

Marshall Elementary



Faculty Handbook 2023-2024

“Coming together is the beginning,
keeping together is progress,
and working together is success.”

—Henry Ford Sr.

Welcome to a new year at Marshall Elementary School! This handbook contains information about procedures and expectations that may be helpful to both new and returning teachers. Please feel free to ask about anything that seems unclear or is not covered in the handbook. We are looking forward to a great year!

FACULTY MEETINGS

Faculty meetings will be held about every other week. All teachers are expected to attend and be on time. If you have an excused absence, you are responsible for obtaining the information from that meeting. An email will be used when possible to disseminate additional information.

FACULTY WORKROOM

The workroom is for staff use. Students are not allowed in the workroom before, during, or after school without permission of administration or office staff. The vending machines are for school staff members. Teachers may purchase pop/snacks to reward students, but students may not use the vending machines unless accompanied by an adult. Students should not be sent to the workroom for supplies.

Each teacher has a mailbox in the workroom where messages and mail will be delivered. Outgoing mail should be placed in the mailbag. Inter-school mail should be taken to the office where it will be picked up daily. A copy machine is in the workroom for faculty use. Copy machines are also located in the office, the computer lab, storeroom, and the library. They are only for staff members to use. Copy paper, construction paper, and supplies are stored in the cabinets. A refrigerator, microwave oven, and dishwasher are also in the workroom for you to use.

LESSON PLANS

Weekly lesson plans should be submitted as requested on the rotation schedule. Plans should be clear enough and detailed enough for a substitute to follow. Be sure to include the time schedule for the week. All lesson plans will be based on the school curriculum and Kansas State Standards and /or the Common Core Standards and will reflect the school improvement goals and strategies.

TEACHER WORK DAY

Teachers are required to be at school from 7:40 a.m. until 3:55 p.m unless prior administration approval has been given. Teachers have a 30-minute lunch break and a planning period every day. It is necessary that teachers return from lunch on time and planning times to ensure respect is given of other individual supervision duties. Recess and bus duties are shared on a rotating basis. You may leave the building during your plan times but please let the office staff know.

SUBSTITUTE FOLDER

Each teacher will construct and maintain an emergency substitute folder. Please have it ready no later than Friday of the first week of school. This will be kept in your room in an obvious place so that a substitute can easily find it. The folder should include your daily schedule, a current class roster, a list of students who leave the room for other classes and the times they leave and return, any health concerns that relate to students, your discipline policy, a recess duty schedule, a general outline of your daily procedures, and extra worksheets or assignments. Include any other information that will assist the substitute. Please update this information as changes are made.

STAFF-STUDENT RELATIONS

Staff members shall maintain professional relations with students, which are conducive to an effective educational environment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age of consent. Staff members shall not submit students to sexual harassment or racial harassment.

TEACHER ABSENCES

If you must miss school due to illness, please notify the office staff as early as possible. Call Rhonda at home (583-0135) after school hours in the evening, or before school from 6:30 – 7:00 a.m. After 7:00, call the school office (583-5537).

Personal leave must be pre-approved by the administration. All requests for personal, professional, or benevolent leave should be given directly to the principal for approval. Please check the negotiated agreement for policies pertaining to these leaves.

SUPERVISION OF STUDENTS

When students arrive at school in the morning, they will report to the commons area. ALL students will remain there until time to be dismissed. They will be dismissed each morning at **8:05** to go to their classrooms. You should be at your door to supervise the hall at this time, and then you should be in the classroom with the students.

At no time should students be left unsupervised. On the playground, you should stand and/or walk where you can see all students. During passing times, you should be at your door. The teacher should escort students to and from outside classes.

Students will not be left alone in the classroom, during recess, or outside classes.

PROFESSIONAL ETHICS

Within our school culture we have a strong dedication to building great leadership habits and instill that everyone has a genius and leadership abilities. We want every staff member to respect the profession that encompasses the various job duties that contribute to the education of a student. It is unprofessional to assume or imply that any teachers' discipline or teaching is more important than any other. No staff member should criticize another staff member before students, parents, outsiders, or "friends." A staff member who does this is bound to create friction, mistrust, and dissension. No staff member should criticize the school or its policies before students, parents, or those not connected with the school. Critical matters should be brought to the attention of the principal in whose office there will always be the opportunity to freely express one's opinion.

