Resources

I have read the Network and Internet Use policy CQ (LOCAL)] attached in this agreement and understand the conditions for *use* of the network and Internet resources provided by the Reagan County ISD for the purpose of promoting educational excellence and supporting instructional goals

By my signature below, I agree that any use of the network and internet under my user ID or account will be consistent with that policy. I understand that *district* employees have the authority to and will monitor network usage, including electronic messages sent and received to ensure compliance with the policy, and *by this* Agreement consent *to that* access. Furthermore, I understand that I am responsible for any transactions that occur under my user ID or account and that any violation of that policy shall be considered misconduct and a violation of *the* employee standards of conduct.

Employee's Signature

Date

Employee's Name, Primed

Campus

GATE WORKERS FORM

Date: _____

Sport: _____

Game: RC vs. _____

Total Cash Received: _____

Cash Box Number: _____

Ticket Starting Number Adult: _____

Ticket Ending Number Adult: _____

Ticket Starting Number Student: _____

Ticket Ending Number Student: _____

Net Profit = Total Cash Receipts - Starting Cash = Net Profit

Total Cash Receipt: _____

Starting Cash: _____

Net Profit: _____

Employee Signature _____

Central Office Staff Signature. _____

Game Administrator Signature _____

Reagan County I.S.D.
Fundraiser/Sales Request

Campus Name: _____

Organization Name: _____ Date: _____

Sponsor _____ Phone Ex 1. _____

FUND RAISER INFORMATION:

Fund Raiser Title: _____

A. What type of merchandise or service will be sold or provided?

B. How will the merchandise or service be *sold* or provided (e.g. catalog sales, individual sales to students on campus, prepaid orders, etc.)?

C. Fundraiser will be conducted from _____ to _____
Date Date

D. Funds generated will be used for _____

Vendor: _____

Representative: _____

Phone: _____

Submitted by: _____

Principal Signature _____

• (_____ Date _____

____ Tax Exempt Sale **Disapproved**
____ ; ~~Tax Exempt~~ Delivery date _____
____ Taxable Sale (You must pay sales tax on the goods purchased)

MONTHLY REPORT OF TAXABLE SALES

Name of School _____

Month Covered by this report _____

Gross Receipts _____
(Includes all money received for both taxable and non-taxable sales)

Total Receipts on taxable items _____

Taxable *Sales* _____
(not including sales tax)

Tax Due to State _____

DEPOSIT VERIFICATION FORM

For Office Use Only:
Receipt Number(s): _____

Date: _____ Total Amount of Deposit: _____

Activity Account: _____

Sponsor Responsible for counting and verification: _____

Source of Money _____

TAX PAID TO:

Vendor RC/SD Non-taxable Sales

Sponsor receipt numbers verified: _____
From -- To

Checks \$ _____
Currency _____
Quarters _____
Dimes _____
Nickels _____
Pennies _____

TOTAL \$ _____ (This should equal the "total amount of deposit"
as shown at the top of the page)

COMMENTS:

Please make ONE COPY of this report for yourself and then turn this in with your deposit to the school secretary.

Reagan County Independent School District
Employee Complaint Form
Level One

Complete this form in accordance with District policy *DGBA (LOCAL)*. Your complaint will be dismissed *if it* is submitted with incomplete information. Submit your Level One complaint to your campus principal, immediate supervisor, or other person specified in policy *DGBA (LOCAL)*.

1. Name _____

2. Position/Campus _____

3. The date of the event or action that gave rise to this complaint ---

4. A detailed formal description of all of the circumstance(s) that gave rise to this complaint. (Use additional pages if necessary.)

5. Explain specifically how you were harmed or injured by the *facts* that you provided in response to item 4 above.

6. Specifically identify, and attach if possible, any documents upon which you will rely during the grievance process and explain what those documents will prove. (If you do not have these documents at the time you file your grievance, you will be able to provide copies at the Level One conference. However, please identify to the best of your ability what those documents are and what you think they will prove.)

7. Identify the specific policy or policies, constitutional or statutory provision, or administrative regulations that you allege have been misapplied or the specific type of discrimination that you allege was committed. For each, provide the facts that support your allegations.

8 The district wants to have all complaints resolved informally or at the lowest possible level. Explain your efforts *to* informally resolve your complaint including whom you spoke with, when you met, and the response you received. If you did not attempt informal resolution, give a detailed explanation why not.

