**AVAILABILITY OF K-6 STUDENT/PARENT HANDBOOK ONLINE**

The 2016-2017 K-4 Student/Parent Handbook of Scribner-Snyder Community Schools is available on the internet. Go to the school webpage at [http://www.sstrojans.org/](http://www.sstrojans.org/%20) and click the “Resources, Forms and Handbooks” icon.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the Handbook rather than a paper copy. Using the internet to access the Handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please complete and return this form by **August 21, 2016**. This will allow us time to get the Handbook to all students and parents who prefer a paper copy while avoiding the necessity of printing more copies of the Handbooks than necessary.

**□ Thank you for providing the 2016-2017 K-6 Student/Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**

**□ I prefer a paper copy of the K-6 Student/Parent Handbook.**

Name

**RECEIPT OF 2016-2017 K-6 STUDENT/PARENT HANDBOOK**

This signed receipt acknowledges receipt of the 2016-2017 K-6 Parent/Student Handbook of Scribner-Snyder Community Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the district’s policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to responding to harassment or discrimination. The parent/guardian and student signing below are giving permission for Scribner-Snyder Community Schools to place student photographs, artwork, writing, or other projects on the web site.

Drug-free schools statement: receipt shall also serve to demonstrate that you as parent or guardian of a student attending Scribner-Snyder Community Schools have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulation. This notice is being provided to you pursuant to the Safe and Drug-Free Schools Law and 34 C.F.R. Part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

Date Date

Student’s Signature Parent or Legal Guardian’s Signature

Student(s) Grade Level(s)

Return to: Debra Wegner

**AVAILABILITY OF 7-12 STUDENT/PARENT HANDBOOK ONLINE**

The 2016-2017 7-12 Student/Parent Handbook of Scribner-Snyder Community Schools is available on the internet. Go to the school webpage at [http://www.sstrojans.org/](http://www.sstrojans.org/%20) and click the “Resources, Forms, Handbooks” icon.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the Handbook rather than a paper copy. Using the internet to access the Handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please complete and return this form by **August 21, 2016**. This will allow us time to get the Handbook to all students and parents who prefer a paper copy while avoiding the necessity of printing more copies of the Handbooks than necessary.

**□ Thank you for providing the 2016-2017 7-12 Student/Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**

**□ I prefer a paper copy of the 7-12 Student/Parent Handbook.**

Name

**RECEIPT OF 2016-2017 7-12 STUDENT/PARENT HANDBOOK**

This signed receipt acknowledges receipt of the 2016-2017 7-12 Parent/Student Handbook of Scribner-Snyder Community Schools. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the district’s policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to responding to harassment or discrimination. The parent/guardian and student signing below are giving permission for Scribner-Snyder Community Schools to place student photographs, artwork, writing, or other projects on the web site.

Drug-free schools statement: receipt shall also serve to demonstrate that you as parent or guardian of a student attending Scribner-Snyder Community Schools have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulation. This notice is being provided to you pursuant to the Safe and Drug-Free Schools Law and 34 C.F.R. Part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on this receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

Date Date

Student’s Signature Parent or Legal Guardian’s Signature

Student(s) Grade Level(s)

Return to: Shelly Schulenberg

**AVAILABILITY OF CLASSIFIED HANDBOOK ONLINE**

The 2016-2017 Classified Handbook is available on the internet. Go to the school webpage at [http://www.sstrojans.org/](http://www.sstrojans.org/%20) and click the “Resources, Forms and Handbooks” icon.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2016-2017 Classified Handbook rather than a paper copy. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please complete and return this form by **August 21, 2016**. This will allow us time to get the Handbook to Classifieds who prefer a paper copy while avoiding the necessity of printing more copies of the Handbooks than necessary.

**□ Thank you for providing the 2016-2017 Classified Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**

**□ I prefer a paper copy of the Handbook.**

Name

**RECEIPT OF THE 2016-2017 CLASSIFIED HANDBOOK OF THE SCRIBNER-SNYDER COMMUNITY SCHOOLS**

This signed receipt acknowledges receipt of the 2016-2017 Classified Employee Handbook of Scribner-Snyder Community Schools. This receipt acknowledges that it is understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, a drug-free workplace notice, and the District’s anti-discrimination and harassment policies, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date:

**AVAILABILITY OF TEACHER HANDBOOK ONLINE**

The 2016-2017 Teacher Handbook is available on the internet. Go to the school webpage at [http://www.sstrojans.org/](http://www.sstrojans.org/%20) and click the “Resources, Forms and Handbooks” icon.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2016-2017 Teacher Handbook rather than a paper copy. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please complete and return this form by **August 21, 2016**. This will allow us time to get the Handbook to teachers who prefer a paper copy while avoiding the necessity of printing more copies of the Handbooks than necessary.

**□ Thank you for providing the 2014-2015 Teacher Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**

**□ I prefer a paper copy of the Handbook.**

Name

**RECEIPT OF THE 2013-2014 TEACHER HANDBOOK OF THE**

**SCRIBNER-SNYDER COMMUNITY SCHOOLS**

This signed receipt acknowledges receipt of the 2016-2017 Teacher Handbook of Scribner-Snyder Community Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, a drug-free workplace notice, and the District’s anti-discrimination and harassment policies, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment and discrimination.

Date: