

Scribner-Snyder Community Schools Support Staff Handbook

2025-2026



TABLE OF CONTENTS

1.0 INTRODUCTION

2.0 Mission Statement

3.0 EMPLOYMENT RELATED ITEMS

- 3.1 General Responsibilities and Duties of Support Staff
- 3.2 Required forms
- 3.3 Personnel files
- 3.4 At Will-Employment
- 3.5 Resignation Procedures
- 3.6 Cobra
- 3.7 Duty Hours
- 3.8 Overtime
- 3.9 Paychecks
- 3.10 Snow Days/Heat Days
- 3.11 Lunch Hour
- 3.12 General Meetings
- 3.13 Staff Absence Reports
- 3.14 Job Benefits
 - (a) Insurance (b)Leaves
 - (c) Workers compensation (d) Holidays
 - (e)Vacation
- 3.15 Mileage
- 3.16 Jury Duty
- 3.17 COVID 19 Guidelines

4.0 GENERAL INFORMATION

- 4.1 Courtesy to Others
- 4.2 Proper Attire/Tattoos
- 4.3 Mail
- 4.4 Cell Phones (personal use) / Telephone
- 4.5 Computer Use
- 4.6 Keys
- 4.7 Staff Parking
- 4.8 Facilities
- 4.9 Smoke Free Environment
- 4.10 Harassment
- 4.11 Fire Drills

5.0 EQUIPMENT AND SUPPLIES

- 5.1 Purchase Orders
- 5.2 Office Machines
- 5.3 School Equipment

6.0 INFORMATION PERTINENT TO STAFF WORKING WITH STUDENTS

- 6.1 Bell Schedule
- 6.2 Discipline
- 6.3 Tornado/Fire Drills and Procedures

- 6.4 Bomb Threats
- 6.5 Student Health
- 6.6 Medications
- 6.7 Accident Reports
- 6.8 Report Suspected Child Abuse or Neglect

7.0 DRUG FREE SCHOOL AND COMMUNITY POLICY

8.0 NOTICES

- 8.1 Notice of Nondiscrimination
- 8.2 Annual Notification of Asbestos Management Plan Availability

9.0 JOB DESCRIPTIONS

- 9.1 Administrative Assistant/Business Manager/Board Secretary
- 9.2 Secretary to the Superintendent
- 9.3 High School Secretary
- 9.4 Custodians
- 9.5 Bus Driver, Van Driver
- 9.6 Special Education and/or Regular Education Para-Educator
- 9.7 Food Service Supervisor
- 9.8 Food Service Worker
- 9.10 Dishwasher/Assistant Food Service Worker
- 9.10 School Nurse/Designee

10.0 APPENDICES

- 10.1 Appendix A – Time Clock
- 10.2 Appendix B – Acceptable Computer Use
- 10.3 Appendix C – Staff Acknowledgement

1.0 INTRODUCTION

This handbook outlines the general expectations and guidelines established by the Board of Education for Support Staff Personnel of the Scribner-Snyder Community Schools. All information in this handbook is subject to change by the Board of Education when necessary; however, the following guidelines are understood to be in force until a change has been made. Other supplementary material may be added from time to time through bulletins or notes and should be kept with this information. Keep this material readily available for referral whenever a question arises.

As a support staff member of the Scribner-Snyder Community Schools you must remember that this school belongs to patrons of the district, you have been hired to help their children as you would help your own, and the success of the school is dependent upon the cooperation of all staff members.

2.0 MISSION

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.

3.0 EMPLOYMENT RELATED ITEMS

3.1 General Responsibilities and Duties of Support Staff

The support staff of the Scribner-Snyder Community Schools is composed of staff members who perform a wide variety of jobs to assist in the smooth operation of the school. Therefore, duties and expectations will be quite different for each position. All support staff are under the supervision of the superintendent and the principal. In addition, some support staff positions are also responsible to the head person in their department.

3.2 Required Forms

The following must be on record in the Business Manager's office:

- ◆Withholding exemption certificate Form W-4
- ◆Social Security Number
- ◆Phone Number, Address
- ◆Retirement registration number
- ◆Withholding dues and insurance authorization forms

3.3 Personnel Files

Access to an employee's personal file will be in accordance with all state and federal regulations. The request to review an employee's file should be in writing and given to the superintendent.

Contents of the file may not be removed from the premises, destroyed, or defaced. A written response to any item in such file may be attached and become a part of the file record.

