

Point Rock Alternative



U.S.D. 218

Faculty Handbook

2011-2012

~ Point Rock Alternative ~

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ELKHART PUBLIC SCHOOLS' MISSION STATEMENT

COMMITTED TO EXCELLENCE

Elkhart schools are committed to excellence in teaching and learning for all students, thereby providing an opportunity for all students to reach their own maximum potential. We share with our community the responsibility for the education of all students so that they will be prepared to live and work in a rapidly changing world. We will all work together to assure that every child feels important and that "Every Child Learns."

E ELKHART

L LEADERSHIP

K KNOWLEDGE

H HERITAGE

A ACCOUNTABILITY

R RESPONSIBILITY

T TECHNOLOGY

DISTRICT OUTCOMES OF ELKHART USD 218

In defining the curriculum of study for students during each year of the district's educational program, the board subscribes to the following outcomes:

1. Development of Academic Skills and Knowledge: Students will grow intellectually, creatively, think rationally, and evaluate critically.
 2. Development of Desirable Qualities and Citizenship: Students will use knowledge and skills to perpetuate and improve a democratic society and will develop a respect for the rights, opinions, values and property of others so that they may live as responsible functioning members of the community.
 3. Development of Physical and Mental Fitness: Students will develop healthy minds and bodies and acquire knowledge of beneficial leisure time activities for adulthood.
 4. Development of Life Skills: Students will learn basic life skills and engage in career exploration courses.
 5. Development of Cultural Awareness: Students will develop an awareness of and respect for the traditions and customs of various cultures.
 6. Development of Self-worth and Dignity: Students will develop a feeling of self-worth, dignity, and the skills for developing positive inter-personal relationships.
- These outcomes are based on the belief that, "**Every Child Learns,**" and that upon graduation from the Elkhart Schools, every student will have acquired an ability to function in our society.

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NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Unified School District #218 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified District #218 compliance with regulations implementing Title VI, Title IX, or Section 504 is directed to contact Nancy Crowell, Superintendent, Box 999, Elkhart, Kansas 67950, (620) 697-2195. Nancy Crowell has been designated by Unified School District #218 to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education regarding the institution's compliance with the regulations implementing Title VI, Title IX, and Section 504.

POINT ROCK ALTERNATIVE MISSION STATEMENT

The mission of Point Rock Alternative (PRA) is to provide adult learners and at risk students the opportunity to earn a high school diploma in a compassionate, flexible, non-traditional learning environment.

PROFESSIONAL ETHICS

The relationship of teachers with one another is an important factor in the morale of the office. It definitely is a factor in the overall effectiveness of each teacher. The following points should be kept in mind:

1. No teacher should discuss another teacher in any manner to anyone other than that teacher. If you have something to say about another teacher, say it to them. Anything else is unprofessional and gossip.
2. It is poor practice to criticize or discuss any student in the presence of another student, patron, or teacher other than in a professional conference. If other people do not have a need to know, then you have no right to tell.
3. When there is a problem accepting an administrative decision, the source of the decision is the best place to go to voice opinions. Teachers are advised that it is best to discuss problems and situations with the principal first. If the problem is not resolved at this level, there are procedures to follow to resolve conflict.
4. Teachers should be advised of and follow the chain-of-command in the building. The principal is the first place to go with problems. If the principal is out of the building, another administrator or teacher will be designated to be in charge. This person will be the one to decide to call the superintendent for help with situations that cannot be resolved.
5. Conduct and attitude toward coworkers greatly affects the workplace, including the productivity and welfare of everyone. Care should be taken to treat fellow teachers with attitudes and behaviors that are professional and courteous at all times.

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TEACHER CONDUCT

Teachers are role models for all students and are to conduct themselves and interact with students and parents in a positive and professional manner.

Teachers should be aware that the welfare of the students comes first and all decisions made in the school will be based on what is best for the students.

Teachers are expected to take an interest in community life and are encouraged to develop interests outside of school and education.

