

2025-2026  
Faculty Handbook



Scribner-Snyder  
Community Schools

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## **PHILOSOPHY AND BELIEFS, DISCRIMINATION POLICY**

As a certified staff member of the Scribner-Snyder Community Schools be aware that the school belongs to patrons of the district. As a staff member one of our primary goals is to help our students reach their individual potentials.

The mission of the Scribner-Snyder Community School system is to develop individuals who function at their full potential and who look forward to rich, productive and satisfying lives. The attainment of jobs, homes, families, and places in community life will give them the opportunity to serve their fellow man.

Through instructional leadership, the Scribner-Snyder Community School system will provide the students with a safe and orderly environment that enhances a school-wide emphasis on basic skills to prepare the student for a responsible role in society. Teachers and staff members with high expectations believe that all students can and will learn. A program of continuous assessment of student progress will prepare and present a relevant and challenging curriculum that will meet individual student needs, interest, and abilities. The Scribner-Snyder Community Schools strive to develop in the individual student basic competencies, self-confidence, respect for others, and a love of learning.

**The Code of Ethics of Scribner-Snyder Community School is recommended by the NEA.**  
They are as follows:

1. The primary obligation of the teaching profession is to guide children, young adults in the pursuit of knowledge and skills, to prepare them to become happy, useful, self-supporting citizens. The ultimate strength of the nation lies in the social responsibility of the individual American.
2. The members of the teaching profession share with parents the task of shaping each student's purpose and acts toward socially accepted ends. The effectiveness of many methods of teaching is dependent upon a cooperative relationship with the home.
3. The teaching profession occupies a position of public trust involving not only the individual teacher's personal conduct, but also the interaction of the school and

community. Education is most effective when these many relationships operate in a friendly, cooperative, and constructive manner.

4. The members of the teaching profession have inescapable obligations that are nearly always shared employer-employee responsibilities based upon mutual respect and good faith.
5. The teaching profession is distinguished from many other occupations by the uniqueness and quality of the professional relationship among all teachers. Community support and respect are influenced by the standards of teachers and their attitude toward teaching and other teachers.

**As a staff member we hold the beliefs that:**

1. All persons have equal worth and dignity.
2. Every individual has the inherent right to an education commensurate with his/her abilities.
3. The commitment of student, staff, parents, and patrons determine quality of education.
4. Learning is a life-long process.
5. Educators are role models.
6. Education will support the democratic system.
7. Education will lead to a rewarding use of leisure time and an awareness of physical and mental wellness.
8. Every person can learn.
9. The quality of education must not be compromised by cost.
10. Education in a rural setting is rewarding and satisfying.
11. Education will strengthen the moral character of the individual.
12. Each person has the opportunity for success.
13. Education will give an awareness of individual cultures.
14. Education will help prepare people for productive and rewarding vocations.
15. Each individual should be challenged to develop their talents to their fullest potential.

**Notice of Nondiscrimination**

The Scribner-Snyder Community School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Megan Stock, Art Teacher; 400 Pebble St, Scribner, NE 68057, 402.664.2568, [mstock@sstrojans.org](mailto:mstock@sstrojans.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination

laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

## **1.0) RESPONSIBILITIES AND DUTIES OF TEACHERS OF TEACHERS**

### **1.1) Pre-1<sup>st</sup> Day Obligations:**

- a) All certificates must be registered with the Superintendent. If you have been issued a new certificate, it must be registered.
- b) The following must be on record in the Business Manager's office:
  - ◆Teaching certificate
  - ◆Transcripts of current classes and grades
  - ◆Withholding exemption certificate Form W-4
  - ◆Social Security Number
  - ◆Phone Number, Address
  - ◆Retirement registration number
  - ◆Withholding dues and insurance authorization forms
- c) Each teacher should check out from the Superintendent a set of keys for his/her room and the building (swipe cards). Teachers are held responsible for these keys/swipe cards and must safeguard them at all times.
- d) Prepare your room by:
  - ◆Checking teacher editions and becoming acquainted with them.
  - ◆Setting up tentative plans of courses so behavioral objectives can be reached.
  - ◆Checking inventories (for your own protection and meeting of needs of the class). The use of technology, including your laptop computers, should be implemented on a daily basis. SSCS expects our teachers to be committed to use all the technology the district has purchased as a way to enhance the educational experience of our students.
  - ◆Acquainting yourself with the library, and reference materials.

### **1.2) Duty Hours:**

Regular teacher hours will begin 15 minutes before classes convene for the day at 7:45 a.m. and end at 4:00 p.m. on normal days (Monday-Thursday). On Fridays, staff may leave after school as soon as all the students have cleared the building. If it is necessary for you to leave before 4:00 p.m. permission must be secured from the administrator through personal contact. Permission will only be granted for viable reasons.

Duties relating to summer time activities, before/after regular duty hours, or related to coaching/sponsoring events are very important. Staff not attending these types of activities or events is not an option. Since staff members are role models, and typically lead these types of activities, we expect our employees to be diligent and professional with fulfilling these responsibilities.

Furthermore, we expect our coaches/sponsors/staff to take our students, or student-athletes, to and from these activities. We also expect our staff and students to travel as a group in a school vehicle. Starting back in the 2018-19 school year, students/parents may sign a transportation waiver that allows the student to transport themselves when allowed.

If for some reason a student/staff member can't travel with the group we expect individuals to clear this with the administration, or ride to or from the event with a parent/guardian. When students ride with their parent/guardian written permission must be completed prior to them doing this. Additional requests dealing with sports/extra-curricular events/practices should be cleared by the athletic director or administration.

### **1.3) Supervision/Discipline:**

It's critical that our entire staff takes the supervision of our students seriously. Simply stated with the standard of reasonable care. With this in mind students need to have adult supervision at all times and in all places. This includes times when a teacher has to leave his/her room for just a few minutes; if this happens we expect you to have another staff step into your room during your absence. As stated above, we require teachers to keep their classroom door locked when they're not in their room to supervise students

We also expect staff members to be visible in the hallways between passing times and to be "active supervisors". This means that we want staff members to address the inappropriate behaviors as they're happening. It is our opinion that student discipline is the responsibility of the entire staff, with only serious matters being referred to the Principal. Please follow the change of command with dealing with discipline issues.

Elementary teachers, or the classroom aides, are responsible to escort their students to all classes. Please be on time to drop off, or pick-up, your students during the school day. Exceptions to this rule would be for students using the restroom in the same building.

In general, we expect students to serve detentions after school unless other arrangements have been made. If you have students staying in for detentions we expect the teacher to have direct supervision over these students. If you have other meetings during these times, please do not allow kids to be in your classroom unsupervised. We'd like to reserve the time before school (7:45 a.m. – 8:00 a.m.) for students seeking extra assistance.

### **1.4) Required Reports/Procedures:**

All Staff:

- a) Administrative Directives – Administrative directives are given for a reason. We try our best not to micromanage the school environment, however, there will be times when areas of concern arise. When directives are given it is critical that all staff members take them seriously and the directive remains a priority in your classroom/school from the time the directive was given. It is unacceptable to follow the directive for a given period of time and then regress back to not following them as the school year continues.
- b) Emails – Staff are required to check their email on a daily basis. We also ask that you occasionally check your email in the summer as well. We understand you're not on contract time, however, at times important issues or announcements happen during the summer months.

With general emails to the whole staff you're not expected to respond to the message. However, when emails are directed to a particular person or persons we expect you to acknowledge you've received the email either by emailing the sender a return message, or with face to face follow-up. It is unprofessional, and unacceptable, for staff members to ignore or refuse to respond to an email directed at you.

- c) Lesson Plans – Lesson plans should be made on a weekly basis. A copy of this document should be submitted to the Principal by 10:00 a.m. on Monday mornings (hard copy or emailed). However, if a staff member has their lesson plans posted on Canvas or Planbook, these documents will not have to be submitted. Starting in the 2022-2023 school year, teachers will need to cross reference the state standard you're covering in your lesson and expect the number of these standards to be included on your weekly lesson plans.
- d) Substitute Lesson Plans for Planned Absences/Seating Chart – In the event staff members have planned absences from school we expect teachers to have detailed lesson plans ready for the substitute. These lesson plans should be very thorough with detailed instructions for the substitute to follow for each subject/period they will be covering. The lesson plans should also have enough materials to keep the students busy for the entire period. When lesson plans are inadequate, and students have down time, often times discipline referrals occur or students use their laptops inappropriately. These plans should either be left in your classroom, on your desk, or emailed/submitted to the Principal/secretaries in the elementary or high school office. Teachers should also leave a period by period seating chart so the sub knows if a student is missing and is sitting in the correct spot.
- e) Lesson Plans on Sick Days – If a staff member calls in sick we still expect teachers to provide their substitute with detailed lesson plans (as outline in section d above). When this occurs the staff member will be required to either email the Principal/secretary these plans, or they will need to come to school and leave such plans on their teacher's desk. If the illness makes it impossible to do this we will be using your emergency sub plans.
- f) Emergency Sub Plans - Emergency lesson plans should be developed in the event a teacher's absence is unplanned and leaves them no time to prepare proper substitute

lesson plans. Please turn your emergency plans into the elementary or high school offices. These plans are due one week after the start of the school year.

- g) PowerSchool Gradebook - Grades on PowerSchool are also due by 10:00 a.m. on Monday morning. It is critical that teachers keep their PowerSchool gradebook up to date on a weekly basis. We've had some concerns about teachers not keeping their gradebooks up to date. We purposely have set this deadline for Mondays, because we understand that some teachers may have to use the weekend to get some assignments graded. If you're having problems accessing the internet/PowerSchool please let the Principal know about these problems. Teachers are expected to have their grades updated even if they're absent from school on a Friday or Monday. We also expect teachers to have at least 3 grades entered for each subject on a weekly basis; if for some reason you feel you can't do this please speak to the Principal.
- h) High Academic Expectations (Follow TEACH Pyramid) – Having high academic expectations means that students are held to a high standard of personal performance. When we have kids fail our classes, or don't graduate, it is a direct reflection on our school district. We encourage teachers to be proactive with students when they're doing poorly in their class; this includes having personal communications with the child's parents or guardians. We expect our teachers to be committed to doing everything in their power to help our students do well. Students should not be allowed to turn in incomplete, or inadequate work. Students earning high GPAs in the classroom should also be expected to do well on standardized tests, or on the ACT. This correlation is critical.  
  