3.4 At-Will Employment

The Board of Education authorizes the Superintendent to employ all support staff members to meet the personnel needs of the District, as determined by the budget and the instructional and non-instructional operations of the District. This employee handbook is not a contract of employment and does not create any rights. It is a listing of policies adopted by the Board of Education and serves as a guide to support staff.

3.5.1 Resignation Procedures

If you plan to leave the Scribner-Snyder Community Schools, a written notice must be submitted to the Superintendent with sufficient time to find a replacement for you.

3.6 COBRA

The Board of Education is subject to the federal laws requiring that we offer continuation of group coverage under certain circumstances. The district is required to notify each employee so covered.

There are five qualifying events which trigger the continuation of coverage provision. Those qualifying events are:

1. Death
2. Your employment terminates (other than by reason of gross misconduct)
3. Divorce or legal separation
4. Becoming entitled to Medicare benefits
5. A dependent child reaching the maximum age for coverage

Each covered employee is to notify the Business Manager within 30 days of a qualifying event. Any person seeking continued coverage must pay the premium for the policy at the set rate.

3.7 Duty Hours

Duty hours will be set according to each support staff position and the specific duties assigned. The administration and/or department heads will set a schedule of hours to be worked by each support staff member. Deviations from this schedule must be approved by the administration and/or department head. Time Clock procedures will be in effect. See Appendix C

3.8 Overtime

In general, support staff members will not work overtime hours unless approved by the Superintendent. However, there are situations when it does become necessary for staff to work more than 40 hours in a given work week. All hourly employees will be paid one and one-half

times their regular rate for hours “actually worked” in a workweek beyond forty (40) hours. A workweek is defined as Sunday through Saturday. NOTE: “Actually worked” means present and on the job. Paid vacations, personal days, bereavement days, emergency days, etc. are not considered actually worked for purposes of determining overtime. If a work week contains a holiday these hours will be considered hours actually worked, and the overtime rate will be paid for hours over 40.

3.9 Paychecks

All employees are paid by check monthly by direct deposit. An earnings statement will be given out each month and is for your personal record and information. If you have any questions, contact the Business Manager for clarification.

Payroll deductions for personal leave, unexcused absences, excessive leave, etc., will be made in the month the leave of absence occurred or the sick leave runs out.

3.10 Snow Days/Heat Days

The school schedule is sometimes affected by adverse weather conditions. As a result, it may be necessary to call school off for the entire day, start school late, or close school early. When a change in schedule is warranted before school begins in the morning the administration will contact staff members through the Messenger Calling System. Early dismissals will be announced during school as soon as that decision is made. When changes in schedules are necessary because of weather conditions the following can be used as a guide:

No school

Secretaries – Generally not required to work.

Custodians – Adjust and plan work schedules accordingly.

Food Service – Not required to work.

Teacher Aides – Not required to work.

Late Start

Secretaries – Generally not required to report to work until $\frac{3}{4}$ hour before school begins.

Custodians – Adjust and plan work schedules accordingly.

Food Service – Adjust and plan work schedules accordingly.

Teacher Aides – Adjust and plan work schedules accordingly.

Early Dismissal

Secretaries – Generally will stay on duty until their regular dismissal time.

Custodians – Generally will stay on duty until their regular dismissal time.

Food Service – Generally will stay on duty until their regular dismissal time.

Teacher Aides – Dismissed when regular “end of day” assignments are completed.

3.11 Lunch

All support staff members will be allowed at least thirty (30) minutes lunch time each day. Staff members should clock out when they go to lunch and clock back in when they return to duty.

Meals are not provided by the school, unless performing duties related to the school lunch program.

3.12 General Meetings

Support staff may be required to attend some general meetings. These meetings will be called by the administration with advance notice being given to staff members. It is appropriate to “clock-in” for time spent at these meetings as this time will be considered as work time.

3.13 Staff Absence Reports

- a) In case of absence from duty because of illness or other extenuating circumstances call the Principal between 5:30 a.m. - 6:15 a.m. on the day of absence. The Principal may find the substitute and fill out the staff absence report if such replacement is needed.
- b) In a situation where an absence is planned such as a doctor’s appointment, funeral, etc. the support staff member will fill out the staff absence report and return it to the Principal so arrangements can be made to cover your duties.
- c) Starting in the 2013-14 school year we’re asking that teachers and staff do not take their personal leave requests during the month of May. In the past we have had several staff members requesting leave during this time and even had multiple staff members gone on the same day. 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, etc.).
- d) 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 will not be granted for days immediately preceding or following any legal or school holiday or vacation period contained in the current school calendar unless approved by administration.

