

# The Lighthouse School Employee Manual

## Purpose

This handbook is an introduction and guide to The Lighthouse School. It should help you become familiar with the policies, rules, procedures, benefits, and expectations that apply to your employment.

## Disclaimer

The information contained in this handbook is presented as a matter of orientation only and its contents should in no way be construed as an employment contract. For more information concerning the topics of this handbook, please refer to The Lighthouse School's board policies and administrative rules, and, where applicable, your association's collective bargaining agreement.

This Employee Manual and its contents are the property of The Lighthouse School, and upon termination or resignation the employee is required to return this manual in its original condition. The Lighthouse School reserves the right to make changes, update, delete, or add to this handbook at any time.

It is understood that with the ratification of the Collective Bargaining Agreement of June 2018, that this Employee Manual is a work in progress, and in no way does the contents presented signify the completion of this Manual. It is further understood that changes will be added to the manual by Human Resources as they become available.

## Notice of Non-Discrimination

Students, their families, employees and potential employees of The Lighthouse School are hereby notified that The Lighthouse School does not discriminate on the basis of race, color, national origin, sex, age, religion, veteran status, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, and section 504, or the Americans with Disabilities Act, may be referred to The Lighthouse School Director, or the Civil Rights Division of the Oregon Bureau of Labor in Eugene, Oregon.



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## GENERAL INFORMATION

All employees are associated with one of the following employee groups:

- Union—hourly
- Union—Salaried—those required to have an Oregon TSPC Teaching License or Charter Registry
- Confidential
- Administration

Union employees are represented by the bargaining unit Oregon School Employees Association (OSEA). This excludes substitutes, temporary staff, volunteers and students. All other classifications are at will employees and do not have representation.

### Payroll Status Information

Annually, employees will receive a Payroll Status Form or a contract. Employees will also receive a payroll calendar. These forms identify the rate of pay, FTE, holidays, non-work days, and other pertinent information.

### Probationary Periods

Probationary periods vary by the employee group, depending on the law, the collective bargaining agreement, or signed contract.

### Personnel File

A personnel file is maintained in the Human Resource office for each employee. It contains documents relating to employment, evaluation, discipline, training and licensure, etc. The personnel files shall be open for inspection by the employee and other such people as are officially designated in accordance with Oregon State Statutes or Board Policy.

It is important to promptly file any change of address, telephone, and emergency contact information with Human Resources in writing to ensure mailed correspondence, notices, contracts, etc. are handled efficiently and appropriately.

### Job Descriptions

Job descriptions are written for each established position within the school.

### Work Schedule

Individual work schedules are determined by the needs of the school. Daily and weekly schedules may be changed at the discretion of the school to meet specific conditions. Changes will be announced as far in advance as possible.

At the beginning of the school year, employee's individual work calendar will be developed to fit the needs of the current year's schedule. The work calendar will specify the number of work days, non-work days, and holidays, as appropriate.

### I.D. Badges

I.D. badges are required during the regular work day when students are on campus. If you lose your badge, please report it to Human Resources as soon as possible so a new one can be made.

## Employee E-mail Addresses

Every employee is issued an email address when they are hired. Many notices, job vacancies and alerts are sent as an all-employee notification throughout the year. Each employee is responsible for accessing and checking their email daily. This is an expectation of employment.

## Mother-Friendly Workplace

The Lighthouse School recognizes that a normal and important role for mothers is to have the option and ability to provide for their child by breast feeding or expressing milk in the workplace. The school shall provide rest periods to express milk during the work period, as is required by law.

## Emergency Closures

Emergency closures occur from time to time. When the work site is closed, employees are not expected to report to work. Employees should follow closure announcements issued by the sponsoring district and or The Lighthouse School Administration. Closures are generally conveyed via email or text and employees are responsible for checking their email for notifications of closures.

THE LIGHTHOUSE SCHOOL EMERGENCY CLOSURES INFORMATION TREE		
SPONSORING DISTRICT		
DIRECTOR		
----- -----		
BUSINESS MANAGER	ADMINISTRATIVE ASSISTANT	CURRICULUM COORDINATOR
OFFICE CLERK	PARENTS & ALL STAFF Via email	DYSLEXIA COORDINATOR
		DYSLEXIA COACH
		DEAN OF STUDENTS

## Who do I go to for:

	Shelley	Michelle	Julie	Diane	Office
Classroom schedules			X		
Curriculum ?s	5-8		K-4		
Animals in the classroom	X				
Parental Concerns	X				
504's & IEP's	X			X	
Behavior management	X			X	
Student self-regulation	X	X		X	
Safety concerns & regulations	X	X			
Duty Schedule	X	X			
Supplies		X			
Payroll		X			
Human Resources		X			
Field trips		X			
Scheduling a sub		X			
Union issues		X			
Student rosters					X
Student records					X
Student attendance					X
Copier machines					X
Fax machines					X
Phone ?s					X
Technology ?s	X				X
Teacher Absences	Email	Shelley	Michelle	and the	Office

# EMPLOYEE COMPENSATION

## Payday

Payday is the 15<sup>th</sup> of each month, unless the 15<sup>th</sup> falls on a Saturday or Sunday, at which time the pay date will be adjusted to the Friday before the 15<sup>th</sup>. All required deductions, such as federal, state, and social security taxes, Public Employees Retirement System (PERS), and all authorized voluntary deductions will be withheld from the employee's pay.

Direct deposit is available.

In the event a payroll check is lost or stolen, the Business Manager should be notified immediately. Important communications are often included in the payroll envelopes and must be opened and read.

All employees are paid in 12 equal payments beginning in September. Employees will receive three checks in June. For those employees starting later in the school year, the first paycheck will be determined by the start date.

## Overtime (Hourly Employees Only)

Overtime situations should occur rarely and will be allowed only with prior authorization from the Director or Business Manager.

## Time and Attendance:

Hourly employees must record time worked daily on the employee time sheet. The reporting period is from the 1<sup>st</sup> calendar day of the month through the last calendar day of the month. Timesheets must be submitted on the 1<sup>st</sup> day of the following reporting period.

All employees are expected to record time off daily. Planned absences made in advance must be recorded in Aesop. Unplanned absences that occur after 7 am on the same day, must be emailed to all of the following:

[businessservices@thelighthouseschool.org](mailto:businessservices@thelighthouseschool.org), [office@thelighthouseschool.org](mailto:office@thelighthouseschool.org), and [director@thelighthouseschool.org](mailto:director@thelighthouseschool.org)

Absences that occur after 7 am will be recorded in Aesop on the employee's behalf.

Union members should consult their collective bargaining agreement for additional information.

## Balance of Contract

There are times when an employee does not work an entire contract year. Some examples of this would be starting late in the year, ending early in the year or having leave without pay during the year.