The professional relations of the staff member with his/her pupils demand the same honorable care that is required in the confidential relations of one staff member with another. The staff member, therefore, shall not disclose any information obtained in confidence from his/her pupils, unless it is for the best interest of the child and/or the public. The ethics of our profession demand loyalty in its highest sense to our school.

STAFF-COMMUNITY RELATIONSHIPS

1. Be business-like. You are engaged in the biggest business in the community.
2. Contact parents when something good happens.
3. It isn't a bad idea to go more than halfway to get along and help others.
4. Be careful not to give a citizen the idea that you consider yourself superior to them.
5. Do not be afraid to do more than is expected of you in the community.
6. The attitude toward you by the community depends largely upon your attitude toward the community.
7. Gossip is the public school's worst enemy; set your standard of character that eliminates the invitation that you will take part in it.
8. Your spoken words and actions either add to or subtract from public confidence in the school system.
9. The parents see you through the eyes of the student.
10. The public seeks out information from school employees, so be positive in your social encounters and news releases.

COMPUTERS

All staff members have access to computers and have a personal email address. Email messages are frequently sent from the office as well as from other staff members. Your email address is a district-provided service and is subject to the Accepted Use Policy. Employees have no expectation of privacy or restricted access to information on any district computers. All forms of electronic communications, including email, may be monitored at any time. Your email address is not routinely shared or publicized, but you are free to give it to anyone you choose.

Each teacher has a laptop computer and iPad in the classroom for his or her own use. This computer may be taken home and returned to school as needed. Please make sure to care for the computer in an appropriate manner. It is the employee's responsibility should the computer or iPad be damaged while in use outside of school. You have a personal password, which allows unrestricted access to files on the computer. Please do not share this password with students or allow students to work on your computer when access is unrestricted.

If you or your students have problems with a computer, email Bill Pitko, support@eurekausd389.net, with a short description of the problem. When you run out of ink for your classroom printers, email Bill for a replacement cartridge. All extra cartridges are kept in his office. Be sure to tell him the kind of printer you have and the number of the cartridge. His email is: support@eurekausd389.net

Before leaving the computer lab, make sure all headphones are put away, the printers have paper, and the students have closed and quit all programs.

Only software purchased by the district may be loaded onto district computers. Please check with the administration before putting any additional software on your computer. For further information, check the approved Accepted Use Policy for employees.

KEYS/ALARM SYSTEM

All teachers receive a key to the building and to their classroom. If you work during evenings or weekends, please lock the doors while you are in the building. Make sure you turn off lights and doors shut when you leave. Please remember to sign in and out of the building as well as check the alarm! Please note the sign-in tablet to see if the alarm does or does not need to be set due to maintenance after school hours or during non-session school days. Do not lend your keys to anyone or open the building for other people. Teachers will unlock their classroom doors each morning when they arrive at school. They will lock the doors when they leave for the day. Teachers will also need your key to re-enter the building from the playground area.

ROOM INVENTORY

Each teacher should have a complete room inventory stored on the computer. The teacher should update the inventory in August and May of each year. Add new items that have been purchased and/or delete those items that are no longer in the classroom. The inventory will be kept in the Faculty Team Drive.

ACCIDENT REPORTS

If a student has an accident on school grounds, it **MUST** be reported immediately. A report must be filled out for every accident. If the student needs medical attention, notify the nurse or the office. Please remember to keep a documented copy of the events that led to the accident.

PLAYGROUND RULES

Teachers should make sure that the students are aware of the playground rules. Teachers are responsible for seeing that the rules are followed consistently. A list of building wide rules should be posted in the classroom.

RELEASE OF STUDENTS DURING THE DAY

No student should be released to anyone, even a parent, unless that person has been to the office and obtained a release slip **or** the adult in charge has received confirmation from the office about the need to release the student. Students may not leave school during school hours unless they have a release slip.

SICK STUDENTS

Students who are obviously ill should not be at school, but they may not be sent home unless the parents have been contacted and arrangements have been made for the child. A sick child may stay with the school nurse until a guardian is available and/or the student is better and able to go back to the classroom.

If students complain of feeling ill but have no obvious symptoms, the school nurse will help make a decision about the child's illness. Each teacher should have a thermometer and cover slips to use. The office will contact parents should there arises a need for the child to be sent home. A child who has a fever should be sent home if the parents can be contacted. It is asked that all teachers and staff respect the nurse's professional judgement and directions that are given to students, parents, and staff.