Any other situations (bereavement, personal, absence without pay, etc.) must be addressed with the Principal prior to the absence unless it is an emergency.

3.14 Job Benefits

The following job benefits are currently provided to support staff personnel that qualify for benefits.

3.14(a) Insurance

Support staff may be eligible for group health insurance benefits as determined by the board and required by law. The board shall select the group insurance program and the insurance company which will provide the program.

12- Month Full-Time Employees

Support staff who work, on average, at least 40 hours per week for all 12 months of the calendar year may be eligible to participate in the District's group health group insurance plan. For those staff members who qualify, the District will offer those employees an opportunity to enroll in the group health coverage. The District will provide and pay for the premiums for self-only coverage. If a staff member elects to purchase more cover (such as full family), then the District will contribute one-half of the premium amount towards the additional coverage above the cost of self-only coverage. The Superintendent will be responsible for determining which employees qualify for this coverage.

9- Month Full-Time Employees

Support staff who work, on average, at 40 hours per week during the school year but not across all 12 months of the calendar year may be eligible to participate in the District's group health group insurance plan. For those staff members who qualify, the District will offer those employees an opportunity to enroll in the group health coverage. The District will provide and pay for the premiums of self-only coverage for eligible staff member, and staff members may elect to purchase additional coverage. If a staff member elects to purchase more coverage (such as full family), then the staff member is solely responsible for the cost of the premiums and any such additional coverage above the cost of self-only coverage. The Superintendent will be responsible for determining which employees qualify for this coverage.

This policy statement does not guarantee a certain level of benefits. The board shall have the authority and right to change or eliminate group insurance program for its support staff.

3.14(b)Leaves

1. At the beginning of each school year, all full-time support staff personnel will be credited with ten (10) days of sick leave. New employees will accrue this leave. These days will be granted for personal illness or for illness of spouse, children (dependent and independent), or parents of employees who rely upon employee for assistance in receiving medical care. Any person who exceeds the allowed 10 days of sick leave in a school year may be subject to the termination of their job; unless a pre-determined illness is confirmed a doctor as the cause of this absence.
2. In the case of death of an employee's spouse, child, mother, father, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister, brother, sister-in-law, brother-in-law, grandparent, or grandchild, sick leave days will be granted for bereavement, and the number of days considered necessary by administrative discretion will be granted within the limits of the employee's sick leave.
3. Sick leave will be accumulated to a maximum of twenty-five (25) days for nine-month employees and thirty-five (35) days for twelve-month employees.
4. The Board of Education reserves the right, in exceptional cases, to extend provisions by a majority vote of the Board of Education.
5. Professional Leave: Professional leave is at the discretion of the administration and must be requested on the proper form.
6. Personal Leave: Two (2) days with pay may be allowed for personal leave. Such leave may be granted upon a written request stating in general terms the reason for such leave,

and submitted to the administration. Request for personal leave should be submitted at least one week prior to the date you're planning to be gone. The two days are non-accumulative and are not a part of sick leave. It is the intent of this provision that such leave shall be for such personal and business emergencies not covered under other existing leave benefits. Personal leave will not be granted for days immediately preceding and immediately following any legal or school holiday or vacation period contained in the current school calendar unless approved by administration.

7. Absence beyond stated limits as outlined in the above items 1 through 6 will result in no pay for hours of absence.
8. Family and Medical Leave – The Family and Medical Leave Act of 1993 requires covered employees to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months. If an employee foresees the need to use this leave, please contact the Business Manager. All sick leave and vacation leave will be required to be used during FMLA leave.

3.14(c) Worker's Compensation

All employees are covered under the district's compensation policy. Report all on-the-job accidents to the Superintendent immediately. Claims are filed through the Business Manager's Office.

3.14(d)Holidays

All twelve-month employees that work an average of 35 hours per week and work the regular working day before and the regular working day after the holiday will receive pay for the following holidays:

New Year's Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Fourth of July	Christmas Eve
	Christmas Day

3.14(e)Vacation Time

All full-time employees that work 12 months per year are entitled to 10 days of paid vacation per year. An employee may not take more vacation than he/she has accumulated. The year shall be the school district's fiscal year.

3.15 Mileage

Generally, the school will provide staff members with transportation (i.e. – school van, car, or bus) so mileage will not be paid. The district will pay state rate to employees who provide their own transportation; these requests must be approved by the administration prior to the event. Mileage will be computed on a standardized distance to certain destinations. This information

will be kept on file in the school office. Mileage forms are available in the Business Manager's Office.