Any of these instances causes the contract amount to be reduced and as a result, could change the amount paid per month or the number of checks received at the end of the school year. This is referred to as "Balance of Contract". Balance of contract will be implemented as necessary to assure that employee pay is accurate.



# MANDATORY PAYROLL DEDUCTIONS

## Social Security Tax (FICA)

Federal law requires employers to withhold social security tax from wages paid to an employee. The tax rate consists of percentage components (withheld at current IRS rate) for old age, survivors, and disability insurance (OASDI) as well as for hospital insurance (HI).

## Federal and State Income Tax

Federal and state income taxes are required by law to be withheld on every paycheck. The amount of the employee's withholding is calculated on the employee's gross salary, marital status and number of exemptions claimed on form W-4.

The marital status and number of exemptions claimed in a pay period are stated on the employee's monthly remittance statement. Any employee wishing to change either of these categories may obtain a new W-4 from the Business Office. The form must be completed and submitted to the Business Office two weeks prior to the payday to be effective on that paycheck's calculations.

## Workers' Compensation

Workers' compensation insurance is required for all employees. This insurance pays employee medical expenses and partial salary continuation in case of work-related accident or illness upon an approved claim. Partial salary payments are provided beginning the fourth consecutive day of absence from work. Accrued sick leave and other available paid leave, may be used to pay for the portion of the employee's regular salary not paid by the insurance.

All work-related accidents or illnesses must be reported immediately to the employee's supervisor. An employee's failure to follow this procedure may result in the appropriate workers' compensation report not being filed in accordance with the law. This, in turn, may jeopardize employee rights to benefits in connection with the injury or illness.

## Public Employees Retirement System (PERS)

Upon meeting membership qualifications, the employee contributes 6% of gross wages on a pretax basis to the Oregon Public Employees Retirement System. The Lighthouse School contributes an additional amount to the plan as set forth by the state. An employee is considered eligible for PERS after 6 months of continuous employment and 600 hours worked. PERS is a state mandated retirement program for all public employees.

## Health Insurance Cap

The Lighthouse School pays a predetermined amount toward the Health Insurance benefits of each employee. Any amount an employee is required to pay over the employer contribution, may be taken as a pre-tax Section 125.

## VOLUNTARY PAYROLL DEDUCTIONS

Voluntary payroll deductions are available to employees. Request forms must be submitted to the Business Office at least two weeks before payday for deductions to be included in the paycheck.

### Section 125 Flexible Benefit Plan

#### Medical and Dependent Reimbursement Accounts:

If you pay for dependent care or medical/dental/vision or other qualified medical expenses that are not covered by insurance, you may be able to establish a tax free account to pay for those expenses.

### Cancer Insurance

Supplemental insurance for cancer above and beyond your regular health insurance is offered through American Fidelity.

## EMPLOYEE BENEFITS

In order to be eligible for insurance coverage, employees of The Lighthouse School must work 30 or more hours per week.

### Insurance Coverage

Medical, dental, vision, and pharmacy are provided for each eligible employee in accordance with the collective bargaining agreement, individual contract and insurance carrier.

Plan year insurance coverage runs from October 1<sup>st</sup> to September 30<sup>th</sup> each year.

The following are the employer contribution portions for the year and tier as indicated

Tier and Year of ER cont	2021-2022	2022-2023	2023-2024
Employee Only	\$770.00	\$809.00	\$849.00
Employee & Spouse	\$1,078.00	\$1,132.00	\$1,187.00
Employee & Child(ren)	\$1,028.00	\$1,079.00	\$1,133.00
Employee & Family	\$1,337.00	\$1,404.00	\$1,474.00

### Health Insurance Opt-Out

The Lighthouse School will offer to any employee who wishes to opt out of medical, dental & vision services, the following taxed opt-out stipend per year month:

2021-2022	2022-2023	2023-2024
\$600.00	\$635.00	\$665.00

In order to be eligible for the incentive and be eligible to opt out of Medical, dental & vision coverage, Employees must meet the following criteria:

- a. Maintain coverage under another comprehensive employer-sponsored group benefit plan.
- b. Provide proof of other coverage that meets state and federal laws of definition.
- c. An election form must be completed to opt out of the health benefit plans:
  - at the time of hire,
  - when initially meeting eligibility,
  - or during the annual open enrollment period.

Employees understand that if they become ineligible for the financial incentive due to the loss of other coverage, within 30 days they must;

- Notify the school so opt-out payments can be stopped,
- enroll in the School's Plan within 30 days of loss of coverage,
- or wait until the next open enrollment period.

### Group Health Insurance Continuation (COBRA)

When an employee or covered dependent ceases to be eligible for group health plans, group health insurance continuation is available on a self-pay basis under federal law known as Consolidated Omnibus Budget Reconciliation Act (COBRA). COBRA enrollment packets are mailed to employees by the insurance carrier when they become eligible for continuation coverage. The Lighthouse School does not administer their own COBRA.

### Professional Development Fund (Tuition Reimbursement)

The Lighthouse School encourages employees to continue their professional development. Employees should consult their collective bargaining agreement or individual contracts for professional development procedures and further details.

Professional Development Fund reimbursement forms are available on the forms wall outside the nurse's bay.

# LEAVES OF ABSENCE

## Sick Leave

Sick leave is used by employees when they are unable to work because of illness or injury. Under ORS 332.507 sick leave is accrued at the rate of one day (converted to hours) per month of employment. Employees are granted the annual accumulation of sick time at the beginning of their work year. If an employee does not finish the school year, the sick leave balance is prorated back to the amount actually earned up to the final day of employment. In some cases, this may result in a deduction from the employee's final paycheck.

Sick leave is provided to care for members of the employee's immediate family, for employees or immediate family member's preventative medical, dental or vision appointments.

If an absence extends beyond five consecutive working days, employees are required to furnish Human Resources with a physician's release before the employee may return to work.

Employees may take Sick leave in 15 minute increments. Sick time should be recorded to the nearest quarter of an hour.

New employees whose employment was in another school district in Oregon may transfer in their balance of sick leave. The accumulation shall not exceed that carried by the most recent employing district. The transfer shall be effective after the employee has worked in the school for thirty (30) days. Under ORS 332.507 employees may use up to 75 days of transferred sick leave, once the employee has exhausted all other paid leave types.

## Sick Leave Donations:

When an employee has exhausted all paid leave during an OFMLA/FMLA qualifying event, they may make a request for sick leave donations.

Donating employees must have a minimum of 80 hours of sick leave remaining after a donation is made. Leave donated becomes the award of the recipient. Any unused leave will not return to the donor, but will carry forward with the awarded recipient. Request for donations will be made using the Sick Leave Request Form provided on the forms wall outside of the sick bay.

