

Pine Strawberry Elementary School District

Employee Handbook

2026-2027



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Pine Strawberry Elementary School District Governing Board

The Pine Strawberry Elementary School District Governing Board is composed of five elected members. Current Board members include:

President: Dawn Pawlowski

Clerk: Kelsey Randall

Member: Brandon Wells

Member: Margaret Parker

Member: Thom Cazel

The Pine Strawberry School District Governing Board meetings will be held on the 2nd Monday of each month unless this date falls on a holiday, fall, winter, spring break or the board quorum is not met. The School Board will then reschedule the meeting initially after, based on the Governing Board Members availability. All meetings begin promptly at 5:30pm and will be located at the Pine Strawberry School at 3868 N Pine Creek Drive, Pine, AZ 85544. Meeting notices are posted in the Pine Post Office on the bulletin board; at Pine Strawberry School, under the glass on the bulletin board located on the left wall of the main entrance to the building just before you enter the building; on the School Website. Members of the public can address the Governing Board during the Call to the Public. If you have a special concern you would like to have placed on the agenda, contact the Superintendent. You will be asked to help prepare the background information on your item. Your item will be placed on the agenda.

Mission, Vision, Core Beliefs

Mission: We are committed to providing a safe, wholesome foundation of education and individual excellence.

Vision: Facilitate learning today for a productive tomorrow.

Beliefs: Schools are for children. Schools belong to the community. Schools are people developers. Self-effort educates.

Staff Directory

Superintendent/Principal: Katie Ast
Director of Transportation/Maintenance: Keith Howell
Bus Drivers: Matt Conklin, John Grotts
Custodians: David James
Maintenance/Driver: Andy Ward
Business Manager: Aimee Manjarres
Accounting Clerk: Matt Conklin
Executive Secretary: Megan Ward
Front Office Attendance Clerk/Health Aide: Erin Roggenstein
Cafeteria Manager: Cheryl Pizza
Cafeteria Workers: Becky Blakesley, Rocky Sacco
IT Department: Kevin Kronemeyer
Exception Student Services: Kirsten Ratliff, Whitney Semrau
ESS Secretary/Paraprofessional: Dorothee Hoehn
Preschool Teacher: Christy Wilcox
Kindergarten Teacher: Debbie Paciorek
1st Grade Teacher: Pat Heizer
2nd Grade Teacher: Tammi Cannaliato
3rd Grade Teacher: Erin McCann
4th Grade Teacher: Dawn Berube
5th Grade Teacher: Brett River
Middle School Social Studies Teacher: Gary Fishel
Middle School Science Teacher: Stacy Flanagan
Middle School English Language Arts Teacher: Candi Paine
Middle School Math Teacher: Kara Ross
Music Teacher/Band Director: Jerzon Canete
Technology: Zack Graham
Physical Education Teacher: Dean Pederson
Reading Specialist: Katy Goldman
Paraprofessionals: Nicky Smith, Mike Roggenstein, Andy Ward, Dorothee Hoehn, Diana James, Jennifer Corrales, Zack Graham

Notice to Employees

It is your responsibility to read and become familiar with the materials contained in your Employee Handbook. The information contained in this handbook applies to all employees of Pine Strawberry Elementary School District. The contents of this handbook are for general information and guidance only and may be modified at any time by the District depending on the particular circumstances of any given situation. It is expressly understood that its contents should not be interpreted as a contract or work agreement between the District and any of its employees, nor does it imply continuing employment. Nothing contained within this handbook should be interpreted to supersede the Governing Board Policy. Any verbal or written representations to the contrary of the above statements are invalid and should not be relied upon by any prospective or existing employee.

Equal Employment Opportunity (Policy GBA): Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons.

Employee Benefits

(Policies GCBD, GDBD) The Governing Board will review fringe benefits each year during the budget process and may modify the benefits to meet the best interests of the District. All employees who work thirty (30) hours or more per week may be eligible.

