

**EASTLAKE HIGH SCHOOL
BOARD OF DIRECTORS
POLICY AND GOVERNANCE MANUAL**

(Version 1.0)

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Board President

Adopted Date

Resolution #

Code of Ethics/Conflict of Interest Policy

This Code of Ethics (the “Code of Ethics”) has been unanimously adopted by the Board of Directors of Eastlake High School (the “Non-Profit”) and is intended to apply to the Corporation’s directors, officers and employees if not defined in Eastlake High School Employee Handbook.

I. Purpose of Code of Ethics

The purpose of this Code of Ethics is to promote the honest and ethical conduct of the directors, officers, including: (i) the ethical handling of actual or apparent conflicts of interest between personal and professional relationships; (ii) full, fair, accurate, timely and understandable disclosure in periodic reports required to be filed by the Corporation; (iii) compliance with all applicable governmental rules and regulations; (iv) prompt internal reporting of violations of this Code of Ethics; and, (v) accountability for adherence to this Code of Ethics. This Code of Ethics is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to non-profit and charitable corporations.

II. Conflict of Interest Policy

1. Definitions.

Interested Person. Any director, officer, of the Corporation who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

- (a) an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or
- (b) a compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
- (c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as loans, gifts or favors that are substantial in nature. Without limiting the generality of the foregoing, the receipt of gifts during any twelve-month period having a value or cost of \$50 or more in the aggregate shall be considered substantial in nature.

By way of example: A family member of an employee of the Corporation would have a financial interest.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate board or committee decides that a conflict of interest exists.

2. Procedures.

- (a) Duty to Disclose. In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of his or her financial interest and must be given the opportunity to disclose all material facts to the directors and members of committees with board-delegated powers considering the proposed transaction or arrangement.
- (b) Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall thereupon determine, by a vote of seventy-five percent (75%) of the votes entitled to vote, whether the disclosure shows that a conflict of interest exists or can be reasonably construed to exist.
- (c) Procedures for Addressing the Conflict of Interest.
 - (i) An interested person may make a presentation at the board or committee meeting, but after such presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement those results in the conflict of interest.
 - (ii) The chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - (iii) After exercising due diligence, the board or committee shall determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
 - (iv) If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interest and for its own benefit and whether the transaction is fair and reasonable to the Corporation and shall make its decision as to

whether to enter into the transaction or arrangement in conformity with such determination.

(d) Violations of the Conflict of Interest Policy.

- (i) If the board or committee has reasonable cause to believe that a person has failed to disclose actual or possible conflicts of interest or has violated this policy, it shall inform such person of the basis for such belief and afford such person an opportunity to explain the alleged failure to disclose or violation.
- (ii) If, after hearing the response of the person and making such further investigation as may be warranted in the circumstances, the board or committee determines that the person has in fact failed to disclose an actual or possible conflict of interest or has violated this policy, it shall take appropriate disciplinary and corrective action.

(e) Prohibited Conflicts of Interest. The foregoing notwithstanding, the limitations specified below shall apply to all of the Corporation's directors, officers and employees, and any situation violating such limitations shall constitute a violation of this policy, not subject to waiver or approval by the board or otherwise:

- (i) No person who is an officer of a for-profit education management organization having a business relationship with the Corporation shall be a director of the Corporation during such relationship.
- (ii) No person who is an officer of a for-profit organization having a business relationship with the Corporation shall be a director of the Corporation during such relationship.
- (iii) Directors, or officers of any single organization shall hold no more than forty percent (40%) of total seats comprised by the Board.
- (iv) No directors, or officers of the Corporation may ask a subordinate, a student, or a parent of a student to work on or give to any political campaign.

3. Records of Proceedings. The minutes of the board and all committees with board-delegated powers shall contain:

- (a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.

- (b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.
4. Compensation.
- (a) A voting member of the board of directors who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.
 - (b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.
5. Statements of Understanding. Each director, or officer shall at the time of election, appointment or employment, and every anniversary thereof, sign a statement which affirms that such person:
- (a) has received a copy of this Code of Ethics,
 - (b) has read and understands this Code of Ethics,
 - (c) has agreed to comply with this Code of Ethics, and
 - (d) understands that the Corporation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes. This includes that all Board of Directors and Officers are required to attend governance training and refresher courses on as needed bases every two years.

