



Galena High School

Staff Handbook

USD 499 Mission Statement

Provide a safe environment while preparing students for success

Balanced Assessment System

Use data to inform instruction

Quality Instruction

High expectations

Structured Literacy

Read and Speak Effectively

Standard Alignment

Standard and Resource

| Galena High School Staff | | Teaching Position |
|--------------------------|-------------|---------------------------------|
| Makayla | Anderson | District Nurse |
| Blake | Arehart | HS/MS Strength and Conditioning |
| Barbara | Beard | HS ELA |
| Randy | Brooks | HS Math |
| Ken | Cook | HS Science |
| Danielle | Cruse | K-12 Art |
| Jamie | Davis | MS/HS Shop |
| JC | Dawes | HS Health/PE/Financial Literacy |
| Andrea | Dinkel | MS/HS Band |
| Danna | Daniel | HS Tech |
| Becky | Davis | K-12 Library Para-Professional |
| Kaylee | Denton | HS SPED |
| Amber | Hardesty | HS/MS LCS |
| Noah | Francis | Assistant Principal |
| Ashley | Groves | HS Business |
| Stacey | Harmon | Credit Recovery |
| Derik | Hunt | HS History |
| Brad | Krouse | 9-12 Counselor |
| Kristi | Martin | Administrative Assistant |
| Matt | Meyr | MS/HS Math |
| Diana | Moss | MS/HS Social Studies |
| Sara | Osibun | Special Education |
| Paige | Pate | HS Spanish |
| Cory | Perry | Fitness Coordinator/MS/HS PE/AD |
| Gabby | Roberts | HS FACS |
| Beau | Sarwinski | Principal |
| Preston | Scarrow | HS PE |
| Jessica | Shank | HS ELA |
| Sydney | Shannon | MS/HS Choir |
| Zach | Shockey | HS Social Studies |
| Dagen | Worthington | HS Science |

BOARD MEETING AGENDA AND BOARD POLICY

Items which teachers desire to be on the board meeting agenda must be approved by the Principal, including but not limited to field trips, attendance at seminars/conferences, and purchase orders/requisitions. Items must be submitted in time to reach the Central Office no later than the Wednesday **noon** preceding the Monday board meeting.

Please note: Information not found in this handbook (or in the student handbook) is covered in the USD 499 Galena Board of Education policy manual. Please consult the board policy manual to review board policy relating to employer/employee relations, benefits, responsibilities, and compensation.

Checking Attendance

The instructor must check attendance at the beginning of each class period including seminar. DO NOT delegate this responsibility to a student. Submit the names of students who are either tardy or absent to the office using Power school within the first 10 minutes of class. Please notify the office before dismissal time if any corrections need to be made to your attendance records. For example, if a student is absent and they come in tardy, the record needs to be corrected..

Record of Attendance

Each teacher must keep an accurate and up-to-date record of attendance of each pupil.. Tardiness' shall be interpreted as not being in the room when the bell rings.

CHILD SAFETY

USD 499 is a safe environment for students and every employee is responsible to do the best they can to keep the middle school and high school a safe place. It is important that all staff look out for and be concerned about the general welfare of all students. Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental, or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Department of Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. It is recommended that the building administrator also be notified after the report is made.

District employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove the child has been abused or neglected.

The 24-hour toll-free telephone number for reporting child abuse or endangerment cases to the Kansas Department of Children and Families is 1-800-922-5330.

CLASSROOMS

For security purposes, teachers are responsible for locking classroom doors when they leave for the day, even if the rooms have not been cleaned

EVALUATION AND PROFESSIONAL DEVELOPMENT

Certified staff members will be evaluated according to school board policy and procedures outlined in the "USD 499 Evaluation Handbook." Staff members being evaluated for the school year will sign and have on file an "Evaluation Notification" the first week of school. The USD 499 Staff Evaluation instrument is to be used collaboratively by administration and staff to promote professional growth. The evaluation process is designed to work in conjunction with the USD 499 Professional Development Plan.

FIELD TRIPS

All field trips or other learning activities outside of classroom activities, such as guest speakers, flexible scheduling, or assemblies, must be approved (by administration) prior to use by the classroom teacher. Field trips may be approved by the principal when reasonable education objectives can be established. Advance requests for field trips including transportation and other resource needs shall be submitted to the principal well in advance of the activity.