## Family Medical Leave Act

The Lighthouse School will comply with all provisions of the Family and Medical Leave Act (FMLA) of 1993, the Oregon Family Leave ACT (OFLA) of 1995, the Military Family Leave Act as part of the Nation Defense Authorization Act of 2008 and for Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances), the Oregon Military Family Leave Act of 2009 and other applicable provisions of Board Policies and negotiated agreements regarding family medical leave. Family medical leave must be requested 30 days in advance when the need for the leave is foreseeable.

## Paid Time Off - PTO

Employees will be awarded two days of Paid Time Off to be used at the employee's discretion. Employees are not required to get prior authorization, but are expected to adhere to the approval process for using paid leaves. This leave may not be accrued and employees will not be compensated for any unused days.

## Emergency Leave

Short-term, unpaid leaves of absence not tied to protected leave may be granted by the Board or Director on a case-by-case basis in emergency situations or when there are serious and extenuating conditions.

## Legal Leave

Under ORS 10.090 an employer may not require that an employee use vacation leave, sick leave or annual leave for time spent by the employee in responding to a summons for jury duty. As a public employer The Lighthouse School recognizes the importance of public service and does not require employees to take leave without pay for time spent by the employee in responding to a summons for jury duty. Employees may take time necessary for jury duty or to respond to an official order for school purposes, and such leave shall be granted without loss of pay.

## Approval & Process

All employees shall enter their absences in the leave reporting system no later than 6:59 am, and send an email to [director@thelighthouseschool.org](mailto:director@thelighthouseschool.org), [office@thelighthouseschool.org](mailto:office@thelighthouseschool.org) and [businessservices@thelighthouseschool.org](mailto:businessservices@thelighthouseschool.org) of an anticipated absence as soon as possible (other than for unexpected circumstances). Absences cannot be entered into the leave reporting system by employees after 7:00 am on the same day as the absence.

Employees may take leave in 15 minute increments. All leave types should be recorded to the nearest quarter of an hour.

## Leave Without Pay

Leave without pay will be deducted from an employee's pay in the reporting period in which it was taken. Leave Without Pay (LWOP) is viewed by the Board as detrimental to the work place. Those employees who show a pattern of use or abuse of LWOP could result in actions deemed appropriate by the Board and within the guidelines of the Collective Bargaining agreement.

If an employee exhausts all earned leave types and enters into more than 80 hours of Leave Without Pay (between July 1- June 30), and are not in a protected leave status (which includes Article 10: F of the collective bargaining agreement), employees recognize that the school reserves the right to deny a step increase for the following year.

## Bereavement Leave

Three (3) paid Bereavement Leave days will be granted to employees who have had a death of a family member. The definition of 'family member' shall be the same as in the Oregon Family Leave Act (839-009-0210 "Definitions' Section 9), with the addition of siblings, siblings-in-law and children-in-law.

## Vacation Days

Vacation days are earned by 12-month Classified employees, according to the collective bargaining unit. This earned time is credited monthly on the last day of the month. A pre-authorization in Frontline is required before using this leave.

Vacation time may be accumulated up to a maximum of 80 hours in addition to what the employee would earn in one year (i.e. An employee earns 160 hours of vacation in the current year, the maximum they may carry would be 80 hours + 160 hours for a total of 240 hours). Any employee terminating employment with the ESD for any reason is entitled to payment for all accrued, unused vacation time. These hours will be paid on the employee's final payroll check at the employee's regular rate of pay at the time of separation.

# POLICIES, PRACTICES & EXPECTATIONS

## Equal Employment Opportunity

The Lighthouse School is an Equal Opportunity Employer. The Lighthouse School will not discriminate against any person on the basis of race, religion, sex, national origin, disability, marital status, age or veteran status.

## Americans with Disabilities Act

Reasonable accommodation will be made for qualified individuals with a disability as required by the Americans with Disabilities Act. Requests for reasonable accommodation should be made to Human Resources. Concerns regarding the school's possible non-compliance with the Americans with Disabilities Act should be directed to The Lighthouse School Director.

## Ethical Educator – (OAR 584-020-0035)

The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing, the ethical educator considers the needs of the students, the district and the profession.

The ethical educator, in fulfilling obligations to the student, will:

1. Keep the confidence entrusted in the profession as it relates to confidential information concerning a student and the student's family;
2. Refrain from exploiting professional relationships with any student for personal gain or in support of persons or issues; and
3. Maintain an appropriate professional student-teacher relationship by:
  - A. Not demonstrating or expressing professionally inappropriate interest in a student's personal life;
  - B. Not accepting or giving or exchanging romantic or overly personal gifts or notes with a student;
  - C. Reporting to the educator's supervisor if the educator has reason to believe a student is or may be becoming romantically attached to the educator; and
  - D. Honoring appropriate adult boundaries with students in conduct and conversations at all times.

The ethical educator, in fulfilling obligations to the district, will:

1. Apply for, accept, offer or assign a position of responsibility only on the basis of professional qualifications and will adhere to the conditions of a contract or the terms of the appointment;
2. Conduct professional business, including grievances, through established lawful and reasonable procedures;
3. Strive for continued improvement and professional growth;
4. Accept no gratuities or gifts of significance that could influence judgment in the exercise of professional duties;
5. Not use the district's or school's name, property or resources for non-educational benefit without approval of the educator's program administrator or the appointing authority.

The ethical educator, in fulfilling obligations to the profession, will:

1. Maintain the dignity of the profession by respecting and obeying the law, exemplifying personal integrity and honesty;
2. Extend equal treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Respond to requests for evaluation of colleagues and to keep such information confidential as appropriate.

Employees found in violation of OAR 584-020-0035 will be reprimanded and could be terminated for violation of the law.

## Harassment

It is the policy of The Lighthouse School to maintain a working environment that is free from any form of harassment. Harassment of employees or students will not be tolerated in the school. Harassment will not be tolerated if the employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the control of the School or where the employee is engaged in school business.

Harassment includes, but is not limited to; racial, religious, national origin, age, parental or marital status, disability and sexual harassment.

Sexual Harassment includes any unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other conduct or communication of a sexual nature. Any staff member or student who believes they have been subjected to sexual harassment should immediately report the incident to Human Resources. If the complaint is against Human Resources, the complaint should be filed with the Director.

## Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, bullying, menacing and acts of cyberbullying of staff, students or third parties by students, staff or third parties is strictly prohibited and shall not be tolerated in The Lighthouse School. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited.

## Notice of Non-Discrimination

Students, their families, employees and potential employees of The Lighthouse School are hereby notified that TLS does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, sexual orientation or disability in employment, vocational programs, or activities as set forth in compliance with federal and state statutes and regulations.

## Discrimination Complaint/Grievance Procedure

### Informal Procedure

Any person who feels that they have been discriminated against should discuss the matter with Human Resources, who shall in turn investigate the complaint and respond to the complainant within five business days. If this response is not acceptable to the complainant, they may initiate formal procedures. If Human Resources is the subject of the complaint, the individual may file a complaint directly with The Lighthouse School Director.

## Title Program Contact Information

Any persons having inquiries concerning The Lighthouse School's compliance with Title II, Title IV, Title VI, Title IX and/or Section 504 may contact:

The Lighthouse School Director

541-751-1649

Director@thelighthouseschool.org

## **House Bill 2062 – School Employee Sexual Conduct**

House Bill 2062 was passed by the Oregon State Legislature in its regular 2009 session. The bill's provisions require that district boards adopt a policy on reporting sexual conduct by a district employee that is directed toward a student. It modifies hiring procedures for districts as well as impacting information shared through the employee reference process. The law and this policy take effect July 1, 2010.

### **Definition of Sexual Conduct**

Sexual Conduct is defined as any verbal or physical conduct by a school employee that:

- a. Is sexual in nature
- b. Is directed toward a K-12 student
- c. Has the effect of unreasonably interfering with a student's educational performance; and
- d. Creates an intimidating, hostile or offensive educational environment.

### **THE SAME CONDUCT CANNOT BE BOTH CHILD ABUSE AND SEXUAL CONDUCT UNDER THE LAW**

Examples of sexual conduct may include:

- Grooming behavior – behavior in which adults develop trust to break down a child's defenses so that the adult may engage the child in sexual conduct or sexual abuse
- Inappropriate sexual or suggestive conversations
- Suggestive or obscene language
- Sharing of suggestive or obscene photos
- Giving a student gifts
- Video taping or photographing a student in revealing or suggestive poses, or without permission of a parent
- Texting or phoning a student outside of school regarding matters that do not involve school-related assignments or issues
- Sharing your own sexual exploits or marital difficulties
- Inappropriate discussion or expressed interest in a student's personal affairs, such as the student's out-of-school social activities and dating behavior
- Meeting a student outside of school, especially singly and without parent permission
- Trying to establish a relationship that is more like a peer relationship instead of an adult-student relationship.

### **Making a Report**

All school employees are required to report suspected sexual conduct to their supervisor or other person(s) designated by the school board policy. A report of sexual conduct, as opposed to child abuse, does not need to be made to a law enforcement agency or designated social services agency. The school district must specify procedures to be followed and post the information in each school.

The school board policy must specify that a good faith report of suspected child abuse or sexual conduct will not affect the reporting employee adversely. It also must specify that a good faith report by a student will not result in discipline of the student.



## **Mandatory Reporting of Suspected Child Abuse Procedures**

**SCESD Reporting of Suspected Child Abuse Policy #JHFE:** Any school employee who has reasonable cause or reasonable suspicion to believe that any child or SCESD student with whom he/she has come into contact has suffered abuse or neglect, as defined in state law, or that any adult with whom he/she comes into contact has abused a child, will immediately notify the Department of Human Services/Child Welfare services or the local law enforcement agency. The school employee shall also immediately inform his/her supervisor, building supervisor, building principal or superintendent. If a district employee is a suspected abuser, reporting requirements remain the same.

### **Oregon law recognizes these types of abuse:**

Physical;  
Neglect;  
Mental Injury;  
Threat of Harm;  
Sexual Abuse and Sexual Exploitation.

### **Reporting Procedures:**

The district employee shall orally report or cause an oral report to be immediately made by telephone or otherwise to the local office of the Oregon Department of Human Resources, Community Human Services, or to a law enforcement agency in the county where the person who is making the report is at the time of his/her contact.

### **Contact Information**

Oregon Department of Human Services  
541-756-5500 x250 or dial 0 (Coos County)  
1-800-500-2730/1-800-533-4180 (Coos County)  
541-247-4515 (Curry County)

### **If known, such report shall contain:**

- a. The names and addresses of the child, the child's parents or other persons responsible for the child,
- b. The child's age,
- c. The nature and extent of the suspected abuse,
- d. The explanation given for the suspected abuse,
- e. Any other information that the person making the report believes might be helpful in establishing the possible cause of the suspected abuse and
- f. The identity of a possible perpetrator.

The district employee should also immediately inform his/her supervisor, building principal or superintendent. Contact your program administrator that is listed below.

Tenneal Wetherell, Superintendent 541-266-3983  
Brandie Monroe, Director, HR and Operations 541-266-4046  
Kathleen Stauff, Program Administrator, Life Skills & Curriculum 541-266-3939  
Cynthia Barthuly, Program Administrator, Regional & Consultation 541-266-4025  
Angila Petris, Director, Business Operations 541-266-4024  
Kassie Wynveen, Program Administrator EL/ECSE & Speech 541-266-3918  
Frank Gannan, Technology Director 541-266-4033

# Employee Responsibilities Regarding Student Education Records and Confidentiality

All personally identifiable information is confidential and should not be shared either verbally or in written form without receiving prior written permission from the parent or legal guardian. All employees will be held accountable to the provisions in the state mandated board adopted policies KAB, JO/JGBAB, and JOA.

## Drug and Alcohol-Free Workplace

The Lighthouse School is a drug and alcohol-free workplace and any employee who violates this is subject to disciplinary action, up to and including termination.

Alcohol and controlled substances in the workplace are a danger to everyone who comes in contact with the abuser. Alcohol and illegally used controlled substances impair safety and health, promote crime, lower efficiency and quality, and undermine public confidence in the services that the employees provide.

The Lighthouse School will not tolerate the illegal use of alcohol or illegally used controlled substances at any work site. This means all employees are absolutely prohibited from manufacturing, distributing, dispensing, possessing, or using alcohol or controlled substances in the workplace. Below is a partial list of controlled substances:

Narcotics (heroin, morphine, etc.)  
Cannabis (marijuana, hashish)  
Stimulants (cocaine, diet pills, etc.)  
Depressants (tranquilizers)  
Hallucinogens (PCP, LSD, "designer drugs," etc.)

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates the mental functioning, motor skills, or judgment may be adversely affected should be reported to Human Resources and the Director and medical advice should be sought, as appropriate, before performing work-related duties. A legally prescribed drug means that individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs during the employees normally scheduled work day is prohibited.

The use of beverages containing alcohol or substances including any medication such that alcohol is present in the body is prohibited. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath-testing device.

Any employee violating the above policy is subject to discipline, up to and including termination.