APL will be part of our new teaching model. If you have received APL training, you are expected to use the strategies during your instruction. You will be evaluated based on your use of the instructional strategies.
- i) Acadience, NSCAS, Map, and IXL Testing – These items are important measurements of our student's abilities; please make sure you make these resources a priority in your classroom.
- j) Multi-cultural Reports- All teachers are expected to complete 2 Multi-Cultural Reports, one per semester. Once completed, these reports need to be given to the Principal.
- k) Check Out Sheets - Textbook orders, classroom inventories, and other required items are due before you check out for the summer. Check out sheets will be available in both offices the last week of school.
- l) Chain of Command – Staff planning special events, fundraisers, or implementing new curricular programs must seek approval from the administration.
- m) Staff having access or control to posting items on the school's social media sites (i.e. – school web page/site, school's Facebook site, etc.) should also have direct control and oversight of students before they're allowed to post items on said sites.

#### Elementary Items:

- a) Conflicts with Extras – Elementary staff are not guaranteed “extra” classes on days when conflicts arise. Attempts will be made to reschedule extras, however, in cases when the extra class is unable to be rescheduled, additional time can be used for instruction or an extra recess. Teachers are allowed 200 minutes of plan time per week. This time will be considered when rescheduling.

Extra classes will generally start on the 2nd day of school at the beginning of the school year unless a different directive from the administration has been given. Extra teachers should be prepared and ready to teach all classes.

- b) Elementary Friday Folders -We expect all elementary teachers to send home weekly communications through the students’ Friday Folders or the Remind app. Special communications (i.e.- non-school communications, etc.) should be cleared through the administration before being sent home.
- c) Chain of Command – With day to day situations happening in the elementary buildings teachers and staff need to follow the chain of command (para/staff – teacher – principal – superintendent).
- d) Elementary teachers or aides are responsible to escort their students to all classes. We ask staff members to be punctual dropping off and picking up the students.

#### High School Items:

- a) Canvas – All Middle and HS teachers will be expected to put all their curriculum on the Canvas System. This system will allow students to access their daily lessons over the internet. The goal of having everyone use this system is for students to be able to continue completing their work even on the days they can’t be in school whether the absence is due to illness, or is school related.

Teachers are expected to use the calendar function on Canvas. This allows students to see upcoming and completed assignments.

- b) Ex-CEL Program - (Excellent- Commitment for Educational Learning)

#### Canvas/Ex-CEL Program:

- c) Canvas – All Middle and HS teachers will be expected to put all their curriculum on the Canvas System. This system will allow students to access their daily lessons over the internet. The goal of having everyone use this system is for students to be able to continue completing their work even on the days they can’t be in school whether the absence is due to illness, or is school related.
- d) EX-CEL Program - (Excellent- Commitment for Educational Learning)

Goal: Change the culture academically and increase students' expectation of students in grades 7-12

- 1.) Increase test/assessment scores at all grade levels (measurable)
- 2.) Decrease the number of students on the ineligibility list (measurable)

### Student Expectations

Work turned in completed and on time

1. Teachers check Canvas at the end of the period/students submit what they have done.
2. If not, enough work is completed at the end of the period by the student (determined by teacher) the student will be given a work session after school to get the work completed to a certain point or to complete the work. Coaches can ask kids to report to work in the morning and during Trojan Time.
3. Students need to submit work when completed in the evening or resubmit the following day – before or by class time.
4. Teachers design lessons so the majority or all work can be done in class.
5. With long term projects, teachers will set daily or periodic due dates detailing how far along a student must be on a specified day. If the student does not meet these deadlines they need to be assigned a work session after/before school to get caught up.
6. Late work will have a 15 % deduction on the first day. Second day, grade what is turned in or a zero if not started. This grade will remain - no chance to make it up generally speaking (use common sense).

Quality of Work

- 1.) Grades on PowerSchool:

Grades will be updated at a minimum of twice a week including by 10:00 a.m. every Monday of the week and grades on PowerSchool and will need to be updated one other day of the week which is the choice of the teacher (must let students know when the second day will be).

- 2.) Redo Policy:

Daily Work - It is up to the teacher if students have to redo daily work – with the teachers checking student work at the end of the period they should be seeing if the student used their class time wisely and did quality work. If not, they should be assigned a work session after school/morning to complete their work appropriately. Reminder: 3-5 grades per week (weighted how you want).

Test/Quizzes

- If a student fails a test/quiz - teachers have the choice to let students retest or not. If the student is given a chance to take it over and chooses not to that's their decision.

- Students have 3 days to make arrangements with the teacher to retest.
- Retest grade on tests/quizzes will be determined by the average of original grade and the retest grade.

#### Use of class time

1. Active learning – Teacher/student interact positively during class.
2. Teacher will check the student's progress at the end of the period (apply #1 and #2 above under "Work turned in completed and on time")
3. Reminder that students should not have laptops open (unless told), use head buds (unless allowed), or have other apps open (unless appropriate).
4. Student should use study/class time wisely - staying on task/working on the assignment at hand.

#### Respect

1. Follow teachers' rules and treat everyone with kindness and respect.
2. Limit redirects - give appropriate consequences for disrespectful behavior.
3. Limit casual conversations from peer to peer/teacher to peer.
  - a. Form Returned to the HS Office – Detentions, Recovery, and Failing Student Assistant Program forms should be filled out by a staff member and given to a student when warranted. Please make a copy of these sheets and give them to the Principal. If the student forgets to get the sheet signed, fails to return the document the following day, or does not show up for the consequence, please refer them to the Principal. These forms are due to the HS office before school the following day; please remind students about this procedure/rule.
  - b. If forms are not returned the parents will be required to come to school and sign these documents before the student is allowed to leave school (the Principal will take care of this matter and additional consequence if need be). Students who don't show up for detentions, or the failing assistant program, may also have additional consequences.
- e) Activity Sheets - When a student knows they're going to be gone for a school activity they're required to have each teacher sign off on a yellow activity sheet. Staff members are not required to sign a student out of a class if the student is failing, doing poorly in your class, or has missing homework.
- f) Down and Failing Slips – Down and failing slips will begin the 3<sup>rd</sup> week of the quarter and will end during the 9<sup>th</sup> week. Students earning either a "D" – 77% - 70% or a "F" – grades below a 70% will receive down or failing slip. Teachers are expected to submit down and failing slips even if they have a planned absence. These slips will be mailed to the student's parents or guardians. Students failing a class(es) will not be permitted to play in games/performances during that week, but will be permitted to practice. If the grade remains at a failing level the second week they will not be permitted to practice either.

Also, a down and failing list will be created by the Principal or designee and will be given to each staff member; it will be the coach's or sponsor's responsibility to notify the students who are ineligible to participate in school activities, or practices.

Middle and high school teachers who have failing students are required to report to Recovery (designated area) during Trojan Time to provide assistance to students who are failing. The teacher and student will report until the student is no longer failing.

- g) Daily Announcements/Pledge of Allegiance – Middle and HS staff members are required to verbally read the daily announcements to your students each day at the beginning of 3<sup>rd</sup> period. By reading this information both the staff and students will gain valuable insights to deadlines and events happening in our school. After the reading of the announcement teachers will lead their class in reciting the Pledge of Allegiance. Students are not required to participate in this activity.
- h) No Food or Drink – Middle and high school students should not be allowed to have food or drinks in the classroom after 8:00 a.m. (Grab –N- Go Breakfast) unless the event/activity is approved by the Principal.
- i) Electronic Devices – Teachers are to collect cell phones when students enter the classroom. Students are allowed to have cell phones when doing an educational activity in the classroom.
- j) Inappropriate Dress/ Lounging Around the Room – Jr. High and high school students are not allowed to wear stocking caps, sunglasses, hoodies, bandannas, etc. in the classroom. Also, students should not be allowed to lounge around the room. During formal instruction students are expected to be seated in an appropriate manner with good posture. Students should not be allowed to lay their heads on their desks, or not give the teacher good eye contact.

### **1.5) Parent-Teacher Conferences:**

Parent-Teacher Conference times are designated as mandatory attendance by all teachers. Please schedule all personal events around these days/times.

### **1.6) Faculty Meetings:**

The frequency and the agenda of all faculty meetings will be determined by the need for such meetings in coordinating school activities and in working toward the objectives set up for the instructional program. Punctual attendance at staff meetings is appreciated. If you can't attend the meetings, please let the Principal know.

### **1.7) Covering Classes:**

At times you will be asked to cover classes for another teacher. When this is during your planning time you will be reimbursed as per the negotiated agreement.

### **1.8) Planning Time:**

North Central guidelines suggest 200 minutes per week for planning time. At times the days are shortened and planning times will be adjusted accordingly. Planning time should be spent professionally and not personally.

### **1.9) Special Education:**

Scribner-Snyder Community Schools provides special education services to qualified students. Determining qualification and the student's program is a team process that must involve school personnel and parents.

It is required of teachers to report any student difficulties in your classroom to the Problem Solving Team. Upon notification, the PST team will meet to offer suggestions deemed appropriate to resolving the problem. The PST process is mandated. Although PST in itself is not a part of the special education process, it is a prerequisite to that process. Although it is recommended that the team meets 4-6 times before students are tested there may be times when the team feels the MDT needs to happen in a timelier fashion.

If you have a student in your classroom that is having academic problems, and a PST, MDT or IEP meeting is scheduled, your attendance at these meetings are mandatory. If you have a conflict in your schedule and can't attend a meeting you must be excused by the SPED Director. If this happens you will be required to fill out a form allowing you to have input in the meeting without being present. If you need to leave a meeting earlier, staff members must seek permission to leave said meeting by the parent/guardian of the student.

Parents/Guardians must also be invited to all PST, MDT and IEP meetings and we'll do our best to try to accommodate parent /guardian schedules. While your schedule is given consideration, meetings must sometimes be held very early in the morning, later in the afternoon, or in the evening to accommodate parents. Again, your attendance at these meetings are mandatory. If this happens, staff members are still required to attend these meeting even if it's outside your regular working hours.

It is the classroom teacher's obligation to know as much about his/her students as possible; therefore, you are expected to review the special education files of any student in your classroom within the first two weeks of school. The files are located in the resource room. We will also ask our SPED teachers to keep you abreast on changes to the IEP and to check on student progress throughout the year. We encourage the classroom teacher and SPED teacher to communicate on a regular basis about these students.

The administration also believes in the practice of inclusion; this process emphasizes that our SPED and Title teachers come into the class as much as possible to work with kids. We understand that at times students will need to have one on one time outside the regular school day, but we hope that this is done only when deemed appropriate.