STAFF AND STUDENT RELATIONS - BOE Policy GAF

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

Handbook language on FACEBOOK:

School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person.~ Employees must conduct themselves in ways that do not distract from or disrupt the educational process.~ The orientation and reminders will give special emphasis to:

- improper fraternization with students using Facebook and similar internet sites or social networks
- inappropriateness of posting items with sexual content
- inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
- examples of inappropriate behavior from other districts, as behavior to avoid
- monitoring and penalties for improper use of district computers and technology
- avoid the use of the school's name and logo on a teacher's personal website
- the possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct.

The administration [may/shall] periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principal and Superintendent will bring it to the attention of the appropriate employees.

- The School Board discourages school district staff from socializing with students outside of school in person or on social networking websites, including but not limited to MySpace and Facebook.

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- All school district employees, faculty and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.
 - School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable.
 - Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes.
- Access of social networking websites for individual use during school hours is prohibited.

RESPONSIBILITIES

1. Teachers are directly responsible to the principal.
2. PRA teachers should be prepared at the beginning of each day. Learning materials should be ready in advance and located in the classroom.
3. PRA teachers will be assigned to the classroom on a rotating basis. The classroom should never be left unsupervised.
4. Teachers should stay in the office during work time. Short breaks may be taken, but permission should be obtained from the principal for the teacher to leave the school campus.
5. Teachers should familiarize themselves with subject manuals, available technologies, materials in the library and online and other learning materials that can benefit student instruction.
6. Teachers should be familiar with the student handbook.
7. Teachers should strive to keep their work areas clean and orderly. Drinks may be kept at teacher desks, but caution should be used to keep spills away from technology. Do not leave student work or information lying out as this violates a student's right to confidentiality.
8. If teachers use the kitchen area, it is expected that dishes be washed and put away. Items in the refrigerator should be cleaned out periodically.
9. Teachers are expected to handle their own discipline as much as possible. Referrals to the director or principal are for serious problems, not routine discipline situations. Teachers should use their own judgment and discretion when referring a student. Parent contact by the teacher needs to be included as part of the discipline process.

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TEACHER EXPECTATIONS

1. Immediately take steps to form and maintain relationships with students and parents. Phone calls are important.
2. Make contact with assigned students every 3 weeks and document communication on the log. Contact parents of daytime students.
3. Collaborate with other teachers and the director to complete monthly student evaluations.
4. Grade student work and provide appropriate feedback, within one week.
5. Update student grades in PowerSchool by 8:00 am each Monday morning.
6. Maintain and submit, in a timely manner, required paperwork, including time and communication logs.

MONITORING STUDENT PROGRESS

High school students

Lessons should be planned in advance. Student planners should be completed first thing each morning. The teacher's late work policy should be in writing and students should be informed of the policy. Teachers will also utilize PowerSchool to keep track of high school student progress. Grading should be completed quickly and feedback provided to students.

Adults

Every teacher will be assigned to a group of adults. It will be the teacher's responsibility to make contact with the student once every three weeks, collect work that needs to be graded, and assist the student in other ways as needed. Grading should be completed quickly and feedback provided to students.

PRA GRADING SCALE

| | |
|--------------------|---|
| 90-----100 | A |
| 80-----89.5 | B |
| 70-----79.5 | C |
| 60-----69.5 | D |
| 59.5-----and lower | F |

IMPORTANT NOTICE: A student's final average must be higher 80% or higher for credit to be issued.

CHILD ABUSE

Teachers are to report evidence of suspected physical or mental abuse or neglect inflicted upon children to the principal. The principal and teachers will work together to decide the next course of action.

IN-SCHOOL SUSPENSION

Point Rock Alternative will not utilize in-school suspension unless deemed necessary by the principal.

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STUDENT ATTENDANCE/TARDIES

Students are expected to be in school 6 hours not including lunch time, from 8:30 am – 3:00 pm. Teachers should notify the director if a student arrives late so arrangements can be made for the student to make up the time he/she missed.

ACCIDENTS AND ILLNESS

First aid supplies are in the office to take care of minor accidents. Teachers are to take precautions to protect themselves from blood-borne pathogens. Gloves are available-use them.

WORKDAY

1. The workday is from 7:40 A.M. to 3:50 P.M. unless otherwise stated or arranged.
2. Staff who are arriving late or who need to leave early are to notify the principal.
3. Lunch is open for staff.
4. Staff who need to leave the building during the day must personally notify the principal.