Employees have the right to know the dangers of drug abuse in the workplace, The Lighthouse School's position about them, and what help is available to combat drug problems. This section of the employee manual addresses the expectations and remedies of Drugs and Alcohol in the workplace.

### Sanction and Remedies

- Upon determining an employee is in possession of alcohol or a controlled substance or upon having reasonable suspicion of employee use of alcohol or a controlled substance in the workplace, The Lighthouse School shall, pending any criminal drug statute conviction for a violation occurring in the workplace, take action with regard to the employee up to and including termination.
- The Lighthouse School reserves the right to offer employees convicted of violating a criminal drug statute in the workplace participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered, and accepted by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment.
- An employee shall, as a condition of employment, notify Human Resources and the Director of any criminal drug statute conviction (including pleas of guilty and nolo contendere) for a violation occurring in the workplace no later than five days after such conviction. Failure to inform The

Lighthouse School subjects the employee to disciplinary action, up to and including termination. By law, The Lighthouse School will notify the appropriate federal granting or contracting agency of an employee's criminal drug statute conviction for a violation occurring in the workplace no later than ten days after receiving notice of such conviction.

## Tobacco Use

Oregon Law states tobacco use on school grounds, even in private vehicles, is prohibited. Tobacco use, distribution or sale by staff on district property is prohibited. Employees are expected to leave the premises to use tobacco products. Individuals who use tobacco on school premises are subject to state and federal fines.

## Licenses & Charter Registry

It is the employee's responsibility to maintain a current license or charter registry in order to be in compliance with state laws. Any fees associated with Licensing or Registry are the responsibility of the employee and not The Lighthouse School.

## CPR & First Aid Cards

Certain employees are required by district board policy to have a valid first aid card. The Lighthouse School offers classes for employees, one time each year, to obtain this card. In the event that The Lighthouse School is unable to provide CPR or First Aid classes in any given year, it is the responsibility of employees to keep their cards current.

## Attendance and Punctuality

Employees of The Lighthouse School are expected to report to work regularly and on time. Regular attendance will be a factor to be considered as part of each employee's performance evaluation and continued employment. Regular attendance is defined as missing no more than one day per month.

## Injury or Illness on the Job

Employees are required to report all on-the-job accidents/incidents to Human Resources immediately.

Waiting until the next work shift to report is not an acceptable practice.

Injured employees are required to complete and 801 form when an injury occurs. The form outlines the step-by-step procedure and is required to be filed with SAIF in order for an employee to qualify for a work related injury.

## Early Return to Work

It is the goal of The Lighthouse School to assist employees who have sustained a compensable injury in returning to work as soon as possible. A light/modified duty program is designed to provide these employees, who are unable to perform their regular job duties, with temporary work during the period of medical recovery. Employees eligible to participate in this program are those employees with an accepted disabling Oregon workers' compensation claim. The Director will coordinate the employee's participation in the light/modified duty program with Human Resources, the employee's physician, employee and insurance carrier.

## Race and Ethnicity

The federal government has requirements (as of January 1, 2010) on how school districts collect, store, and report race and ethnicity data on students and staff. Under the new federal guidelines, we are required to collect and report staff racial/ethnic data in exactly the same format as we will be collecting and reporting demographic data from students.

## Transportation of Students

Transportation of students by employees, is prohibited.

Special license and/or training is required to transport students and without such licensure, it is unlawful for employees to transport students during working hours.

If an employee plans to drive a student in their personal vehicle, after business hours, they do so as a parent and therefore the school's liability insurance does not cover the transportation of the student.

*Medical Emergency Transportation:* When medical conditions require that students be transported, use emergency service providers (911).

## Retirement

There is no mandatory retirement age. The Lighthouse School participates in the Oregon Public Employees Retirement System (PERS). Employees should refer to their PERS handbook, located online at PERS.

## Resignation

A letter of resignation is expected from all employees resigning. Sixty days' notice is required from TSPC-licensed or chartered registered employees. As indicated in ORS 342.513, resignations must be received by the Board by April 15 of each year. Employees who do not hold a TSPC license or charter registry are expected to give at least two weeks' notice.

## Authorized Use of School Equipment and Materials

School materials and equipment will be used only for school purposes by personnel on the property. Exceptions to this policy must be approved by the Director.

## Reproduction of Copy Protected Materials

The Copyright Law of the United States (Title 17, U.S. Code) governs the making of copies of copyrighted materials. The person using the equipment is liable for any infringement. Permission from the author/publisher of copy-protected materials must be obtained prior to reproduction of materials for use.

## Electronic Equipment

Electronic hardware and software furnished by The Lighthouse School are business resources owned by the school and should be used appropriately by employees. Employees do not have a right of privacy regarding information or data contained on school owned equipment.

## Personal Communication Devices

The use of personal cell phones and personal communication devices are prohibited for use in official school business. Employees are expected to conduct school business on school issued devices only, including but not limited to laptops, Chromebook, walkie talkies and computers.

Personal lap top computers and PDA's brought to school are prohibited from use in the classroom or for instructional related activities. Employee communications with students outside of the classroom, through use of personal communication devices is strictly prohibited. When communicating with students electronically, staff should use the designated system and devices provided by the school.

Texting students is prohibited.

Employees are subject to disciplinary action up to and including dismissal for using a personal communication device in any manner that is illegal or violates the expectations of The Lighthouse School, unless previously authorized by the Director.

The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and the like) may constitute a personal communication Devices and Social Media – Staff GCAB 2-2 crime under state and or federal law.

Any person taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, will be reported to law enforcement and or other appropriate state and federal authorities and could be subject to immediate termination.

A 'personal communication device" is defined as;

A device that is not the property of The Lighthouse School,

has not been provided by The Lighthouse School,

is not paid for by The Lighthouse School, and

is not expected to be used by employees for the purpose of fulfilling their job requirements.

Any device used for personal cell phone calls, texting, email, internet browsing and other electronic application use.

It may emit an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the processor of the device.

These devices include, but are not limited to, walkie talkies, either long or short range portable radios, portable scanning devices, cellular phones, pagers, personal digital assistants or PDA's, lap top computers, tablets, Chromebook and similar devices with wireless connectivity. This also includes other digital audio and video devices such as, but not limited to, IPODS, IPADS, radios and TV.

The use of personal cell phones and communication devices are limited to designated breaks and lunch times. Employees are permitted the use of personal communication devices on school property/facilities, or at school sponsored activities/events, subject to the limitations and rules established by the school and or the Director. At no time will a personal communication device be used in a manner that interferes with staff duties and or responsibilities associated with the supervision of students.

Personal communication devices shall be silenced during instruction/class time, while the employee is on duty, or any other time where such use would cause a disruption or interference of school activities/assignments.