### **1.10) Professional Courtesy:**

Teachers must maintain a professional spirit in their relationship with their fellow teachers. Please use Mr., Mrs., or Ms., when referring to your peers in the presence of students. At no time should one teacher criticize another teacher in front of a parent, staff, community member, or a student(s).

Matters discussed in faculty meetings should stay there as a matter of confidentiality. The public takes its cue and judges the school by what they see and hear from teachers and students. It may seem peculiar, but some staff often enjoy passing on the criticism of the school. We're all in this together and so when you put down our school, you're also putting down yourself. Let's all work together to keep the information about our school as positive as possible; this includes times when you don't agree with some internal decisions that have been made at our school.

Please insist that students address you in a respectful manner; expect your students to address you as Mr., Mrs., Ms., Coach, etc. The way we dress, speak, and direct our students will be important to having successful classroom management. Remember that it is easier to start the year off being stricter and then backing off as the year progresses once the students understand your expectation, rather than to try to get control of a student/class later in the year.

### **1.11) School Activities:**

Teachers should attend as many school activities as often as possible. When you show an interest in student outside of your classroom they will show a greater interest in you. This is especially important at graduation exercises. All faculty members are strongly encouraged to attend.

Conference passes will be issued to staff; we encourage teachers to attend school activities both home or away. Remember that as a faculty member you have jurisdiction over all students at any school activity.

### **1.12) Teachers Leaving the Building:**

Instructors wishing to leave the building during the school day need to notify the secretary and Principal know what you're doing. This should be done only during the teacher's plan period or lunch break.

### **1.13) Honors Night:**

We ask that our teaching staff, individuals who sponsor activities, and coaches attend Honors Night. Your support of this event is very important to both our students and their parents.

### **1.14) Use of Para-professionals:**

Teachers need to use their classroom para-professionals with thoughtfulness. In the elementary paras primarily assist with the 90-minute reading block, help with the 60-minute math period, and work with students one-on-one as needed. In the high school paras generally assist students with their academic work and help keep individuals on task.

### **1.15) Senior Aides:**

Staff members are allowed to sponsor a senior student who is in good academic standing with the approval of the Principal. These students can be used to assist you in your classroom. Please note these students should never be left alone with your students.

## **2.0) PROFESSIONAL INFORMATION**

### **2.1) Absences:**

- a) In case of absence because of illness or other extenuating circumstances call the Principal between 5:45 and 6:15 a.m. If you know the evening before, please call. The Principal will find the substitute but the staff member will need to fill out a staff absence slip when he/she returns. Generally, no substitute will be hired for less than a half day.
- b) Please give the office at least 5-day notice for planned absences. If you have a certain sub you'd like to cover your classroom please indicate this on the leave request. In a situation where an absence is planned such as a doctor's appointment, school activity, etc. the teacher will fill out the staff absence report and have it signed by the Principal. If a suitable replacement can't be found to cover your classroom, the leave request may be denied. Leave requests will be filled on a first come first serve basis.
- c) We expect detailed lesson plans being created for planned or sick leave absences as outlined above in Section 1.4 under letter "d". Please make sure you leave enough work to keep the students busy for the entire period, and leaving detailed lesson plans that will also allow the substitute to have a positive experience. Keep your sub folder updated, including seating charts and any other information that is necessary to make things run smoothly for the substitute.
- d) On your sub plans please encourage the sub to make comments to you about student behavior and performance. If the sub indicates any inappropriate behavior by your students please make sure these matters are followed up on; we want our subs to be treated like professionals.

### **2.2) Personal Leave:**

- a) Two days with pay may be allowed for personal affairs. We discourage teachers and staff from taking their personal leave during the month of May. When this occurs, it is very difficult to keep the learning environment on track; this is not what is best for kids. Leave requests will still be honored in May if special circumstances arise. (i.e. – deaths, family crisis, graduations, out of state family events, etc.).

- b) The intent of this provision is that such leave will be for personal and business emergencies not covered under other existing leave benefits. Personal leave is generally not granted for days immediately preceding or following any legal/school holiday, or a vacation period contained in the current school calendar unless approved by administration.

### **2.3) Jury Duty:**

If a staff member is called to serve jury duty please let the Principal know as soon as possible so we can find a substitute to cover your classroom.

### **2.4) Dress Code:**

Professional dress should be worn daily (clothing must be clean, not ragged or cut off, no holes, or revealing of body parts). Professional dress may include jeans if worn with a collared shirt, blouse, cardigan, or blazer. Staff may also wear nonprofessional clothes on field trips, track and field day, or when other special events may occur, such as a Pink Out, or other themed celebrations. We encourage you to show school spirit. On all regular school days, please adhere to professional dress.

### **2.5) Professional Days:**

- a) All certified staff members, with the approval of the principal, may be eligible to attend up to 2 professional activities during each calendar year. The 2 professional days will be used for this purpose only.
- b) All certified staff members may have an opportunity to attend additional in-service workshops, conferences as approved by the Principal and/or Superintendent. Such opportunities must be related to the specific teaching area and/or an area, which will be beneficial for staff, students and the school district.
- c) Any certified staff member who is required to update professional certification or who is requested by the administration to attend specified in-service opportunities which are deemed needed and/or necessary for these selected staff members will not have such professional days counted as a part of the 2 professional days listed above.
- d) The cost of professional days and in-service will be determined as to the type of funds and reimbursement available. The following will be used if possible:
  - ◆Professional days requested and/or required by the administration for a staff member will have the fees, transportation and substitutes paid by the district.
  - ◆Professional days requested by the staff member generally will be at the cost of the staff member, except the substitute.

◆For all Professional days requested by the staff member which have a stipend or reimbursement grant, the staff member may be required to reimburse the school district for the cost of the substitute and other expenses, which may be incurred by the school district.

◆Professional days may be financed in a combination of all the above. All such decisions are at the discretion of the administration.

### **3.0 EQUIPMENT AND SUPPLIES**

#### **3.1) Purchase Orders:**

All supplies and materials, whether it is a district or activity purchase, will be purchased with purchase orders. Purchase orders will be filled out and approved before any purchase take place. Purchase orders are in the Business Manager's office and must be approved by the administration.

Purchase orders are also obtained on articles you receive on a trial basis. This action must take place even if you are undecided as to whether you will keep materials or not.

#### **3.2) Textbooks:**

The teacher is responsible for all books checked out in their class. Not only the number of books, but also the condition of the books checked out to each student should be recorded. Please keep accurate and complete records of your textbooks. The Principal and Superintendent will keep you abreast of the textbook rotation schedule as new materials need to be purchased.

Textbooks are expensive so on the day that books are checked out, emphasize that careless use of the books will be charged to the students. All assessment of fines on lost or mistreated books must be paid before refunds can be made or report cards given out (see below).

#### **3.3) Book Fines:**

Since textbooks are the property of the school and represent a considerable expenditure to the school, students are expected to take care of their books. Damage to books that is in excess of what is considered normal wear will incur a fine in the amount of repair or replacement.

#### **3.4) Office Machines and Printers**

The copy machines located in the offices are to be used for teaching related materials and not for student projects.

Teachers using the copy machines for personal use will pay 10 cents per side at the office. Teachers using the Laminator for personal use will pay \$1.00 per foot. These expenses will be paid when you use the machine. Only students authorized by the office may use these machines.

Students must not be given teacher access numbers. Secretaries will input these numbers when necessary.

### **3.5) Faculty Work Rooms**

The elementary work center is adjacent to the secretary's office in the Elementary Attendance Center. Elementary staff can access their mailbox, and other essential items in this area. A bulletin board can also be found in the teachers' workroom where announcements of professional activities are posted. For high school staff, the teachers' mailboxes, a supply closet, and paper products can be found in the high school office.

### **3.6) Kleenex**

Kleenex or facial tissues will not be provided by the school district for either student or employee use. Students and employees who wish to use Kleenex or facial tissue will need to provide their own.

### **3.7) School Equipment:**

Equipment and supplies belonging to the school are not to be loaned to any person or organization without the approval of the administration. All school equipment removed from the school building must be signed for after administrative approval. Teachers would follow this same procedure.

## **4.0) Classroom Management**

The basic responsibility for classroom management rests with the teacher. A good teacher moves around the classroom and is aware of the students' activities. All teachers should establish three understandings with students: First, they will give the teacher their undivided attention. Second, they will do as the teacher says. And third, teachers should strive to build a good rapport with all their students. Please remember that when dealing with student discipline we need to follow the chain of command with the Principal getting involved only after the aides, staff, or teachers have addressed the problem first.

Please try to be courteous to a student even if you're upset. Yelling in the classroom by either the students, or teacher should rarely occur. Each teacher must maintain the respect of the students to be effective. This respect is earned somewhat by your knowledge of the subject matter, but of more importance is your attitude in sharing and disseminating this knowledge with and to the students.

The first step in securing a good student-teacher relationship is to respect the students, find out what sparks their interest, encourage and answer all questions, and teach to the objective to make things relevant. The failure to communicate leads to feelings of failure and boredom; failure and boredom lead to behavior problems.

### **4.1) Classroom Appearance:**

Your classroom is your responsibility; by keeping it neat and attractive will help to create a positive learning environment. The janitorial staff is required to clean, sweep or vacuum your room on a daily basis; if for some reason your classroom is not being taken care of please let the administration know.

#### **4.2) Food and Drinks**

Drink items in your classroom after 8:00 a.m must only be water. Students are allowed to have a clear plastic bottle for water during class as long as the teacher permits it. Food may be allowed on special occasions.

#### **4.3) Behavior Problems:**

We expect teachers to have control of their learning environment, so referrals to the Principal should be made only when situations have escalated to a status where you feel attention is needed. It is the Principal's job to support his teachers as needed. If a teacher needs assistance regarding a student please make the Principal aware of the circumstance so they can review these behaviors with the child. If you have a student referral to the Principal we ask that you also keep written records of a student's inappropriate behavior. We also encourage our teachers to keep the student's parents abreast of serious issues that arise in your classroom. A minor or major behavior infraction should be documented on the behavior dashboard. No minor or major behavior should be reported on the dashboard without student knowledge and a restorative conversation between the staff member issuing the infraction and student.

#### **4.4) Rules and Procedures:**

We think it is critical spending time teaching classroom rules and procedures to your students Please don't assume your students know how you would like things done. Periodically review procedures with the entire class and post classroom rules for all to see.