Health Insurance -EMI

Dental Insurance - Delta Dental PPO Plus Premier

Vision - Avesis Advantage Vision Plan - Elected

Life Insurance - Principal Group Term Life - \$25,000

Life Insurance - Principal Voluntary Life - Elected

Direct2MD - All PSESD Staff receive Direct2MD

Employee Pay

(Policy DKA)

Schedule - Pay periods run Friday to Thursday. Paydays are every other Friday.

Deductions - All Staff will have State and Federal Taxes deducted from regular pay. Staff can request to have their State and Federal Taxes modified anytime during the year.

Paid Holidays - Holiday pay is any form of alternative compensation an employer offers employees during holidays. It may take the form of fully or partially paid time off.

Extra Duty Stipends - Extra duty stipends may be spread throughout employee paychecks or paid in a lump sum upon completion of responsibilities depending on what the extra duty entails.

Endorsements - All endorsements will be spread throughout employee paychecks.

301 - Certified teachers who meet their goals will receive 301 monies in two payments; November & May/June.

Leave time

Employees must fill out a leave slip prior to absences or upon returning to work

Sick Leave/Policy GCCA

Sick leave for District personnel is a designated amount of compensated leave that is to be granted to a staff member who, through personal or family illness, injury, or quarantine, is unable to perform the duties assigned.

Each staff member shall be credited with a sick leave allowance at the rate of one (1) day per month. The unused portion of such allowance shall accumulate to a maximum of one hundred (100) days, at which time no more sick leave can be accumulated. As accumulated sick leave days are used and drop below one hundred (100) days, an eligible employee may again accumulate sick leave up to the maximum limit.

For earned paid sick time of three (3) or more consecutive work days, an employer may require reasonable documentation. Documentation signed by a healthcare professional indicating that earned paid sick time is necessary shall be considered reasonable documentation for purposes of this section.

Staff will earn sick leave as follows:

- 10 month employees: 1 day (8 hours) for each month of contract (10 days each year)
 - Front loaded bi-annually: 5 days in August, 5 days in January
- 11 month employees: 1 day (8 hours) for each month of contract (11 days each year)
 - Front loaded bi-annually: 5 days in August, 6 days in January
- 12 month employees: 1 day (8 hours) for each month of contract (12 day each year)
 - Front loaded bi-annually: 6 days in July, 6 days in January

Personal Leave/Policy GCCB

Each staff member will be granted personal leave not to exceed three (3) days per year. Requests for personal leave should be received at least four (4) working days prior to the first day of leave, and must be approved by the Superintendent.

Except by prior written approval by the Superintendent, personal leave will not be granted during the following periods:

- On the day immediately preceding or following a holiday or vacation.
- During the first two (2) weeks of school or the last two (2) weeks of school.

Personal leave may accumulate to a maximum of four (4) days, after which unused accumulated personal leave in excess of four (4) days converts to sick leave at the end of the employment year.

Staff will receive personal leave as follows:

- 10 and 11 month employees: 3 days a year
 - Front loaded: 3 days in August
- 12 month employees: 3 days a year
 - Front loaded: 3 days in July

Jury Duty/Policy GCCD

It is recognized by the Board that no employee is exempt from jury duty and that leaves of absence for such duty must be granted. Only the regular salary may be received by an employee on jury duty. It is the responsibility of the employee to reimburse the District for jury duty pay when such payment is made directly to the employee. Failure to reimburse the District at the completion of the jury duty service will result in a full deduction equal to the number of contract days missed. An employee excused from jury duty after being summoned shall report for regular duty as soon as possible.

Bereavement/Policy GCCH

An employee may be granted, upon request to the Superintendent, up to five (5) days of leave per year, with pay, to be used in the event of death of an employee's family member.

Payment for Unused Leave Time

Employees who leave the District by retirement, death, resignation, or reduction in force may be paid for unused leave time as follows:

Classified Employees:

- 50% of the current minimum wage for each hour of unused sick time
- 75% of daily rate for unused vacation days

Certified Employees:

- 50% of the current substitute daily rate for unused sick time

Administrative Employees:

- 50% of daily rate for unused sick time
- 75% of daily rate for unused vacation days

Processes/Procedures with Forms

Field Trips (Policy IJOA)

The Governing Board believes that field trips are an effective learning experience when coordinated with the District instructional program. Teachers may request field trips by submitting the Field Trip Request and Information form a minimum of 5 weeks prior to the trip. All field trips must be approved by the Superintendent, Transportation Director, and the Governing Board.