Cellular telephones which have the capacity to take photographs or video, shall not be used for such purposes while on The Lighthouse School property, or while a staff member is on duty at a Lighthouse School sponsored activity, unless as expressly authorized by the Director.

The Lighthouse School is not liable for loss or damage to personal communication devices brought to school property and or Lighthouse sponsored activities.

Staff members must utilize social network sites judiciously (Facebook, MySpace, Twitter, Kick, TicToc and the like) and are prohibited from posting confidential information or critical opinions about students, families, other staff or district business. As a representative of The Lighthouse School, employees must treat fellow employees, students and the public with respect when posting any information or photos on social media sites.

## Personal Vehicles

The Lighthouse School may ask employees or volunteers to use personally owned vehicles on behalf of the school to pick up goods or supplies or classroom necessities on occasion. The following terms and conditions apply to employees or volunteers who use personally owned vehicles:

- The owner of the vehicles insurance is primary in the event of an accident
- The owner of the vehicle shall maintain liability insurance in the amount equal to or exceeding the state minimum requirements
- The Lighthouse School's insurance shall apply in excess in the event the primary limits are exhausted.

## Staff room & Gathering room

Areas for breaks are provided in the staff room or gathering room. Employees using these rooms are expected to clean the areas when they are finished. The janitorial service is not responsible for cleaning dishes and appliances in these areas. All plates, utensils, and other meal or meeting items must be cleaned and properly stored if they belong to the employee or the school. Items left in the refrigerators will be discarded weekly unless clearly marked with an employee's name.

## Forms

Forms are available on the wall located outside of the sick bay.

## Supplies

General use items are located in the copier room and may be taken when needed. Additional supplies are inventoried and recorded and are securely stored for this reason. Employees may place supply orders by emailing [businessservices@thelighthouseschool.org](mailto:businessservices@thelighthouseschool.org) no later than the Friday before they are needed. For immediate supply requests (such as pencils, erasers and the like) employees may make requests the same day via email.

Although The Lighthouse School does make it a regular practice to supply both students and teachers with the supplies needed for adequate instruction, The Lighthouse School reserves the right to limit the available items used for instructional purposes. Items that are not used school wide or are not an essential item may need to be purchased by the employee or student for their own use. Costs of these types of items will not be reimbursed to the employee or student and will remain the personal property of the employee or student.

## Personal Reimbursements

The Lighthouse School does not provide personal reimbursements to employees for purchases, except for on rare occasions. The Lighthouse School makes available a school credit card that can be checked out for shopping needs, when approved by either the Director, Business Manager or Curriculum Coordinator.

## Faxes

Fax machines are available for official school use only. The front office can assist in the use of the fax machine when needed.

## Mail

Personal, stamped outgoing US mail may be taken to the front office for mail distribution. Mail is not always picked up or delivered daily, and employees who have time sensitive items of a school nature should let the office know. If mail is of a personal time sensitive nature, employees should take the items to the post office themselves on their own time.

## Employee Mail Boxes

There are employee mailboxes designated in the copier room for each employee. Employees are expected to check their mail boxes on a daily basis while school is in session.

## Copy Machines

The Lighthouse School has two copy machines for staff use. Office personnel can provide training and/or answer questions about the machines. Personal copies should be kept to a minimum and are prohibited.

## Asbestos Notification

The **Asbestos Hazard Emergency Response Act** of 1986 (AHERA) was enacted by Congress to determine the extent of and develop solutions for any problems schools may have with asbestos.

Asbestos was used for fire proofing, sound absorption and insulation as well as other uses over the past one hundred years. The EPA began limiting uses in 1973 and restricted most building projects in 1978. Like most buildings built before 1978, The Lighthouse School building does contain asbestos.

It is in sealed concrete chase works and is not accessible and poses no health danger to employees. The CBSD has an Asbestos Management Plan in compliance with AHERA regulations to monitor the condition of the areas impacted by Asbestos. As long as it is undamaged, it poses no threat. Should damage occur and a response program for the protection of our staff, is in place.

How does this affect you? It doesn't; but one provision of AHERA requires that employees be notified periodically of the existence of asbestos, that a Management Plan does exist, and that the condition of the areas containing asbestos be monitored twice a year.

Should you have any questions or concerns, please feel free to contact:

Rick Roberts  
CBSD Facilities Manager  
541-888-1233

## Evaluation Overview

Evaluations will be conducted in accordance with the collective bargaining agreement. Regardless of employment classification, at least 2 informal observations will be conducted by January 1, each year. With a formal evaluation being conducted by March 1, each year. Evaluations are filed in the employee's personnel file. Process forms and any accompanying documentation will be provided to employees each year before the evaluation process begins. Recommendations for future employment will be presented to the Board each March in accordance with ORS 342.835 and 342.513.

## Goal-Setting

Goal-setting is an integral part of the evaluation process. It is an annual activity for each employee to create a more efficient operation, to strengthen the communication and understanding between employee and employer; and to provide a forum in which to discuss an employee's growth in skill, responsibility, consistency and adaptability.

## Evaluation Procedure

1. Each employee will be evaluated at least once during the employee's work year. All formal evaluations shall be in writing.
2. The evaluation procedure shall be reviewed with all employees at the beginning of the school year. The full evaluation procedure will be made available online to all employees throughout the school year.
3. The Director and/or employee's Direct Supervisor, will schedule a conference with the employee to review the evaluation process and to answer individual questions before the evaluation process begins
4. Job performance will be based upon the job description for each staff member and performance standards typically recognized by the position. For union employees, any changes to job descriptions will be communicated in advance to the Association President or their designee in writing as a notification.

### Informal Observations

All teachers will work with the Director and/or the Curriculum Coordinator(s) on an ongoing basis using informal observations. Informal observations will occur at least twice within a school year and will include a conversation between the teacher and Director and/or Curriculum Coordinator(s).

### Formal Observations

Formal observations of teachers will be completed by the Director. Formal observations will include a pre-observation conference, as well as a post-observation conference.

Each employee will receive copies of any written observations (formal or informal) at the time of the post observation meeting.



## Evaluation Process

1. The Director and or employee's Direct Supervisor, will complete at least one formal evaluation for each employee each school year, before the March Board meeting.
  - a. The Director and or employee's Direct Supervisor, and the employee will meet to discuss the written evaluation and the evaluation will be signed by the employee and placed in the employee's personnel file.
2. Each employee will receive a copy of their formal evaluation at the time of the post evaluation meeting.

## Employee Rights & Responsibilities

All employees have the right to make written objections or offer written supplements or explanations to any written observation or evaluation within two weeks of receipt. These objections will be attached to the observation and/or evaluation and placed in the employee's personnel file.

