

POLYTECH School District

Check List for Volunteer Coaches

The following items must be completed and submitted to Sandra Brown in the District Office before an individual can begin any type of employment or volunteer work.

NAME _____ SPORT _____

START DATE _____ Staff member(s) you will be assisting. _____

REQUIRED

APPLICATION (*COMPLETE ON BOTH SIDES/SIGN&DATE*) _____
SOCIAL SECURITY CARD (a copy must be provided) _____
DRIVER'S LICENSE (a copy must be provided) _____
I-9 (*ALIEN- U.S. CITIZEN-COMplete SECTION MARKED AT TOP*) _____
TOBACCO USE POLICY (*SIGN, PRINT NAME & DATE*) _____
DRUG & ALCOHOL POLICY (*SIGN, PRINT NAME & DATE*) _____
POLYTECH EMPLOYEE CODE OF CONDUCT (*SIGN, PRINT NAME & DATE*) _____
POLYTECH AUP/SOCIAL NETWORKING POLICY (*SIGN, PRINT NAME & DATE*) _____

DELAWARE DEPARTMENT OF EDUCATION CONFIDENTIAL
HEALTH QUESTIONNAIRE FOR VOLUNTEERS _____

CRIMINAL BACKGROUND CHECK FOR VOLUNTEERS _____
MAKE SURE AND LET THEM KNOW THAT YOU ARE A VOLUNTEER COACH BECAUSE IT WILL COST YOU \$38.00. (POLYTECH School District will reimburse you the cost of a volunteer criminal background check)

PERSONAL EXPENSE REIMBURSEMENT FORM _____
(FILL THIS FORM OUT TO GET REIMBURSED FOR THE COST OF THE VOLUNTEER COACH CRIMINAL BACKGROUND CHECK AS WELL AS THE CHILD PROTECTION REGISTRY REQUEST)

CHILD PROTECTION REGISTRY REQUEST FORM (COMPLETE ONLINE.
\$14 FEE APPLIES AND IS REIMBURSABLE WITH A RECEIPT) _____

EEO/POLICY AGAINST HARASSMENT BOARD POLICY (**FOR YOU TO KEEP**) _____
Delaware Sexual Harassment Notice/711A Unlawful employment practices:
sexual harassment (**FOR YOU TO KEEP**) _____

SEXUAL HARASSMENT TRAINING _____
Date attended _____

Please go to www.polytechschooldistrict.com and click on the Human Resources tab, choose staff resources from the drop-down menu and click on the POLYTECH Employee Handbook link to view the POLYTECH Employee Handbook. Once you have viewed the employee handbook, please acknowledge by signing the attached acknowledgement and receipt form. _____

SIGNED CONTRACT _____
Revised 11/2/2023 _____

POLYTECH SCHOOL DISTRICT

PO Box 22
823 Walnut Shade Road
Woodside, DE 19980

APPLICATION

(Other than Teaching or Administration)

Applicant's Name: _____
Last First Middle Initial

Address: _____
Street Address City State Zip

Contact Number: _____ County: _____

Position Desired: _____ Email Address: _____

EDUCATION			
	School Name & Address	Dates Attended	Degree
High School			
High School Equivalency or GED			
Business / Technical School			
College			

EXPERIENCE (work and coaching experience)				
Firm or Agency (Name and Address)	Name of Supervisor	Dates Worked	Job Title/Work Performed	Reason for Leaving

(Attach a sheet if more space is needed)

	Yes	No
Have you ever worked for a public school in Delaware?		
Have you ever been convicted of a felony (other than a minor traffic violation)?		
If so please describe:		
May we contact your past employers?		

List all qualifications which you believe specifically qualify you for the position _____

REFERENCES (at least two must be professional)		
Name	Address	Phone Number

I hereby certify that the above statements are true and correct to the best of my knowledge, and hereby agree that any contract based upon this application is not valid unless all conditions for employment have been fulfilled, and that any deliberate falsification of facts may be ground for dismissal from employment. I authorize the release of any information from previous employers or character references.

I understand that if I am hired by the State of Delaware, the State shall require verification of my identity and eligibility for employment in the United States.

Applicant's Signature

Date

The POLYTECH School District does not discriminate in employment, educational programs, services or activities on the basis of race, color, creed, religion, gender (including pregnancy, childbirth and related medical conditions), national origin, citizenship or ancestry, age, disability, marital status, veteran status, genetic information, sexual orientation, or gender identity, against victims of domestic violence, sexual offenses, or stalking, or upon any other categories protected by federal, state, or local law. The Director of Personnel and Student Supports has been designated to handle inquiries regarding employment policies, Special Education, English Learners, and Section 504 inquiries. The Supervisor of Student Services responds to Title VI/Title IX inquiries. All staff can be reached at (302) 697-2170; POLYTECH School District, 823 Walnut Shade Road, Woodside, DE 19980



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9

OMB No. 1615-0047

Expires 05/31/2027

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the **Instructions**.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)						
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State ZIP Code					
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address			Employee's Telephone Number					
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct. Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.): ☐ 1. A citizen of the United States ☐ 2. A noncitizen national of the United States (See Instructions.) ☐ 3. A lawful permanent resident (Enter USCIS or A-Number.) ☐ 4. An alien authorized to work until (exp. date, if any) If you check Item Number 4., enter one of these: <table border="1"><tr><td>USCIS A-Number</td><td>OR</td><td>Form I-94 Admission Number</td><td>OR</td><td>Foreign Passport Number and Country of Issuance</td></tr></table>							USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance
USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance							
Signature of Employee					Today's Date (mm/dd/yyyy)						

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the **Preparer and/or Translator Certification on Page 3**.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

List A		OR	List B	AND	List C	
Document Title 1						
Issuing Authority						
Document Number (if any)						
Expiration Date (if any)						
Document Title 2 (if any)		Additional Information				
Issuing Authority						
Document Number (if any)						
Expiration Date (if any)						
Document Title 3 (if any)		☐ Check here if you used an alternative procedure authorized by DHS to examine documents.				
Issuing Authority						
Document Number (if any)						
Expiration Date (if any)						
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.					First Day of Employment (mm/dd/yyyy):	
Last Name, First Name and Title of Employer or Authorized Representative				Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name			Employer's Business or Organization Address, City or Town, State, ZIP Code			

For reverification or rehire, complete **Supplement B, Reverification and Rehire on Page 4**.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central. The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.
Acceptable Receipts May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.				
• Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.		Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on **I-9 Central** for more information.



**Supplement A,
Preparer and/or Translator Certification for Section 1**

**Department of Homeland Security
U.S. Citizenship and Immigration Services**

**USCIS
Form I-9
Supplement A**
OMB No. 1615-0047
Expires 05/31/2027

Last Name (<i>Family Name</i>) from Section 1 .	First Name (<i>Given Name</i>) from Section 1 .	Middle initial (if any) from Section 1 .
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Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (<i>mm/dd/yyyy</i>)	
Last Name (<i>Family Name</i>)	First Name (<i>Given Name</i>)		Middle Initial (<i>if any</i>)
Address (<i>Street Number and Name</i>)	City or Town	State	ZIP Code



**Supplement B,
Reverification and Rehire (formerly Section 3)**

**Department of Homeland Security
U.S. Citizenship and Immigration Services**

**USCIS
Form I-9
Supplement B**
OMB No. 1615-0047
Expires 05/31/2027

Last Name (Family Name) from Section 1.	First Name (Given Name) from Section 1.	Middle initial (if any) from Section 1.
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Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the Handbook for Employers: Guidance for Completing Form I-9 (M-274)

Date of Rehire (if applicable)	New Name (if applicable)		
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Additional Information (Initial and date each notation.)			☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire (if applicable)	New Name (if applicable)		
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Additional Information (Initial and date each notation.)			☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire (if applicable)	New Name (if applicable)		
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Additional Information (Initial and date each notation.)			☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

BP - 4601 – TOBACCO AND SMOKING POLICY

I. Definitions

The following words and terms, when used in this policy, have the following meaning unless the context clearly indicates otherwise:

“Electronic Smoking Device” means any product containing or delivering nicotine or any other similar substance intended for human consumption that can be used by a person to simulate Smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor or as this term may be amended by 16 Del.C. §2902.