FIRE/TORNADO/CRISIS PROCEDURES

Regular fire, tornado, and intruder drills are required. When the alarm sounds, all students and adults must evacuate the building and follow the proper training procedures for the drill that is occurring. Homeroom teachers on their planning time should report to the area where their students are located. All alarms must be treated as real alerts unless otherwise notified. The teacher is responsible for teaching the students the correct evacuation procedures for the corresponding alerts/alarms. The students should go to the designated areas. The teacher should count the students and make sure all are there or accounted for. Teachers are responsible for any student assigned to them at the time of the drill. Students should move quietly and quickly, without running, to the designated area and remain there until dismissed. Be sure to take a roster of students and your keys with you. Teacher should take role call and have access to student parent contacts if necessary. The use of the "Voxer" app and walkie talkies will be used by staff to help ensure everyone is exited. Teachers are required to obtain ALICE training certification yearly and use book & video resources to teach kids proper methods of safety within intruder drills.

SIT TEAM

When students experience continued difficulty in the classroom, the teacher may want to use the Student Intervention Team as a resource. Any student suspected of needing special education must go through the SIT process before testing is allowed. The first step in the SIT process is to schedule a meeting with the Title Teachers to discuss daily tiering lesson progress, progress monitoring, interventions in the classroom, behavior concerns, and student needs. After this title teacher and classroom teacher meeting: teachers will discuss the needs for proactive testing to be done and/or further referral to a formal SIT meeting to discuss other needs. Referral forms are found in the SIT Team Google Drive. Teachers, parents, or the students themselves may make referrals. The SIT committee is made up of an administrator, counselor, a special ed teacher, and 2 classroom teachers. Others may be asked to participate in the meeting depending on the needs of the child being considered. The committee meets before school, usually on a monthly basis. From time to time, the meetings may be more often if there are several students to consider.

MTSS

The Title teachers will occasionally take students out of the class to receive additional assistance with Tier II or Tier III. The current schedule for this is Monday through Thursday. This should be a time when all students receive additional reinforcement from the teacher. Ability grouping the remainder of the students will allow this to be done more effectively.

TARDIES/ABSENCES

Students are expected to be in the classroom, seated, and ready to begin the daily lessons at 8:10 a.m. Any student arriving after 8:10 must bring an admit slip from the office. No students should be in the halls, gym, or bathrooms after 8:10 unless supervised by the teacher. Students who miss up to 3 1/2 hours of school will be counted as absent for a half-day. Anything over 3 1/2 hours will be counted as a full day absent.

REPORTING OF GRADES

Teachers may have policies in place to hold students accountable for doing work and not accepting zeros. This policy would help create opportunities for students to complete work during the non-core subject time and/or after school hours to provide time and show their abilities with the skills taught. All students in grades 3 - 6 will receive letter grades of A, B, C, D, P, or F in all subjects. The ten-point scale will be used unless an IEP states otherwise. Grades PK to 2 will use a skills checklist. 3rd – 6th grade daily scores should be kept current every week and accurate within the Powerschool System. A minimum of two grades per week per subject should be submitted during the full 5 day weeks. Shorter weeks may have one grade per subject per week. Progress reports are to be sent home by all teachers at the designated times. Nine-week report cards will be prepared using the Marks computer program. Grades will be submitted to the office at specified times so that report cards may be printed. Please plan accordingly so that you will meet the deadlines for turning grades into the office.

PARENT/COMMUNITY COMMUNICATION:

In this era of accountability, it is imperative that we keep parents informed of the variety of positive educational activities that take place daily in our school. Teachers are asked to place articles concerning curriculum in their classes on the school website. We are asking that each teacher write a **minimum** of three articles for the website about a special project or class activity that you are doing. You will be asked to upload them to your grade level district website link and then email Mr. Pitko that you have an article so he can attach it to the main page. Your team of grade level/departments teachers will organize what months each of you will be responsible for to ensure each month is covered for your grade. Articles must be submitted by the calendar sign up date. Teachers that currently utilize blogs or group Facebook may continue to do so as that is another form of valid communication to your parents, community, and the world. It is also encouraged to send classroom newsletters home with parents on a regular basis. Positive open communication about your classroom is a wonderful way to showcase your efforts and build home support.