1st Semester Finals Exemptions

- Students must have all semester A's or B's
- Students must not be chronically absent
 - Can't miss 9 or more days

2nd Semester Finals Exemptions

- 9th: Grade:
 - Spring Star Reading and Math Scores in the 50th% tile or higher to be determined
- 10th Grade:
 - KAP Math and Reading scores totaling 5 or higher
 - *If KAP is not back then: Spring Star Reading and Math Scores in the 50th% tile or higher to be determined*
- 11th Grade:
 - ACT composite score 21 or higher
 - ACT WorkKeys Scaled Score 80 or higher, (Level 5 or higher)
 - KAP Science 3 or higher
- 9th - 12th:
 - Students must have all semester A's or B's
 - Students must not be chronically absent
 - Can't miss 9 or more days

Semester Testing Procedure for the High School

Grades will be averaged as follows:

1. 9-week daily work grade
2. 9-week averages of all grades
3. 1 and 2 will determine grade for the first quarter
4. 2nd 9-week daily work grade
5. 2nd 9-week average of all grades
6. 4 and 5 will determine the grade for the 2nd quarter
7. The percentage of score earned for the first (1) and second (2) nine week grading period will be averaged to determine the semester grade.
8. The daily work grades and daily test grades will represent 90% and the 18-week test grades will represent 10% in determining the semester grade.

This procedure shall be used for both semesters of the school year.

Test Taking Procedure

Comprehensive semester tests will be given over a 2–3-day period during the 18th week of each grading period.

Period Between Classes

All teachers are responsible to ensure students clear the corridors promptly in their classroom area and to monitor any misbehavior anywhere on school premises.. Teachers should stand near the classroom doorway between classes and greet each student as they enter the room.

Tardiness

If a student is not in the classroom when the tardy bell rings, they will be considered tardy. The teacher will admit the student after recording the tardy. Discipline for excessive tardiness will be outlined in the discipline grid; excessive tardiness will be reported to the Department of Children and Families (DCF) and the County Attorney.

No student should be excused from school after their arrival on school property without a note.. If a parent wants a student excused from class for an appointment, please refer them to the office. Students must have a pass slip from the office to leave the campus.

Excusing Students During Class Period

Once a class period begins, there should be very few passes given.. If a student is ill, please send them to the office. Students should be in their enrolled classes unless other arrangements have been made with the office.

The interval in-between classes should provide students with ample time to use the restroom. Exceptions should be considered on an individual basis. **Student time-on-task should be the focus for the entire class period.** The student planner is the hall pass. There is a pager in the back of the planner for this purpose. If a student is out of class and does not have a signed pass, they will be sent back to class.

Teacher Arrival and Dismissal

Each teacher is required to be on campus before 7:40 a.m. and remain on campus until 3:30 p.m. (please use the school clock). Teachers who desire to leave the building before 3:30 p.m. must have permission from the building principal and fill out a leave early form. Please be in your hallway by 7:50 a.m. and remain near your rooms until 3:15 p.m. unless you have other duties. Please lock your doors upon leaving.

Use of Keys

Possession of a building key is a privilege.. Under no circumstances should a teacher lend a building key to anyone. Any key requests should be referred to the office. Room, desk, and cabinet keys are furnished for each teacher. These should be kept in the teacher's possession and not given to anyone.

Parking

Faculty and students should not park south of the building. Those needing to load or unload supplies may do so but then the vehicle must be removed and parked on the north side of the building.

Mailboxes

Please check your mailbox daily.

Fundraising Activities

All fundraising activities must be approved by the principal.. Orders to companies must be submitted through the superintendent's office to ensure proper payment of invoices. Please seek innovative and appropriate fundraisers.

Injuries

If an injury occurs, please fill out an accident report immediately and provide an accurate description of the . An accident form must be completed for any student injuries or accidents that occur in the classroom or on the athletic field.

Purchase Orders

No purchase should be made or charged without first securing authorization.. You need to work within the building budget. Your principal will submit any requisitions for necessary supplies or materials to the Superintendent of Schools, who in turn will authorize any purchases made. Please always abide by this policy.

Substitutes for Teachers

A teacher who finds it necessary to be absent from school should notify Allison Henderson as early as possible before the morning of the absence.