“Smoking” means:

- a. The burning of a lighted cigarette, cigar, pipe or any other matter or substance that contains tobacco; or
- b. The use of an Electronic Smoking Device which creates an aerosol or vapor, in any manner or in any form or as this term may be amended by 16 Del.C. §2902.

“Tobacco Product” means:

- a. Any product that is made from or derived from tobacco or that contains nicotine, including: cigarettes, cigars, pipe tobacco, hookah tobacco, chewing tobacco, snuff, snus, or smokeless tobacco and is intended for human consumption by any means including Smoking, heating, chewing, absorbing, dissolving, inhaling, or ingesting as this term may be amended by 11 Del.C. §1115; or
- b. A component or accessory used in the consumption of a Tobacco Product, including filters, rolling papers, and pipes or as this term may be amended by 11 Del.C. §1115.

Tobacco Product does not mean a drug, device, or combination product authorized for sale by the United States Food and Drug Administration under the Federal Food, Drug, and Cosmetic Act (21 U.S.C. §301 et seq.) or as this term may be amended by 11 Del.C. §1115.

“Tobacco Substitute” means:

- a. An Electronic Smoking Device employing a mechanical heating element, battery, or circuit to produce aerosol or vapor for inhalation into the body of an individual or as this term may be amended by 11 Del.C. §1115, or
- b. A liquid used in a device under paragraph a. above, including liquids that contain nicotine and liquids that do not contain nicotine or as this term may be amended by 11 Del.C. §1115.

Tobacco Substitute does not mean a drug, device, or combination product authorized for sale by the United States Food and Drug Administration under the Federal Food, Drug, and Cosmetic Act (21 U.S.C. § 301 et seq.) or as this term may be amended by 11 Del.C. §1115.

II. The POLYTECH Board of Education adopts the following policy on the use of tobacco.

1. Smoking and the use or distribution of tobacco products and electronic

2. smoking devices on POLYTECH property is prohibited. This prohibition extends to all school buildings, grounds, vehicles, and functions.
3. This policy applies to anyone on POLYTECH property.
4. Tobacco products may not be advertised on school property or by anyone using school property.

The POLYTECH Board of Education shall make a good faith effort to continue to maintain the Tobacco and Smoking Policy and to ensure that all employees and community members are informed of the policy. All employees will receive a copy of this policy at the time of hire. The policy will also be included in handbooks and posted on the district website in order to communicate the policy to students and the community.

In addition, the POLYTECH School District is responsible for development and distribution of information and programs to inform individuals of options for voluntary cessation education and support programs that address the physical and social issues associated with nicotine addiction.

Community members who violate the Tobacco Use Policy will be asked to leave school grounds.

POLYTECH employees who violate the Tobacco Use Policy shall be subject, as a minimum, to the following penalties:

VIOLATION

First Offense

Second Offense

MINIMUM PENALTY

Two days suspension without pay and participation in a program to control tobacco use.
Termination

I HAVE RECEIVED THE ABOVE POLICY OF THE POLYTECH BOARD OF EDUCATION REGARDING TOBACCO USE.

Signature

Print or type name

Date

Adopted – Board of Education October 12, 2004
Revised – Board of Education May 19, 2020

Ref. Pro-Children Act 3/31/94
Public Law 103-277
DOE Regulation 877

BP - 4602 – DRUG-FREE WORKPLACE REQUIREMENTS

The POLYTECH Board of Education believes that illegal drugs have no place in the work environment. Furthermore, Congress passed the Drug-Free Workplace Act of 1988, requiring the certification by federal grantees of a drug-free workplace, and the POLYTECH Board supports that Act. Consequently, this policy advises that the use, possession or distribution of drugs and/or alcohol by a POLYTECH School District employee during scheduled work hours, or while the employee is responsible for a District Student, is prohibited and subject to disciplinary action. For these reasons, the POLYTECH Board adopts the following regulations on drug-free workplace for the POLYTECH employees:

- (a) The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in and/or on the POLYTECH premises, in all places where its employees work, including all State-owned vehicles, and in carrying out any state/federal grant activity. As a condition of employment, all employees shall abide by this prohibition. Violation of such prohibition shall result in personnel action against the employee which shall include action up to and including termination, and/or satisfactory participation in an approved drug abuse assistance or rehabilitation program. All treatment shall be at the expense of the employee.

This policy applies to, but is not limited to, the following activities and circumstances:

- During regularly scheduled working hours, including overtime or extended hours;
- Field trips, including all hours that an employee is responsible for any student on the trip;
- After-school activities, i.e. sports, student dances, etc.;
- Open House, Parent Night and weekend activities;
- Meetings with parents or employers;
- School approved academic or vocational activities, where students are involved, whether in Delaware or out-of-state;
- During use of all state-owned vehicles;
- While carrying out any State/Federal grant activity; and
- Any work or work related activity in which an employee is in a volunteer or paid capacity and/or which involves students.

- (b) As a condition of employment all employees shall abide by this policy. Violation of such prohibitions shall result in personnel action against the employee which shall include action up to and including termination, and/or satisfactory participation in an approved drug/alcohol abuse assistance or rehabilitation program. All treatment shall be at the expense of the employee.

- (c) All violations of the above policy shall be reported to the Superintendent, who shall report the violation to the appropriate police authority. Personnel action shall be taken in all cases of a chargeable offense under 16 Del. C. Ch. 101, and the rules and regulations of the POLYTECH Board of Education.

Nothing in this policy shall preclude the POLYTECH Board from taking concurrent and/or independent personnel action against the employee under 14 Del. C. sec. 121(5) for immorality, misconduct in office, incompetency or willful neglect of duty.