#### **4.5) Student Care of Property:**

It is important that we instill in our students pride that will discourage property damage. Be on the alert for marring of desktops, writing and scratching in restrooms, and other evidence of property damage. Any persons who absentmindedly or willfully damage or mar school property will be expected to pay for damages.

#### **4.6) Money in Classrooms:**

Staff members are encouraged not to leave money stored in your classroom. Please secure the funds in either the elementary/high school office, or take the money to the bank for deposit. If you have money stolen from your classroom you are responsible to replace it.

#### **4.7) Communication with Parents:**

Please provide the Principal with a copy of any written communication (other than simple daily notes) being sent to parents. All calls to parents relating to absence or tardiness will originate from the office.

Parents are encouraged to come and observe and be involved in the school. Parents are free to observe any class at any time and may come with or without prior notice. If you have parents visiting please have them sign-in at the office.

#### **4.8) Audio-Visual Aids**

All teachers are encouraged to use the audio-visual equipment to enhance instruction. For the visual learner using this equipment is essential. Teachers will have to complete technology evaluations as part of their formal evaluation process.

Laptop computers, chrome books, and I-pads are tools we have provided to our students to enhance learning. We encourage teachers to get comfortable using these devices and find ways to incorporate their use in the classroom.

While the students are using the laptops in class teachers must be active to monitor their use; we expect teachers to be up and moving around the classroom when the computers are being used. Also, you should arrange your classroom so you have a visual on the monitors at all times. You have been trained on how to use these devices in the classroom; please be familiar with these recommendations:

We fully understand that you won't be able to stop all inappropriate uses of the student computers, but if you're being proactive with monitoring the student's use most unacceptable practices will be avoided. This can't be done from sitting at your teacher's desk and letting the kids do what they want without supervision.

Students should not be allowed to:

- 1.) Download U-Tube videos or movies.
- 2.) Play or download games.
- 3.) Visit inappropriate web-sites on the internet.
- 4.) Receive or send personal e-mails.
- 5.) Be allowed to have their computers open during lecture unless approved.
- 6.) Work on other subjects during instruction.
- 7.) Have their monitor directed away from the teacher so you can't see what they're doing.

Teachers in high school are expected to have all their classes on Canvas; by doing this the students will have access to homework and assignments via the internet. We understand that for some of you getting your classes on Canvas is a time-consuming process. However, the school board and our district have made a big financial investment and commitment to make our high school a 1-1 learning environment. With this in mind, our staff has embraced this challenge and made sure they're in compliance with having all your classes on this system.

#### **4.9) Library:**

The library is to be used as a resource for our students. We want our students to have access to the library, but you need to make sure the librarian/or aide is in the library before you allow students to go there.

#### **4.10) Daily Instruction:**

Please follow items listed in the TEACH Pyramid with daily instruction. The daily plan for instruction should begin with an overview of the day's lesson with using a bell ringer and teaching the entire instructional period. Teachers should also finish up their lecture in time so students have a chance to work on their homework and you have time to assist them as needed. The day's lesson should end with an opportunity for you to "wrap up" the lesson, and to explain what work is due the next day.

Teachers trained in APL strategies, are expected to use those strategies and will be evaluated on them.

#### **4.11) Controversial Issues:**

In an effort to protect you and the students from unfair criticism when studying a controversial subject, the following should be observed:

- a) Consult first with the Principal about the advisability of taking up a given "questionable" topic if you are in doubt. Inexperience dealing with issues can cause problems.
- b) Deal with controversial topics as impartially and objectively as possible. Do not include your own biases. Please avoid letting individuals give their opinions in such ways that causes personal arguments or conflicts between students.
- c) Handle such topics in a manner suited to the range of knowledge, maturity, and competence of your students.
- d) Have teaching materials readily available. Please avoid using internet sites, recordings, TV programs that lean far left/right in a political position – this information should not be biased in nature.
- e) Don't manufacture an issue. When you do you will find up-to-date teaching materials in the current media and periodical literature.

#### **4.12) End of the Day:**

Please close all windows, adjust shades, turn out lights, and lock your door when you leave your room at the close of each day. As you leave the building, check the outside doors to make sure they are shut. This is your responsibility as well as the custodians.

## **5.0) EMERGENCY SITUATIONS**

### **5.1) Fire Drill:**

Throughout the school year we will have fire drills monthly. You will receive instructions from your respective teacher as to where you will proceed with your class in the event of a fire drill. Our fire drills will be conducted in a quiet and orderly fashion.

The following general regulations pertain to a fire drill:

1. Go in a single file and as quiet as possible.
2. First student leaving building holds doors open for rest of students.
3. Students by windows close them before leaving.
4. Last one out of the room turn off lights and CLOSE THE DOOR.
5. Last one out of the OUTSIDE EXITS closes them.
6. Wait for the all clear from administration before entering the building.
7. Return in single file and return to class quietly.

### **5.2) Tornado Drills:**

Tornado Drills will be organized and practiced during the spring and fall of the year. All teachers will help direct students to proper areas. When a tornado alert is given students, teachers, and staff will report to designated areas. The administration will announce the all clear when danger has subsided. See appendix for procedure for each attendance center.

Main Building/Commons:

1<sup>st</sup> Grade - Girl's restroom in Commons  
2<sup>nd</sup> Grade – Girl's locker room  
3<sup>rd</sup> Grade - Boy's restroom in Commons  
4<sup>th</sup> Grade - Boy's locker room  
Office Personnel - Business Manager/Supt. Offices  
Kitchen Staff – Basement or store room in kitchen  
7-12 Gym Classes – Girl's locker room.  
7-12 Students at lunch – Boiler Room

Annex:

5<sup>th</sup> Grade - Boy's restroom  
6<sup>th</sup> Grade – Girl's restroom  
Title Classroom – Girl's restroom  
Resource Classrooms - Boy's restroom  
Speech Pathologist's Room- Use restroom in room

High School and Vocational Building

Go to designated area posted in each classroom

Music Building:

Students will go to store rooms or restrooms

### **5.3) Bomb Threat:**

The following procedures will be followed in the event that Scribner-Snyder Community Schools receives any type of threatening information:

1. Upon receipt of information, Police, Civil Defense, and Fire Department will be immediately notified.
2. An all call will be made with the statement:

**"This is an emergency evacuation announcement; please follow the direction of your teacher as you exit the building"**

3. After hearing the all call, each teacher should inform their students that we are in an emergency situation and that we will evacuate to St. Peters Church and wait for more information. Each teacher will escort each class to the church and remain with the students. Before leaving the room, each teacher should make a visual sweep of the room to see if anything is out of the ordinary.
4. If a device has not been located, a search will be made and we will be advised as to what to do. If a device has been found, school will be dismissed and the appropriate phone calls will be made after evacuation. Students will be picked up at the church. Neither staff nor students will be allowed to get their cars as the area will be sealed off.

## **6.0) HEALTH**

### **6.1 ) School Nurse or Designee:**

The school nurse/designee will do the health screening procedure during the first semester of the school year.

1. Screening for sight, hearing, dental defects and any other conditions prescribed by HHS.
2. Height and weight
3. Brief check of nose, throat, and teeth.
4. Adolescent development programs in the spring the 4<sup>th</sup> grade girls and all 5<sup>th</sup> and grade students.

As needed

5. Head lice check.
6. Blood pressure on any students deemed necessary.

Continuous teacher observation for vision, hearing, and other related difficulties should be referred to the school nurse as soon as possible. The teacher is the primary source in the identification of problem areas.

### **Student Illness**

High school students that need to see the school nurse must report to the high school office. Elementary students need to report to the elementary office. All medicines will be distributed to students from school nurse/designee.

### **Records**

The school nurse obtains a medical history on all students at the time of initial enrollment. The teacher will be furnished with the health history form to send to the parent. The nurse will do the following:

1. Obtain immunization records, according to Nebraska law.
2. Maintain and update student health records.
3. Refer students who need further examination and diagnosis.
4. Follow-up on referrals.
5. All student health records are kept confidential.

### **Medications**

Any student who is required to take medication during the regular school day must comply by the following regulations:

1. Medication must be brought to school in a container with the appropriate label of the pharmacy or physician.
2. Written orders from a physician detailing the name of the drug, dosage, time interval medications are to be taken, and a dropper, spoon, med cup, or syringe if needed for administration. Non-prescription medications or over-the-counter medication must be sent with instructions.
3. Written permission from the parent or guardian of the student requesting the teacher or school staff to comply with the physician's order. Medication permission forms are to be filled out when medication is brought to school (these forms are available in the offices or from the school nurse).
4. ALL MEDICATIONS brought to school, MUST be given to the nurse, classroom teacher or school staff. This includes Aspirin or Tylenol or Inhalers.
5. A locked cabinet will be provided for the storage of medication.

6. School staff is trained under the supervision of the school nurse to give medications under state statute medication aide act 71-6718 to 71-6742.
7. If there are any problems with the medication, the parent/guardian will be notified immediately. All medications given at school will be recorded and kept confidential.

### **Contagious and Communicable Disease**

The following general rules and regulations govern the control practice for communicable diseases.

1. School personnel shall report all suspected communicable diseases to the building principal and/or school health personnel.
2. Suspected cases shall be examined by the school nurse or principal.
3. A student found to have a suspected communicable disease shall be temporarily excluded from school with notification to Parents/Guardians explaining treatment and procedures for returning to school. Students may return to school at such time that they are determined by a school official that communicability no longer exists.

### **Head lice and other infestations**

It is the intent of the school district to handle cases of communicable infestations in such a manner as to protect the safety of the individual, other students and staff with whom the individual may come in contact with. In such cases, the school district may act immediately to temporarily exclude students who are carriers of the infestation(s) that are communicable by contact and/or association. Control of such infestations depends upon prompt detection, proper administration, effective treatment and spread prevention.