III. Compliance with Laws, Rules, and Regulations

Recognition of the public interest must be a permanent commitment of the Corporation in the conduct of its affairs. The activities of the Corporation's directors, officers and employees must always be in full compliance with both the letter and spirit of the Education Law, Not-for-Profit Corporation Law, the Corporation's Charter, the Corporation's Bylaws and all other laws, rules and regulations applicable to the Corporation's purposes and business. Furthermore, no such person should assist any third party in violating any applicable law, rule or regulation. This principle applies whether or not such assistance is, itself, unlawful. The Corporation's directors, officers and employees must respect and obey the laws of the cities, states and countries in which the Corporation operates and avoid even the appearance of impropriety. When there is a doubt as to the lawfulness of any proposed activity, advice must be sought from the Corporation's president, the directors and/or legal counsel.

Violation of applicable laws, rules or regulations may subject the Corporation, as well as any director, officer or employee involved, to severe adverse consequences, including imposition of injunctions, monetary damages, fines and criminal penalties, including imprisonment.

Directors, officers and employees who fail to comply with this Code of Ethics and applicable laws will be subject to disciplinary measures up to and including termination of employment or relationship with the Corporation.

To ensure that the Corporation operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- (a) Whether compensation arrangements and benefits are reasonable and are the result of a reasonable investigation into competitive rates of pay.
- (b) Whether partners and joint venture arrangements and arrangements with management services organizations conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the Corporation's charitable purposes, and do not result in inurement or impermissible private benefit.
- (c) Whether agreements to provide education and agreements with other employees and third parties further the Corporation's charitable purposes and do not result in inurement or impermissible private benefit.

Conflict of Interest Disclosure Statement

Please initial in the space at the end of Item A or complete Item B, whichever is appropriate, complete Item C, and sign and date the statement and return it to be kept on file for the Board.

- A. I am not aware of any relationship or interest or situation involving my family or myself that might result in, or give the appearance of being, a conflict of interest between such family member(s) or me on one hand and Eastlake High School on the other.

Initials

- B. The following are relationships, interests, or situations involving me or a member of my family that I consider might result in or appear to be an actual, apparent, or potential conflict of interest between such family members or myself on one hand and Eastlake High School on the other:

Initials

For-profit corporate directorships, positions, and employment:

Nonprofit trusteeships of positions:

Memberships in the following organizations:

Contracts, business activities, and investments with or in the following organizations:

Other relationships and activities:

My primary business or occupation at this time:

- C. I have read and understand the Eastlake High School Conflict of Interest Policy and agree to be bound by it. I will promptly inform the board chair of the Eastlake High School of any material change that develops in the information contained in the foregoing statement.

Type/print name

Signature

Date

Public Participation

Oral communications from persons other than Board members on matters before the Board or of interest to the Board shall be encouraged within reasonable limitations and shall be received at regular Board meetings within and subject to the following procedures:

1. A Request to Speak Form shall be available at each Board meeting. The form shall provide for the person's name, address, the organization the person represents and the item(s) on which the person requests to speak. Facsimiles shall be accepted;
2. A Request to Speak Form shall be submitted to the Treasurer or any Board member prior to the convening of the Board meeting. The Treasurer shall organize the requests in chronological order according to the Board agenda. Items appropriately assigned to new or unfinished business shall be brought up at that time;
3. Unless otherwise permitted by the chair and agreed to by the Board, no person shall speak for more than three minutes and, at the prerogative of the chair, may be limited to one topic per meeting;
4. Unless otherwise permitted by the chair and agreed to by the Board, no more than three persons shall be permitted to speak on any single issue;
5. Any questions or suggested solutions pertaining to the quality of education in the district or other problems, which have not been resolved, shall be welcomed by the Board;
6. All persons speaking at any Board or committee meeting shall confine all their remarks to the issue(s) at hand. No person, so speaking, shall make any derogatory reference to personalities, nor shall anyone make derogatory statements concerning any individual or organization. No attendee at any Board or committee meeting may act in a disorderly manner. Any violation of this paragraph shall subject the speaker to immediate forfeiture of the floor and continued violation of this paragraph shall subject said person to expulsion from said meeting; and
7. Any recording equipment must be silent, unobtrusive, self-contained, self-powered and not interfere with the ability of others present to hear, see and participate in the proceedings. Individuals who are recording any proceeding must declare such before beginning such a recording and again to anyone who enters the room after the recording has begun.