- (d) All employees shall notify the Superintendent in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Failure of the employee to make such a notification shall lead to discipline in keeping with the POLYTECH rules and regulations. Within ten days of receiving notice of any employee convicted as described above, POLYTECH shall notify as appropriate the agencies providing grants to the school district.
- (e) Within thirty days of receiving notice of any employee convicted as described in section (c), POLYTECH will:
- (1) Take appropriate personnel action against such an employee, up to and including termination; and/or
 - (2) Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, State, or local health, law enforcement, or other appropriate agency. All treatment shall be at the expense of the employee.
- (f) The Superintendent shall give each employee a copy of this policy and post it in the POLYTECH buildings. Each employee shall sign a copy of the statement which shall be placed in the employee's personnel file.
- (g) POLYTECH will establish, and implement annually, a program to inform employees about:
- (1) The dangers of alcohol/drug abuse in the workplace;
 - (2) The Board's policy of maintaining an alcohol/drug-free workplace;
 - (3) Any available alcohol/drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for alcohol/drug abuse violations occurring in the workplace.
- (h) The POLYTECH Board shall make a good faith effort to continue to maintain an alcohol/drug-free workplace through the implementation of this policy, and ensuring that all new employees are informed of the policy through the measures set out in section (f) and (g).
- (i) POLYTECH employees who violate the alcohol/drug-free workplace shall be subject, as a minimum, to the following penalties:

<u>VIOLATION</u>	<u>MINIMUM PENALTY</u>
(1) Unlawful possession, use or consumption of a controlled substance or alcohol, in an amount that is appropriate for immediate personal use.	Suspension for one month without pay and mandatory participation in a drug abuse program.
(2) Unlawful possession or use of a hypodermic syringe or of drug paraphernalia.	- as above -
(3) Second offense of above. (1) or (2)	TERMINATION

<u>VIOLATION</u>	<u>MINIMUM PENALTY</u>
(4) Unlawful possession of a controlled substance, alcohol or a counterfeit controlled substance, in an amount which is beyond that appropriate for immediate personal use.	TERMINATION
(5) Unlawful delivery or distribution of a hypodermic syringe.	TERMINATION
(6) Unlawful delivery, distribution or manufacture of drug paraphernalia.	TERMINATION
(7) Unlawful delivery or distribution of alcohol, a controlled substance, of a counterfeit controlled substance or of a noncontrolled substance under the representation that the substance is a narcotic or nonnarcotic controlled substance.	TERMINATION
(8) Trafficking, as defined in 16 <u>Del. C.</u> sec. 4753A or in comparable federal law.	TERMINATION
(9) Failure to report conviction pursuant to section (d) of the Board of Education policy.	TERMINATION

NOTE: The above violations should be read in conjunction with 16 Del. C. Ch. 47, and the definitions contained therein, and with comparable federal law.

Regarding violations under sections (1) and/or (2) the employee's re-entry to the workplace will be contingent on probationary terms. These conditions may include, but are not limited to the following: (A) Request in writing of the desire to return to the district; and, (B) Provide written documentation of the successful completion of an alcohol or drug rehabilitation program; and, (C) Willingness to continue in ongoing outpatient counseling; and (D) Agree to submit to intermittent alcohol or drug testing if requested. The expense of the above treatment and testing procedures will be at the expense of the employee.

I HAVE RECEIVED THE ABOVE POLICY OF THE POLYTECH BOARD OF EDUCATION REGARDING MAINTENANCE OF AN ALCOHOL/DRUG-FREE WORKPLACE.

Signature

Print or type name

Date

POLYTECH SCHOOL DISTRICT EMPLOYEE CODE OF CONDUCT

POLYTECH employees occupy a position of authority and trust over students. The purpose of this Code of Conduct is to avoid abuse of this authority and trust. To this end, I agree to:

- Maintain professional relationships with students.
- Avoid socializing with students, or assuming the role of becoming a student's friend.
- Refrain from communicating individually (one-on-one) with any POLYTECH student via electronic devices (including, but not limited to, personal email, text message, and cell phone) and from communicating with students through social media websites and blogs (including, but not limited to, MySpace, Facebook and Twitter), unless the student is my relative. "Relative" means my child, my spouse's child, my grandchild, my spouse's grandchild, my sibling, my niece or nephew, a minor child living in my household, or any minor child for whom I have assumed and carried out parental responsibilities. Refrain from communications which are personal and/or social in nature.
- Avoid isolated contact (one on one contact) with a student.
- Adhere to the POLYTECH Acceptable Use Policy.
- Promptly report to my supervising administrator any reasonable suspicion of abuse of a student, or an employee's inappropriate interaction with a student. I recognize that this obligation applies to what I observe, as well as reliable reports of such conduct. If the report involves conduct by my supervising administrator, I will report to another administrator in my building, or the District office.

Employee Signature

Date

Print Name

**POLYTECH SCHOOL DISTRICT
ACCEPTABLE USE AND
SOCIAL NETWORKING POLICY**

PURPOSE:

This Acceptable Use and Social Networking Policy (the "Policy"), is intended to serve two equally important purposes, as described below.

Acceptable Use Standards for Covered Electronic Resources

One purpose of this Policy is to establish standards for acceptable uses of the Covered Technology provided by POLYTECH School District ("POLYTECH"), and the State of Delaware (the "State") (together, the State and POLYTECH, the "District"). Access to and use of Covered Technology is a privilege. This privilege is expressly conditioned on compliance with the terms of this and other policies that are or may be promulgated by or for: (1) the District, including the Board of Education Policy Manual and Student-Parent Handbook; (2) the State and/or the State Department of Technology and Information ("DTI"), including but not limited to: (a) Acceptable Use Policy (DTI-0042.02); (b) Information Security Policy (SE-ESP-001); and (c) Strong Password Authentication Standard (SE-PWD-001); and all applicable laws and regulations.

Guidelines for Electronic Communications between Staff and Students

A second, and equally important purpose of this Policy is to establish guidelines for permitted electronic communications between Staff and Students, including communications made via email, district software applications such as Schoology, text message and through social-networking sites and other social media, in order to prevent inappropriate or improper conduct and to avoid the appearance of impropriety. This Policy is not intended to discourage the use of technology for education and academic purposes but is intended to ensure that such technology is not used for any improper purpose that would put any Student, Staff, or the District, at risk of potential harm.

A. SCOPE

1. Covered Users

The following individuals ("Users") are subject to this Policy:

- "Staff," which includes all employees, contractors, consultants, temporary, and other workers employed, contracted, retained, or engaged by or on behalf of the District, including all personnel affiliated with third parties;
- POLYTECH Board members;
- Volunteers, student teachers and interns performing work or otherwise acting on behalf of the District; and
- "Students," which includes all students enrolled in grades 9 through 12 in any POLYTECH school or receiving educational services beyond the 12th grade and currently in POLYTECH, regardless of age. Excluded from this definition are students who have reached the age of majority and are no longer secondary-

school students. Students currently enrolled in Adult Education classes are subject to this policy.

2. Covered Technology

This Policy applies to "Covered Technology," which are those resources that are: (a) provided by the District; (b) paid for, in whole or in part, by the District; (c) used to conduct business or other activity for or on behalf of the District; or (d) used in or at a District facility. Covered Technology includes, without limitation, the following:

- "Email," which includes all electronic-mail accounts and services provided or made available to a Covered User by the State or POLYTECH;
- "Electronic Data," which includes any and all information, data, and material attached to, accessed, or posted through any Covered Technology; and
- "Online Media," which includes:
 - "Software Applications and Online Platforms," which includes all state and district-provided software and interactive platforms used for District business (eSchoolPLUS, Schoology, Google Drive, et cetera)
 - "Computer Resources," which includes all computers and related resources whether stationary, portable, or Internet-based (i.e., stored in the "Cloud"), including but not limited to all related peripherals, components, disk space, storage devices, servers, and output devices such as telephones, hand-held devices, printers, scanners, and copiers, whether owned or leased by the District;
 - "Personal Communication Devices," which includes any cellular phone, smartphone, personal digital assistant, or other personal electronic communication device; and
 - "POLYTECH Network," which includes the infrastructure used to transmit, store, and review data over an electronic medium, and includes any and all of the following: (a) Internet service; (b) intranet system; (c) POLYTECH's mainframe system; and (d) any collaboration systems, including but not limited to calendaring, message boards, conference boards, blogs, text messaging, instant messaging, video conferencing, website, and podcasting, without regard to whether the system is owned, contracted or leased by the District.

B. OWNERSHIP RIGHTS

The District has and retains exclusive ownership of all Electronic Data this is created, stored, and/or processed on any Covered Technology. This ownership is not affected by the status or affiliation of the User who may have created and/or stored the Electronic Data.

C. NOTICE OF INTENT TO MONITOR

Users have no expectation of privacy in their use of or access to any Covered Technology. District administrators and authorized personnel monitor the use of Covered Technology to ensure that Users are secure and in conformity with this Policy. The District retains the right to monitor, examine, use, and disclose the use of Covered Technology, including Electronic Data, without providing further notice to or receiving further consent of an affected User. The District may, at its discretion, use information

obtained in the course of such monitoring in disciplinary actions and will furnish information relating to suspected criminal activity to law enforcement. Monitoring Covered Technology may be performed by DTI and/or other District administrative departments, including but not limited to the Department of Technology.

D. DUTIES

1. All Users

All Users have a duty to protect the security, integrity, and confidentiality of Covered Technology, including the obligation to protect and report any unauthorized access to use, abuse, misuse, theft, or destruction.

Users are responsible for any and all damage caused by their use of Covered Technology where such use does not comply with the requirement or purposes of this Policy. Responsibility may take the form of financial retribution or compensation, discipline, and/or restrictions on further use and access, as the District deems appropriate under the circumstances.

2. District

The Superintendent is responsible for implementing this Policy. District officials are responsible for designating Users authorized to use Covered Technology. Procedures for disabling or otherwise modifying any technology-protection measures shall be the responsibility of the District Technology Coordinator and his/her designated representatives.

The District Technology Coordinator or his/her designated representatives will provide age appropriate training for Student-Users designed to promote the District's commitment to: (a) the standards and acceptable use of Covered Technology as set forth in this Policy; (b) Student safety with regard to: (i) safety on the Internet; (ii) appropriate behavior on the Internet, including on social-networking sites and in chat rooms; and (iii) cyberbullying awareness and response; and (c) compliance with the E-rate requirements of Children's Protection Act.

3. Staff

All Staff-Users are responsible to educate, supervise, and monitor appropriate usage of the POLYTECH Network and access to the Internet in accordance with this Policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Any Staff-User who learns of or who reasonably suspects a violation of this Policy is obligated to promptly report such information to his or her supervisor or other appropriate District personnel.

Failure to promptly report or to cooperate in any resulting investigation shall constitute a separate violation of this Policy and, as such, may warrant disciplinary action.

Staff-Users must execute the DTI Acknowledgement Statement to acknowledge that he/she has read and agrees to comply with the DTI Acceptable Use Policy, a copy of which is available at

<http://dti.delaware.gov/pdfs/pp/AcceptableUsePolicy.pdf> A signed copy of employees' Acknowledgement Form shall be maintained in the employee's personnel file in the District's Human Resources Department.

4. Students

Student-Users will receive training, which will provide education about Internet safety through the District's Internet-safety curriculum, as required by the Protecting Children in the 21st Act and related regulations. The Training shall include education about appropriate online behavior, including: (a) safety on the Internet; (b) interacting with other individuals on social-networking sites and in chat rooms; and (c) cyberbullying awareness and response. Students will acknowledge receipt of the training, that the Student understood the training, and that the Student agrees to comply with the rules and procedures as explained in the training.

Student-Users must execute the District's Acknowledgement Statement to acknowledge that he/she has read and agrees to comply with this Policy.

Students have a duty to take reasonable steps to protect their privacy and personal information when using Covered Technology. Student must not disclose personal contact information except to educational institutions for educational purposes. Students also must promptly report to Staff any violation of this Policy of which the Student is aware, including any message received that the Student believes to be inappropriate.

E. PREVENTATIVE MEASURES

To the extent practical, technology protection measures ("filtering technology"), shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors (i.e., children under the age of majority). Subject to staff supervision, technology-protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

F. UNACCEPTABLE USES

Users are prohibited from using Covered Technology to upload, post, mail, display, store, access, or transmit any inappropriate material or for any inappropriate purpose as set forth below.

1. Access to Inappropriate Material

It shall be a violation of this Policy for any User to use any Covered Technology to upload, post, mail, display, store, access, or transmit, any Inappropriate Material. Inappropriate Material is defined as any content, communication, data, or information that conflicts with the District's fundamental policies and/or mission. Whether material or content is blocked by District filtering technology shall not be determinative of whether such material or content is considered to be Inappropriate Material. Examples of Inappropriate Material include, but are not limited to, material that: is hateful, harassing, threatening, libelous, or defamatory; is deemed offensive or discriminatory based on race, religion, gender, age, national origin, citizenship, sexual orientation, gender identity, mental or physical disability, marital status, or other characteristic protected by state, federal, or local law; constitutes use for, or in support of, any obscene pornographic purpose including the transmission, review, retrieval, or access to any profane, obscene, or sexually explicit material;

violence or to harass, threaten, or stalk another individual; solicits or distributes information with the intent to cause personal harm or bodily injury; promotes or participates in a relationship with a student that is not related to academics or school-sponsored extracurricular activities, unless authorized in advance by the student's parent or guardian and the appropriate POLYTECH official(s); or promotes or participates in any way in religious or political activities.

2. Unlawful Purposes

It shall be a violation of this Policy for any User to use any Covered Technology for any purpose that: constitutes or furthers any unlawful activity; gives rise to civil liability under any applicable law, including U.S. patent, trademark, or copyright laws, including copyrighted photos, clip art, or other images, including District or POLYTECH logos; impersonates any person, living or dead, organization, business, or other entity; enables or constitutes gaming, wagering, or gambling of any kind; promotes or participates in any way in unauthorized raffles or fundraiser; engages in private business, commercial, or other activities for personal financial gain.

3. Security Violations

It shall be a violation of this Policy for any User to use any Covered Technology in any way that threatens or violates the security of any Covered Technology, where such use: contains a virus, Trojan horse, worm, logic bomb, malicious code, or other malware or harmful component; constitutes a chain letter, junk mail, spam, or other similar electronic mail; constitutes unauthorized access or attempts to circumvent any security measures; obtains access to or use of another User's account, password, files, or data, or attempts to so access or use, without the express authorization of that other User; deprives a User of access to Covered Technology; engages in unauthorized or unlawful entry into the POLYTECH Network; shares email addresses or distribution lists for uses that violate this Policy or any other District policy; transmits sensitive or confidential information without appropriate security safeguards; falsifies, tampers with, or makes unauthorized changes or deletions to data located on the POLYTECH Network; obtains resources or access to the POLYTECH Network beyond what was legitimately authorized; distributes unauthorized information regarding another User's password or security data; discloses confidential or proprietary information, including student record information, without authorization; involves the relocation of hardware (except for portable devices), installation of peripherals, or modification of settings to equipment without the express prior authorization by the District Technology Coordinator, installs, downloads, or uses unauthorized or unlicensed software or third-party systems without the express prior authorization by the District Technology Coordinator; or involves a deliberate attempt to disrupt the POLYTECH Network.

G. LIMITATION OF LIABILITY

The District makes no warranties of any kind, neither express nor implies, for the access to and use of any Covered Technology that it provides. The District will not be responsible for any damage incurred or suffered by any User, including but not limited to any loss of data. The District will not be responsible for the accuracy, nature, or quality of information on the POLYTECH Network, not for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District

will not be responsible for financial obligations arising through the use of any Covered Technology.