9. Identify the remedy you seek for this complaint.

Employee's Signature

Date Submitted

Name, address, and telephone and fax number of Representative, if any.

**Reagan County Independent School
District Employee Complaint Form
Level Two**

Complete this form *in* accordance with District policy DGBA (LOCAL). Your complaint will be dismissed if it is submitted with incomplete information. Submit your Level Two complaint to the Superintendent.

1. Name _____
2. Identify the administrator who held the Level *One* conference and provided the Level One decision _____
3. Identify the date you received the Level One decision _____
4. Attach a copy of the Level One decision and specifically identify the part(s) of the Level One decision that you want the superintendent or his/her designee to **review**.

5. Specifically state why you disagree with the part(s) of the Level One decision that you identified in response to number 4 above.

6. Attach the documents you relied upon at Level One (if any) and, explain how they support your position at response 4 and 5 above. Only those documents identified will be considered at Level Two.

Employee's Signature

Date Submitted

Name, address, and telephone and fax number of Representative, if any, if not previously provided.

Employee's Signature

Date Submitted

Name, address, and telephone and fax number of Representative, *if* any, if not previously provided.

Reagan County Independent School District Parent/Student Complaint Form Level One

Complete this form in accordance with District *policy* FNG (LOCAL). Your complaint will be dismissed if it *is* submitted with incomplete information. Submit your Level One complaint to your campus principal.

1. Student's Name _____
2. Parent's Name _____
3. Address & Telephone Number _____
4. Campus _____
5. The date of the event or action that gave rise to this complaint _____
6. A detailed *factual* description of all of the circumstance(s) that gave rise to this complaint. (Use additional pages if necessary)

7. Explain specifically how your child was harmed or injured by the facts that you provided in response to item 6 above.

8. Identify and attach any documents upon which you will rely during the complaint process and explain what those documents will prove. (If you do not have these documents at the time you file your complaint, you will be *able* to provide copies at the Level One conference. However, please identify to the best of your ability what *those* documents are and what you think they will prove.)

9. The district wants to have all complaints resolved informally or at the *lowest* possible level. Explain your efforts to informally resolve your complaint including

whom you spoke with, when you met, and the response you received. If you did not attempt informal resolution, give a detailed explanation why *not*.

10. Identify the remedy you seek for this complaint. In other words, what do you want us to do in response to your complaint?

Parent's Signature

Date Submitted

Name, address, and telephone and fax number of Representative, if any.

**Reagan County Independent School
District Parent/Student
Complaint Form
Level Two**

Complete this form in accordance with District policy FNG (LOCAL) Your complaint will *be* dismissed if it is submitted with incomplete information. Submit your Level Two complaint *to* the Superintendent

1. Student's Name _____
2. Parent's Name _____
3. Address & Telephone Number _____
4. Campus _____
5. Identify the date you received the Level One decision, _____
6. Attach a copy of the Level One decision and specifically identify the part(s) of the Level One decision that you want *the* superintendent or his/her designee *to* review.

7. Specifically state why you disagree with the part(s) of the Level One decision that you identified in response to number 6 above.

8. Attach the documents you relied upon at Level One (if any) and explain how they support your position at response 6 and 7 above. Only those documents identified will be considered at Level Two.

Parent Signature

Date

Reagan County Independent School District
Employee Complaint Form
Level Three

Complete this form in accordance with District policy DGBA (LOCAL). Your complaint will be dismissed if it is submitted with incomplete information. Submit your Level Three complaint to the Superintendent.

1. Name _____

2. Identify the administrator who held the Level Two conference and provided the Level Two decision, _____

3. Identify the date you received the Level Two decision _____

4. Attach a copy of the Level Two decision and specifically identify the part(s) of the Level Two decision that you want the Board of Trustees to review.

5. Specifically state why you disagree with the part(s) of the Level Two decision that you identified in response to number 4 above.

6. Attach the documents you relied upon at Level Two (if any) and explain how they support your position at response 4 and 5 above. Only those documents identified will be considered at Level Three.

Signature

Date

**Reagan County Independent School
District Parent/Student Complaint Form
Level Three**

Complete this form in accordance with District policy FNG (LOCAL). Your *complaint* will be *dismissed* if it is submitted with incomplete information. Submit your Level Three complaint to the Superintendent.

1. Student's Name _____
2. Parent's Name _____
3. Address & Telephone Number _____
4. Campus _____
5. Identify the administrator who held the Level Two conference and provided the Level Two decision _____
6. Identify the date you received the Level Two decision _____
7. Attach a copy of the Level Two decision and specifically identify the part(s) of the Level Two decision that you want the Board of Trustees *to* review.

3. Specifically state why you disagree with the part(s) of the Level Two decision that you identified in response to number 7 above.

9. Attach the documents you relied upon at Level Two (if any) and explain how they support your position at response 7 and 8 above. Only those documents identified will be considered at Level Three.

Parent's Signature

Date Submitted

Name, address, and telephone and fax number of Representative, *if* any, if not previously provided.

**Reagan County Independent School
District Public Complaint Form
Level One**

Complete this form in accordance with District policy GF (*LOCAL*). Your complaint will be dismissed if it is submitted with incomplete information. Submit your Level One complaint to your *campus* principal.

1. Name. _____
2. Address & Telephone Number _____
3. The date of the event or action that gave rise to this complaint _____
4. A detailed factual description of ail of the circumstance(s) that gave rise to this complaint. (Use additional pages if necessary)

5. Explain specifically how you were harmed or injured by the facts that you provided *in* response to item 4 above.

6. **Identify and attach any documents upon which you will rely during the complaint process and explain what those *documents* will prove.** (If you do not have these documents at the time you file your complaint, you will be able *to* provide copies at the *Level One* conference. However, please identify to the best of your ability what those documents are and what you think they will prove.)

7. **The district wants to have all complaints resolved informally or at the lowest possible level.** Explain your efforts to informally resolve your complaint including whom you spoke with, when you met, and the response you received. If you did not attempt informal resolution, give a detailed explanation why not.

8. Identify the remedy you seek for this complaint. *In* other words, what do you want us to do in response to your complaint?

Signature

Date Submitted

Name, address, and telephone and fax number of Representative, if any.

**Reagan County Independent School District
Public Complaint Form
Level Two**

Complete this form in accordance with District policy GF (*LOCAL*). Your complaint will be dismissed if it is submitted *with* incomplete information. Submit your Level Two complaint to the Superintendent.

- I. Name _____
- 2. Address & Telephone Number _____
- 3. Identify the date you received the Level One decision _____
- 4. Attach a copy of the Level One decision and specifically identify the part(s) of the Level One decision that you want the superintendent or his/her designee to review.

- 5. Specifically state why you disagree with the part(s) of the Level One decision that you identified in response *to* number 4 above.

- 6. Attach the documents you relied upon at Level One (if any) and explain how they support your position at response 4 and 5 above. Only those documents identified will be considered at Level Two.

Signature

Date Submitted

Name, address, and telephone and fax *number* of Representative, if any, if not previously provided.

Reagan County Independent School District
Public Complaint Form
Level Three

Complete this form in accordance with District policy GF (LOCAL). Your complaint will be dismissed if it is submitted with incomplete information. Submit your Level Three complaint to the Superintendent.

- 1. Name _____
- 2. Address & Telephone Number _____
- 3. Identify the administrator who held the Level Two conference and provided *the* Level Two decision _____
- 4. Identify the date you received the Level Two decision _____
- 5. Attach a copy of the Level Two decision and specifically identify the part(s) of the Level Two decision that you want the Board of Trustees to review.

- 6. Specifically state why you disagree with the part(s) of the Level Two decision that you identified in response to number 5 above.

- 7. Attach the documents you relied upon at Level Two (if any) and explain how they support your position at response 5 and 6 above. Only those documents identified will be considered at Level Three.

Signature

Date Submitted

Name, address, and telephone and fax number of Representative, if any, if not previously provided.

Parent's Signature

Date Submitted

Name, address, and telephone and fax number of Representative, if any, if not previously provided.