3.16 Jury Duty

Staff members shall not lose pay or any other benefits by reason of jury duty. However, pay received for jury duty, other than reimbursement for expenses, shall be paid to the School District.

3.17 COVID 19 Guidelines (if needed depending risk level)

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

4.0 GENERAL INFORMATION

4.1 Courtesy to Others:

Every support staff member must maintain a professional spirit in their relationship with fellow staff members. Please use Mr., Mrs., or Miss, when referring to a fellow staff member in the presence of students. At no time should one staff member criticize another staff member before a student or group of students.

Matters discussed in staff meetings should stay within the school. The public takes its cue and judges the school by what it sees and hears from staff and students. It may seem peculiar, but some people often enjoy passing on the criticism of the school. We must keep good news coming from our school.

4.2 Proper Attire/ Tattoos

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.

Tattoos that contain offensive words, messages, slogans, or pictures, including but not limited to those displaying nudity, sexual acts, gender, race, religion, disability, or national origin, and/or may be perceived to be gang-related shall be covered and/or not visible while on duty. If an employee has a question about whether the tattoo policy is applicable to them, the matter should be immediately raised with their supervisor for consideration and determination.

4.3 Mail

Each staff member has an assigned mailbox in the workroom. School bulletins, announcements, magazines and mail are placed in these boxes for your convenience. Please check your mailbox daily. Outgoing mail must be in the office by 3:45 p.m. to be posted that day.

4.4 Cell Phones (personal use)/Telephone

The use of personal cell phones during school hours is generally discouraged; cell phones should never be used during instructional time. Cell phones may be used during your lunch time. If a personal emergency arises and you need access to your cell phone please do so at your own discretion.

School telephones are located in the secondary and elementary offices. Staff members are welcome to use the telephone whenever necessary. The Superintendent, Principal and Secretaries can be reached at (402) 664-2567.

4.5 Computer Use

Personal software is illegal to install on school computers. All school-purchased software must be installed by a tech person with the approval of the Technology Coordinator. The use of school computers for email purposes is encouraged to keep up with daily school communications.

4.6 Keys

Depending on the support staff position keys to buildings or various rooms in buildings may be checked out to the staff member. Support staff members are held responsible for these keys and must safeguard them at all times. Support staff should not to give their keys to students, or any non-school persons for personal use.

4.7 Staff Parking

The parking lot in front of the elementary building and in the street in front of the old high school and band building can be used by elementary teachers, support staff, and visitors. 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.

4.8 Facilities

Any use of school facilities by staff members must be approved by the administration.

4.9 Smoke Free Environment

The NO SMOKING rule will be enforced in all Scribner-Snyder Attendance Centers and school vehicles.

4.10 Harassment

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

4.11 Fire Drills

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.

5.0 EQUIPMENT AND SUPPLIES

5.1 Purchase Orders

All supplies and materials will be purchased with purchase orders. Purchase orders will be filled out and approved before any purchase takes place. Purchase order forms are available in the Business Manager's office and must be approved by the Superintendent or Principal.

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.

5.2 Office Machines

The copy machines located in the offices are to be used for school related materials and not for personal business.

Staff members using the copy machines for personal use will pay 10 cents per side. Staff members using the laminator for personal use will pay \$1.00 per foot. This money will be paid to the office secretary when you use the machine.

5.3 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.

6.0 INFORMATION PERTINENT TO STAFF WORKING WITH STUDENTS

6.1 Bell Schedule

A bell will ring prior to the start of the school day allowing students to come into the building. Students will be allowed in the building earlier if they want to see a teacher for help. School begins at 8:00 a.m.

DAILY BELL SCHEDULE

Doors Open/Breakfast Served	7:30 – 7:55 a.m.
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.
6-12 Lunch	12:30 – 1:00 p.m.
Period 6	1:00 – 1:47p.m.
Period 7	1:50 – 2:37 p.m.
Period 8	2:40 – 3:28 p.m.

1:30 PM DISMISSAL

Doors Open/Breakfast Served	7:30 – 7:55 a.m.
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 (Grades 6-12)	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

Doors Open – No Breakfast	9:45 – 10:00 a.m.
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 (Grades 6-12)	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	2:53 – 3:28 p.m.

School Administration will determine a bus leave time for the Snyder route am and communicate that to school staff on a yearly basis on regular school days and early dismissal days. On Late Start days the bus leave Snyder 2 hours later than the regular time set.