H. ELECTRONIC COMMUNICAITONS

1. Definitions

For purposes of this Section I, the following terms are defined as follows:

- “Approved Site” shall mean an External Instructional Site that has been approved in accordance with the procedures set forth in this Section I.
- “District-Sponsored Site” shall mean any online resource or website that is created for the purpose of providing instruction, education, or school-related information to Students and that is hosted by or housed on the POLYTECH Network or the Department of Education Home Access Center.
- “Electronic Communication” shall mean any communication that is sent by, delivered by, received by, or that otherwise uses: (a) email; (b) instant messaging; (c) text messaging; (d) telephone, including cellular or mobile phones and smartphones; (e) Social Media; (f) the Internet; or (g) any other similar technology.
- “External Instructional Site” shall mean any online resource or website that is created or used for the purpose of providing instruction, educational, or school-related information to Students that is not hosted by or housed on the POLYTECH Network or Department of Education Home Access Center.
- “Internal Technology” shall include any and all Electronic Communications and Internet websites, including social-media and social-networking sites.
- “Personal Sites” shall include any Internet Technology other than District-Sponsored Sites and External Instructional Sites.
- “Site Manager” is the Staff responsible for creating, maintaining, or using an External Instructional Site.
- “Student” shall have the same meaning as set forth in Section A, above, but shall not include a Student who is a member of the Staff’s immediate family. For purposes of this Policy “immediate family” is defined as any person who is related by blood, marriage or adoption including a parent, step parent, grandparent, great grandparent, step grandparent, aunt, great aunt, uncle, great uncle, niece, nephew, first cousin, or first cousin once removed.

2. Personal Use of Internet Technology

Staff are not prohibited from using Internet Technology for personal purposes, provided that such use does not: (a) occur during working time; (b) involve the use of any Covered Technology; or (c) violate any of the requirements of this Policy or any other policy or rule promulgated by the District.

Staff are specifically prohibited from:

- Publishing any personal identifying or other confidential information about any Student, including but not limited to a Student’s name or address, and photographs taken on

POLYTECH property or at a POLYTECH-sponsored event, on or with any Internet Technology;

- Permitting any Student to access the Staff's Personal Site; and

Staff members (other than Adult Education staff members communicating with adult students enrolled in a POLYTECH Adult Education program (i.e., ESL, Adult HS/GED, Career Program, Online Program, Family Literacy or a Custom Program) may not engage in an electronic communication with any student for any purpose *except* when:

- The communication is for a legitimate purpose specifically related to the staff member's official job duties and
- Communication is made through district-approved forms of communications such as district email, learning management systems, and other approved collaboration platforms and broadcast software such as Blackboard Connect, rainedout.com and remind.com
- The student is a relative (child, spouse's child, grandchild, spouse's grandchild, sibling, niece or nephew, a minor child living in the staff member's household, or any minor child for whom the staff member has assumed and carried out parental responsibilities)

Other forms of personal electronic communication with students, such as instant messaging, friending and following, cellular phones, social media or texting are strictly prohibited.

3. Professional Use of Internet Technology

Staff who wish to use Internet Technology other than District-Sponsored Sites for educational, informational, or other school-related purposes must comply with the following requirements and any related rules and/or regulations as shall be promulgated by the District or POLYTECH:

- Any Staff who wishes to have an External Instructional Site designated an Approved Site must submit to the Staff's building principal a written proposal that outlines the intended instructions, educational, or informational purpose of the site.
- The designation of an External Instructional Site as an Approved Site must be made prior to the use of the site and can be so designated only by the building principal.
- The building principal will, within thirty (30) days of granting such approval, provide written notice such approval to the Superintendent.
- The building principal must provide to the Superintendent an updated list of all Approved Sites on or before September 30 of each school year.
- The Site Manager must submit to the building principal for approval of any change in form or content to an Approved Site, other than Member changes, within thirty (30) days of such change(s).
- The Site Manager must provide to the building principal a current list of all persons with access to the Approved Site ("Members"), on or before September 30 of each school year and within thirty (30) days of any change in Members.

- Members must be limited to and must include the Site Manager, Students of the Site Manager, Parents of those Students, the Superintendent or his/her designee, and at least one administrator of the school.
- The Site Manager is responsible for ensuring that only Members have access to the Approved Site.
- The Site Manager shall be responsible for ensuring that the content, membership, access, and privacy of the Approved Site complies with all rules, policies, and regulations.

I. POLICY VIOLATIONS

The District will cooperate fully with local, state, and federal officials in any investigation related to any alleged or suspected illegal activity conducted through or otherwise involving the Covered Technology.

1. Due Process

Any action taken in violation to this Policy will be subject to appropriate discipline, tailored to meet the facts and circumstances of the particular situation. Violations of this Policy may result in the revocation or suspension of access to the POLYTECH Network, as well as other disciplinary or legal action. Where a violation of this Policy also involves a violation of another District policy or rules, those policies or rules may affect the disciplinary action taken.

2. Student Violations

A violation of this Policy by a Student may result in the revocation or suspension of access to the POLYTECH Network, as well as other disciplinary or legal action. All violations of this policy will result in disciplinary action in accordance with the Student Code of Conduct and state laws and regulations. The particular consequences shall be determined by the school administrators. Consistent with Regulation 616, the Superintendent or his/her designee shall determine when expulsion or legal action is warranted.

3. Staff Violations

Violation of this Policy by a District employee may result in the revocation or suspension of access to the POLYTECH Network, as well as other disciplinary or legal action, including but not limited to reprimand, restitution, mandatory training or in-service, and termination.

J. REGULATIONS

The Superintendent or his/her designee shall promulgate regulations for this Policy. The regulations shall specifically require that Approved Sites comply with all federal laws concerning the protection of children and privacy, including but not limited to the Child Internet Protection Act, and the Family Educational Rights and Privacy Act.

K. ADOPTION

This Employee Acceptable Use Policy was adopted by the Board of Education of POLYTECH School District at a public meeting, following normal public notice, on April 9, 2019

I hereby acknowledge that POLYTECH School District reserves the right to surveil, monitor and record all network activity and any activity accessing Covered Technology.

I agree to abide by the Acceptable Use and Social Networking Policy

Signature

Date

Print Name

Volunteer Name: _____ Date: _____

Volunteer Signature: _____

Delaware Department of Education¹
CONFIDENTIAL TUBERCULOSIS (TB) HEALTH QUESTIONNAIRE
FOR VOLUNTEERS IN PUBLIC SCHOOLS

All school students, employees, and volunteers are required to be screened for Tuberculosis (TB)². The purpose of this requirement is to safeguard school-aged children from exposure to TB in the school setting. This questionnaire is designed to identify volunteers who MAY have been exposed to TB and thus need further testing. A school designee will collect and monitor the Health Questionnaire, which will be stored in the School Nurse's office in a confidential manner. The questionnaire must be completed every five years. The volunteer may prefer to provide evidence of TB testing in lieu of completing the questionnaire.