**Next Generation
Technology**

A district, in the administration of the district, shall consider using next generation technologies, including cryptocurrency, blockchain technology, and artificial intelligence. *Gov't Code 2054.601*

**Children's Internet
Protection Act**

"Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

Definitions

Harmful to Minors

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

47 U.S.C. 254(h)(7)(G); 20 U.S.C. 7131(e)(6)

*Technology
Protection
Measure*

"Technology protection measure" means a specific technology that blocks or filters internet access to the material covered by a certification described at Certifications to the FCC, below, to which such certification relates. *47 U.S.C. 254(h)(7)(I)*

Universal Service
Discounts (E-Rate)

An elementary or secondary school having computers with internet access may not receive universal service discount rates unless the district submits to the FCC the certifications described below at Certifications to the FCC and a certification that an internet safety policy has been adopted and implemented as described at Internet Safety Policy, below, and ensures the use of computers with internet access in accordance with the certifications. *47 U.S.C. 254(h)(5)(A); 47 C.F.R. 54.520*

*Certifications to
the FCC*

A district that receives discounts for internet access and internal connections services under the federal universal service support mechanism for schools must make certifications in accordance with *47 C.F.R. 54.520(c)* each funding year. A district that only receives discounts for telecommunications services is not subject to the certification requirements, but must indicate that it only receives discounts for telecommunications services. *47 C.F.R. 54.520(b)*

With Respect to
Minors

A certification under *47 U.S.C. 254(h)(5)(B)* is a certification that the district is:

1. Enforcing a policy of internet safety for minors that includes monitoring their online activities and the operation of a tech-

TECHNOLOGY RESOURCES

CQ
(LEGAL)

nology protection measure with respect to any of its computers with internet access that protects against access through such computers to visual depictions that are obscene, child pornography, or harmful to minors;

2. Enforcing the operation of such technology protection measure during any use of such computers by minors; and
3. Educating minors, as part of its internet safety policy, about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

47 U.S.C. 254(h)(5)(B); 47 C.F.R. 54.520(c)(1)

*With Respect to
Adults*

A certification under 47 U.S.C. 254(h)(5)(C) is a certification that the district is:

1. Enforcing a policy of internet safety that includes the operation of a technology protection measure with respect to any of its computers with internet access that protects against access through such computers to visual depictions that are obscene or child pornography; and
2. Enforcing the operation of such technology protection measure during any use of such computers.

47 U.S.C. 254(h)(5)(C); 47 C.F.R. 54.520(c)(1)

*Disabling for
Adults*

An administrator, supervisor, or other person authorized by the district may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose. *47 U.S.C. 254(h)(5)(D)*

*Internet Safety
Policy*

A district shall adopt and implement an internet safety policy that addresses:

1. Access by minors to inappropriate matter on the internet and the World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including "hacking," and other unlawful activities by minors online;
4. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and

TECHNOLOGY RESOURCES

CQ
(LEGAL)

5. Measures designed to restrict minors' access to materials harmful to minors.

47 U.S.C. 254(l); 47 C.F.R. 54.520(c)(1)(ii)

Public Hearing

A district shall provide reasonable public notice and hold at least one public hearing or meeting to address the proposed internet safety policy. *47 U.S.C. 254(h)(5)(A)(iii), (l)(1)(B)*

Inappropriate for Minors

A determination regarding what matter is inappropriate for minors shall be made by the board or designee. *47 U.S.C. 254(l)(2)*

Noncompliance

A district that knowingly fails to submit required certifications shall not be eligible for discount services under the federal universal service support mechanism for schools until such certifications are submitted.

A district that knowingly fails to ensure the use of computers in accordance with the required certifications must reimburse any funds and discounts received under the federal universal service support mechanism for schools for the period in which there was noncompliance.

47 C.F.R. 54.520(d), (e); 47 U.S.C. 254(h)(5)(F)

ESEA Funding

No federal funds made available under Title IV, Part A of the ESEA for an elementary or secondary school that does not receive universal service discount rates may be used to purchase computers used to access the internet, or to pay for direct costs associated with accessing the internet unless a district:

1. Has in place a policy of internet safety for minors that includes the operation of a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors; and enforces the operation of the technology protection measure during any use by minors of its computers with internet access; and
2. Has in place a policy of internet safety that includes the operation of a technology protection measure that protects against access to visual depictions that are obscene or child pornography; and enforces the operation of the technology protection measure during any use of its computers with internet access.