Elementary/secondary students dismisses at 3:28 pm on regular days and 1:30 on early out days. If the time is different than the above mentioned, you will received a call/message from school.

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

6.2 Discipline

Good discipline in the school is extremely important to a positive learning environment and should be positive in nature rather than negative. One should never single out students, or raise their voice when dealing with students.

Please follow the chain of command with dealing with discipline issues (i.e. – staff, to teacher to Principal to Superintendent). We expect staff to deal minor situations yourself. If the matter isn't resolved they need to next be referred to the classroom teacher. From there if the situation is still not resolved please involve the Principal or administration. As a support staff member, you're responsible for students you work with on a daily basis; you have the authority to discipline students as you see fit (including giving detentions or removing students from activities).

Without discipline students cannot realize their greatest opportunities for growth. It consists of keeping students interested and busy doing constructive and worthwhile things rather than punishing students. Discipline that is fair, consistent, and equitable is a must. Establish discipline early in the year. Discuss the rules and have the students fully knowledgeable of both the rules and the consequences for breaking the rules. Ownership and responsibility on the part of the student is essential. Students are to show all staff members proper respect and courtesy; if you feel this isn't happening please refer the student to the next level in the chain of command.

6.3 Tornado Procedures

Tornado Drills will be organized and practiced during the spring of the year. All support staff members should be aware of tornado drill procedures and help direct students to proper areas when needed.

When a tornado alert/fire drill is given all students, teachers, and staff will report to designated areas. The administration will announce the all clear when danger has subsided.

6.4 Bomb Threats

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:

"For all staff involved, the administration will be meeting with you individually."

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. We will evacuate on a fire alarm. 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. Support staff should assist with students as needed.
4. If a device has not been located, a search will be made and you 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.

6.5 Student Health

The school nurse obtains a medical history on all students at the time of initial enrollment. Since some support staff duties include dispensing medications the following is provided:

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. Keep all student health records confidential.

6.6 Medications

Any student who is required to take medication during the regular school day must comply with 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, Tylenol, and Inhalers.
5. A locked cabinet will be provided for the storage of medication.
6. Medication will be distributed to students as needed by the school nurse, or her designee, upon parent request. Parents/Guardians are responsible for providing direction and monitoring of the medication and to monitor therapeutic effect of the medication.
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.

6.7 Accident Reports

If a student is injured you must fill out a report form. These forms will be filled out by the teacher or aide that is in charge at the time of incident, and filed in the Principal's office for the protection of you and the school. Also, we sometimes need them several months after the incident for insurance purposes.

6.8 Reporting Suspected Child Abuse or Neglect

Because of their sustained contact with school-age children, school employees are in an excellent position to identify abused or neglected children and to refer them for treatment and protection.

To comply with Statutes 28-711 through 28-717 it is the policy of the Scribner-Snyder Community School that any school employee who suspects that a child's physical or mental health or welfare is adversely affected by abuse or neglect, should be reported as soon as possible to the administration.

INFORMATION REQUIRED OF THE REPORTER:

1. Name, address and age of student.
2. Name and address of parent or guardians.
3. Nature and extent of injuries or description of neglect.
 - ◆Have a witness present; do not use "hear say" information.
 - ◆What you see; not what you think!!
4. Any other information that might help to establish the cause of the injuries or condition.
5. Oral report followed by written report.

All records concerning reports of suspected abuse or neglect are confidential.

7.0 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 work force. 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 or as a part of any of the school's activities.

Definitions

As used in this policy, prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities shall mean, 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 or as a part of any of the school's activities.

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.

As used herein, the phrases "as a part of any of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices 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 that acknowledges the District's policy of absolutely prohibiting conduct as set forth in this policy, 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 and 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.

8.0 NOTICES

8.1 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, prek-12 Art; 400 Pebble St, Scribner, NE 68057, 402.664.2568, mstock@sstrojans.org.

Employees and Others: Megan Stock, prek-12 Art;; 400 Pebble St, Scribner, NE 68057, 402.664.2568, 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.

Fax: (816) 823-1404

TDD: (800) 437-0833

8.2 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 conducted on all asbestos containing material and suspect material assumed to contain asbestos. A re-inspection is 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

9.0 JOB DESCRIPTIONS

Listed on the following pages are general duties associated with each support staff position. These lists of duties are not intended to be all inclusive, but rather serve as a general guideline of expectations.