Request to Speak Form

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Organization: _____

Subject matter you wish to speak about: _____

Open Records Act Requests Policy

RESOLUTION

RESOLVED, that the School adopt the following policy with respect to Open Records Act Requests: The School shall respond to all Open Records Act Requests as required by the Colorado Revised Statutes and that the sum of twenty-five cents (\$.25) per page be charged to all persons or entities requesting records.

FURTHER RESOLVED, that persons or entities requesting records shall pay for them before they are mailed, or pay for the copies of records at the time they are picked up.

FURTHER RESOLVED, that records shall not be copied for persons or entities who have outstanding balances for copies of records previously requested from this or another public body.

EXECUTIVE SUMMARY

Contact: Governance and Compliance Manager, Eastlake High School Executive Director

This policy establishes the copy charges for public records requests and puts in place a policy for persons or entities who request records and do not pay for the copies.

Media Relations Policy

Media Relations

The Board of Directors respects the public's right to information and recognizes the value of positive media relations by supporting open, fair and honest communications. In order to develop and maintain positive media relations, the Board of Directors and/or the Eastlake High School Executive Director, desire to reasonably accommodate media requests for information and to provide accurate, reliable and timely information.

Media Relations Contacts

The President of the Board will serve as spokesperson for the Board. All statements authorized to be made on behalf of the Board shall be made by the Board President, or if appropriate, by the Executive Director, School Leader, or other designated representative.

The Executive Director and its Marketing and Communications Representative if so assigned, as Media Relations designees. When media representatives contact the School Leader, the School Leader may, as appropriate, relay the requests to the Board.

Media Relations Procedures

The Board of Directors, Executive Director and/or the School Leader are to ensure the School's success. All parties are intimately involved in the business matters of the School; therefore, all parties are appropriate for media inquiry. Dependent upon the request, one party may be more aware of detail than the other, or if it is a specific School level question, the Executive Director or the School Leader may be more knowledgeable of the situation.

1. When a media inquiry is received by School staff, the request is forwarded to the Board President or above listed designees to be distributed or responded to by the appropriate party.
2. Media representatives are welcome at all Board meetings (with the exception of Executive Sessions), as they are open to the public, and shall receive a copy of the meeting agenda upon attending.
3. Media representatives, like all other visitors, shall register immediately upon entering any school building or grounds when school is in session.
4. In order to protect the privacy and safety of students, a media representative who wishes to interview or photograph students on school grounds should first make arrangements with the Executive Director and/or School Leader.

Media Communications Plan

In order to assist in developing strong relations with the media, the Board authorizes the Executive Director and/or School Leader to develop regular and ongoing practices for relaying proactive communications to the media. Said communications may include, but not be limited to, information related to school programs and needs, student awards, school accomplishments, events of special interests, graduations, and issues facing charter schools.

Crisis Communications Plan

During a disturbance or crisis situation, the first priority of the Board, Executive Director and School Staff is to assure the safety of the students and staff. However, the Board recognizes the need to provide timely and accurate information to parents/guardians and the community during a crisis. In a crisis situation, the Executive Director and/or School Leader will immediately make concerted efforts to contact the Board President. If the Board President is not accessible, the Executive Director will contact the Board Legal Counsel to ensure interested parties are made aware of the situation in a timely fashion.

The Board also recognizes that the media have an important role to play in relaying this information to the public. In order to ensure that the media and School work together effectively, the Board authorizes the Executive Director to develop a crisis plan to identify communication strategies to be taken in the event of a crisis.

Travel Policy

The following procedures and standards will apply to the handling of travel and transportation expenses of all Board Members.

Any Director traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes (taking a round-about or lengthy route), delays or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this policy. Directors will be responsible for any unauthorized costs and expenses incurred for personal preference or convenience.

Prior approval for any travel, aside from travel to and from Board or Committee Meetings, must be obtained by properly completing the Request for Travel Approval (“Travel Request”), in the form attached hereto as Exhibit A, and submitting it to the Board President or Board Treasurer for approval. If a Director travels without having prior approval of the travel, the request for reimbursement of expense may be denied.