Purchases

No Purchasing can take place prior to the PO Process.

- Staff need to complete the Request Form and include supporting documents for their request. If this is a new vendor, you need to include a W9
- The completed form is then submitted to the Superintendent for review and approval.
- Once approved the form and attachments are forwarded to the business office.
- The business office will keep the original Requisition/PO and will provide a copy of the entire packet back to the original requester. A copy of the receiving PO will then be submitted to the appropriate designee for receiving purposes.
- Depending on the item and the vendor, the final purchase will take place by the designated purchaser.
- Once the order has been placed the purchaser will submit the receipt back to the business office.

Student Fundraising (Policy JJE)

Fund-raising activities by students on school premises or elsewhere as representatives of the school will be permitted only for the types of fund-raising activities approved by the Governing Board and when connected with specific school activities approved by the Governing Board. The proceeds of all fund-raising activities shall be deposited in the Student Activity Fund, and funds from such activities shall be used only as specified in the Uniform System of Financial Records.

Training/Travel requests

The ADOA Travel Policy is part of the State of Arizona Accounting Manual (SAAM). SAAM Topic 50-Travel provides detailed guidance and rate tables for the required mileage reimbursement per mile and the maximum lodging and meal reimbursements. Key provisions from ADOA's policies are listed below with policies that districts should implement to provide adequate internal control over travel expenditures:

- Employee and governing board member travel should be approved in advance. To be eligible for lodging and meal expenses, employees and governing board members must be in authorized travel status and at least 50 miles from both their duty post and home. The duty post for governing board members is considered to be their home. A.R.S. §15-342(5)
- Travel should be planned for the convenience of the district using the most reasonable and economic means.
- All travel expenditures, including reimbursements to employees or governing board members, should be supported by a travel claim, receipts or invoices, if required, and other applicable documents. Travel claims must indicate the time and place travel begins and ends, include odometer readings or map mileage, and be approved by the employee and appropriate supervisor. Travel claims should be submitted in a timely manner to help ensure that related documents are not lost and travel expenditures are recorded in the proper fiscal year.
- Reimbursements to employees and governing board members for mileage traveled in privately owned motor vehicles or aircraft must be reimbursed at the applicable rate established by ADOA, as approved by the Joint Legislative Budget Committee. A.R.S. §§15-342(5) and 38-623
- Travel expenses, including reimbursements, for lodging, meals, and incidental expenses must not exceed the maximum amounts set by ADOA in accordance with A.R.S. §38-624(C). However, note the following:
 - Lodging rates are exclusive of taxes; therefore, districts may reimburse actual lodging expenses up to the maximum amounts listed in ADOA's reimbursement rates table plus any applicable taxes.
 - Lodging rates while attending a conference, training, or similar event may exceed ADOA's maximum amounts if the rate does not exceed the lowest listed single room rate negotiated by the conference/event sponsor. A copy of the event publication, such as a brochure, flyer, or other support, must be submitted with the travel claim to support the excess reimbursement.
- Meal reimbursements include the actual amount spent for a meal, including beverages (excluding alcohol), taxes, and tip, not to exceed the maximum meal reimbursement amount. Meal reimbursements cannot be claimed when meals are provided at no additional expense, such as complimentary meals provided at a conference or hotel. A continental breakfast or similar repast served at a conference or other gathering or provided at a lodging establishment at no cost to the traveler constitutes a meal whether or not it contains protein and no reimbursement for breakfast will be allowed when such meals have been provided. Meal reimbursements provided to employees or governing board members may be taxable. The Internal Revenue Service requires employees to be traveling "away from home" in order to exclude reimbursements for meals from their income. The phrase "away from home" means overnight travel or travel long enough to require substantial "sleep or rest" (further defined by IRS regulations). As a result, all meal reimbursements

for travel with no overnight stay must be reported as a taxable employee benefit. For travel with an overnight stay, meal reimbursements for the day of and the day after the actual overnight stay should be excluded from income.