ABSENCES

Each teacher is credited with 10 days of sick leave at the beginning of the school year, cumulative up to 60 days maximum. Teachers should consult the negotiated agreement concerning personal and other types of leave.

Please contact the principal as soon as you can when you know you will not be at work.

Teachers are expected to complete the necessary paperwork for all types of leaves. This paperwork should be submitted to the principal prior to or immediately following the absence.

- a. Application for Leave form should be filled out if the absence is known ahead of time.
- b. Absentee Report form should be completed if the absence is not known ahead of time.

Long-Range Planned Absences: Please notify the principal as soon as you know you will be out. Arrangements will be made to help cover your responsibilities.

FLEX TIME LAST CONTRACT DAY

According to the negotiated agreement, all staff who wish to flex on the last day of the school year must meet the following requirements:

- Flex application must be pre-approved by building administrator (per negotiated agreement)
- Teacher must have flex time still available
- Time must be made up in advance since it is the last contract day
- All grades must be finished and recorded in PowerSchool
- All year-end reports must be complete
- A check out date must be set with building administrator

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FACULTY MEETINGS

Faculty meetings will be scheduled monthly or as often as deemed necessary by the principal. Normally, faculty meetings will be scheduled in the days following the regular Board of Education meeting.

TELEPHONE

Student Use of the Phone: Students are to have permission from the teacher to use the phone during class time. Students will not be called to the phone unless it is an emergency. Student use of cell phones is prohibited. (See student handbook.) **Teachers should not be on the telephone (or cell phone) while in the classroom with students.**

Faculty Use of the Phone: Personal phone calls may be made during the work day on a limited basis. If a personal long distance call must be made, please use a calling card or cell phone. Cell phone usage must be kept to a minimum and should be used for critical situations only.

TEACHER ATTIRE

Teachers are expected to dress professionally. **Students respond in a more positive manner to teachers who present themselves in a professional manner.** This means no jeans, t-shirts, or wind pants. Teachers will be allowed to wear nice jeans on Fridays. *Under no circumstances are t-shirts to be worn unless it is arranged in advance with the principal.*

TEACHER CERTIFICATION AND LICENSURE/TRANSCRIPTS

Copies of teacher transcripts and a current teaching certificate and/or license must be on file in the superintendent's office before the teacher can be paid. It is the responsibility of the teacher to meet the requirements of certification. Teachers cannot receive regular teacher pay if a certificate is allowed to expire.

REIMBURSEMENT FOR COLLEGE HOURS

Partial reimbursement for college hours is available for teachers. College hours must be approved by the Professional Development committee and the superintendent. Consult your negotiated agreement or the professional development handbook. You may also direct questions to the negotiating team or the professional development committee.

SUPPLIES/ORDERING

All purchases need to be discussed with the principal before a purchase order will be completed. If you purchase something with your own money for school and expect to be reimbursed, get permission from the principal before you make the purchase. Failure to authorize the purchase may result in you not being reimbursed.

CHECK OUT PROCEDURES

1. A check list will be provided. All areas must be cleared before you leave.
2. Maintenance requests for summer must be turned in.

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FIELD TRIPS

Field trips are encouraged as long as the trip relates to goals and objectives of the courses. Field trips involve a lot of planning and time for the sponsors. The following is a short list of things to do for a field trip. This list is not exhaustive or complete.

- A. The principal, and usually the BOE, must give approval for field trips. The teachers sponsoring a trip will need to provide the principal with a written proposal for each trip. This proposal should include: day, place, expenses, stops, and how the trip correlates to the curriculum.
- B. Parent permission forms are required for each trip. These should include all itinerary information and emergency information.
- C. Transportation requests are necessary for buses/suburbans. These need to be filled out as soon as a trip is planned and signed by the principal. Due to limited available transportation, sponsors need to be certain of their needs when the requests go in. It can be impossible to get extra cars/buses to take over-flow needs at later times.
- D. Each bus driver and suburban driver will be provided accurate roster of riders and the trip itinerary.
- E. Since field trips are an integral part of a class, all students are expected to attend, unless otherwise determined by the principal.