### **Asthma/Anaphylaxis Protocol**

#### **I. Protocol: Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis).**

- A. **Definitions:** Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.  
A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestions of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, and death can occur. Immediate allergic reactions may require emergency treatment and medications.
- B. **Life-Threatening Asthma Symptoms:** Any of these may occur:
  - Chest tightness
  - Wheezing
  - Severe shortness of breath
  - Cyanosis (lips and nail beds exhibit a grayish or bluish color)

- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak
- Retractions (chest or neck “sucked in”)

**C. Anaphylactic Systems of Body System:** Any of these symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

- SKIN: warmth, itching and/or tingling of underarms/groin, flushing, hives
- ABDOMINAL: pain, nausea and vomiting, diarrhea
- ORAL/RESPIRATORY: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- CARDIOVASCULAR: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- MENTAL STATUS: apprehension, anxiety, restlessness, irritability

**D. Emergency Procedures:**

- CALL 911
- Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol
- Check airway patency, breathing, respiratory rate, and pulse
- Administer medications (Epi-Pen, and albuterol) per standing order
- Determine cause as quickly as possible
- Monitor vital signs (pulse, respiration, etc.)
- Contact parents immediately and physician as soon as possible
- Any individual treatment for symptoms with epinephrine at school will be transferred to a medical facility

**E. Standing Orders for Response to Life-Threatening Asthma or Anaphylaxis:**

- Administer an IM Epi-Pen Jr. for a child less than 50 pounds or an adult Epi-Pen for any individual over 50 pounds.
- Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat times two, back-to-back
- Administer CPR, if indicated.

## **II Availability, Storage and Use of Equipment/Materials**

1. Epi-Pens, nebulized albuterol, and nebulizers for emergency use will be available in the Scribner Elementary Attendance Center, and the Scribner High School Attendance Center.
2. The Scribner Elementary Attendance Center will have both adult and pediatric emergency Epi-Pens available. The School Nurse will be responsible for ordering and replacing the Epi-Pens and albuterol. The medications will be kept current and disposed of in accordance with the recommended shelf life.

3. Emergency supplies of Epi-Pens and albuterol will be in each center in a transportable container, clearly marked. The emergency box and nebulizer must be accessible and available at all times.
4. District emergency Epi-Pens and nebulized albuterol will be administered for emergency use only. Students who need nebulized albuterol on a regular schedule and those who have been prescribed epinephrine must bring prescription in accordance with the Scribner-Snyder Community Schools Dispensing Medications Policy. Emergency Epi-Pens and nebulizers should not be used under any circumstances other than emergency use.

### III Emergency Care Plans

- A.) An Emergency Care Plan (ECP) should be completed by the parents of students who have severe asthma or severe allergic reactions. The ECP should be reviewed with appropriate staff and a copy kept in the Nurse's Office where it can be readily accessed in an emergency.
- B.) Outcomes:  
Student will return to school with an asthma and/or allergy management plan and medication as ordered by the physician. Students will be monitored for improved attendance and school performance.
- C.) Education in the management of asthma and/or severe allergy will be facilitated with student and family.
- D.) School environment will be assessed and monitored to prevent subsequent anaphylactic or asthmatic events.
- E.) All emergency reports will be reviewed by the School Nurse a minimum of two times yearly.

3. Documentation. An Emergency Form for asthma/anaphylaxis should be completed. One copy of the emergency form should be kept in the Nurse's office, one sent to the student's physician, one copy placed in the student's cumulative folder and one copy sent to Attack on Asthma Nebraska.

The following information should be documented:

School information

Age and gender of individual

Date and time of event

Steps 1, 2, 3, 4, 5

Sign and date as indicated

4. Education. All staff members in each building will be made aware of the Protocol, emphasizing emergency procedures (who to contact, what to do, location of emergency medications and supplies). An introduction to asthma and anaphylaxis will be provided and a general education brochure, "Asthma & Anaphylaxis: A Primer for School" will be given to all staff. It is essential that all school personnel understand the serious nature of both asthma and anaphylaxis, and how to appropriately respond in the event of an emergency.

## **ADMISSION OF CHILDREN**

Kindergarten or beginner grade; age; evidence of physical examination and visual evaluation” to reflect statute: Nebraska State Law Section 79-214.

The school board of any school district shall not admit any child into the kindergarten or beginner grade of any school of such school district unless such child has reached the age of five years or will reach such age on or before October 15 of the current year.

The board may admit a child who will reach the age of five between October 16 and February 1 of the current school year if the parent or guardian requests such entrance and provides an affidavit stating that (a) the child attended kindergarten in another jurisdiction in the current school year, (b) the family anticipates relocation to another jurisdiction that would allow admission within the current year, or (c) the child has demonstrated through recognized assessment procedures approved by the board that he or she is capable of carrying the work of kindergarten or the beginner grade.

The board shall comply with the requirements of subsection (2) of section 43-2007 and shall require evidence of: (a) A physical examination by a physician, a physician assistant, or an advanced practice registered nurse, practicing under and in accordance with his or her respective certification act, within six months prior to the entrance of a child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade of the local school; and (b) for school year 2006-07 and each school year thereafter, a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within six months prior to the entrance of a child into the beginner grade or, in the case of a transfer from out of state, to any other grade of the local school, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing (see school nurse for denial waiver). The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

## **Immunization Standards**

## Summary of the School Immunization Rules and Regulations

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school-based program not licensed as a child care provider	<p>4 doses of DTaP, DTP, or DT vaccine</p> <p>3 doses of Polio vaccine</p> <p>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age</p> <p>3 doses of pediatric Hepatitis B vaccine</p> <p>1 dose of MMR or MMRV given on or after 12 months of age</p> <p>1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.</p> <p>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</p>
Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade)	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> birthday</p> <p>3 doses of Polio vaccine</p> <p>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age</p> <p>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month</p> <p>2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p>
Students entering 7 <sup>th</sup> grade	<p>Must be current with the above vaccinations</p> <p>AND receive</p> <p>1 dose of Tdap (contain Pertussis booster)</p>
Students transferring from outside the state at any grade	<p>Must be immunized appropriately according to the grade entered.</p>

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, 2011. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

### School Immunization Rules and Regulations

1. The above physical exam and immunizations requirements when completed should be brought to school to be recorded and kept in the student's school file.
2. Any student who does not comply with the physical examination shall NOT be permitted to continue in school until he or she so complies.
3. The cost of the physical examination and immunizations shall be borne by the parent or guardian.
4. A parent or guardian who objects may submit a written statement refusing a physical examination or immunization for his or her child. Such written statements shall be kept in the student's file. Waiver forms are available in the school office.
5. All other students first through sixth (1<sup>st</sup> – 6<sup>th</sup>) grades and eighth through twelfth (8<sup>th</sup> – 12<sup>th</sup>) grades should be immunized with the following:
6. three (3) doses of DTP, three (3) doses of POLIO, and two (2) doses of Measles, Mumps, and Rubella (MMR), 2 doses of varicella, and three (3) doses of Hepatitis B except for the 12<sup>th</sup> grade.
7. Any student who does not comply with the immunization requirements shall be permitted to continue in school as a provisionally enrolled student if he or she has begun the immunizations against the specified diseases prior to enrollment and continues the necessary immunizations as rapidly as is medically feasible. The time interval for the completion of the required immunization series shall not exceed nine (9) months.

### **6.3) Reporting Suspected Child Abuse and Neglect:**

State law requires all staff members to report suspected child abuse or neglect to the Abuse Hotline – 1-800-652-1999

Staff should request a form from the school counselor to document the call to DHHS when reporting abuse or neglect..

### **6.4) Tobacco Free Environment:**

The **Tobacco Free** rule will be enforced in all Scribner-Snyder Attendance Centers.

### **6.5) Harassment:**

Harassment of any kind from student to student, student to adult, adult to student or adult-to-adult will not be allowed.

### **6.6) Drug Free School and Community Policy:**

Scribner-Snyder Community School District #62 is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive workforce. To this end, the District unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

It is unlawful and, therefore, absolutely prohibited for any employee of the District to engage in unlawful possession, use, or distribution of illicit drugs and alcohol on school premises.

As used in this policy, prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises, but not be limited to the following:

1. The possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.
2. The possession, use, or distribution of alcohol on school premises.

As used herein, the term "school premises" shall mean any property whether owned, leased, or in other manner under the control of the Board of Education of the District.

### **Procedures**

1. Each new employee will receive a copy of this policy.
2. Each employee will acknowledge receipt of this policy and will sign such acknowledging receipt and acknowledging the District's policy of absolutely prohibiting conduct as set forth in this policy (Policy No. 4300.0), and further acknowledging that serious sanctions can and will be taken against an employee, including termination of employment and referral for prosecution for any failure to comply with the above-stated standards of conduct and further acknowledging that such compliance is mandatory, and further acknowledging that this policy, and other applicable statutes, and will further acknowledge that failure to comply with such federal requirements may put the District's receipt of federal funds in jeopardy.
3. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification of the Superintendent of Schools or his designee at the time this policy is distributed to the employee. If no question is directed by the employee to the Superintendent of Schools or his designee it shall be the legal position of the District to presume that the employee has understood and will abide by this policy.
4. In the event of any non-compliance by any employee with this policy, it shall be the duty of the Superintendent of Schools or his designee to inform any employee not in compliance about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to the employees within fifty (50) miles of the administrative offices of the District. If no such programs are available within fifty (50) miles, then such other programs as may exist in the State of Nebraska shall be made known to such employee. The Superintendent or his designee shall maintain a list of such available services and shall from time to time update such list.
5. Sanctions, which may be taken against an employee for non-compliance with this policy, may be any one or more of the following:

- a. An oral reprimand
  - b. A written reprimand
  - c. Suspension with pay
  - d. Suspension without pay
  - e. Termination of employment
  - f. Cancellation of employment
  - g. Non-renewal of employment
  - h. Referral to appropriate authorities for criminal prosecution.
  - i. Mandatory enrollment in in-patient care, or otherwise, as a term and condition to any continuing employment by the District
  - j. Mandatory enrollment in training programs that is or may be provided by the District or others relating to any of the activities prohibited by this policy
6. Disciplinary action sought to be imposed by the Superintendent or his/her designee shall be carried out in accordance with the established policies of the District. However, nothing in this policy shall be construed to vest any right in any employee beyond that required by law and the manner in which each case shall be handled shall be in the sole discretion of the Superintendent, or his designee, subject to the Superintendent's approval, provided only that such action shall be carried out within the bounds of applicable law.
7. Conviction of an employee of the District of any criminal statute relating to the unlawful use, possession, or distribution, of any controlled substance or alcohol, may result in disciplinary action being taken against such employee. When such conviction shall come to the attention of the Superintendent or other official of the District, any employee convicted as above described may be disciplined in any manner provided by statute, the contract of the employee, and any existing policy of the district or any other applicable body of law. As used herein "applicable body of law" shall mean, but shall not be limited to, state and federal statutes, state and federal regulations and any applicable case law.
8. As an alternative to discipline, or as a concurrent requirement to the disciplinary action that may be carried out against an employee as referred to in the immediately preceding paragraph, the District, by the through its Superintendent or his designee may require the employee to successfully finish a drug abuse program. As used herein, the term "drug abuse program" shall mean drug abuse program sponsored by an approved private or governmental institution. The Superintendent or his designee may require the employee to provide the Superintendent or his designee written documentation satisfactory to the Superintendent or his designee that the employee has successfully finished such program. If aftercare is recommended by such institution, then the Superintendent or his designee in his sole discretion may require the employee to enroll in such aftercare program. The Superintendent or his designee may require an employee to participate in aftercare in the same manner and under the same terms as may be required by the Superintendent or his designee. The Superintendent or his designee may require ongoing reporting of such participation as a term and condition of continuing employment by such employee at the District.

9. It shall be the policy of the District to require an employee who has been charged or convicted of a violation of any statute herein above referred to in this policy to report such charge or conviction to the Superintendent or his designee. Any information received pursuant to this policy may be used in any lawful manner. Any employee having concerns about an admission there under constituting self-incrimination shall bear the burden of seeking his or her own legal advice regarding any such potential self-incrimination.

#### **6.7) Annual Notification of Asbestos Management Plan Availability**

Federal regulations require all schools to inventory asbestos containing materials and develop management plans to identify and control asbestos containing materials in their building. The presence of asbestos in a building does not mean that the health of building occupants is necessarily endangered. As long as asbestos containing material remains in good condition and is not disturbed, exposure is unlikely. The plan will be available within 5 working days to the representatives of EPA and the state, public, including parents, teachers, and other school personnel and their representatives. The school may charge for copies.

At least once each six months periodic surveillance is being conducted on all asbestos containing material and suspect material assumed to contain asbestos.

A re-inspection is being conducted every three years in all schools that have asbestos containing material.

From time to time operations and maintenance activities may be conducted to maintain all material in good condition.

For more information you may contact: **Kevin Wisnieski 402-664-2567**

#### **6.8) COVID 19 Guidelines**

Please refer to the Scribner-Snyder Community School's website for the current COVID 19 plan.

#### **7.0) SPONSORSHIP**

##### **7.1) Early Dismissals:**

When students need to be dismissed early for an activity you must first get approval from the Principal for exact times. When approved you should prepare for the Principal and all teachers a list of students, dates, and times for the activity a week in advance. Sponsors should fill out an absence report as early as possible. This will give other teachers an opportunity to plan and the office time to secure a substitute. On all early dismissals the office will announce to the teachers when to dismiss.

##### **7.2) Yearbook:**

Yearbooks will be on sale throughout the year. Staff and students are encouraged to purchase a yearbook to help defray the cost of creating this publication.

### **7.3) Money:**

All sponsors should refrain from leaving money in their desks or in any other place about the room. You should check money into the office for safe keeping. As we are now using the night depository service all money should be checked in before leaving each day so it can be deposited in the bank.

### **7.4) Activity and Organization Records:**

As a sponsor, it is your duty to make the participation in an organization a worthwhile learning experience. Activity financial records are to be checked at the end of every month with the Business Manager. Sponsors need to spend time with secretaries and treasurers schooling them as to record keeping responsibilities.

### **7.5) Reservations:**

Periodically during the school year, overnight housing arrangements need to be made for teachers or students attending school sponsored activities. All housing arrangements will be coordinated with the Administration or AD.

### **7.6) Fundraising:**

Teachers and sponsors of organizations must have the approval of the administration before any plans are made for fundraising.

### **7.7) Organizational Guidelines:**

School organizations that involve students shall all abide by the following guidelines and procedures:

Organizations include: FCCLA, FFA, Junior and Senior classes, NHS, Student Council

1. Organizational constitutions, by-laws, rules and guidelines must be approved by the Principal.
2. Class time should not be used for organizational work unless the Principal is advised prior to the situation and permission is granted.
3. All organizations will try to have one scheduled meeting per month.

4. Meetings will be run in an orderly fashion.
5. Minutes of the meetings will be kept and recorded.
6. Fundraisers for each organization must be approved by the Principal to assure we are not overlapping another organization and are not bombarding our community base constantly. Dates for fundraising are set and must be adhered to.
7. All members will be held to the behavior and academic guidelines established for all students. Students academically or behaviorally ineligible will not be allowed to participate. Sponsors should coordinate with the Principal in these matters.
8. When taking students out of school the sponsor must fill out a yellow activity sheet for each student. These sheets should be gathered by the sponsor and then returned to the Principal for approval before the event takes place.
9. When attending out of school events during school time students and sponsors will adhere to our dress codes.

#### **7.8) Meetings:**

Class, athletic, or organizational meetings will not be held during school time without the approval of the Principal. We suggest these meetings take place during Trojan Time.

#### **7.9) Supervision:**

It is imperative that each sponsor supervises his or her students directly and in a professional manner. If an organization has an activity the sponsor must be present. Do not assume they know how to behave. They are your responsibility. When ending any meeting, practice, or activity the sponsor must be the last to leave the building and it is their responsibility to check all outside doors and windows.

#### **7.10) Wednesday Evenings and Sundays:**

Coaches may have practice on Wednesday evenings but are encouraged to go no longer than a normal practice time. There will be no activities scheduled on a Wednesday evening. Sunday practices are never allowed without administrative approval. This approval should be obtained for each separate event. SSCS will also follow the co-op agreements/guidelines with Logan View regarding games/practices and other activities.

#### **7.11) Sharing Student Participants:**

We have a number of students that are involved in a number of activities. This situation creates a number of conflicts. We will do everything we can to prevent this, but it is very likely there will be conflicts. When this happens the students and the sponsors will need to meet and discuss

which event/activity the student should attend. If the activity or event deals with a team or group, we'd hope that the student would go to it as it would affect other students.

## **8.0) INSTRUCTIONAL INFORMATION**

### **8.1) General Requirements:**

- The minimum number of credit hours required for graduation is 260 Credit Hours.
- Eight semesters of attendance are required. Students may not graduate before the end of the 8 semesters.

### **8.2) Graduation and Core Curriculum Requirements:**

Classes that are sequential must be taken in order unless permission is granted by the administration.

English – 50 credit hours

<u>Subject/Grade</u>	<u>Credits</u>
English-9th	10
English-10th	10
Speech/Creative Writing-10th	10
English-11th	10
English-12th	10

English during the Senior Year may take College English for dual credit or take English 12 for no college credits.

Social Sciences – 40 credit hours

Geography is required as a 9<sup>th</sup> grade class, World History as a 10<sup>th</sup> grade class, U.S. History as an 11<sup>th</sup> grade class, and U.S. Government and Economics as a 12<sup>th</sup> grade class.

<u>Grade</u>	<u>Subject</u>	<u>Credits</u>
9	Geography	10
10	World History	10
11	American History	10
11 or 12	Sociology (if offered)	5
11 or 12	Psychology (if offered)	5
12	Government	5
12	Economics	5

Mathematics – 30 credit hours.

<u>Grade</u>	<u>Subject</u>	<u>Credits</u>
7	Pre-Algebra	(0 HS Credits)
8	Algebra I	10 (counts HS credit)
9	Geometry	10
10	Algebra II	10
	Or	
10	Geometry	10
11	College Algebra/College Trig (dual credit)	10
	Or	
11	Algebra II or ACT Math	10
12	Calculus and/or Stats (dual credit/if offered)	10
	Or	
12	Life Skill Math (if needed)	10

Science - 30 credit hours

<u>Grade</u>	<u>Subject</u>	<u>Credits</u>
9	Biology	10
10	Physical Science	10
11	ACT Science or Choices	10
12	Choices	10

Specific Grade Schedule Requirements:

<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
English 9	English 10	English 11	English or College English
Math	Math	US History	US Gov/ Economics
Physical Science	Biology	Math	
P.E. / Health	World History	Science	
World Geography	Speech/Creative	Personal Finance	
9 <sup>th</sup> Coding	Writing		

3.4) Core Related Curriculum Requirements:

Fine Arts - 10 credit hours

All students are required to take these credits at some point during high school. These hours must come from Instrumental or Vocal Music and /or Art.

All graduates are required to take a year of Personal Finance.

Elective Classes (optional): Band, Choir, Foreign Languages (Spanish – French), Yearbook, Life Skills P.E., Advanced Life Skills P.E (if offered), Strength and Conditioning, College English, Advance P.E., Woods/Construction, Ag Business/Animal Science, Natural Resources/Plant Science, Welding/Ag Mechanics, Micro-biology, Medical Terminology, Earth Science, Chemistry, Physics, Accounting, Entrepreneurship/WBL School Store, Intro. to Business, Computer Science II.

Note: Additional elective classes may be offered upon request or based on student need.

### 8.3) Grading System:

The grading system for Scribner-Snyder Community School is as follows:

A	93-100
B	86-92
C	78-85
D	70-77
F	Below 70

All students in grades K-6 for PE, Art, Computers, Library and Music are graded on a pass/fail basis.

All 7-12 classes are graded using the grading system above.

### 8.4) Honor Roll:

**Superior Honor Roll** is a distinction given to students who maintain a high percentage on all school work. Students that have a 96% or better average, with no grade lower than a 93% in any one class are recognized.

**Honor Roll** is given to students who maintain a 93% or better average with no grade lower than 86% in any one class.

**Honorable Mention** is given to a student who maintains an average between 86% and 92% with no grade lower than 78% in any one class.

Honor Classes or Advance Placement Courses:

Students taking Honor Classes or Advance Placement Courses (core classes that go beyond graduation requirements) will weight their grade by adding 5 points each quarter. At semester both quarter grades will be averaged as normal. See sample below:

Student – 1<sup>st</sup> quarter grade 93% + 5 points (weighted grade) = 98%  
2<sup>nd</sup> quarter grade 91% + 5 points (weighted grade) = 96%

Averaged Final Semester Weight Grade = 97%

Classes at this time to be considered as Honor Classes/Advance Placement Courses are: College Algebra and Trig, Anatomy and Physiology, Chemistry, Physics, Foreign Language (Spanish I and II), College English, Intro. to Health and Medical Terminology, Intro. to Micro-Biology, and Online College Credit courses taken as dual credit.

### **8.5) Honor S-S Program:**

The Scribner-Snyder Community Schools Honor "S-S" Program is a program where students receive points for participation in school activities, organizations, and community service. Students accumulating points in these areas will receive a S-S chenille and bar(s) for their first award and a bar(s) for each additional award. This will be presented at the Honors Night Program.