I. COST STANDARDS

1. Transportation:
 - a. Common Carrier- Travel by air, rail or bus must be at the lowest and best available rate.
 - b. Private Car- Reimbursement will be at the current IRS rate (Current Rate).
 - c. Mileage is payable to only one of two or more Board Members traveling on the same trip and in the same vehicle.
 - d. Costs resulting from parking or traffic violations are not reimbursable.
 - e. Use of a rental car is not reimbursable unless identified on the Travel Request and pre-approved by the Board President or Board Treasurer. The Board will only reimburse at the mid-sized sedan rental rate unless otherwise approved (e.g., van for seven people).
2. Hotel:
 - a. A single room is the standard for reimbursement. A detailed original bill showing payment must be submitted for reimbursement. If the hotel/motel bill does not show payment, other proof of payment must be provided. Extra charges on the hotel bill will be reviewed for propriety. Telephone calls of a business nature must be identified for reimbursement.

3. Meals:
 - a. A receipt must be submitted for each reimbursable meal to support the reimbursement.
 - b. Meals and incidentals will be reimbursed at the IRS maximum per diem rate. (See IRS Publication 1542). No increased meal allowances are permitted. Use of meal and incidental allowance for purchase of alcohol is prohibited. Incidentals are expenses for laundry, cleaning and pressing of clothing and fees and tips for services, such as for porters, waitresses/waiters, and baggage carriers.
 - c. Travel must occur during a reasonable mealtime for the meal to be reimbursed.
 - d. Meals that are part of seminar costs (normally paid as a registration fee) will not be additionally reimbursed. Meals included as part of your registration fees should be detailed on the registration form included with your Travel Expense Reimbursement Report. If meals are included as part of registration, you will not be reimbursed for a meal purchased during the time when the seminar is providing a meal. Continental breakfasts will not be considered a meal.
 - e. Meals paid for locally will only be reimbursed if they are part of a seminar or training registration or incurred while conducting business (i.e., lunch meeting with consultants). Locally is considered within 30 miles of the worksite.
4. Miscellaneous Expenses:
 - a. Expenses incurred for fax copies, storage of baggage, telephone calls on official business, and rental of equipment for temporary meetings or office facilities necessary for the conduct of official business may be reimbursed. Such items must be itemized, receipted, and explained.
 - b. Parking, bridge, highway and tunnel tolls, taxi fares, bus fares, etc. are reimbursable items if accompanied by original receipts.
 - c. Any receipt that appears to be altered will not be reimbursed.

II. TRAVEL EXPENSE REIMBURSEMENT REPORT

1. The Travel Expense Reimbursement Report, an example of which is attached hereto as Exhibit B, is to be completed and submitted to the Board Treasurer for approval.
2. Copies of the meeting/seminar/conference agenda must be attached to the Travel Expense Reimbursement Report that is being processed for approval.
3. Procedures for completing a Travel Expense Report are:
 - a. The Report should be completed within thirty (30) business days after returning from the trip.
 - b. All expenses should be detailed in the appropriate space and ORIGINAL receipts should be attached.
 - c. All expenditures will be audited for content, accuracy, reasonableness, and for acceptable supporting documentation.

Failure to complete a Travel Expense Reimbursement Report within 30 days or by the end of the calendar year, whichever is soonest, will result in denial of travel expenditures. Directors are personally liable for unauthorized expenses and any unpaid sums owed to the Board by a Director may be deducted from future payments payable to the Director.

Exhibit A
REQUEST FOR TRAVEL APPROVAL

To be eligible for reimbursement of expenses incurred in travel this REQUEST FOR APPROVAL must be submitted to the President or Treasurer of the Board of Directors prior to travel. There must be a separate form for each person seeking such approval. If approved, a copy of this form will be attached to your Travel Expense Reimbursement Report.

NAME:		TITLE:	
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DESTINATION (S):

DATES OF MEETINGS:		TO		DATES OF TRAVEL:		TO
--------------------	--	----	--	------------------	--	----

PURPOSE OF TRAVEL: (Include Title and Sponsor of Meeting) and
STATEMENT OF SPECIFIC BENEFITS TO THE BOARD FROM THIS TRAVEL:

ESTIMATE THE ENTIRE COST FOR THIS TRAVEL AND BE AS ACCURATE AS POSSIBLE.