SCHOOL MEALS

All students eat lunch at school. They may bring sack lunches. The lunches must be stored in the classroom. Students who eat school lunch may not bring extra food or drink into the lunchroom. Students who require special diets must have the proper forms on file. Teachers please provide your paras with the lunch expectations document so they can help reinforce the respected social meal etiquette expectations.

Teachers will record the daily lunch count and attendance. Meal money is collected and sent to the office daily. Teachers and students may pay for their lunches through the office. Teacher meal balances should be kept current on a monthly basis. Teachers should escort their students to the lunchroom, but they are not required to eat with or supervise their class during lunch. Teachers will pick up their students from the lunchroom or meet them in the classroom at the end of the lunch period. Teachers may leave the building during lunch after letting office staff know. Lunch times are listed on the Lunch Schedule Document provided to all staff members.

TEACHER EVALUATION

New teachers will be formally evaluated each semester for the first two years. All other teachers will be formally evaluated at least, but not limited to, once every three years. Teachers who have a plan of improvement will be evaluated as stated in the plan. Informal evaluations and unannounced classroom visits may occur at any time.

USE OF TELEPHONE

Teachers have a telephone in the classroom for use during non-teaching times. Calls will still go through the office, and messages will be taken for teachers who are in class unless it is an emergency. Scheduled restroom breaks are not intended to be used for phone calls.

All classroom phones have voice mail capabilities. Teachers are encouraged to share their voice mail numbers with parents and to check for messages daily. Calls will not be transferred to a classroom during instructional time in order to keep distractions to a minimum.

Teachers should keep long-distance calls to a minimum and for student-needed purposes only. Charges for personal calls may be billed to the teacher. Students will not be called to the phone during the day, but messages will be taken and delivered to them. Please do not allow students to use the telephone unless it is absolutely necessary. Calling home to arrange social engagements is NOT considered necessary. Students will not be allowed to call when they forgot something at home. Remember, if you allow one student to call for a parent to bring a forgotten item, you will set a precedent for the rest of the class. Do not send students to the office to use the phone.

ANIMALS AT SCHOOL

If you keep any type of animal in your classroom for educational purposes, please inform the office. You must keep the animal confined, and you are responsible for all feeding and cleaning up that the animal requires. Be sure students are informed of all safety procedures in dealing with the animal. Check for student allergies before planning to bring an animal. Students may not bring any animal to school without the teacher's permission. Animals may NOT ride the bus. Parents must bring the animal to school and take it home the same day.

Animals who wander onto the playground must be kept away from the students, even if it is a familiar animal. If the animal will not leave the playground, please report it to the office so that proper authorities can be notified.

FIELD TRIPS

Please get approval from the administration before planning any activity that involves leaving the school grounds. Bus transportation will be arranged through the principal. Requests must be made using the transportation request form and must be turned in at least five days prior to the trip. Field trips should have an educational purpose in order to be justified. School board policy will determine the number of trips that are allowed by each grade. Trips that cannot be completed during school hours are not encouraged and will require special approval. Field trips may not be scheduled for the last week of school without special approval.

Teachers must have a sign-out sheet for students who do not return home from a trip with the teacher. Only parents or guardians may take the child unless permission is given prior to the trip.

REPORTING SUSPECTED ABUSE

State law requires that any employee who has reasonable cause to suspect a child has been abused or neglected must report this suspicion to the **DCF** office. You should report directly to **DCF**, the administrator, school nurse, and/or counselor. Phone contact is... **1-800-922-5330** or website contact is... www.dcf.ks.gov You should not contact the child's family or investigate the case on your own.

You should document the date, the reason for your suspicion, and the action you took in case you are contacted by **DCF**, law enforcement, or the courts.

DRESS CODE

Teachers are responsible for helping to enforce the student dress code. You may either address the problem with a student or bring it to the attention of the administrator. Guidelines for students are in the student handbook. Teachers are expected to dress appropriately and be a good example for the students. Anything that is forbidden for students to wear is not acceptable for teachers to wear. Nice Jeans are allowed to be worn on Fridays with a nice professional shirt. Stretch pants (yoga pants) should only be worn with a professional shirt that covers past the bottom and to the upper thigh area.

BEFORE/AFTER SCHOOL

Students who arrive early must report to the commons area. No one is allowed to play outside before school. Students should not be in the hallways or in any classrooms before school unless permission is given by teachers.

All students (except those belonging to staff) must leave the school grounds at dismissal time. They are not to stay and play. No children are allowed in the computer lab, gym, library, etc. after school hours. Children of staff members may use the computer lab only if you (teacher) are in the lab with them.