The accumulation of Honor "S-S" points (400 per year or cumulative points equaling 400 over a period of time) is recorded by the faculty members and approved by the principal. The Principal will take the approved points and compile a list of those S-S and/or chevron winners.

### **8.6) Secondary Bell Schedules:**

## **DAILY BELL SCHEDULE**

Trojan Time	8:00 – 8:20 a.m.
Period 1	8:23 - 9:10 a.m.
Period 2	9:13 - 10:00 a.m.
Period 3	10:03 - 10:50 a.m.
Period 4	10:53 - 11:40 a.m.
Period 5	11:43 – 12:30 p.m.
LUNCH	12:30 - 1:00 p.m. (Middle/HS Lunch)
Period 6	1:00 - 1:47 p.m.
Period 7	1:50 - 2:37 p.m.
Period 8	2:40 - 3:28 p.m.

## **1:30 PM DISMISSAL**

Period 1	8:00 – 8:35 a.m.
Period 2	8:37 – 9:13 a.m.
Period 3	9:16 – 9:51 a.m.
Period 4	9:54 – 10:29 a.m.
Period 5	10:32 – 11:07 a.m.
Period 6	11:10 – 11:45 a.m.

LUNCH	11:45 – 12:15 p.m.
Period 7	12:15 – 12:50 p.m.
Period 8	12:53 – 1:30 p.m.

### **10:00 AM START**

Period 1	10:00 – 10:35 a.m.
Period 2	10:38 – 11:13 a.m.
Period 3	11:16 – 11:51 a.m.
LUNCH	11:51 – 12:21 p.m.
Period 4	12:21 – 12:56 p.m.
Period 5	12:59 – 1:34 p.m.
Period 6	1:37 – 2:12 p.m.
Period 7	2:15 – 2:50 p.m.
Period 8	2:50 – 3:28 p.m.

Bus leaves Snyder at 7:25 am on Regular Days and Early Dismissal. On Late Start the bus leaves Snyder at 9:25 am.

Elementary/secondary students will be dismissed at 3:28 pm on regular and late start days

Secondary students will eat lunch in descending order starting with seniors.

#### **8.7) Fees:**

Any student fees for materials in Art and Industrial Arts classes are to be collected by the teacher. The money and a list of students and amounts paid should be turned into the Principal's Secretary for receipting and depositing. A copy of the list should be given to the Business Manager for record keeping. Please keep in mind our Student Fee policy and requirements. This policy can be found in the Parent/Student Handbook.

#### **8.8) Grade Books:**

It would be wise for teachers to wait until the end of the first week of school before they list their class roll in their grade books. This will eliminate the necessity of checking off or adding to the roll due to drop and add.

The grade book is property of the school and at the close of the year will be filed in the teacher's room.

Teachers will have a minimum of three grades per week for each student listed in the grade book. This makes for more accurate statistical evidence of student performance. These grades must be posted in your PowerSchool Gradebook by the beginning of the 1<sup>st</sup> day of school each week. Grades need to be posted each Monday on the Power School System by 10:00 a.m.

#### **8.9) Examinations:**

School board policy states that students are not allowed to correct their own exams. All exams should be graded and returned to the pupil in a timely fashion so the students know if they have mastered the concepts or not.

#### **8.10) National Honor Society:**

Students must have a cumulative average of 90% to be eligible for application for membership in the National Honor Society. Medallions will be awarded to students for the following:

Distinction – 93% cumulative average

High Distinction – 96% cumulative average

#### **8.11) Retention of Jr. High Students:**

State law prohibits retaining students in Jr. High without parent consent. Typically, students failing classes in Jr. High will be required to make-up their work during summer school so they can be moved to the next grade level.

#### **8.12) Staff/Teacher Cell Phone Use:**

Cell phones should be used with discretion and not while students are in the classroom if it is for personal use. Staff may use their cell phone for educational purposes, during emergencies, at lunch, during plan time, or before/after school. Abusing this privilege may result in a written reprimand.

#### **8.13) Copyright and Plagiarism:**

This has become an area that can devastate school districts and individual teachers. We want to list some reminders and examples to remind everyone about copyright. Individuals not taking time to get permissions or read copyrights are opening themselves up to who knows what.

It is illegal to publish anyone's "intellectual property" without their signed permission. That means on a board or on the web. It also means when we want to publish a poem, paper, etc. of a student it must have their written consent. Publishers usually will ask for it. Intellectual property allows people to own their creativity and innovation in the same way that they can own physical property. We as a district will never allow posting on the web information or pictures of our students without administrative approval.

Copyright is a type of intellectual property. Like physical property, it cannot usually be used without the owner's permission. The copyright owner may refuse to give permission for use of their work. Some minor uses may fall within the scope of one of the exceptions to copyright, but

if you want to use a copyright work, you will need to approach the copyright owner and ask for permission to use it.

It is important to remember that just buying or owning the original or a copy of a copyright work does not give you permission to use it how you wish. For example, buying a copy of a book, CD, video, computer program etc. does not necessarily give you the right to make copies (even for private use), play or show them in public. Other everyday uses of copyright material, such as photocopying, scanning, downloading from a CD-ROM or on-line database, all involve copying the work so permission is needed.

Other areas of concern include downloading pictures, sound clips, logos, etc. Some are public domain and don't require permission. Those that are copyrighted do require permission. Make sure we get it. Most web pages will have copyright statements and info. Some examples that we may not be aware of include:

Power Point presentations: All copyrighted pictures, logos, sounds, etc. must have permission for use before making those presentations. After writing or contacting, in good faith you could present while waiting for an answer. If it is used in an electronic portfolio you must have written permission first.

CD's and Videos: Making copies other than backups (not used unless original is corrupt) is illegal. Showing videos for rewards is illegal. All content must be tied to one of the learning standards. Most have copyright for home use only. Showing parts of a video may be permitted provided it is used directly and immediately in the learning process.

## **9.0 ATTENDANCE ISSUES**

### **9.1) Absences:**

When a student is absent from school it will be recorded as either excused or unexcused absence depending on the circumstance. Upon returning to school students will need to obtain an admit slip from the office. Individuals will have 2 school days to make-up each day's assignments if the absence is excused. Students with and IEP will have 5 days to make-up their work.

### **9.2) Excessive Absences:**

When an individual earns 10 or more days of unexcused absences in a semester the student can receive a 0 (zero) from their teachers for missing work and may not be allowed to complete these assignments. You must have a discussion with the administration first to verify the reasoning of absences. If a student has a severe illness, prolonged hospitalization, or unusual circumstances then this guideline can be waived by the administration. Parents or guardians may be notified when unexcused absences reach over 5 days, or 40 class periods, during a quarter. A student may also be asked to make-up instructional time. Per state statute the county attorney will be notified when a student earns 20 or more days of unexcused absences.

### **9.3) Absent from School One Period or More:**

The student is required to report to the office upon returning to school after any absence. The student will receive a make-up slip that is to be presented to all teachers of classes missed.

Teachers will note assignments on the make-up slip and initial. The make-up slip will be kept by the teacher in the last period of the day for which the slip is written.

#### **9.4) Tardy:**

Students are tardy to class if they are not in the classroom in assigned seats when the bell rings to begin the period.

#### **9.5) Tardy from the Previous Class:**

If it is necessary for a teacher to hold a student after the dismissal bell has rung, that person should notify the student's next teacher and explain why the individual will be late. All other tardiness from previous classes will be classified as unexcused.

#### **9.6) Make-Up Work:**

Make-up work may be assigned for each day missed regardless of the type of absence. Students will be given two (2) calendar days to make up each assignment. Special education students will receive five (5) calendar days to make up each assignment. If the work is not completed in this time frame, the student **may not** receive credit for the work. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

If a student is absent on the day of a quiz or test, the student shall make-up the test the day he/she returns to school if he/she had previous knowledge as to the date for the quiz or test.

#### **9.7) Blue Slips/Yellow Sheets:**

In cases where students know ahead of time that they will be absent for something other than a school sponsored activity they will be given a blue slip. This is to be signed by each teacher and must be turned in to the office before the time of the absence. Work assigned is not required to be made up prior to the absence unless designated by the Principal. For school activities other than for athletics and some large groups, sponsors will fill out a yellow sheet for each student. These are given to the students to get a parent and teacher signature and must be turned in to the office 1 day in advance of the activity.

#### **9.8) Respect in the Classroom:**

One of our expectations of all our students is to respect others. In that scope respect for authority is a given and we expect our students to respect the positions of teachers and staff at all times and in all situations. We will not tolerate disrespect and/or threats to other students or teachers and staff. A student removed from a class for unsatisfactory behavior should be sent to the principal's office.

#### **9.9) Detention:**

In the event that a student is issued a detention for unacceptable conduct, the serving of this detention time will supersede all other scheduled activities unless cleared by the administration. Detentions are to be served by the student with the teacher assigning the detention. Detentions not served at the prescribed time will be doubled. If a student fails to serve the doubled detention they will be referred to the principal for possible additional consequences.

## **10.0) GENERAL INFORMATION**

### **10.1) Custodians:**

The custodians work hard to get and keep the building in first class condition for school. It is the responsibility of the faculty and the student body to do their best to keep it that way. Their duties are general cleaning, not cleaning something that we are the direct cause of.

Teachers are to fill out a fix-it ticket and submit it to Kevin (please give a copy to the principal as well) when there is a need for maintenance work to be done.

### **10.2) Student Aides:**

Senior student aides will be used sparingly and will be approved by the Principal. You may request a particular student but the seniors must be trustworthy, be in good academic standing, and have not had previous behavior issues.

### **10.3) Christmas Season:**

During this time of year, we encourage teachers to keep your academic routines. We ask that there are no gift exchanges.

### **10.4) Class Time:**

Teachers are encouraged to use the entire instructional period.

### **10.5) Elementary Field Day:**

The elementary field day will be held each spring for all students. Teachers may be asked to assist in running this event.

### **10.6) Facilities:**

Any use of school facilities by an organization or group outside the normal school day should be approved by the administration. Once approved, this event can then be placed on the school's calendar, on the website, and in the daily announcements so everyone is aware the event is happening.

### **10.7) Classroom Parties:**

Elementary Classroom Parties which will be celebrated are Halloween, Winter Season, Valentines Day, and Spring Party.

**10.8) Movies:**

Movies should not be shown unless they have educational value or part of a planned activity or on a special occasion such as a winter party or a school reward.

**10.9) Homecoming:**

We will continue having the Homecoming parade; students in grades prek-12 should be permitted to participate in this activity.