Estimated Cost		
AIR		
MEALS		
LODGING		
OTHER		
TOTAL		0.00

TOTALS WILL BE USED TO DETERMINE IF THERE ARE EXCESS EXPENSES REQUIRING APPROVAL IN ORDER TO RECEIVE REIMBURSEMENT FOR THOSE EXPENSES THAT EXCEED THE ESTIMATED COST.
A COPY OF THIS FORM INDICATING APPROVAL MUST BE ATTACHED TO YOUR EXPENSE VOUCHER TO RECEIVE REIMBURSEMENT.

BOARD PRESIDENT SIGNATURE	BOARD TREASURER SIGNATURE
DATE OF SUBMISSION	DATE OF SUBMISSION
TRAVELER SIGNATURE	
DATE OF SUBMISSION	

Graduation Expense Policy

As approved by the Board of Directors of Eastlake High School at a public meeting, the following policy, procedures, and standards will apply to the handling of graduation costs and expenses for the Eastlake High School graduates.

The Board of Directors finds that by honoring its graduation students with an appropriate ceremony, gift, and/or award, it will serve the public purpose of encouraging students to obtain their education as there are rewards associated with earning a high school diploma. This public purpose is congruent with Eastlake High School's mission "to save at-risk students by giving them a second chance at obtaining a quality education and vocational training and placement, thereby guiding them on a path to success" and that "a high school diploma will not only benefit those young adults that take advantage of the opportunities it offers, but, through the rippling effect that the graduate himself will have over time, it will also benefit the community as a whole."

The Board of Directors wishes to recognize the importance of the Eastlake High School students earning a high school diploma and finds a public purpose in honoring graduating students with an appropriate ceremony, gift, and/or award. All students are eligible to attend and receive the aforementioned ceremony, gift, and/or award upon completion of the graduation requirements of Eastlake High School. A summary of sample eligible and approved expenses is listed below for reference.

The Board of Directors authorizes reasonable expenditures to fund graduation activities which may include, but are not limited to:

1. Graduation ceremony including facility expenses
2. Honoraria for commencement speakers
3. Graduate celebration meal (breakfast or luncheon) for students and their guests (excluding alcohol) not to exceed \$2,500.00
4. Awards and/or gifts consistent with the School's mission (excluding gifts of cash or cash equivalents)
 - a. Such awards and/or gifts should be limited to a dollar amount of \$35.00 or less per graduate, and could include, but are not limited to:
 - i. Personalized gift such as a plaque or award
 - ii. Reference book
 - iii. Publication of interest
 - iv. Writing utensil
 - v. Framed announcement
 - vi. Other graduate appropriate gift as agreed by the Board

Written receipt(s) for Board-approved expenses must be submitted to the Board for payment. Upon receiving documentation of expenses incurred, the Board will reimburse the School for approved expenditures in relation to the Graduation events of the Eastlake High School.

Complaint Policy and Procedure

The Board of Directors (“Board”) believes that Complaints from parents or other members of the community should be addressed thoroughly and completely. The people involved should treat one another with the highest level of respect and dignity. Complaints are best resolved where the issue originated, typically with the teacher.

1. Initially, Complaints shall be addressed formally or informally with the school teacher. Complaints must be made in a civil/respectful manner in order to be considered by school personnel. Where appropriate, the Complaint should be in writing on a form developed by the Administrator and should contain a statement of the facts and the specific outcome desired by the parent/guardian or other person making the Complaint (“Complainant”). The Complainant may sign the Complaint and should be given a copy. The teacher should work with the Complainant to resolve the issue in a timely, professional, and courteous manner. The efforts used to resolve the Complaint and the outcome should be noted on the form. Allegations involving illegalities should be reported immediately to the Administrator, who will advise “Eastlake High School” Designated Representative, their counsel, and the Board’s legal counsel.
2. Complaints unresolved through a parent/teacher communication or Complaints involving teachers or staff members should be in writing as noted in 1. above, and directed to the Administrator. The Administrator shall investigate and attempt to resolve the issue in a fair and timely manner. The outcome should be noted on the form and further documented by letter or email as appropriate under the circumstances. If the Administrator cannot resolve the issue, the Complaint (with documented history or preceding steps) is forwarded in written form to the Eastlake High School Designated Representative.
3. The Eastlake High School Designated Representative shall conduct an independent investigation by contacting appropriate persons involved. The outcome of the investigation should be noted on the form and further documented by letter or email as appropriate under the circumstances. If the Eastlake High School Designated Representative cannot resolve the issue, the Complaint (with documented history of preceding steps) shall be forwarded to the Colorado Springs School District No. 11 (“D-11”) Representative assigned to the school and the Board’s attorney. The D-11 Representative shall conduct an investigation by contacting all parties involved and report the results to the Board, Eastlake High School, and the Sponsor.