BUILDING SECURITY

If you are the last to leave, make sure the windows are closed, and check both front and back doors.

FIRE DRILLS

1. A fire drill will be held each month. The first drill will be announced. All others may be unannounced.
2. All occupants in the building are to exit during drills. Doors and windows are to be shut by the last person leaving a room.
3. There needs to be at least a 50 foot distance from the building.
4. Exit procedures: Staff and students will exit from the building and walk into the alley behind the school building.

TORNADO DRILLS

1. Tornado drills will be held three times a year.
2. Students shall face the wall kneeling in a protective position against the south wall in the classroom. Caution should be given to staying away from glassed areas.
3. Doors and windows are to be shut.

SAFETY PROCEDURES AND EXITS ARE POSTED IN EACH ROOM FOR BOTH DRILLS.

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CRISIS PLAN

At certain times events will occur beyond the control of school personnel which may create an emergency or crisis. Teachers shall refer to the USD 218 Crisis Management Plan booklet for proper procedures to follow.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behaviors found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

STUDENT PRIVACY RIGHTS

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with laws, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to, and including, termination.

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DRUG FREE SCHOOLS

USD 218 Board of Education Policy GAOB

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to any of the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program.
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement. This policy is not intended to change any right, duty or responsibilities in the current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

A copy of this policy shall be provided to all employees.

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DRUG FREE WORKPLACE

USD 218 Board of Education Policy GAOB

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited in the district.

As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement.

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

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WORKERS COMPENSATION

Injuries Occurring When an Employee is “Under the Influence”

The Workers' Compensation Law **clearly** states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

Recreational and Social Activities

Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

Injuries Suffered While Traveling To and From Work

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

Horseplay

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

NOTICE OF ACCIDENTS

Employees must notify the employer within 10 working days of an accident or the claim may be barred. Morton County Physicians are the designated district workman's compensation doctors.

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GRIEVANCE PROCEDURE

A. Purpose

The purpose of this grievance procedure is to provide for the orderly and expedient adjustment of a grievance for the individual professional employees of the District.

B. Definitions

- (1) A "grievance" is a complaint by a professional employee or group of professional employees based on an alleged violation, or misapplication by the school system of a law, a state regulation having the effect of law, a written contract, or a written board policy.
- (2) "Professional employee" means any person employed by the Board in a position, which requires a certificate issued by the State of Education or employed in a professional education capacity, by the Board, except administrative employees.
- (3) "Administrative employee" means any professional employee who is employed by the Board in an administrative capacity.
- (4) "Grievance panel" shall be comprised of at least five (5) professional employees who shall be selected annually by the Association, and the names of the panel members shall be submitted to the Superintendent at the commencement of each school year.

GENERAL RULES:

- (1) Since the resolving of a grievance should be expedited as much as possible, the time limits of each step of the procedure shall be regarded as maximum, and every effort should be made to use fewer than the maximum number of days. Time limits, however, may be extended by mutual agreement when circumstances justify doing so. If, however, no extension of time has been mutually agreed to and the maximum in any given step of the procedure has expired and no action has been taken by the administrative employee as provided by this procedure, then in that event, the professional employee filing the grievance may consider the decision to be adverse to his position and may proceed to the next step as provided in this grievance procedure. If the professional employee filing the grievance fails to proceed to the next step of the procedure, as provided therein within the maximum time allowed, the grievance shall be deemed to be abandoned and the procedure set forth to be waived.
- (2) To be entitled to the benefits of the procedure hereinafter outlined the professional employee must submit the grievance as provided in Step 1 within ten (10) school days of the occurrence which has given rise to the grievance.

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- (3) All documents, communications, and reports dealing with the processing of grievances shall be filed by the school system separately from the personnel files of the professional employees. The Superintendent of his designated agent or representative shall cooperate with the grievance panel in the investigation of any grievance before it and shall make available to said panel such information as the Superintendent judges to be pertinent to the issues under investigation.
- (4) Should the processing of any grievance require a teacher or his representative to be absent from his/her regular assignment, he/she shall be released without loss of pay or benefits.
- (5) Grievances filed toward the close of the school year shall be expedited insofar as reasonably possible, with the intention of completing the processing before the close of the school year. If completion cannot be accomplished, the processing will be re-established at the beginning of the new school year.
- (6) All issues and evidence upon which the professional employee intends to rely in connection with his/her grievance shall be presented to the grievance panel.

PROCEDURE:

- Step 1: A professional employee having a grievance shall discuss it with his immediate supervisor or principal with the objective of resolving the matter informally.
- Step 2: If the professional employee initiating the grievance is not satisfied with the decision at the conclusion of Step 1 and wishes to proceed further under this grievance procedure, the professional employee shall, within five (5) school days, present the grievance in writing to the grievance panel for its consideration.

All issues and evidence upon which the professional employee intends to rely in connection with the grievance shall be presented to the grievance panel in such written grievance. At the same time the written grievance is presented to the grievance panel, a copy thereof shall be delivered to the principal and the Superintendent.

Within ten (10) school days following receipt of the written grievance from the professional employee, the grievance panel shall render a decision that (1) the grievance is a valid grievance, or (2) the grievance is not valid; provided however, that the panel may request additional information concerning the grievance and shall deliver to the employee, the principal and Superintendent a copy of such request and a copy of any and all information resulting from such a request. Only such information provided within five (5) school days following the request shall be considered.

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Within ten (10) school days following the date of the requested information, the panel shall render its decision.

If the grievance panel determines that the professional employee has a valid grievance, the chairman shall so notify the employee in writing, with a copy being sent to the principal and Superintendent, and the aggrieved party may pursue his grievance by filing a written appeal of the decision at Step 1 with the principal and the Superintendent within five (5) school days after he/she has received notice of the decision of the grievance panel.

Should the grievance panel determine that the alleged grievance is not valid, the chairman should so notice the employee in writing, with a copy to the principal and the Superintendent, and this procedure is thereby terminated as to the particular grievance under consideration.

In the event no decision of the grievance panel is received within the time limits as set forth above, the grievance shall be deemed to be not valid, and this procedure shall thereby be terminated as to the particular grievance under consideration.

In the event no decision of the grievance panel is received within the time limits as set forth above, the grievance shall be deemed to be not valid, and this procedure shall thereby be terminated as to the particular grievance under consideration.

Step 3: If the matter is not resolved at Step 1 or Step 2, the grievant may state the grievance specifically in writing and present it to the supervisor or principal, and it will thereafter be considered as a formal grievance to be dealt with as hereinafter provided. Within (5) school days after the written grievance is presented to him/her, the supervisor or the principal shall render a decision thereon in writing and present it to the professional employee, with a copy being sent to the Superintendent.

If in the opinion of the supervisor or principal he/she feels he/she does not have the proper authority to render a decision on this matter, he/she shall state as much in his/her written response and thus let the grievance move to the next step of the grievance procedure.

Step 4: Within five (5) school days after receipt of the appeal filed by the professional employee at the conclusion of Step 3, the Superintendent or his/her duly authorized representative shall hold a closed hearing with the certified employee, and his/her

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representative, if any, and the chairman of the grievance panel. The Superintendent or his/her designated representative shall have the right to request the attendance at such hearing of any other persons he/she deems necessary to assure proper and expedient disposition of the grievance.

The Superintendent or his/her designated representative shall render a decision in writing to the professional employee and chairman of the grievance panel within five (5) school days after the conclusion of the hearing.

Step 5: Within ten (10) days after receiving the decision of the Superintendent an appeal from the decision may be made to the Board of Education. It shall be in writing and accompanied by a copy of the decision at level four.

At the next regularly scheduled Board meeting or no later than thirty (30) days after receiving the appeal, the Board shall hold a hearing on the grievance. All those persons listed at level four have a right to participate at this level.

Within ten (10) days after the hearing, the Board shall communicate its decisions in writing to the employee.

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ASBESTOS

Dear Parents, Employees, and Patrons:

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

Elkhart USD 218 has had all our buildings inspected by Thompson Environmental Consultants from Liberal, Kansas. The contract with Thompson included planning, inspection, and the management plan. They have found asbestos at the elementary, the middle school, the high school, and the Fowler Field House.