Procedures for staff travel:

1. Complete Travel Purchase Order Requisition, attach flyer/information about the training/conference/etc.
2. Submit to the Superintendent for review and approval.
3. Superintendent will submit to the Governing Board for approval.
4. Upon approval, requisitions will need to be completed separately for the following:
 - a. Travel (parking, air travel costs, personal vehicle expenses)
 - b. Lodging (hotel, fees)
 - c. Meals (cost estimates using the ADOA GAO)
 - d. Conference/Training registration
5. Office staff will book any flights/hotels
6. Requester will be responsible for purchasing/registering for training/conference
7. Reimbursement check for meals/personal vehicle expenses will be paid upon completion of training

Visitors/Volunteers

Pine Strawberry Visitors to School (Policies: KI, KI-R, KI-E)

Parents of enrolled pupils and parents who wish to enroll their children in the school district may visit, tour, and observe the school and classrooms. Because we value the safety of our students and staff, visitors must follow the following procedures for visits:

- All Visitors:
 - Visitors are required to sign in at the school office every time they enter the school and receive a visitor's badge.
 - Visitors must sign out after visiting.
 - Children who are not enrolled as students may not visit or attend classes.
- Classroom visits:
 - Classroom visits must be scheduled with the principal and teacher before entering the classroom.
- Cafeteria:
 - Parents and guardians are invited to eat in the school cafeteria.
 - Arrangements must be made through the front office and cafeteria staff must be notified the morning of.

High School students, children not enrolled as students, and friends cannot plan visits during school hours.

Special exceptions for staff's family members, and special events will be determined by the principal.

Staff Evaluations

Certified Staff (Policy: GCO)

The process and purpose of evaluation for certificated professional staff members is to result in improvement of the quality of instruction and the strengthening of the abilities of the professional staff.

The District teacher performance evaluation system shall do the following:

- A. Be designed to improve teacher performance and improve student achievement;
- B. Include quantitative data on the academic progress for all students, which shall account for between twenty percent (20%) and thirty-three percent (33%) of the evaluation outcomes;
- C. Include four (4) performance classifications, designated as highly effective, effective, developing, and ineffective;

Classified Staff (Policy: GDO)

All support personnel shall be evaluated by the appropriate supervisor or administrator. A written evaluation of effectiveness of each support staff member shall be completed during the first year of employment and not later than ninety (90) days after the first day of work. A second first-year evaluation will be not later than the anniversary date of employment. At least once each year thereafter, an evaluation will be conducted. The evaluation will be used to increase job proficiency and for recommending continued employment and compensation.

TimeClock Plus

Classified Staff and Temporary Positions must clock in and out using the TimeClock.

Grievances

(Policy: GBK)

Effective communication between District employees, the administrative staff, and the Board is essential for proper operation of the school. The Governing Board, therefore, authorizes the Superintendent to establish a grievance procedure for employees as the prescribed means of resolving grievances at the earliest date and the lowest possible administrative level.

Such procedure shall provide for Board review of any grievance that cannot be resolved at the administrative level. In such instances, the affected individual may request that the Governing Board review the situation. Such request shall be in writing and shall contain the basis for the appeal, including the act or acts out of which the grievance arose, identification of the Board policies and/or administrative regulations involved, and the remedy sought. Within five (5) working days following notification of the Superintendent's decision, any written request for appeal shall be submitted to the Superintendent for transmittal to the Board. The Governing Board, at a time of its choosing, shall review the grievance and issue a response within fifteen (15) working days following such review.

The decision of the Governing Board is final.

Conflict of Interest

(Policy: GBEAA)

Employment of Close Relatives

No person employed by the District may be directly supervised by a close relative (father, mother, son, daughter, sister, brother, or spouse). This policy will apply for summer or part-time work as well as for full-time employment. A dependent of a Board member (a person more than half of whose support is obtained from a Board member) cannot be hired in the District except by consent of the Board. The spouse of a Board member cannot be employed by the District.