Telephone Calls - Long Distance Calls

Do not use the school phones to make personal calls without the use of a calling card or reversing the charges to your personal phone. Is reversing the charges even still possible? During school hours, messages will be recorded and delivered if appropriate.

Cell Phone Policy

Cell Phones: Staff members shall not use a cellular device while students are present in the classroom (or while attending a school-sponsored activity on or off school property while supervising students), unless the staff member has been assigned a device by the administration for job-related use, or the staff member is serving as an active member of a volunteer firefighting organization or volunteer emergency medical service organization. Limited use to deal with family emergencies is permitted.

Before & After School and Noon Hour Supervision

A duty roster for before and after school supervision will be provided. Students should not enter the building before 7:20 a.m. unless there is threatening weather, or they are eating breakfast in the commons. Also, bus students must report to the commons.

1. Students can enter the building at 7:20 a.m. The school breakfast program will begin between 7:20 and 7:30. Before 7:55 students should enter the building through the front door. Students should not go to a teacher's classroom without permission from the teacher.
2. Please stand outside your classroom door so you can see the hall and your room.
3. Teachers should be by the classroom door when the bell rings with students sitting down. (Teachers dismiss the students. Remember, to supervise the classroom.)

School Lunch Program

Students will eat on campus. Maintaining an atmosphere that is relaxed but orderly is expected.. Teachers are encouraged to eat with the students.

Locking of classroom

All instructors are required to lock classroom doors during noontime and upon leaving the building to prevent damage or loss of school and personal property.

Leaving the Classroom

Do not leave your room without adequate supervision. If it is necessary to leave the class, arrange for a staff member to supervise your classroom..

Transportation Requests

All requests for transportation must be approved by the principal. . We will clear it with the district calendar and submit the request to Ms. Thompson.

Change in Enrollment

Schedules will not be changed unless the student is new, or the requested change is initiated by staff.

JFC Graduation

All students who have completed the requirements for graduation are allowed to participate in graduation exercises unless participation is denied. In emergency situations, either the high school principal or superintendent will make such determinations.

Assemblies

All teachers are expected to attend assemblies and sit with the students.

Assistance of Disabled Students

In case of an evacuation, each teacher will be responsible for assisting any disabled student to the nearest accessible exit or safe refuge area. Each building administrator will be responsible for assisting any disabled visitor to the nearest accessible exit or safe area. Disabled individuals will be assisted to the S.E. corner of the teachers' parking lot north of the high school.

Calendar

The official school calendar is maintained in the office. This calendar will be subject to change with the approval of the administration. Anything placed on the calendar must be approved. State, district, and conference activities will have priority. Contracted agreements come next; everything else will be placed on the calendar on a first come first serve basis. Sponsors are expected to resolve any student scheduling after consulting the official calendar to avoid students being forced to make a choice. Calendar The semester calendar must be approved by the office.

Room Cleanliness

While it is the responsibility of the custodian to clean your room, it is your responsibility to keep them in order. Proper organization is essential. Tops of desks should be kept clean and neat. Do not tolerate students marking on their desks. Require students to clean and pick up after themselves each period..

Janitorial/Maintenance Request Form

Please fill out your request for maintenance or janitorial needs on the proper form.

Transfer Credit

The Board of Education will permit the transfer of a maximum of three (3) units of credit from an accredited high school offering summer courses, or correspondence course credit from state colleges or universities toward meeting the units required for graduation from Galena High School.

U.S.D. #499 may provide instructional programming for identified at-risk students. Students enrolled will be expected to meet all course requirements, counseling sessions, etc. set forth by the selection team. A maximum of three (3) units of credit will be counted towards graduation requirements unless additional credits are approved by the board.

A transfer student's withdrawal grades will be averaged with USD 499's grades to arrive at the most accurate grade to prevent unfair treatment.