The only asbestos in the elementary building is floor tile in the gym. This floor tile is classified as non-friable (cannot be easily crumbled) and therefore can be “managed” without removal.

The middle school has non-friable asbestos tile, which is covered by carpet and therefore can be “managed” without removal. The mudded joints to the broiler in the custodial room also contained non-friable asbestos. These have been wrapped and can also be “managed” without removal. This broiler is no longer in use.

The high school also has non-friable asbestos in the floor tile throughout the building, which is also covered by carpet and can be “managed” without removal. In the Industrial Arts woodshop the flex connector in the heating duct to control vibration also contains non-friable asbestos. This connector is wrapped and therefore can be “managed” without removal.

There are two areas in the Fowler Field House, which has non-friable asbestos. It was located in the entryway of the old gym and in the health room. These too can be “managed” without removal.

Our district has appointed Andy Bane to be our “designated person” for supervising, inspecting, and removing, if necessary, any asbestos within our buildings.

Each building and the district office have a copy of the “management plan”. This plan is available for your inspection should you feel any need to examine it. We intend to fully comply with all relevant EPA and OSHA regulations in order that our children and employees will not be endangered. We will also keep you advised of any actions we may take regarding asbestos in any of our school buildings. In the meantime, if you have any questions or concerns, please convey them to myself or Andy Bane at USD 218.

Respectfully,

Nancy Crowell, Superintendent

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USD #218 EMPLOYEE TECHNOLOGY USE HANDBOOK

New technology is always on the horizon. An attempt to identify all technologies and list possible misuses of them is impossible. Therefore, throughout this technology handbook, the term "technology" will be used to reference all existing and new devices or systems that are now used or that will be invented in the future. Such technologies now include computers, handheld devices, cell phones, iPods, and digital cameras. What is to come is unknown. The policies and procedures in this handbook all apply to any form of technology whether it is specifically mentioned or not.

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action.

Computers are provided for faculty to use to complete work-related duties. Therefore, personal computers should not be brought to school. Cell phones and other technologies should be used only in emergencies and should never interfere with the learning environment.

Children's Internet Protection Act– The district shall implement the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act. This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal communication Commission forms as required.

DISCIPLINARY ACTION RELATED TO MISUSE OF TECHNOLOGY

Employee failure to abide by the Acceptable Use Policy may result in disciplinary action following disciplinary procedures established in the district with the following qualifications:

1. Employee misuse of the system is defined in the Acceptable Use Policy. The definitions therein are not exclusive. If an employee is clever enough to invent a new way of misusing technology, and it is reasonable that the employee would know what he/she is doing is improper, the employee may nonetheless be disciplined.
2. Employee use of the district's technology is a privilege granted to employees by the district, not a legal right. Since it is a privilege, the district may restrict any employee's use of technology or the net system if the employee abuses that privilege.

Disciplinary Action

Consequences for the violation of the Acceptable Use Policy will be determined by the employee's supervisor and the superintendent, and may include, but are not limited to, a verbal warning, loss of technology privileges, or termination of employment.

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TECHNOLOGY USE

Use of District and Personal Technology

- **Use of District Technology/Privacy Rights:**

Computer systems are for educational and professional use by district employees only. All information created by staff and students shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violations of this policy.

Copyright: Software acquired by staff using either district or personal funds, and installed on district technology, must comply with copyright laws. Proof of purchase (copy or original) must be available upon request.

Installation: No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The network administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Employees shall not install software on district computers or computer systems.

Hardware: Employees shall not install unapproved hardware on district computers or make changes to software settings that support district hardware.

- **Use of Personal Technology**

Computers are provided for employees to use to complete work-related duties. Therefore, personal computers should not be brought to school. Cell phones and other technologies should be used only in emergencies and should never interfere with the learning environment.

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TECHNOLOGY USE

Technology Materials

Audits: The network administrator may conduct periodic audits of software installed on district equipment to verify legitimate use.

Privacy Rights: Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.