Business Relations

Any employee who has, or whose relative has, a substantial interest in any decision of the District shall make known this interest in the official records of the District, and shall refrain from participating in any manner as an employee in such a decision. Refrain from participating in any manner means more than just refraining from making a final decision. It means participating in any way in the process leading up to a decision. An employee with a conflict of interest must not make recommendations, give advice, or otherwise communicate in any manner with anyone involved in the decision-making process.

Vendor Relations

No employee of the District will accept gifts from any person, group, or entity doing, or desiring to do, business with the District as described in Policy DJ, Purchasing (Purchasing Ethics Policy).

District Purchases from Employees

The District must comply with competitive purchasing rules for any acquisition of goods or services from District employees regardless of the dollar amount. The District may acquire equipment, material, supplies, or services from its employees only under an award or contract let

after public competitive bidding [A.R.S. 38-503; A.G.O. I06-002]. The requirement applies to any purchase using District monies, including extracurricular activities fees, tax credit contributions, and monies held in trust by the District such as student activities monies, when a District employee acts as the vendor. Oral and written quotations do not satisfy the public competitive bidding requirements.

Employee Training and Acknowledgement of Understanding

The Governing Board may require annual employee training to ensure District conflict of interest policies are communicated to employees and acknowledged as received and understood. Each employee shall complete and sign the conflict of interest form, GBEAA-E, as determined by the District.

The District will investigate allegations of inadequate disclosure of substantial interests and/or inappropriate participation when a substantial interest may exist.

Sexual Harassment/Title IX

(Policy: ACA)

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action. All matters involving sexual harassment complaints will remain confidential to the extent possible.

(Policy: ACAA)

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The District does not discriminate on the basis of sex and is required by Title IX not to discriminate in such a manner. The District adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the District and every employee who works in the District to do so without the fear of sexual harassment.

The District accepts and shall employ the definition of sexual harassment as established by the Title IX regulations. Sexual harassment means conduct on the basis of sex that satisfies one (1) or more of the following:

- An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

- "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Confidentiality/FERPA

(Policy: JR)

Required student records (regular and special education) will be prepared in a manner consistent with state and federal laws, the requirements of the Arizona Uniform System of Financial Records (USFR) and those of the Arizona Department of Libraries, Archives and Public Records. Retention periods and disposition of records shall be as specified in the USFR, the Arizona Department of Library Archives and Public Records and relevant federal statutes and regulations. The District will comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA), the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT), and the Every Student Succeeds Act of 2015 (ESSA) in the establishment, maintenance, correction, and disposition of student records.

Ethics and Code of Conduct (GBEA, GBEA-R, GBEA-E)

All employees are expected to maintain the highest standards of professional and ethical conduct. Employees must act in the best interests of students, treat others with respect, follow District policies and applicable laws, protect confidential information, use District resources responsibly, and maintain professional relationships with students and the community. Employees are prohibited from engaging in conduct that is unlawful, disruptive, abusive, unsafe, or inconsistent with their professional responsibilities, including inappropriate relationships with students, misuse of District resources, possession of weapons without authorization, or the use of alcohol or illegal drugs while acting in an official capacity. Violations may result in disciplinary action up to and including termination. Employees are also required by law to immediately report any arrest or charge involving certain serious criminal offenses that would prevent them from holding a fingerprint clearance card.

Staff Dress Code

(Policy: GBEB-R) Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school. All Pine Strawberry School employees shall dress in a professional manner that reflects positively on their position in the community. All employees shall have an appearance that is appropriate in light of the environment in which they work and the duties of their jobs. Employees must always consider that their employment places them in the position of role models for students. The Governing Board expects the dress

and appearance of certificated and support personnel to be professional and appropriate for their job description. Dress will be considered professionally appropriate if it does not disrupt the classroom or District atmosphere.