Please consider the following questions and circle only ONE response in the box below³:

Can you answer "yes" to any of the questions below?	
1. In the past five years, have you lived or been in close⁴ contact with anyone who had active, infectious TB disease? 2. Do you currently have any of the following symptoms which are unexplained and which have lasted at least three weeks? Cough Fever Night sweats Weight loss 3. Are you aware of being immunosuppressed (a suppression of the immune system and its ability to fight infection, increasing your likelihood of developing active TB, which may be caused by a particular illness or medical treatment such as certain types of cancer, silicosis, HIV/AIDS, organ transplant recipient, use of TNF-alpha antagonists ["biologics"], or long-term, high dose steroids)? 4. In the past five years, have you ever used illegal intravenous drugs? 5. In the past five years, have you been incarcerated? 6. In the past five years, have you been homeless which resulted in living in a shelter or with others outside of your family, who were homeless? 7. For the next two questions, have you traveled to any area(s) where TB is common? Per the Delaware Division of Public Health, this includes travel or residency in a country with an elevated TB rate for at least 1 month. This includes any country other than the United States, Canada, Australia, New Zealand, or a country in western or northern Europe • In the past five years, have you stayed/lived in one of these countries for 1 month or longer? • In the past five years, have you lived or been in close contact with someone who stayed/lived in one of these countries for 1 month or longer? YES ☐ NO ☐	

If you checked YES, you are **required** (within 2 weeks) to provide verification from a licensed health care provider or the Division of Public Health that there is no communicable threat.

Have you ever had a positive skin test for tuberculosis? ☐ Yes ☐ No If you checked <u>yes</u>, you are <u>required</u> to provide documentation related to current disease status prior to your assignment or continued assignment as a volunteer. If you have provided documentation of completing treatment for active or latent infection, no further documentation is required.
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These requirements are for the safety of our school and for your personal health. Screening for tuberculosis is recommended by health professionals for any individual who is at risk. Routine screening, using a Mantoux tuberculin skin test or a TB blood test, such as the Quantiferon Gold TB Test, can detect if a person has been exposed to tuberculosis. Early identification of infection and completion of a course of antibiotic treatment significantly reduces the chance of developing active TB disease over the lifetime of infected individuals.

If you have any questions about your risk of infection, please speak with your healthcare provider or plan to discuss it at your next examination. For additional information, you can contact the Delaware Division of Public Health TB Elimination Program at 302-744-1050.

¹Developed and revised in collaboration with the Delaware Division of Public Health: 2/2005, 7/2010, 7/2013, 5/2015, 4/2018; 12/2019

²Regulation 805 can be accessed at <http://www.state.de.us/research/AdminCode/title14/800>.

³To maintain confidentiality of medical information, the volunteer should not provide an individual answer to each question. The volunteer's response of "yes" indicates that at least one of the seven questions is correct, which means a possible exposure. The volunteer should not indicate which one. The volunteer may prefer to provide evidence of TB testing in lieu of completing the questionnaire.

⁴CDC describes "close contact" as prolonged, frequent, or intense contact with a person with TB, while he/she was in infectious.

Procedures for Criminal History Background Check

- The fee for a combined Delaware and Federal (FBI) Criminal Background Check is **\$85.00**. All applicants will be responsible for payment of the fee. Payment options are credit or debit cards, certified checks, money orders, or company checks made out to Idemia. **American Express, personal checks, or cash are not accepted.**
- A Criminal History Background Check is obtained through fingerprints. You must provide photo identification, such as a valid driver's license or State ID (from any state). You do not need to provide a Social Security card or a birth certificate.
- Certified copies of the criminal history will be forwarded to the applicant **and** the chief personnel director of the district.
- A receipt/verification form of processing will be completed by Delaware State Police personnel and provided to the applicant to return to the personnel office. All background checks must be current within the last 12 months to be considered acceptable.
- **An appointment is needed to obtain your criminal background check.** To schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following service codes:
 - **Public School Employment (Full & Part Time), enter 27RZ1X. The cost is \$85.00.**
 - **Public School Volunteer, enter 27RZ29. The cost is 38.00.**
- **If you don't have access to the internet, you can still schedule an appointment by calling 866-761-8069.** There are various locations throughout the state. Several are listed below. Please log online or call the toll-free number to find information about other locations.

Kent County

600 S. Bay Road, Suite 1, Dover, DE 19901-4604

Hours of operation are:

- **Monday - Thursday 8:00 a.m. to 3:30 p.m.. Friday 8:00 a.m. - 3:00 p.m.**

124 Green Tree Dr. Dover, DE 19904-7648 (located inside AAA)

Hours of operation are:

- **Monday- Friday 9:00 a.m. to 1:00 p.m. & 2:00 p.m. - 5:00 p.m.**
- **Saturday- 10:00a.m - 2:00p.m.**

Sussex County

800 N Dupont Blvd, Milford, DE 19963-1019

Hours of operation are:

- **Monday-Friday 9:00 a.m.- 4:30 p.m.**

546 S. Bedford St, Georgetown, DE 19947-1852

Hours of operation are:

- **Monday-Thursday 8:20 a.m.-11:30 a.m. & 12:30 p.m. - 3:30 p.m.**

New Castle County

108 Patriot Drive Ste A, Middletown, DE 19709-8803

Hours of operation are:

- **Monday, Wednesday & Friday 9:00 a.m. to 3:00 p.m.**

If you only need the Federal Criminal History report, you will need to pay \$10.00 for a fingerprint card from the State Bureau of Identification and \$18.00 to mail it to the FBI for your results. The information can be found at FBI.gov.



STATE OF DELAWARE
Personal Expense
Reimbursement

EMPLOYEE INFORMATION																			
VENDOR ID#		INSTRUCTIONS										EMPLOYEE CERTIFICATION							
EMPLOYEE NAME AND ADDRESS INFORMATION		Reimbursement is limited to actual expenses incurred by STATE EMPLOYEES ONLY. A complete Personal Expense Reimbursement form and receipts are required for all items and/or expenses the employee incurred. If the form is submitted for travel reimbursement, the form must include a detailed description and reason for travel, documentation and receipts of incurred expenses and daily tabulation of mileage. ALL EMPLOYEE FIELDS ON THIS FORM ARE REQUIRED.										I do solemnly swear that the below mentioned expenses were incurred as a necessary expenditure in the conduct of state business and that the representations contained in this form are true and correct.							
		EMPLOYEE SIGNATURE AND DATE (Actual signatures are required. Stamped signatures are not accepted.)																	
TRAVEL INFORMATION				TRANSPORTATION AND ACCOMMODATIONS				MEALS				MISCELLANEOUS EXPENSES							
TRAVEL DATES (SINGLE OR MULTIPLE) LEAVE RETURN		TRAVEL DESTINATION FROM TO		DESCRIPTION AND/OR REASON FOR TRAVEL		AUTO MILES	RAIL PLANE	TAXI BUS	HOTEL MOTEL	BREAKFAST	LUNCH	DINNER	EXPENSE DESCRIPTION		AMOUNT				
GRAND TOTAL		0.00@ \$0.50		\$ 0.00		0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00			\$ 0.00				
MILEAGE																			
FISCAL OFFICE INFORMATION																			
Business Unit		Voucher ID (system assigned)				Invoice ID				Invoice Date				Goods Received Date				Voucher Amount	
STATE																			
INV Line		Description		Extended Amount		Category Code		Ship To											
PO #		Line #	DIST #	Amount	Bud Ref	Fund	DEPT ID	Oper Unit	Appropriation	Account	Program	School Code	PC BU	Project	Activity				
INV Line		Description		Extended Amount		Category Code		Ship To											
PO #		Line #	DIST #	Amount	Bud Ref	Fund	DEPT ID	Oper Unit	Appropriation	Account	Program	School Code	PC BU	Project	Activity				
INV Line		Description		Extended Amount		Category Code		Ship To											
PO #		Line #	DIST #	Amount	Bud Ref	Fund	DEPT ID	Oper Unit	Appropriation	Account	Program	School Code	PC BU	Project	Activity				
INV Line		Description		Extended Amount		Category Code		Ship To											
PO #		Line #	DIST #	Amount	Bud Ref	Fund	DEPT ID	Oper Unit	Appropriation	Account	Program	School Code	PC BU	Project	Activity				

Child Protection Registry Instructions

1. Complete the Web Portal CPR Consent Form (this form will be uploaded in later steps while registering)
2. Go to: <https://childprotectionregistry.delaware.gov/s/login/>
3. Click on the green button "New Individual Registration"
4. Complete the individual registration form & click on the green "register" button.
5. Click on the green "click to create new CPR request" button.
6. Enter all asterisk items and in the following areas enter:

Requesting Agency ID 1: **334**

Requesting Agency Contact ID 1: **23879**

- It is very important that you enter the requesting agency ID & Contact ID # so they will share this information with us.