## Performance Problems

When an employee is unable to accomplish their job duties due to a lack of specific skills, in some cases a Plan of Assistance may be initiated to help the employee. The plan will identify the specific unsatisfactory performance and will specify corrective activities for the employee. The written plan will be discussed with the employee. The employee will be encouraged to make suggestions regarding the plan before it is completed. The employee may invite an association representative to participate in meetings to develop the plan and to help assess progress in meeting the plan goals.

## Plans of Assistance

A Plan of Assistance is an attempt to retain an employee, rather than non-renew. Typically, they are designed to help educators grow as professionals. A Plan of Assistance is a formal process of supervision, designed to focus on improvement needed because of performance below generally expected standard(s) in one or more areas. A Plan of Assistance may be drafted based on the employee's job description and the areas of needed improvement. Examples of areas of improvement could include, but are not limited to: Attendance issues such as absenteeism and tardiness, lesson planning, classroom management, delivery of instruction, student evaluations, communication skills, HIPPA or FERPA violations.

1. The Director will notify employees in writing of a performance deficiency(ies), and for union members a written copy shall be provided to the association.
2. If the Director decides to develop and implement a plan of assistance for an employee:
  - a. Union employees have the right of representation from the point of notification of intent to be placed on a plan of assistance.
  - b. The Director will request and review any suggestions from the employee, employee's representative and employee's direct supervisor (when applicable) regarding plan contents, prior to developing and implementing the final plan.

- c. The Director shall notify the employee in writing of satisfactory or unsatisfactory completion.
  - i. For any formal evaluation that requires the employee to be placed on a plan of assistance, that is unsatisfactorily completed, the Board reserves the right to deny a step increase for the following year.
  - ii. For any unsatisfactory completed plan of assistance that may result in a denial of step increase for the following year, the employee, after meeting with the Director to discuss the Director's written explanation for unsatisfactory completion, may appeal the Director's decision to the Board within five (5) working days of this meeting. Any Board decision to deny an employee a step increase for the following year based on an unsatisfactorily completed plan of assistance must be provided in writing to the employee no later than the first business day after the May board meeting and must include explanation of the Board's decision. The Board's decision will be final.
  - iii. Records of a successfully completed plan of assistance shall remain in the personnel file for three (3) years.

## Dress Code (refer to Board Policy GBCA)

Dress that is appropriate for the position and working conditions is, in most cases, the employee's responsibility. However, certain working environments may require specific clothing. No hats of any kind are allowed in the building, except for costume hats.

## Safe Schools Training

Employees are required to complete annual safety trainings through the Safe Schools training system via the Internet at <http://sccsd.or.safeschools.com>. Courses will be assigned as mandatory trainings and should be completed by the indicated due dates each year.

## Building Security

To improve building security and safety, doors should be locked and equipment turned off when the building is vacated at the end of the day. Building keys will be issued to authorized employees. Lost keys should be reported immediately and must be turned in when leaving employment. If there are any questions or concerns about a visitor, an administrator should be notified immediately.

## Emergency Conditions

Employees should become familiar with the escape route for their work location. Fire drills, tsunamis and/or earthquake drills usually occur monthly.

## First Aid

In case of an emergency requiring immediate medical attention, employees are advised to call 911 immediately.

First aid supplies, including protective gloves and disinfectant, are located throughout the buildings and in the classrooms. Replacement supplies are available through the front office or Business Manager.

Contagious diseases such as AIDS and hepatitis can be transmitted through body fluids. Employees must use protective personal equipment (PPE) when handling fluids that are unsafe. Employees should become familiar with the location of first aid supplies in their classrooms.

## Health and Safety

The health and safety of all employees is important. Unsafe working conditions should be reported promptly to the Director.

The Safety Committee is responsible for the investigation of accidents, injuries and unsafe working conditions as well as suggesting ways for improvement. Any accident or injury that occurs on the job must be immediately reported to Human Resources.

Suggestions for improving the health and safety of employees may be placed anonymously in the can by the office drinking fountain. They can also be emailed or telephoned to the Director or Human Resources.

## Personal Property

Personal property is the responsibility of each employee. Security can be significantly improved by placing valuable items in locked areas or out of immediate sight. Thefts should be immediately reported to the Director or Human Resources.

## Weapons in Schools

Employees, contractors and/or their employees and ESD volunteers shall not possess a dangerous or deadly weapon, firearm or stun gun on school property or at school-sponsored events. This prohibition includes those who may otherwise be permitted by law to carry such weapons unless it is for the performance of their duties, such as law enforcement by law enforcement officers.

# Oregon Ethics Law

The Oregon Government Ethics Commission (OGEC), established by vote of the people in 1974, is a seven-member citizen commission charged with enforcing government ethic laws. Oregon government ethic laws prohibit public officials from using office for financial gain, and require public disclosure of economic conflict of interest. The restrictions placed on public officials are different than those placed on private citizens because service in a public office is a public trust and the provisions in ORS Chapter 244 were enacted to provide one safeguard for that trust.

In 2009, the Oregon Legislature made significant changes to the ethics laws (Chapter 244 – Government Ethics) applying to public officials and candidates. The most frequently asked questions about the law are listed below.

## **General Information**

### **To whom do the ethics laws apply?**

- Ethics laws apply to public officials and candidates.
- A public official is any person serving the state of Oregon or any of its political subdivisions or any other public body of the state as an elected official, appointed official, employee, agent, irrespective of whether the person is compensated for the services. ORS 244.020(14).
- This includes, but is not limited to, school board members, superintendents, business officials, office clerical staff, principals, teachers, classified staff, and volunteer coaches.

### **What is a conflict of interest?**

There are two types of conflicts of interests:

- A potential conflict of interest means a public official takes official action that could financially impact the public official, a relative, or a business involving the public official or a relative.
- An actual conflict of interest means a public official action that would financially impact the public official, a relative, or a business involving the public official or a relative.

### **What must I do when I have a conflict of interest?**

“Public employees” are required to notify their supervisors of a “conflict of interest.” Notification allows the supervisor to evaluate whether to take the decision out of the employee’s hands and turn the responsibility over to another.

Board members:

- Potential Conflicts - If a board member has a potential conflict of interest, then the board member must declare the conflict. The board member is still allowed to debate and vote on the issue.
- Actual Conflicts - If a school board member has an actual conflict of interest, then the board member must declare the conflict. It is the board member's responsibility to make sure that the board secretary includes the conflict in the minutes. The board member is not allowed to debate or vote on the issue.

### **Who is considered a relative for the purposes of the ethics law?**

- Spouse or domestic partner of a public official.
- Children of the public official or their spouse.
- Siblings, spouses of siblings of the public official.
- Parents and in-laws of the public official.
- Any individual who the public official is obliged to support.
- Any individual who receives the public officials employment benefits (e.g. health insurance), or from whom the public official receives benefits.