Drug, alcohol, tobacco free workplace

(Policy: GBEC)

No employee shall violate the law or District policy in the manufacture, distribution, dispensing, possession, or use, on or in the workplace, of alcohol or any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15.

Workplace includes any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport staff members or students to and from school or school activities or on school business. Off school property, the workplace includes any school-sponsored or school-approved activity, event, or function where students or staff members are under the jurisdiction of the District. In addition, the workplace shall include all property owned, leased, or used by the District for any educational or District business purpose.

Any employee who has been convicted under any criminal drug statute for a violation occurring in the workplace, as defined above, shall notify the supervisor within five (5) days thereof that such conviction has occurred.

As a condition of employment, each employee shall abide by the terms of the District policy respecting a drug-free workplace. Any employee who violates this policy in any manner is subject to discipline, which may include, but is not limited to, dismissal.

School Internet and Work Email

Network etiquette: School staff are expected to abide by the generally acceptable rules of network etiquette.

- Be polite and use appropriate language.
- Respect privacy. Do not reveal any home addresses or personal phone numbers or personally identifiable information.
- Observe the following considerations:
 - Be brief.
 - Strive to use correct spelling and make messages easy to understand.
 - Use short and descriptive titles for articles.
 - Communicate only to known groups or persons.

Work email signatures: All PSESD work emails signatures should include the following:

- Name and Title
- Department (*if applicable*)
- Pine Strawberry Elementary School District
- School's phone number (928) 476-3283

Use of Portable Wireless Communication Devices (GBEF)

Employees are expected to use cell phones, social media, email, and other communication technologies in a professional and responsible manner. When communicating with students or parents, employees must use District-approved communication platforms and maintain appropriate professional boundaries. Employees are responsible for the content they post online and must protect student confidentiality, comply with District technology policies, and refrain from using District resources or logos for personal, political, or commercial purposes without authorization. Employees must also follow Arizona's hands-free driving laws when operating a vehicle. Misuse of technology, social media, or electronic communications may result in disciplinary action up to and including termination.

Health and Safety (GBGA)

The District is committed to providing a safe and healthy work environment for all employees. Employees are expected to follow workplace health and safety procedures, including requirements related to communicable diseases, bloodborne pathogen exposure, and universal precautions. Employees who experience a workplace exposure to blood or bodily fluids must promptly report the incident and follow required post-exposure procedures.

Retirement

Retirement: Pine Strawberry Elementary School District is governed by the laws of Arizona relating to employee retirement. Please check the Arizona State Retirement System for more information on eligibility. Employees should notify administration of their intent to retire by January 31st. For additional information on retirement please go to the Arizona State Retirement System website.

Oath of Office

Policy GCFE: Every school employee shall take and subscribe to the oath prescribed for public officers pursuant to A.R.S. 38-231. The person taking the oath shall file a copy of the acknowledged oath in the District office. The District office shall keep such copy on file as long

as the employee remains employed by the District and for a period of five (5) years after termination of employment with the District.

Fingerprint Clearance Card/IVP Card

All PSESD employees must possess/maintain a valid IVP Fingerprint Clearance Card. It is the employee's responsibility to maintain the required IVP Fingerprint Clearance Card. If the IVP Fingerprint Clearance Card is within 6 months of its expiration date, the employee should begin the renewal process. See DPS website (<https://www.azdps.gov/services/public/fingerprint>) for renewal information/process. When you receive your new DPS IVP Fingerprint Clearance Card, please submit a copy to the front office and business office.

Property Disposal

To dispose of any/all school property, complete the Request for Authorization to Dispose of District Property form and submit to the Superintendent or Director of Facilities for approval.

IT Passwords/Equipment

Purpose

Passwords are an important component of information and network security. The use of a User ID/Login and password combination serves to identify and authenticate a user to system resources and information assets. It is only through authenticated access that the enterprise can be assured that systems and data are being used appropriately. As such, passwords must be constructed, used and protected appropriately to ensure that the level of security they imply is actually met.