If you require a student to stay after school, you must notify the parents in advance and work out transportation for the student. You may not leave the building until the student has gone home.

DISCIPLINE

The teacher is expected to maintain order in the classroom. Each teacher should discuss with the class the rules, expected behavior, and consequences for misbehavior. Please make sure that your classroom rules and consequences do not conflict with the discipline plan. Teachers will be expected to handle classroom management issues in a firm, respectful, and fair manner. If you have a student who is habitually misbehaving, please communicate with the parent to discuss the issues. Please notify the administrators of flagrant/violent situations that may result in a phone call from parents and may need office consequences. Only administrators may assign a child to ISS. Please notify the administration if a child needs ISS for any reason. Do not take the child to ISS without administrator approval unless there are special circumstances.

SCHOOL COUNSELOR

The school counselor will have a schedule of classroom guidance activities. Please respect the guidance teaching time and do not be a disruption while she is teaching in your classroom. Leave the classroom if you must have a conversation to eliminate disruption. The counselor also provides small group and individual counseling sessions for students. If you believe a student may be in need of counseling, please contact Mrs. Countryman and/or fill out a counselor referral form (copies are located in the office.) Students who are already in counseling should see her according to a schedule that she will provide for the teacher.

Do not send students to the counselor's office unless they are scheduled. If you believe a student is in dire need of counseling outside the scheduled time, please call the office and make sure the counselor is available to come and pick up the child.

PERMISSION TO LEAVE CLASS

Students should be in class during class time. If you believe a student has a valid reason to leave class, you should provide a written pass, which gives the time and the destination of the student. Students who are going to a scheduled outside class do not need a pass.

EMERGENCY SITUATIONS

Each teacher has a copy of the school crisis plan. You should become familiar with the procedures established for bomb threats and other instances where students will evacuate the building and be moved to another location. If your students are outside and the situation becomes dangerous, bring them in quickly and notify the office immediately. If a lock down is announced, lock the classroom door. Keep students inside, away from the door and the windows. Be aware of any students who are out of the room and let them in quickly when they return. Keep the door locked until you are notified otherwise. **Remember to follow the ALICE procedures during the event of an intruder.**

If a crisis occurs in your classroom that is dangerous to your students, call the office or send a student for help if possible. If you have a student who has lost control and you feel that your other students are in danger, evacuate your room and send a close adult or student for help. Try to keep the out-of-control student in the classroom, but do not risk injury to yourself.

RECORDS TO MAINTAIN

Teachers will be responsible for updating each student's permanent records. The permanent records are kept in folders, which are located in the counselor's office. Teachers may check out the folders, but they should be returned to the filing cabinets and not stored in the classroom at the end of the year. The cumulative folder should contain the following:

1. Aimsweb Test results
2. Report card
3. State assessment test results
4. Kindergarten checklist/screeners as needed
5. Student Records
6. SIT record sheet if the child has been referred to the SIT team
7. Any court orders or legal papers pertaining to the child

MAINTENANCE PROBLEMS

Please let us know of things that aren't working or need to be fixed as soon as you become aware of them. If you have something that needs to be repaired, please use a maintenance form for your request. If it is something that requires immediate attention, notify the administrator, and/or the office.

SCHOOL PHONE NUMBERS

You should have a list of extension numbers for Marshall employees. If not, let the office know. Other phone numbers that you may need are the following:

Marshall Elementary: 583-5537
Marshall FAX: 583-8206
Central Office: 583-5588
High School: 583-7428

The elementary school phone system is set up to receive voice mail at any time. After school hours the system will allow direct calls to your extension number. You are encouraged to give your voice mail number to parents and students, but please do not give out your direct extension number to anyone other than your family members. The direct number will not work outside the school building during regular school hours.

EUREKA USD #389 District Policy Computer Technology Utilization

The Eureka school district provides Internet access and computer technology resources for student use. This document is the Acceptable Use Policy for use of the Eureka school district's computer resources. The Internet system has been established for limited educational purposes including classroom activities, career development, and limited high-quality, self-discovery activities. It has not been established as a public access or public forum and the Eureka school system and this school have the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system, and enforce all rules set forth in the school code and the laws of the state of Kansas. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through this school only with permission of the appropriate school staff and/or their designees.

The following uses of the Eureka school district's computer resources are unacceptable:

1. Personal Safety

- a. You will not post contact information (e.g. address, phone number) about yourself or any other person.
- b. You will not agree to meet with someone you have met online without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's data, false data or accessing another person's files.
- b. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- c. You will not use the Eureka school district's computer resources to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol engaging in criminal gang activity, threatening the safety of a person, etc.

3. System Security

- a. You are responsible for your individual access and should take all reasonable precautions to prevent others from being able to use it. Under no condition should you give your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by not attempting to download any software on this system.
- d. You will not attempt to change the parameters on any system in an effort to circumvent the filtering of Internet content or the desktop security measures employed to protect the system's resources from alteration.

4. Inappropriate Language

- a. On any and all uses of the Internet, and the district's computer resources, whether in application to public or private messages or material posted on the Web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post or retrieve information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.

5. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about yourself or another person.

6. Respecting Resource Limits

- a. You will use the computer system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. The limit on self-discovery activities is no more than 10 minutes per session.
- b. You will not download extremely large e-mail files. No downloads of software or related files should be attempted.
- c. You will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people.)
- d. You will check your e-mail (if provided) frequently, and delete unwanted messages promptly.
- e. You will subscribe to high-quality discussion group mail lists that are relevant to your education or career development only with the permission of the school district.

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize words that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher.

8. Inappropriate Access to Material

- a. You will not use the Eureka school district's computer resources to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher approval and parental knowledge in advance.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or other district employee or other person designated by the school. This will protect you against a claim of intentional violation of this policy.
- c. Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The district fully expects that you will follow your parents' instruction in this matter.

9. Your Rights

- a. Free Speech. Your right to free speech, as set forth in the school disciplinary code, applies also to your communication on the Internet. The Internet is considered a limited forum and therefore the district may restrict your right to free speech for valid educational reasons.
- b. Search and Seizure. You should expect no privacy of the contents of your personal files on the district system. Routine maintenance and monitoring of the system may lead to the discovery that you have violated this policy, the school code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation. Your parents have the right at any time to see the contents of your e-mail files. Any material in the possession of a student will be viewed in the same context as to its appropriateness for the school setting regardless of the nature of its origin. Additional consequences for the possession of inappropriate material in the school setting may be forthcoming as well as disciplinary measures described by this policy regarding the method of its retrieval. The use of the Internet is a privilege, not a right. Students violating policies pertaining to standards of conduct or Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.
- c. Due Process. The district will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted with the use of the Eureka school district's computer resources. In the event of a claim that you have violated this policy, the school disciplinary code, or the law in your usage, the usual due process procedures according to school code and/or state and federal law will be followed. Additional restrictions may be placed on your use of the district's computer resources.

The district makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information attained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the system.

The administrative staff and/or their designees may review files and monitor all student computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Teachers and administrators may monitor ongoing student Internet activity to maintain system integrity and ensure that student users are abiding by this policy and are acting responsibly. Privacy is not guaranteed.

When the system is utilized, it may feel like you can more easily break a rule and not get caught. Electronic footprints can be imprinted on the system whenever an action is performed. Therefore, the district has every intention of monitoring access, the type of material viewed, and the subsequent use of that material.

Confidentiality

See KSA 72-6214 and FERPA Requirements--Federal Law

Employees must be responsible and accountable for maintaining strict confidence with information they use or become privy to because of their jobs. It never hurts to remind ourselves of our responsibilities to students, to their parents and to each other.

I understand and acknowledge that:

1. I shall respect and maintain the confidentiality of all discussions, deliberations, and any other information generated in connection with individual students or staff.
2. It is my legal and ethical responsibility to protect the privacy, confidentiality and security of all records.
3. I shall only access or disseminate student or staff information in the performance of my assigned duties and where required by or permitted by law, and in a manner; which is consistent with officially adopted policies of USD 389.
4. I agree to discuss confidential information only in the context of support for individuals at the site of the crisis and to not discuss such information outside of the crisis site or within hearing of other people who do not have a need to know about the information.
5. I hereby acknowledge that I have read and understand the foregoing information and that my signature below signifies my agreement to comply with the above terms. In the event of a breach or threatened breach of the Confidentiality Agreement, acknowledge that USD 389 may, as applicable and as it deems appropriate, pursue disciplinary action.
6. I have read this handbook and understand the expectations for the professional duties I am assigned.

Signed: _____

(Copy/personnel file)