Grade Scale: Galena High School

| <u>New</u> | | | | | | | | | |
|------------|-------------|-----------|----------------|---------------|-------------|-------------|---------------|-----------------|-------------|
| Grade | Description | Grade Pts | Alt. Grade Pts | Counts in GPA | Added Value | Grad Credit | Teacher Scale | Cut-off Percent | Grade Value |
| <u>A</u> | A | 4.000 | 0.000 | Yes | Yes | Yes | Yes | 94 | 0.5 |
| <u>A-</u> | A- | 4.000 | 0.000 | Yes | Yes | Yes | Yes | 90 | 0.5 |
| <u>B+</u> | B+ | 3.000 | 0.000 | Yes | Yes | Yes | Yes | 87 | 0.5 |
| <u>B</u> | B | 3.000 | 0.000 | Yes | Yes | Yes | Yes | 84 | 0.5 |
| <u>B-</u> | B- | 3.000 | 0.000 | Yes | Yes | Yes | Yes | 80 | 0.5 |
| <u>C+</u> | C+ | 2.000 | 0.000 | Yes | Yes | Yes | Yes | 77 | 0.5 |
| <u>C</u> | C | 2.000 | 0.000 | Yes | Yes | Yes | Yes | 74 | 0.5 |
| <u>C-</u> | C- | 2.000 | 0.000 | Yes | Yes | Yes | Yes | 70 | 0.5 |
| <u>D+</u> | D+ | 1.000 | 0.000 | Yes | Yes | Yes | Yes | 67 | 0.5 |
| <u>D</u> | D | 1.000 | 0.000 | Yes | Yes | Yes | Yes | 64 | 0.5 |
| <u>D-</u> | D- | 1.000 | 0.000 | Yes | Yes | Yes | Yes | 60 | 0.5 |
| <u>F</u> | Fail | 0.000 | 0.000 | Yes | | | Yes | 0 | 0 |
| <u>I</u> | Incomplete | 0.000 | 0.000 | | | | Yes | 0 | 0 |
| <u>NC</u> | No Credit | 0.000 | 0.000 | | | | Yes | 0 | 0 |
| <u>P</u> | Pass | 0.000 | 0.000 | | | Yes | Yes | 0 | 0.5 |

Faculty Meetings

Faculty meetings will be held, as needed.

Activity Trips

1. Respect the place you are visiting and the people who are responsible for that place.
2. Set definite times, standards, and expectations.
3. Be where the students are.
4. Students will load and unload only when the sponsor is present.
5. Students will not load the bus until the activity is over and all students are ready to board the bus with the sponsor.
6. Groups requesting the bus will be responsible for any damage to the bus.
7. Be sure your request for transportation is timely and has reached the Transportation Director at least one day prior to the trip.

Nurse

Students who become ill in a classroom should be sent to the office with a pass from the teacher. The student will then be given permission to see the nurse. Teachers are allowed to send the student to the nurse with a pass. In an emergency, call the office or send for help.

Book Rental Program

USD 499 has a book rental program and all staff members are responsible to supervise students in the proper use of books. Please report any unnecessary marking or defacing of books to the office.

Care of Equipment

The Board of Education strives to provide needed equipment and supplies. Please supervise students in the proper use of all equipment and supplies. Defacing lockers and desktops is prohibited.

Grade Books

Use the following guidelines:

1. We are fully computerized, and all grades should be completed on PowerSchool.
2. When you enter daily grades, save your work early and often, as this will help you avoid losing your grades.
3. Follow all directions provided for each quarter as you prepare your grades.
4. Update grades a minimum of once a week.

Food and Drink in the Classroom

Teachers should not eat or drink in the classroom while students are present unless it is in a cup or bottle with a lid.

Scheduled Classroom Visits

Every attempt will be made to adhere to an agreed upon schedule. If conflict arises, and they surely will, the visit will need to be rescheduled as near the original as possible.

Lesson Plans

Lesson plans are required. It is important to be prepared every day. These plans are subject to review at any time. The minimum requirement is as follows:

1. Your daily indicator(s) will be posted in your room and called to the attention of students each period of instruction.
2. Substitute teacher lesson plans are required and must be in place before an absence.
3. Lesson plans must be written to gainfully engage all students.

Eligibility for Interscholastic Activities

When checking the eligibility of any student for an interscholastic activity, please refer to the following scholarship rule listed in the Kansas High School Activities Association . “The student shall have an average of passing grades in at least five (5) subjects of unit weight from the beginning of the semester to the close of the week immediately preceding the activity in which he participates.” The student must also have a parent signed “Substance Abuse Consent Form” agreeing to abide by the rules of the “Substance Abuse Policy.”