Scope

This policy applies to all employees and students of Pine Strawberry School District who have any form of computer or application account that requires password access. Examples of accounts include:

- Workstation (desktop/laptop/tablet)
- Network
- E-mail system
- Accounting application (Infinite Visions)
- Customer information database

Password Lifecycle Guidelines

1. Passwords used to access data classified as "Secret" or the systems that host this data will have a maximum age of one (1) month and a minimum age of one (1) month. As such, passwords must be changed every month and cannot be changed more frequently. Where the application or system can only be specified to change on the basis of a variable number of days, maximum and minimum age will be set at thirty (30) days.
2. Passwords used to access data classified as "Confidential" or the systems that host this data will have a maximum age of three (3) months and a minimum age of two (2) weeks. As such, passwords must be changed every three (3) months and cannot be changed more frequently than every two (2) weeks.

Where the application or system can only be specified to change on the basis of a variable number of days, maximum age will be set at ninety (90) days and minimum age at fourteen (14) days.

3. Passwords used to access data classified as “Private” or the systems that host this data will have a maximum age of six (6) months and a minimum age of one (1) week. As such, passwords must be changed every six (6) months and cannot be changed more frequently than every one (1) week. Where the application or system can only be specified to change on the basis of a variable number of days, maximum age will be set at one hundred and eighty (180) days and minimum age at seven (7) days. For Students there is a set standard for passwords and all student user ID/logins have restricted access.

4. Passwords are not needed to access data classified as “Public” or the systems that host this data, as long as these systems do not host data of a higher classification level and so no lifecycle guidelines need to be set.

Password Reuse Guidelines

1. Passwords used to access data classified as “Secret” or the systems that host this data may never be reused once they have expired. As such a completely new password is required at each expiry. “Completely new” is defined as having at least fifty percent (50%) of the characters different from the previous password.

2. Passwords used to access data classified as “Confidential” or the systems that host this data may be reused every sixth password. As such a completely new password is required for the first five expiries; thereafter the first password can be reused. “Completely new” is defined as having at least fifty percent (50%) of the characters different from the previous password.

3. Passwords used to access data classified as “Private” or the systems that host this data may be reused every third password. As such a completely new password is required for the first two expiries; thereafter the first password can be reused. “Completely new” is defined as having at least fifty percent (50%) of the characters different from the previous password.

4. Passwords are not needed to access data classified as “Public” or the systems that host this data, as long as these systems do not host data of a higher classification level and so no reuse guidelines need to be set.

Password Protection Guidelines

1. Passwords are to be treated as confidential information. Under no circumstances is an employee or student to give, tell, or hint at their password to another person, including IT staff, administrators, superiors, other co-workers, friends, and family members.
2. Under no circumstances will any member of the organization request a password without the request coming from both a representative of the IT department and the user’s direct manager. Should a request be made that does not conform to this standard, immediately inform both the IT department and your direct manager.
3. Passwords are not to be transmitted electronically over the unprotected Internet, such as via e-mail. However, passwords may be used to gain remote access to company resources via the company’s Virtual Private Network or SSL-protected Web site.
No employee or student is to keep an unsecured written record of his or her passwords, either on paper or in an electronic file. If it proves necessary to keep a record of a password, then it must be kept in a controlled access safe if in hardcopy form or in an encrypted file if in electronic form. Do not use the “Remember Password” feature of applications.

Passwords used to gain access to company systems are not to be used as passwords to access non-company accounts or information. Similarly, passwords used to access personal, non-work related accounts are not to be used to access company accounts.

Each application, system and data point should be protected by a different password where possible. The use of the same password to protect all access is strongly discouraged.

If an employee or student either knows or suspects that his/her password has been compromised, it must be reported to the IT Department and the password changed immediately. If the minimum aging requirement has not been met for the password, the IT department will reset the minimum aging for the account allowing the user to create a new password.

The IT Department may attempt to crack or guess users' passwords as part of its ongoing security vulnerability auditing process. If a password is cracked or guessed during one of these audits, the user will be required to change his or her password immediately.

Enforcement

Any employee or student who is found to have violated this policy may be subject to disciplinary action.