

g. The presiding officer, at his discretion, may require any portion of the evidence to be submitted in the form of depositions or affidavits. If affidavits are received, counter-affidavits may be presented within such time as the hearing officer may allow.

h. At the conclusion of the hearing, each party may be allowed an opportunity for closing arguments, if requested by the presiding officer, at his discretion.

10. RECOMMENDED DECISION OF HEARING OFFICER

a. If the board appoints a hearing officer, he/she shall make a report unless the board orders that the record be transmitted to it without such report.

b. The hearing officer may, at his discretion, prior to the conclusion of the hearing and to making his report, request proposed findings from all parties.

11. FINAL DECISION

a. If the board initially hears the matter, it will make its decision on the basis of the matters presented before it and will send notices of its decision to the parties within 10 days of the conclusion of the hearing.

b. If the board does not initially hear the matter, the parties will be given a reasonable opportunity to appear before the board, in person or by counsel, to present statements in their behalf. The board will send notice of its decision to the parties within 30 days of the conclusion of the hearing.

c. The board shall receive the hearing officer's report and the record and shall prepare its own findings and final decision.

NOTE: Please refer to the Education Employment Procedures Law Handbook, published by MSBA.

DISTRICT STAFF USE OF ELECTRONIC DEVICES WHILE DRIVING ON DISTRICT BUSINESS – HSD Policy - ECIA

No employee or volunteer driver of the Hollandale School District shall operate any district motorvehicle or operate a personal motor vehicle in the course of their responsibilities and duties with the district in a manner that allows them to knowingly drive distracted.

Distracted Driving

Distracted driving is any non-driving activity in which a person engages while operating a motor vehicle. Such activities have the potential to distract the person from the primary task of driving and increase the risk of crashing.

The primary responsibility of the driver is to operate a motor vehicle safely. The task of driving requires full attention and focus. Drivers should resist engaging in any activity that takes his or

her attention and eyes off the road for more than a couple of seconds. There are three main types of distraction:

- Visual — taking eyes off the road
- Manual — taking hands off the wheel
- Cognitive — taking mind off what you're doing

Examples of distracted driving include, but are not limited to:

- Utilizing a wireless communication device for writing, sending, and/or receiving a message(s,) posting to social media, internet usage, viewing photos, playing games, and other such activities.
- Watching a video
- Eating or drinking
- Engaging with other passengers
- Grooming
- Reading
- Retrieving items from the floor, purse, glove box, computer bag, etc.

Definitions:

- "Wireless communication device" means a mobile telephone or other portable electronic communication device with which a user engages in a call or writes, sends, or reads a message using at least one hand. The term "wireless communication device" shall not include a voice-operated or hands-free device;
- "Motor vehicle" means a vehicle driven or drawn by mechanical power and manufactured primarily for use on public highways;
- "Message" includes a text-based message, instant message, electronic message, email, etc., but shall not include an emergency, traffic, or weather alert or a message related to the operation or navigation of the motor vehicle;
- "Writing," "sending," and "reading," with respect to a message, means the manual entry, sending, or retrieval of a message, respectively, to communicate with any person or device.

A wireless communication device does not include voice operated or hands-free devices.

- "Voice operated or hands-free device" means a device that allows the user to write, send, or listen to a message without the use of either hand except to activate, deactivate, or initiate a feature or function.

Requirements

When operating a district vehicle, employees are required to:

- Pull over to a safe place to send or receive a call or to complete any task that might distract attention from the road.

Violations

Violations of this policy may lead to disciplinary action –

Including denial of use of school vehicles and district cell phones and up to and including termination. Certain violations are punishable by law. Any fines or penalties incurred shall be the responsibility of the employee.

(Allowance for an emergency: Device may be used if school administrator, law enforcement and/or medical assistance is needed.)

1st Offense - Suspension - 1 Day

2nd Offense - Suspension - 2 Days

3rd Offense - Discharge

Employees must sign a Statement of Acknowledgement

Please read and sign the Statement of Acknowledgement and return it to your supervisor. If you have any questions regarding this policy, please contact your supervisor.

I am aware of the policy prohibiting distracted driving while operating a district vehicle or a personal vehicle in the course of my responsibilities and duties with the district. I fully understand the terms of this policy and agree to abide by them.

Employee Signature _____ Date _____

Employee Name (printed) _____

SOCIAL NETWORKING WEBSITES

Access of social networking websites for individual use during school hours is prohibited. Employees, faculty and staff should not give social networking website passwords to students.

All employees, faculty and staff of this school district who participate in social networking websites shall not post any data, documents, photos or inappropriate information on any website or application that might result in a disruption of classroom activity. This determination will be made by the Superintendent.

Fraternization via the internet between employees, faculty or staff and students is prohibited and violation of any of these policies may result in disciplinary action, up to and including termination.