Discipline

1. Principals are here to help.. Before sending a student to the office, utilize your classroom discipline consequences to change or redirect student behavior..
2. The principal’s major responsibility in student discipline situations is to create a safe and orderly environment conducive to learning...just as you are responsible for the safe and orderly environment in your classroom. The principal can be helpful on an individual basis by –counseling a student—imposing student d discipline —arranging a conference with a teacher, parents, etc. Please feel free to discuss your student discipline concerns with the principal before they become more serious..
3. Always inform the parents and principal when sending a student to the office. It is important for the student to know that when they arrive at the principal’s office, that complete and current information about the student’s attitudes and activities has preceded them and the principal and parents are already aware of the problem.. *The minimum requirement is a referral and a phone call home*
4. If a situation demands immediate removal of a student from class, send them to the office, please notify the office while the student is on their way. The principal needs to know why the student has been sent to the office..

Emergency Plans

Review USD 499’s , crisis plans and what your role is. It requires all employees to provide a safe environment for students in a crisis.

Be Who You Say You Are

Students are expected to be on time, be prepared, dress appropriately, respect each other, plan their future, participate, and do their best. Please be positive role models regarding these student expectations..

GAOA Drug Free Workplace

The Board believes 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, providing, selling or use of a controlled substance is prohibited in the district.

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

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 the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action. 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 a 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 personnel actions which may be taken under existing board policies or the negotiated agreement.

The Board believes 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.

GAOB Drug Free Schools

The unlawful possession, use, 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. (CF. LDD)

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 shall be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy shall be subject to any or all the following:

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

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.

If it is agreed that an employee shall enter and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the employee.. A list of available programs along with the names and addresses of a contact person for the program is on file with the board clerk.

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

A copy of this policy and a list of available drug and alcohol counseling programs is available to employees.

Emergency Procedures

Intruder on Campus/Lockdown Procedures

The best emergency procedure is to prevent bad situations before they escalate into a major problem. To do this, the following steps should be taken:

- 1. Be observant- Notice what is going on around the building and campus.*
- 2. Greet and offer help to any visitor. (Please direct all visitors to the office)*
- 3. Be visible. (Stand at your door in the hallway between classes)*
- 4. Be always alert to potentially dangerous situations.*

In the event an intruder is in the building or on the campus:

- 1. Contact the office either via email, by note, or phone call. An acknowledgement will be sent to the teachers.*
- 2. If the office determines an emergency exists, a message will be sent over the intercom: Follow the ALICE Training Procedure*

Alcohol and Drug Abuse Resource Directory

Spring River Mental Health and Wellness Center
6610 SE Quakerville Rd.
Riverton, Kansas 66770
(620) 848-2300

Supervision Schedule

The High School supervision schedule includes the commons area, the parking lot, the outside eating area, PAC area, lower hall area, and the north entry. People on duty should use the following time schedule for supervision.

| | |
|----------------|--|
| Before School: | 7:40 a.m. – 8:00 a.m. |
| Lunch: | HS 12:17p.m. – 12:48 p.m, 12:48p.m.-1:10p.m. |
| After School: | 3:10 p.m. – 3:20 p.m. |

Commons Area

1. This area needs to be monitored closely to assure it stays clean and safe. If you are on duty in this area, please remain there the entire time unless some else is designated to cover the area. .
2. Students coming into the commons from the outside must stay inside.
3. Students may leave by the east or south doors. Students should not be allowed to sit in the cafeteria/library/hallway. Students needing to leave the commons before school must be working with a teacher.

Parking Lot

1. Students or non-students are not allowed to park or “hang-out” in the parking lot during lunch period.
2. Please inform the office if someone is driving recklessly or operating a vehicle carelessly.
3. Parking for students is west of the PAC and west of the blue poles separating the area north of the PAC from the student parking lot.
4. Students are not allowed in any area outside the school before school and during lunch, unless, they are using the designated outside eating area. Students may only be in the commons the cafeteria, or the new addition gym/walking track

The Administration will handle lunchroom supervision in the commons and cafeteria, except when additional coverage is needed. In addition to the assigned supervision schedule, staff are responsible to supervise their immediate area between class changes. (Please be where the students are)

The purpose for supervision is to prevent accidents and minimize liability. Please be on duty during your assigned times. Be responsible and act to enforce proper student behavior whenever you are at school or a school sponsored activity.

When family members are involved with discipline issues, whether it is staff or students, another person, either an administrator or counselor will conduct the interview and investigate the matter.