Ownership of Employee/Student-Produced Computer Materials: Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

“NETIQUETTE” ON THE INTERNET

All users of the USD #218 technology and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. These rules of behavior include, but are not limited to, the following:

1. Be polite. Do not write or send abusive messages to others.
2. Use appropriate language. Do not swear, use vulgarity, or any inappropriate language.
3. Do not reveal your personal address or phone numbers or those of others.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. All communications and information accessible via the network should be assumed to be private property which is subject to copyright laws.
6. Do not place unlawful information on any network system.
7. Keep paragraphs and messages short and to the point. Focus on one subject per message.
8. Do not use the network in such a way that would disrupt the use of the network by other users (i.e., downloading very large files during prime time, sending mass e-mail messages).
9. Adult patrons, visitors, or other guests allowed network access are serving as ambassadors and representatives of the district. Conduct and message content on the network should positively reflect on the district's reputation.

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POLICY FOR ACCEPTABLE USE OF TECHNOLOGY AND NETWORKS

The following policy for acceptable use of technology and networks (including e-mail, all software, video and digital equipment, and the Internet) shall apply to all district administrators, faculty, staff, and students.

1. The user shall not erase, change, rename, or make unusable anyone's computer files, programs, or disks (except for authorized staff members).
2. The user shall not let other persons use his/her name, logon, password, or files for any reason (except for authorized staff members).
3. The user shall not use or try to discover another's password or in any way access another person's e-mail or other files (except for authorized staff members).
4. The user shall not change any file that does not belong to the user.
5. The user shall not falsify his identity to others.
6. The user shall not use district school technology or networks for any non-instructional or non-administrative purpose (i.e., games or activities for personal use).
7. The user shall not use technology for unlawful purposes, such as illegal copying or installation of software.
8. The user shall not copy, change, or transfer any software or documentation provided by district schools, teachers, or other students without permission.
9. The user shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, Trojan Horse, or similar name.
10. The user shall not deliberately use technology to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access, send or create any obscene or objectionable information, language, or images.
11. The user shall not intentionally damage the technology, the network system, damage information belonging to others, misuse system resources, or allow others to misuse system software.
12. The user shall not tamper with computers, networks, printers, or other associated equipment, except as directed by the teacher.
13. The user shall not circumvent security measures on school or remote computers or networks.
14. The user desiring to take home technology equipment (hardware or software) must first have an Acceptable Use agreement on file and signed agreeing to the terms. Any take-home technology shall be used in the same manner as if it were at school. Technology equipment will only be checked out at the end of the school day and must be returned before school begins the next morning.
15. All information on any school or district network is considered property of USD #218 unless specified by law, students and staff shall have no expectation of privacy for any information created, stored, or used on any district computer system.
16. The user shall not use the technology or network in ways that violate federal, state, or local statutes.
17. While resources should be consulted for various assignments, words or ideas cannot be copied directly and they should be properly cited, with credit given to the original authors. Images taken from another source must also be cited properly. (Plagiarism)

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KANSAS COMPUTER CRIME LAW

K.S.A. 21-3755. COMPUTER CRIME; CRIMINAL COMPUTER ACCESS.

- (a) As used in this section, the following words and phrases shall have the meaning respectively ascribed thereto:
- (1) “**Access**” means to approach, instruct, communicate with, store data in, retrieve data from, or otherwise make use of any resources of a computer, computer system, or computer network.
 - (2) “**Computer**” means an electronic device which performs work using programmed instruction and which has one or more of the capabilities of storage, logic, arithmetic, or communication and includes all input, output, processing, storage, software, or communication facilities which are connected or related to such a device in a system or network.
 - (3) “**Computer Network**” means the interconnection of communication lines, including microwave or other means of electronic communication, with a computer through remote terminals, or a complex consisting of two or more interconnected computers.
 - (4) “**Computer Program**” means a series of instructions or statements in a form acceptable to a computer which permits the functioning of a computer system in a manner designed to provide appropriate products from such computer systems.
 - (5) “**Computer Software**” means computer programs, procedures, and associated documentation concerned with the operation of a computer system.
 - (6) “**Computer System**” means a set of related computer equipment or devices and computer software which may be connected or unconnected.
 - (7) “**Financial Instrument**” means any check, draft, money order, certificate of deposit, letter of credit, bill of exchange, credit card, debit card, or marketable security.
 - (8) “**Property**” includes, but is not limited to, financial instruments, information, electronically produced or stored data, supporting documentation, and computer software in either machine or human readable form.
 - (9) “**Services**” includes, but is not limited to, computer time, data processing and storage functions and other uses of a computer, computer system, or computer network to perform useful work.
 - (10) “**Supporting Documentation**” includes, but is not limited to, all documentation used in the construction, classification, implementation, use or modification of computer software, computer programs, or data.