## Gift questions

### **What is the law regarding accepting gifts?**

Generally, receiving a gift valued at greater than \$50 from someone with a legislative or administrative interest in the public body is prohibited. The limitation applies to public officials, as well as the official's relatives and household members.

### **What is considered a gift?**

A "gift" is something of economic value received by the official, their relatives, or household members for a value less than is required from the public.

### **When can I accept an entertainment gift?**

Entertainment gifts refer to invitations to events or activities put on for the purpose of recreation or amusement. (E.g. concerts, plays, sporting events, hunting). Generally, these gifts from one with a legislative or administrative interest in the public body are subject to the \$50 annual limit.

### **How does the gift limit apply to meals and beverages?**

Food and beverages consumed in the presence of the buyer is subject to the \$50 limit. However, you may accept food and beverage at a reception when it is an incidental part of the reception. Also, food or beverage consumed at the event when the public official represents the public entity is not a gift.

### **What gifts are not prohibited by ethics law?**

- Gifts of any value if the giver does not have a legislative/administrative interest in the public entity.
- Gifts of \$50 or less from a single source with a legislative/administrative interest in the public entity are acceptable.
- Gifts received as part of usual or customary practice of a person's private employment that bears no relationship to the person's public position.
- Unsolicited awards of appreciation with a resale value of less than \$25 dollars (e.g. engraved plaques).
- Reasonable expenses provided to the public official, relatives, or staff when the public official is representing the public entity or speaking in various forums.
- Reasonable expenses paid to a public school employee for accompanying students on an educational trip.

For more information regarding the Oregon Ethics Law visit

[www.oregon.gov/ogec](http://www.oregon.gov/ogec)

[www.osba.org](http://www.osba.org)

# COMPUTER PROCEDURES

## What Not To Do

1. DO NOT set up any personal email account on school computers
2. DO NOT setup a Microsoft account and/or link it to your Windows login
3. DO NOT remove (or attempt to remove) Norton Security (Norton 360)
4. If you have a problem or concern with Norton Security (Norton 360) please check before taking any action
5. DO NOT remove Google Chrome
6. DO NOT save passwords in Google Chrome (or other browsers)
7. DO NOT remove or change the Admin account
8. DO NOT install personal software. Keep installation of additional software/apps to a minimum, and limited to ONLY those used in teaching
9. DO NOT log in to personal social media, email, banking accounts, etc.

**Do not** install additional web browsers (as a general rule). Chromium is NOT the same as Chrome; don't install it. If there is a case where it seems like a different is required tech support can assist with that and insure a Norton Security plugin is installed for that browser as well.

**Do not** install games!

**Do not** save logins on your web browser. If you already are doing so, they should be removed and the password saving service turned off. It is insecure to store them in your browser, and often there will be sensitive login information stored there for anyone to access. Don't do it! (Norton Security has a secure solution for this which can be set up if necessary.)

**Do not** set up a Microsoft login (will require using/setting up a Microsoft account) on your computer. Stay with the local login as it is now.

**Do not** install Browser Help Objects (BHOs) such as Yahoo's search bar or other tools. If you are prompted to install a browser plugin that alone is enough reason not to do it without checking first. They often come with unwanted code (malware), and they tend to slow down computers.

**Do not** install personal software, connect to personal email/social media accounts. They tend to cross-connect with other services and can cause issues. Use a web interface instead ([facebook.com](https://www.facebook.com), [yahoo.com](https://www.yahoo.com), etc.).

**Do not** install any other antivirus, ad blocking, or malware software. They can cause conflicts, slowdowns, and sometimes are actually malware themselves (see below under SCAMS).

## What To Do

If you are unsure, ask first. There are no stupid questions.

Norton Security (Norton 360) should take care of updating itself, but may ask you to reboot on rare occasions, and it is important to do so. It may also prompt you to install or purchase other services and these may all be ignored (select "don't ask again" if available). When you get a warning that renewal is due do not do it yourself, but do contact tech support to take care of it. If you are prompted to install Norton Security extensions (apps/services) the only one that is needed and desired is Safe Web. (If you feel you need Norton Security's password manager activated contact tech support.)

Do install Windows updates regularly. Don't avoid restarts that install updates because you don't want to wait, but pick a good time and do that restart so it can finish the update.

Do install Java updates, if prompted.

Do allow Dell/HP/Acer updates when prompted.

If the Chrome web browser gives you a prompt about the Norton Security extension allow it to continue by selecting "Stay Protected."

If your MS Office application(s) shows that they are not activated, contact tech support to correct the problem.

## Common Malware SCAMS

Never grant anyone remote access to your computer (unless told to by your building's tech support)! Scammers usually lure you to a web site to enter a code so they can "fix" things remotely. Never do this!

If you get a virus or malware warning do not act on it. Norton Security does not need your help and will not ask for it; it may however give you useful notices that don't require action. Any other warnings, such as "You're Infect!" are certainly scams. Make a note of it, or better still email tech support a screen shot (<https://www.take-a-screenshot.org/windows.html>).

If you are asked to call a phone number, it's a SCAM.

If you are asked for a credit card, it's a SCAM.

If you are even given information that's (apparently) unique to your computer, it's still a SCAM.

If you are called with a warning that a problem was detected on your computer, it's a SCAM.

## Commonly asked Questions

### ***Can I take my school issued laptop home?***

Yes. Your laptop has been issued to you for your work use whether at school or at home; however, it is for your use only and may not be used by any family member.

### ***What if I need to have a work-related software program purchased for my computer?***

You would need to contact the Director before installing any programs on your school issued device.

### ***Who installs new software on my computer?***

All software is to be installed by The Lighthouse School third party administrator. Employees needing tech services should contact the office first. They will then make the determination as to whos help is needed. We do have tech support on campus, but also contract with a third party administrator. Employees should refrain from contacting our third party administrator directly, as this costs additional money for the school and creates confusion in work orders. The office, Director, or Business Manager can fascilitate tech services on yoru behalf.

### ***Can I have personal software installed on my computer?***

No. We do allow personal software to reside on the school issued computer, because it is not for personal use.

### ***What do I do if I have problems with my computer?***

Your first step is to call the Director or the office. They will help you determine the nature of the problem. It may just require a simple fix. If the problem is of a more serious nature, a work order will be placed on your behalf with our third party administrator.

### ***Can I take my computer to an outside vendor to have them look at the problem?***

No. All computer hardware or software problems must be handled by the school due to the sensitive nature of the information that could be on your school issued computer. Any breach in confidentiality is prohibited by law under HIPPA and FERPA regulations.