Galena Unified School District 499 Staff Acceptable Use Policy

Network

1. The purpose of the Galena USD 499 primary computer network is to promote the exchange of information to further education and research and is consistent with the mission of Galena USD 499.
2. The network is not for private or commercial business use, political or religious purposes.
3. Any use of the network for illegal activity is prohibited.
4. Use of the network to access obscene, pornographic, or dangerous material is prohibited.
5. Sending material likely to be offensive or objectionable to recipients is prohibited.
6. Using programs that harass other network users or infiltrate a computing system and/or damage the software is prohibited.
7. Users will make the most efficient use of network resources to minimize interference with others.
8. Any use of the network that accesses outside resources must conform to their "Acceptable Use Policy."
9. Subscriptions to Listservs, subscriptions, and on-line services must be pre-approved by the district.
10. All non-school provided devices will not be allowed on the Galena USD 499 primary network. Non-school provided devices can access the Galena Guest network. Devices that are non-school issued that are connected to the District's primary network, will be blacklisted from all network access.

Security

11. Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
12. Users may not share their account with anyone or leave the account open or unattended.
13. Users will keep all accounts and passwords confidential and not accessible to others.
14. Users are responsible for managing the storage, backup, and retrieval of their data.

Software

15. Users are responsible to take precautions to prevent viruses and malware on Galena USD 499's equipment that they use.
16. The illegal installation of copyrighted software or files for use on district computers is prohibited.
17. The District Technology Staff is to install or approve the installation of any software or apps on district digital resources.

E-Mail

18. E-mail is provided for the purpose of exchanging information consistent with the mission of Galena USD 499.
19. The District e-mail shall not be used for private or commercial offerings of products or services for sale or to solicit products or services.
20. E-mail shall not be used for political or religious purposes.
21. E-mail messages are subject to the district's review at any time.
22. The District e-mail is not intended for personal use. Any and all transaction conducted via the District's Domain name can be subjected to review for a legal inquiry.
23. In the event of misuse of e-mail for any reason, the District reserves the right to lock the user's account until the issue of misuse has been resolved.

Social Media: Any and all social media use by District staff must be used to promote the exchange of information to further education and research and is consistent with the mission of Galena USD 499. Private and/or direct two-way communications between students and faculty and staff via non-board of education approved social media is prohibited by state law. Please refer to Kansas HB 2299 for additional social media requirements and expectations.

Bring Your Own Device (BYOD): The Galena USD 499 School District feels that it is essential that the District provides any and all necessary technology to support the mission of the District. Due to ever present on-line security issues, viruses, malware, and a wide array of software licensing and compatibility issues we as a District do not encourage employees to bring personal technology devices to school for prolonged use on the District's primary network. In the event of special circumstances in which an employee needs access to the District's primary network, please consult with the District Technology Director or District Network Administrator. Outside entities that require access to the internet are free to use the District's Guest Network.

District Software Compliance: The Director of Technology and Network Administrator will be responsible for purchasing, allocating, and installing all District owned software. Privately owned and personal software will not be allowed on district devices.

Property Rights: The district has the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Equipment purchased by the district belongs solely to the district and neither employees, volunteers, nor students in the district have ownership rights to any equipment loaned to them by the district.

Data Security: The district assumes no responsibility or liability if data stored on district equipment is lost or damaged.

False Entry/Alteration: No student, volunteer, or district employee shall make any false entry or alteration of any document, either paper or electronic used in connection with the operation of any school within the district nor shall any student open or alter official school

documents or private documents, either paper or electronic.

Enforcements: The district shall rigorously uphold laws pertaining to the use of technological equipment and the information contained on them and/or generated by its use. Anyone found to be violating such laws shall be subject to suit for civil damages as well as prosecuted by the district to the full extent of the law.

On-Line Services: Any abuse of on-line services such as pornography, illicit material, dangerous topics, or any material not congruent with the mission of Galena USD 499 will result in the loss of on-line privileges and may result in criminal prosecution.

Policy Administration: Interpretation, application, and modification of this Acceptable Use Policy is within the sole discretion of Galena USD 499. Any questions or issues regarding this policy should be directed to Galena USD 499 administration.

You must agree to these terms and conditions in order to access District digital and network resources. By providing digital consent you are agreeing to these terms and conditions.