The Board shall inform the Complainant, and any other necessary parties about the results of its investigation. The Complainant may address the Board during the Public Comment period at a Board meeting. Where appropriate, it should also be slated as an item for report on the Board's next meeting agenda and handled in accordance with all confidentiality restrictions.

4. The resolution of any Complaint reaching the Board shall be filed as part of the Board's records and shall be retained in Board files for at least 7 years or indefinitely on the advice of legal counsel.
5. Complaints received directly by the Board, D-11 or the Colorado Department of Education ("CDE") shall be handled in accordance with the Board's Complaint Policy and Procedure and should go through steps 1 and 2 when possible. Upon receipt of a Complaint, D-11 (or CDE) shall forward it to the Administrator to address the Complaint at the local level first. Upon receipt of a Complaint from D-11, the Administrator shall forward a copy of this Complaint Policy and Procedure to the Complainant and request that the Complainant complete the designated Complaint form. The District shall facilitate the Complaint by:
 - ✓ Directing the Complaint to the appropriate school official first;
 - ✓ Notifying the appropriate Eastlake High School Designated Representative of the Complaint;
 - ✓ Investigating the Complaint if warranted or if requested by school officials; and,
 - ✓ Reporting the resolution of the Complaint to D-11 so that the Complaint may be tracked and closed.
6. Upon closure of a complaint, the Administrator will issue a letter to the Complainant of one of the following:

Compliance – (findings were unsubstantiated and school has complied); or

Non-Compliance – (Noting the areas of non-compliance, recommending possible changes/technical assistance and statement that the school will respond to complainant with a corrective action(s) plan letter within 10–15 business days)

All documentation of the Complaint, findings and any corrective action(s) plan will be placed in the appropriately marked complaint file for closure.

Complaints that have gone beyond the Eastlake High School Designated Representative should be reported to D-11.

Internet Safety Policy

The use of technology is a privilege and an important part of the School's overall curriculum. The School will, from time to time, make determinations on whether specific uses of technology are consistent with School policies for students and employees of the School but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error free or uninterrupted. The School always reserves the right to monitor and log technology use, to monitor file server space utilization by users, and examine specific network usage (as may be deemed necessary) for maintenance, safety or security of the technology resources or the safety of the user.

It is the policy of the School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity and damage to school resources; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (CIPA) [Publ. L. No. 106-554 and 47 USC 254(h)].

Access to Inappropriate Material

To the extent practicable, technology protection measures (or "Internet filters") are used to block or filter Internet access to, or other forms of electronic communications containing, inappropriate information. Filtering, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors, as defined by the Children's Internet Protection Act. The filter serves to block minors from accessing inappropriate matter on the Internet and the World Wide Web.

The technology protection measures may be disabled only for bona fide research or other lawful purposes. Disabling technology protection shall only be performed by a member of the Eastlake High School Information Technology Team or its designated representatives.

Additionally, it shall be the responsibility of all members of the staff to supervise and monitor usage of the online computer network and access to the Internet and ensure that the same is in accordance with this policy. By using the filter program as well as staff monitoring student use, the School is attempting to provide a safe and secure medium by which students can use the Internet, World Wide Web, electronic mail, chat rooms and other forms of direct electronic communications.

To the extent reasonable, steps are taken to promote the safety and security of users of the School online computer network. Other inappropriate network usage that the School intends to eliminate includes:

- Unauthorized access, including so-called 'hacking,' and other unlawful activities; and

- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

The Board of Directors also understands and agrees to:

- To abide by all School policies relating to the use of technology;
- To release all School employees from any and all claims of any nature arising from the use or inability to use the technology;
- That the use of technology is a privilege; and
- That use of the technology will be monitored and there is no expectation of privacy whatsoever in any use of the technology.

The user must also know and further agrees that:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs;
- The user will be liable to pay the cost or fee of any file, shareware, or software transferred or downloaded, whether intentional or accidental;
- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user(s) will be liable for any and all costs; and
- Violation of this Internet Safety Policy is also a violation of the School Code of Conduct and may result in any in other scholastic disciplinary action, other than those specifically set forth above, including but not limited to suspension or expulsion.