COMPUTER CRIME IS:

- (1) Intentionally, and without authorization, gaining or attempting to gain access to and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network, or any other property.
- (2) Using a computer, computer system, computer network or any other property, for the use of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services, or any other thing of value by means of false or fraudulent pretense or representation;

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21-3755 (Con't.)

- (3) Intentionally exceeding the limits of authorization and damaging, modifying, altering, destroying, copying, disclosing, or taking possession of a computer, computer system, computer network, or any other property.
- (c)(1) Computer crime which causes a loss of the value of less than \$500 is a **class A nonperson misdemeanor**.
- (2) Computer crime which causes a loss of the value of at least \$500, but less than \$25,000, is a **severity level 9, nonperson felony**.
- (3) Computer crime which causes a loss of the value of \$25,000 or more is a **severity level 7, nonperson felony**.
- (d) In any prosecution from computer crime, it is a defense that the property or services were appropriated openly and avowedly under a claim of title held in good faith.
- (e) Criminal computer access is intentionally, fraudulently, and without authorization, gaining or attempting to gain access to any computer, computer system, computer network, or to any computer software, program, documentation, data or property contained in a computer, computer system, or computer network. Criminal computer access is a **class A nonperson misdemeanor**.
- (f) This section shall be part of, and supplemental to, the Kansas criminal code.

History: L. 1985, ch. 108, s 1; L. 1992, ch. 298, s 51; L. 1993, ch. 291, s 93; L. 1994, ch. 291, s 34; July 1.

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ACCEPTABLE USE OF TECHNOLOGY AND NETWORKS EMPLOYEE'S AGREEMENT

In order to make sure that all members of the district community understand and agree to these rules of conduct, the district asks that you as an employee sign the following:

Acceptable Use of Technology

I agree not to hold USD #218 Public Schools, or any of its employees, or any of the institutions or networks providing access to networks, responsible for the performance of the system or the content or costs of any material accessed through it. As a district employee, I have read the terms and conditions for Elkhart Schools' technology use and Internet access. I understand that this free access is designed for educational purposes. However, I also recognize that it is impossible to restrict access to all controversial materials, and I will not hold Elkhart Schools responsible for materials acquired or sent via the network.

I agree to abide by the Acceptable Use of Technology policies.

District Technology Checkout

I sign this form as a condition of checking out technology to take home as needed for academic and professional use. I assume responsibility for any damage to and responsibility for, the repair and/or replacement of the technology while it is in my custody. I assume responsibility for any unauthorized use of the technology while it is in my custody and will supervise its use to see that the technology is used only for academic and/or professional purposes. I will assume responsibility to pay for any damage, repair, and/or replacement for any damage done to district hardware which may result from my use of the technology. I will assume responsibility to pay for any damage, repair, and/or replacement for any damage done to district software which may result from a virus introduced as a result of my use of the technology. I will not add, remove, or copy any programs, software, or information in a manner which may violate copyright laws. I have reviewed the Kansas law included in the acceptable use policy.

I agree to abide by the District Technology Checkout policy

Release of Material on the Internet

I hereby give my consent to, and authorize publication on the district computer system of any work product made by me or publication of any school photograph in which I may appear. I realize any person or persons may view the web site on which my work product or image may appear. By signing this form, I agree to release and forever discharge Elkhart school, its agents, servants and employees, members of the USD #218 School Board and its members, from any and all claims, demands, losses, damages, costs, expenses, and attorney's fees growing out of, caused by, or arising in any manner out of the posting, publication, or use of my work product or image on the district's computer system.

I agree to allow the publication of my work and/or image on the district computer system.

I do NOT agree to allow the publication of my image on the district computer system.

Employee's Signature: _____ Date: _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use.