

MSAD #59
Annual Employee Notifications
&
Acknowledgement

Please read each of the following Annual Employee Notifications: Located on District Website:
<https://www.sad59.k12.me.us/departments/district-administration>

1. [Annual Sexual Harassment Notice](#)
2. [Policy GCSA - Employee Computer and Internet Use](#)
3. [Policy GCSA - Employee Computer and Internet Use Rules](#)
4. [Policy JRA-E - Annual Notice of Student Education Records and Information Rights](#)
5. [Policy JKAA - Use of Physical Restraint and Seclusion](#)

Once you have read each of these notifications, please go to the last page of this document, entitled **MSAD #59 Annual Employee Notification Acknowledgment**, and print off the acknowledgment page only (Page 2)

Once you have printed off the **MSAD #59 Annual Employee Notification Acknowledgment**, print your name at the top then check off each annual notification indicating you have read and agree to each notification, then sign and date the form.

Once the acknowledgment form is complete, please submit it to the office in your building to be filed.

**MSAD #59 Annual Employee Notification Acknowledgments
For 2023-2024 School Year**

Employee Name: _____
Print Name Clearly

Annual Sexual Harassment Notice

_____ I have read and understand the MSAD #59 Notification of Sexual Harassment

_____ I have questions I would like answered

**Employee Computer/Internet Use
Acknowledgment Form**

_____ I have read policy GCSA - Employee Computer and Internet Use and and GCSA-R - Employee Computer and Internet Use Rules and understand their terms and conditions.

**Acknowledgement of Training
Family Education Right to Privacy Act
(FERPA)**

_____ I hereby acknowledge that I have received from said employer, on the date written below, training regarding Family Education Right to Privacy Act (FERPA).

**Use of Physical Restraint and Seclusion
Acknowledgment Form**

_____ I have read policy JKAA - Use of Physical Restraint and Seclusion and understand its terms and conditions.

Signed

Date

Each employee needs to print off this acknowledge form,
check off the annual notification indicating that they have read and agree to each one,
then sign and date the form.

Once this form is complete, please submit it to the office in your building to be filed.