Then click on the "confirm" button at the bottom of the page.

7. Upload the Web Portal CPR Consent Form you filled out and saved to your computer on this page. Once it is uploaded click the "review and save" button.
8. Toward the top of the page, there is a link that says "make CPR Request Payment". Click on this link. Click on "Contingent payment request" link. Check the box under CPR Record Name and then click on the green "proceed to payment" button.

Once you have made payment, we should receive your CPR within 24 hours.



Web Portal



Request must be within 90 days of signature date in order to be processed

PART I - APPLICANT INFORMATION

Name (Last*, First*, Middle):

Other Name(s) used/Alias:

Social Security #:

Date of Birth (mm/dd/yyyy)*:

Gender*:

Race:

Ethnicity: (Hispanic/Non-Hispanic)

Address (Street, City, State, Zip):

Are you on the Delaware Child Protection Registry for any substantiated cases of child abuse/neglect? Yes ☐ No ☐

If yes, explain:

I hereby authorize The Delaware Department of Services for Children, Youth and Their Families to provide the below named requester(s) with all substantiated cases of child abuse or neglect concerning me that are active on the Delaware Child Protection Registry. I further release the Delaware Department of Services for Children, Youth and Their Families, its officers and employees from any and all claims arising out of or in any way connected to the release or dissemination of any information concerning me.

Signature:

Date:

Parent/Guardian Signature (If applicant is under the age of 18):

PART II - REQUESTER INFORMATION

Check one option below and complete required information*:

1. ☐ Agency Request – Agency Name*:
2. ☐ Individual Request – Self
3. ☒ Individual Request – Share Results with Requesting Agency

Requesting Agency 1 – Agency Name*: **Polytech School District**

Requesting Agency 2 – Agency Name*:

Requesting Agency 3 – Agency Name*:

Requesting Agency 4 – Agency Name*:

Requesting Agency 5 – Agency Name*:

* Mandatory (Agency Name is Mandatory.)

BP-1102 – EQUAL EMPLOYMENT OPPORTUNITY

The POLYTECH School District is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, gender (including pregnancy, childbirth and related medical conditions), national origin, citizenship or ancestry, age, disability, marital status, veteran status, genetic information, sexual orientation, or gender identity, against victims of domestic violence, sexual offenses, or stalking, or upon any other categories protected by federal, state, or local law. Inquiries regarding compliance with the above may be directed to the Director of Personnel and School Climate, POLYTECH School District, 823 Walnut Shade Rd, Woodside, DE 19980; (302) 697-2170.

Adopted - Board of Education – September 12, 2017

BP-1103 - POLICY AGAINST HARASSMENT

I. Purpose

The POLYTECH School District is committed to providing a work/school environment free of harassment.

II. Policy

The POLYTECH School District is committed to protecting the rights and dignity of all employees and students. The District will not tolerate unlawful harassment on the basis of race, color, creed, religion, gender (including pregnancy, childbirth and related medical conditions), national origin, citizenship or ancestry, age, disability, marital status, veteran status, genetic information, sexual orientation, or gender identity, against victims of domestic violence, sexual offenses, or stalking, or upon any other categories protected by federal, state, or local law. All employees/students have the right to work/study in an atmosphere free of harassment. Further, severe or pervasive harassment may be a form of discrimination and violate federal and state law.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission in such conduct is made either explicitly or implicitly a term or condition of an individual's student status or employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work/school environment.

It is the responsibility of the Board members, administrators, certificated and support personnel, students and any others having business or other contacts with the District to maintain a work/school environment free of harassment. Immediate and appropriate corrective action will be taken when harassment occurs. Persons found to be in violation of this policy will be subject to discipline, including, but not limited to, reprimand, probation, demotion, suspension, expulsion or termination or other sanction as determined appropriate by the Board. Supervisors should consult with the District's Title IX Coordinator in such cases. The District shall designate a male and a female to handle harassment situations and/or inquiries.

It is a violation of the District policy to retaliate in any way against employees or students who allege harassment, or participate in investigations of such allegations.

Employees/students who believe they are being subjected to harassment should discuss the matter with the District's Title IX Coordinator. The Title IX coordinator will:

- provide advice
- investigate

- report the results of the investigation to the Superintendent for determination as to whether any action will be taken

A more formal means of redress may be sought through grievance procedures. Under the State and Federal laws prohibiting this conduct, there are certain administrative procedures that must be followed, which begin with a filing of a charge of discrimination with the Anti-Discrimination Section of the Delaware Department of Labor, or with the Equal Employment Opportunity Commission. For faculty, teachers' aides, school nurses, and custodians, the grievance procedures are found in the Collective Bargaining Agreements. For administrative and all other staff, the grievance procedures are found in the Personnel Policy and Procedures Manual. For students, the grievance procedures are found in the Student Handbook.

Adopted - Board of Education – October 10, 2017

Takes effect January 1, 2019



STATE OF DELAWARE DEPARTMENT OF LABOR
DIVISION OF INDUSTRIAL AFFAIRS

4425 N. MARKET STREET, 3RD FLOOR
WILMINGTON, DE 19802
(302) 761-8200

BLUE HEN CORPORATE CENTER
655 S. BAY ROAD, SUITE 2H
DOVER, DE 19901
(302) 422-1134

Employers must distribute this information sheet to new employees at the commencement of employment and to existing employees by July 1, 2019

Download this Notice at www.dol.delaware.gov

8 GEORGETOWN PLAZA, SUITE 2
GEORGETOWN, DE 19947
(302) 422-1134

DELAWARE SEXUAL HARASSMENT NOTICE

The Delaware Discrimination in Employment Act

The Delaware Discrimination in Employment Act protects all individuals against discrimination in the workplace based on gender. Sexual harassment is a form of gender discrimination. A new law against sexual harassment passed in 2018 extends protections to all individuals, in all workplaces, including employees, applicants, apprentices, staffing agency workers, independent contractors, elected officials and their staff, agricultural workers, domestic workers, and unpaid interns.