**10.10) Visitors:**

Visitors are allowed to visit your classroom, please have individuals check in through the office upon their arrival.

**10.11) Mail:**

Each teacher has an assigned mailbox in the workroom. School bulletins, announcements, magazines and pieces of mail are placed in these boxes for your convenience. Please check your box daily for these communications. Students are not to pick up any teacher's mail via teacher request. Outgoing mail should be taken to the elementary office.

**10.12) Telephone:**

Teachers are welcome to use the school's telephone to make business calls. When using these phones individuals will need to dial "9" to get access to an outside line.

All pupils must secure permission to use the school's phone. Pupils are encouraged not be called from a class to answer a call, instead a message will be delivered to them.

**10.13) Posting Signs:**

Signs or artwork can be placed throughout the school building, please be careful using tape.

**10.14) Field Trips:**

All PreK-5th grade classrooms should take a field trip. All field trips must be cleared by the principal.

Teachers taking students off of school property during school hours must do the following.

1. Get approval of trip, time, and date from administration.

2. Schedule transportation if needed with Mrs. Wegner and Mrs. Tedrow. Bus/van forms are available in the offices.
3. Have written permission from parents/guardian of each student attending.
4. If a check is needed an activity payment slip must be filled out and turned into the Business Manager before a check will be issued.
5. **PreK-5 parents should be encouraged to attend.** Parents are responsible for their own transportation and costs.

#### **10.15) Teacher Parking:**

The area in front of the high school building will be used by high school staff and are not reserved. Elementary teachers and support staff are strongly encouraged to fill the gravel parking lot on Pebble street and the spots in front of the band building before parking in the spaces in front of the playgrounds. No spaces are specifically reserved; however, parents are instructed to pick up in front of the playground and we would like to leave parking spots available for them. We ask that staff not park in the fire zone, handicap zone, or delineated parking as these areas are reserved for special uses.

#### **10.16) Gifts to Teachers:**

We ask that teachers encourage their students not to give you gifts during the school year.

#### **10.17) Student Cell Phones Use:**

Students in grades 6-12 will turn in phones to the classroom teacher when entering. Students may use phones before/after school, between periods, and during lunch. Students will not be allowed to use their phone during class periods. If a student is caught doing this the teacher should confiscate the phone and give it to the Principal.

Elementary students need to turn their cell phones into their teacher when they arrive to class. If they need to use their phones during the day they will need to get permission from their teacher.

#### **10.18) Computer Use:**

Each teacher will have a computer for use in their classroom.

Personal software is not allowed to be installed on school computers. All school purchased software must be installed by a tech person with the approval of the Technology Coordinator.

It is the general policy of the Scribner-Snyder Community Schools that network services are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Scribner-Snyder Community Schools. Users of the Scribner-Snyder Community Schools network must acknowledge their understanding of the general policy and guidelines as a condition of using the network.

Use of the Scribner-Snyder Community Schools network services is a privilege, not a right. Failure to adhere to this policy and administrative procedures may result in suspension or

revocation of network access. Willful or intentional misuse could lead to disciplinary action or criminal penalties under applicable state and federal law.

### **10.19) Internet Use Procedures**

Students may use the Internet in instructional areas where there is teacher or staff supervision provided that they have on file a **Student/Parent Acceptable Use of Computers and Network Agreement** signed by both the student and parent/guardian.

Teachers may allow students to use the Internet in the following ways:

#### **a) Directed Searches**

Teachers may work directly with small groups of students or with an entire class. Internet access will be limited to those sites approved by the teacher and previewed in advance, within a week prior to use. Teachers will be responsible for reviewing the Internet policy and procedures with students prior to any directed searches.

#### **b) Independent Searches**

All students must have a signed form on file with the office before access will be granted. Students will not be issued Internet e-mail accounts. Use of the e-mail can be accessed before and after school through web-based providers. Email is not acceptable during school hours without approval from the principal.

### **10.20) Procedure for Accepting and Filing Complaints of Discrimination**

#### **I. Right to File a Complaint**

Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged incident.

#### **II. Acceptance**

All complaints, written or verbal, shall be accepted by the School Food Authority (SFA) and forwarded to the Administrator of the School Nutrition Programs at the Nebraska Department of Education, Nutrition Services. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

#### **III. Verbal Complaints**

In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the

complainant. Every effort should be made to have the complainant provide the following information:

- a. Name, address and telephone number or other means of contacting the complainant.
- b. The specific location and name of the entity delivering the program service or benefit.
- c. The nature of the incident(s) or action(s) that lead the complainant to feel discrimination was a factor.
- d. The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability).
- e. The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).
- f. The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

## **STAFF USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET**

In order to provide for the appropriate use of the District's technological resources in keeping with School board policy, the following administrative regulation has been developed. An Acceptable Use Agreement stating the staff member has read and understands this regulation must be signed and returned to the Building Principal before access is allowed to the Internet or an e-mail account.

### **Acceptable Use**

The use of computers, technology and the Internet must be consistent with the educational objectives of the School District. All School District electronic resources must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to these regulations will result in loss of user privileges, disciplinary action, dismissal and/or appropriate legal action.

### **Privileges**

The use of the District's electronic networks is a privilege, not a right. The Building Principal will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time.

## **Unacceptable Use**

The user is responsible for his or her actions and activities involving electronic resources. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law.
2. Unauthorized loading or downloading of software, games or files, regardless of whether they are copyrighted.
3. Downloading copyrighted material for other than personal use.
4. Commercial or for-profit uses.
5. Wastefully using resources, such as file space.
6. Destroying, modifying or abusing hardware or software.
7. Gaining unauthorized access to resources, files, passwords or other users' accounts.
8. Accessing the Internet from a School District access point using a non-school district Internet account.
9. Accessing fee services via district technology without specific permission from the Building Principal.
10. Accessing, receiving, transmitting or re-transmitting material regarding students, parents/guardians or district employees that is protected by confidentiality laws. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee and student records in accordance with School District policies and regulations.
11. Invading the privacy of individuals.
12. Disrupting the work of others.
13. Posting material authorized or created by another without his/her consent.

14. Impersonation of another user, anonymity and pseudonyms.
15. Sending or accessing encrypted information.
16. Commercial or private advertising, or political lobbying.
17. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, discriminatory, offensive, harassing, or illegal material.
18. Using or attempting to use the resources while access privileges are suspended or revoked.

### **No Expectation of Privacy**

Use of the District's electronic resources, including e-mail, is not private. The District reserves the right to log, monitor, examine, evaluate, and disclose solely at its discretion, the contents of all files, communications, or other usage on or conducted through these resources despite any designation of privacy by either the sender or recipient.

### **No Warranties**

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Indemnification**

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

### **Security**

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify appropriate personnel. Do not demonstrate the problem to other users. Users shall not reveal their passwords to other individuals. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to these resources.

## **Vandalism**

Vandalism will result in cancellation of privileges and will be reported to the legal authorities for possible prosecution. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

## **Telephone Charges**

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

## **Limited Resource**

Activities that are deemed by the network supervisor to cause unreasonable demand on network capacity or disruption of system operation are prohibited. Users shall not post chain letters or engage in "spamming". Spamming is sending unsolicited messages to a large number of people, or sending a large number of unsolicited messages to one or a few individuals.

## **10.21) Student Party Personal Invitations**

Students are not allowed to pass out personal party invitations at school.

## **APPENDIX A & B**

### **TORNADO DRILL PROCEDURE (Shelter):**

In the event of a tornado, everyone needs to take shelter. Evacuate the classroom and seek safer shelter. Everyone must be quiet, moving quickly and orderly, following directions.

### **List of classrooms and assigned areas:**

Pre-K-4 Building/Commons:

- 1<sup>st</sup> Grade - Girl's restroom in Commons
- 2<sup>nd</sup> Grade - Girl's locker room
- 3<sup>rd</sup> Grade - Boy's restroom in Commons
- 4<sup>th</sup> Grade - Boy's locker room
- Office Personnel - Business Manager/Supt. Offices
- Kitchen Staff – Basement or store room in kitchen

7-12 Gym Classes – Girl’s locker room.  
7-12 Students at lunch – Boiler Room

Annex:

Little Explorers - Boy's restroom  
Preschool – Girl’s restroom  
Title Classroom – Girl’s restroom  
Mrs Tedrow’s – Boy’s restroom

High School and Vocational Building

Go to designated areas posted in each classroom

Music Building:

Students will go to store rooms or restrooms

REMINDER TO ALL STAFF:

All lights may be off. ONLY the emergency lights will be on.

Leave windows and doors open IF POSSIBLE. Students should walk quickly and quietly to the assigned area. They should kneel down, place the head on their knees, and cover their head with their hands. If there are small windows in the area, face away from the window for safety from flying glass.

The signal for a tornado warning will be the city civil defense siren followed by an announcement over the P.A. system to take cover.

EVERYONE WILL REMAIN IN THE SHELTER UNTIL THE ADMINISTRATOR GIVES AN ALL CLEAR CALL.

Please inform all students of this procedure and instruct them that they must move as quickly and quietly as possible. They must also be quiet in the shelter area.  
The signal for a tornado warning will be the city civil defense siren followed by an announcement over the P.A. system to take cover.

EVERYONE WILL REMAIN IN THE SHELTER UNTIL THE ADMINISTRATOR GIVES AN ALL CLEAR CALL.

Please inform all students of this procedure and instruct them that they must move as quickly and quietly as possible. They must also be quiet in the shelter area.

## **APPENDIX C**

### **ACCEPTABLE USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET**

## Internet Safety and Acceptable Use Policy

### A. Internet Safety Policy

It is the policy of Scribner-Snyder Community Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

#### B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees' contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the

nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

- d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
  - 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
  - 2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - 4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - 5. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - 6. Users 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, worm, Trojan horse, or similar name.
  - 7. Users shall not engage in any form of vandalism of the technology resources.
  - 8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
  - 1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  - 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  - 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

4. to engage in or promote violations of student conduct rules.
  5. to engage in illegal activity, such as gambling.
  6. in a manner contrary to copyright laws.
  7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

## **Appendix D**

### **Faculty Handbook Staff Signature Page**

I have read the Faculty Handbook and agree to adhere to and follow the rules, regulations, policies, and procedures outlined in this document.

Staff Signature \_\_\_\_\_ Date: \_\_\_\_\_

(Please return this document to Shelly in the high school office or put it in her mailbox so it can be kept on file).