An administrator, supervisor, or other person authorized by the district may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

<i>Certification to DOE</i>	<p>A district shall certify its compliance with these requirements during each annual program application cycle under the ESEA.</p> <p><i>20 U.S.C. 7131</i></p>
Uniform Electronic Transactions Act (UETA)	<p>The UETA (Business and Commerce Code Chapter 322) applies to electronic records and electronic signatures relating to a transaction. <i>Business and Commerce Code 322.003(a)</i></p> <p>The UETA applies only to transactions between parties each of which has agreed to conduct transactions by electronic means. The UETA does not require a record or signature to be created, generated, sent, communicated, received, stored, or otherwise processed or used by electronic means or in electronic form. A party that agrees to conduct a transaction by electronic means may refuse to conduct other transactions by electronic means. This right may not be waived by agreement. <i>Business and Commerce Code 322.005(a)–(c)</i></p> <p>Except as otherwise provided in Business and Commerce Code 322.012(f), the UETA does not require a district to use or permit the use of electronic records or electronic signatures. <i>Business and Commerce Code 322.017(c)</i></p>
Records Retention	<p>If a law requires that a record be retained, the requirement is satisfied by retaining an electronic record of the information in the record which:</p> <ol style="list-style-type: none">1. Accurately reflects the information set forth in the record after it was first generated in its final form as an electronic record or otherwise; and2. Remains accessible for later reference. <p>A record retained as an electronic record in accordance with the provisions above satisfies a law requiring a person to retain a record for evidentiary, audit, or like purposes, unless a law enacted after January 1, 2002, specifically prohibits the use of an electronic record for the specified purpose.</p> <p><i>Business and Commerce Code 322.012(a), (f)</i></p> <p>[For more information on records management, see CPC.]</p>
Definitions	<p>"Electronic record" means a record created, generated, sent, communicated, received, or stored by electronic means.</p> <p>"Electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.</p>

"Transaction" means an action or set of actions occurring between two or more persons relating to the conduct of business, commercial, or governmental affairs.

Business and Commerce Code 322.002(7), (8), (15)

Digital Signature

A digital signature may be used to authenticate a written electronic communication sent to a district if it complies with rules adopted by the board. Before adopting the rules, the board shall consider the rules adopted by the Department of Information Resources (DIR) and, to the extent possible and practicable, make the board's rules consistent with DIR rules. *Gov't Code 2054.060(b); 1 TAC 203*

"Digital signature" means an electronic identifier intended by the person using it to have the same force and effect as the use of a manual signature. *Gov't Code 2054.060(e)(1)*

Interception of Communications

For information on the unlawful interception, use, or disclosure of communications, see the Electronic Communications Privacy Act (18 USC 2510–2523 [federal wiretap act] and 2701–2713 [Stored Communications Act]) and Penal Code 16.02 (state wiretap law) and 16.04 (Unlawful Access to Stored Communications).

TECHNOLOGY RESOURCES

CQ
(LOCAL)

Note: For Board member use of District technology resources, see BBI. For student use of personal electronic devices, see FNCE.

For purposes of this policy, "technology resources" means electronic communication systems and electronic equipment.

Availability of Access

Access to the District's technology resources, including the internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

Limited Personal Use

Limited personal use of the District's technology resources shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's technology resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

Use by Members of the Public

Access to the District's technology resources, including the internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

1. Imposes no tangible cost on the District; and
2. Does not unduly burden the District's technology resources.

Acceptable Use

The Superintendent shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

Access to the District's technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the District's technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Internet Safety

The Superintendent shall develop and implement an internet safety plan to:

TECHNOLOGY RESOURCES

CQ
(LOCAL)

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities;
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and
5. Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

Filtering

Each District computer with internet access and the District's network systems shall have filtering devices or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent.

The Superintendent shall enforce the use of such filtering devices. Upon approval from the Superintendent, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

Monitored Use

Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private. Designated District staff shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.

Disclaimer of Liability

The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the internet.

Record Retention

A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's record management program. [See CPC]

Electronically Signed Documents

At the District's discretion, the District may make certain transactions available online, including student admissions documents,

student grade and performance information, contracts for goods and services, and employment documents.

To the extent the District offers transactions electronically, the District may accept electronic signatures in accordance with this policy.

When accepting electronically signed documents or digital signatures, the District shall comply with rules adopted by the Department of Information Resources, to the extent practicable, to:

- Authenticate a digital signature for a written electronic communication sent to the District;
- Maintain all records as required by law;
- Ensure that records are created and maintained in a secure environment;
- Maintain appropriate internal controls on the use of electronic signatures;
- Implement means of confirming transactions; and
- Train staff on related procedures as necessary.