Sexual Harassment and the Law

Sexual harassment of an employee is unlawful when the employee is subjected to conduct that includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an employee's employment; (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting an employee; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

Some Examples of Sexual Harassment

- unwelcome or inappropriate touching
- threatening or engaging in adverse action after someone refuses a sexual advance
- making lewd or sexual comments about an individual's appearance, body, or style of dress
- conditioning promotions or other opportunities on sexual favors

- displaying pornographic images, cartoons, or graffiti on computers, emails, cell phones, bulletin boards, etc.
- making sexist remarks or derogatory comments based on gender

Retaliation Is Prohibited Under the Law

It is a violation of the law for an employer to take action against you because you oppose or speak out against sexual harassment in the workplace. The Delaware Discrimination in Employment Act prohibits employers from retaliating or discriminating against any person because that person opposed an unlawful discriminatory practice. Retaliation can occur through direct actions, such as demotions or terminations, or more subtle behavior, such as an increased work load or being transferred to a less desirable location. The Delaware Discrimination in Employment Act protects individuals against retaliation who have a good faith belief that their employer's conduct is illegal, even if it turns out that they were mistaken.

Report Sexual Harassment

If you have witnessed or experienced sexual harassment inform a manager, the equal employment opportunity officer at your workplace, or human resources as soon as possible.

Report sexual harassment to the Delaware Department of Labor Office of Anti-Discrimination. Call 302-761-8200 or 302-424-1134 or visit

<https://dia.delawareworks.com/discrimination/>

to learn how to file a complaint or report discrimination. The Department can investigate or mediate your complaint and may be able to help you collect lost wages and other damages.

§ 711A Unlawful employment practices; sexual harassment [Effective Jan. 1, 2019]

(a) Purpose. —

The State of Delaware is committed to ensuring that all Delawareans experience a safe and respectful workplace free of sexual harassment. Complaints of sexual harassment will be taken seriously and employers will be held accountable for sexual harassment in the workplace. It is the expectation of the Delaware General Assembly that all employers in the State of Delaware will work to create a workplace where employees are safe and treated with dignity and respect.

(b) Definitions. —

As used in this section:

- (1) "Applicant" means as defined in § 709B of this title.
- (2) "Apprentice" means any individual who is engaged in the learning of any of the licensed practices in Title 24 from a practitioner licensed in the profession the apprentice is studying.
- (3) "Department" means Department of Labor.
- (4) "Employee" means an individual employed by an employer and includes state employees, unpaid interns, applicants, joint employees and apprentices.
- (5) "Employee placed by employment agency" means an employee who performs services for an employer as a result of the employer's contractual agreement with an employment agency.
- (6) "Employer" means any person employing 4 or more employees within the State at the time of the alleged violation and includes the State, the General Assembly, state agencies and labor organizations.
- (7) "Employment agency" means as defined in § 710 of this title.
- (8) "General Assembly" means as defined in § 5831 of Title 29.
- (9) "Independent contractor" means as defined in § 3501 of this title.
- (10) "Labor organization" means as defined in § 710 of this title.

(11) "Negative employment action" means an action taken by a supervisor that negatively impacts the employment status of an employee.

(12) "State agency" means as defined in § 5831 of Title 29.

(13) "State employee" means as defined in § 5831 of Title 29.

(14) "Supervisor" means an individual that is empowered by the employer to take an action to change the employment status of an employee or who directs an employee's daily work activities.

(c) Sexual harassment of an employee is an unlawful employment practice when the employee is subjected to conduct that includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an employee's employment;

(2) Submission to or rejection of such conduct is used as the basis for employment decisions affecting an employee; or

(3) Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

(d) An employer is responsible for sexual harassment of an employee when:

(1) A supervisor's sexual harassment results in a negative employment action of an employee;

(2) The employer knew or should have known of the non-supervisory employee's sexual harassment of an employee and failed to take appropriate corrective measures; or

(3) A negative employment action is taken against an employee in retaliation for the employee filing a discrimination charge, participating in an investigation of sexual harassment, or testifying in any proceeding or lawsuit about the sexual harassment of an employee.

(e) In any action against an employer under paragraph (d)(2) of this section, it is an affirmative defense if the employer proves that:

(1) The employer exercised reasonable care to prevent and correct any harassment promptly; and

(2) The employee unreasonably failed to take advantage of any preventative or corrective opportunities provided by the employer.

(f) *Information sheet.* —

(1) The Department of Labor shall create an information sheet on sexual harassment that the Department shall make available to employers. The information sheet shall be available at each office of the Department, and shall be mailed if the request includes a self-addressed envelope with postage affixed. The Department shall make the information sheet available on its website.

(2) The information sheet shall provide notice to employees of the right to be free from sexual harassment in the workplace. The information sheet must contain all of the following:

- a. The illegality of sexual harassment;
- b. The definition of sexual harassment under state law using examples;
- c. The legal remedies and complaint process available through the Department;
- d. Directions on how to contact the Department.
- e. The legal prohibition against retaliation.

(3) Every employer shall distribute, physically or electronically, the information sheet to its employees as follows:

- a. To new employees at the commencement of employment;
- b. To existing employees by July 1, 2019.

(4) A claim that the information sheet required to be distributed under this subsection shall not in and of itself result in liability of any employer to any present or former employee in any action alleging sexual harassment. An employer's compliance with this subsection does not insulate the employer from liability for sexual harassment of any current or former employee or applicant.

(g) *Training requirements for an employer having 50 or more employees in Delaware.* —

(1) An employer shall provide interactive training and education to employees regarding the prevention of sexual harassment.

(2) Such training shall be provided to employees as follows:

- a. To new employees within 1 year of the commencement of employment and thereafter every 2 years;
- b. To existing employees by January 1, 2020, and thereafter every 2 years.

(3) The training shall include all of the following:

- a. The illegality of sexual harassment;
- b. The definition of sexual harassment using examples;
- c. The legal remedies and complaint process available to the employee.
- d. Directions on how to contact the Department.
- e. The legal prohibition against retaliation.

(4) *Supervisor training.* —

a. An employer shall provide additional interactive training to all supervisors as follows:

- 1. To new supervisors within 1 year of the commencement of employment as a supervisor, and thereafter every 2 years;
- 2. To existing supervisors by January 1, 2020, and thereafter every 2 years.

b. Such training shall include all of the following:

- 1. The specific responsibilities of a supervisor regarding the prevention and correction of sexual harassment;
- 2. The legal prohibition against retaliation.

(5) *Training provided prior to January 1, 2019.* — If an employer provided training to employees or supervisors prior to January 1, 2019, that would satisfy the requirements under this subsection, no additional training is required under this subsection until January 1, 2020.

(6) *Numerosity and training requirement.* —

- a. Employers do not count applicants or independent contractors towards the numerosity requirement under this subsection.
- b. Employers are not required to provide training under this subsection to applicants, independent contractors, or employees employed less than 6 months continuously.
- c. Employment agencies are the only employers required to count and provide training to employees placed by employment agency under this subsection.

(h) The Department of Labor shall post the requirements of this section on their website and shall perform outreach as necessary to educate employers of the requirements of this section.

81 Del. Laws, c. 399, § 1.;

Please go to www.polytechschoolsdistrict.com and click on the Human Resources tab, choose staff resources from the drop down menu and click on the POLYTECH Employee Handbook link to view the POLYTECH Employee Handbook. Once you have viewed the employee handbook, please acknowledge by signing the attached acknowledgement and receipt form.

Employee Handbook Acknowledgment and Receipt

I hereby acknowledge receipt of the POLYTECH School District Employee Handbook. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, and change by state law, state regulation, and/or board policy at any time without notice.

I hereby acknowledge and consent that the POLYTECH School District may monitor, surveil and/or record any activity I undertake using POLYTECH technology, including without limitation network, email, internet, phone and browser.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