9.1 Administrative Assistant/Business Manager/Board Secretary

- Coordinates special assignments as directed by the Superintendent.
- Prepares, computes, and processes all school district payrolls.
- Maintains records covering all required payroll deductions.

- Prepares tax forms and reports relating to payroll matters.
- Keeps accurate and current records of staff leaves and absences.
- Distributes payroll checks as prescribed by policy.
- Assists the Superintendent in the preparation of all financial reports, annual budget, documents, and the general management of the fiscal affairs of the school district.
- Maintains appropriate receipt and disbursement ledgers for all school district funds.
- Reconciles canceled payroll and accounts payable checks with bank statements to verify bank balances with statement balances.
- Prepares, enters and records all receipts and disbursements of school funds in accordance with the current accounting system.
- Prepares a monthly report to the District Treasurer.
- Prepares such financial statements, income statements and disbursement statements as required to reflect the financial condition of the school district.
- Files all material, including confidential correspondence.
- Makes appropriate appointments for the Superintendent.
- Maintains data book of responsibilities and monitors daily activities.
- Receives complaints or questions.
- Provides district information, if possible, or refers to the proper person.
- Handles routine correspondence.
- Coordinates daily office activities allied with the Superintendent's office.
- Acts as Secretary to the Board of Education.

9.2 Secretary to the Superintendent

Attendance

- Collect and process daily attendance records for the elementary grades.
- Collect, compile, maintain, and compute census data.
- Prepare the yearly census report.

Mail

- Pickup, sort, route mail daily.
- Route morning newspapers.
- Receive and sign for UPS, FedEx, & RPS packages.
- Post mail daily and drop at Post Office.

Bank Deposits

- Collect, receipt, and draw up deposit slips for lunch money.
- Collect all deposit bags (activity and lunch) and drop at the bank.
- Lunch Program
- Oversee the computerized lunch program.
- Create daily tray count sheets for kitchen.
- Input Snyder lunch count.
- Fax menus to newspapers.
- Help monitor students during lunch.
- Help mop up spills in the lunch room.
- Collect, receipt, and deposit milk break money.

Nurse

- In the absence of the school nurse, give medication, check temperatures, assist students with injuries, call parents when needed.
- Call nurse when additional assistance required.

Requisitions

- Help prepare requisitions material.
- Sort and make vender catalogs available to teachers and staff.
- Type purchase orders and send-fax-call in requisitions.
- Inventory office supplies and extra teaching supplies.
- Receive and sign for all packages.
- Sort and inventory packages according to requisitions.
- Call on any/all errors detected in ordering materials.
- Name and route packages to proper staff.
- Help distribute packages to appropriate staff.

Daily Office Duties

- Notify high school secretary of any additional announcements for the elementary.
- Answer telephone, take messages, and route/transfer calls to proper staff.
- Answer/buffer complaints and questions by phone and in person.
- Assist visitors, new students (families) around grounds and with paper work.
- File daily correspondences (confidential and non), student work, student files, transcripts.
- Type daily correspondences, ads, newsletters, and yearly calendar.
- Memos/letters to parents from Superintendent.
- Assist administrative assistant with accounts payable.
- Assist teachers, aides, staff with all office equipment (fax, copier, laminator, computers, printers, etc.)
- File, send, and maintain transcripts (requests).
- Set up appointments where needed.
- Monitor daily activity.
- Count and distribute correspondence sent home.
- Create new student files (K-12), input of grades on files and transcripts (K-6).
- Send and receive student files.
- Any and all duties assigned by the Superintendent.
- Cleaning and maintenance of key case.
- Keep menu and event boards updated.

Transportation

- Receive bus list and activity assignments to compile and assign bus and bus drivers.
- Notify drivers and keep open correspondence with them in regard to up-coming events.
- Keep updated records on all drivers.
- Keep records of random drug tests and results.
- Distribute letters to drivers when random drug tests are requested.
- Set up appointments for drug test with St. Francis Memorial Hospital in West Point.
- Order and compile drug kits to be sent with drivers for tests.

- Create a yearly van route schedule.
- Assign vans as requested.
- Maintain keys.

Attendance

- Collect and process daily attendance records for grades K-12.
- Keep attendance records up to date.
- Track students in and out for attendance purposes.
- Assign and collect blue slips and admit passes.

9.3 High School Secretary

Mail

- Route high school mail to proper staff.
- Collect mail from high school and drop at elementary office.

Lunch Program

- Relay secondary lunch count to elementary secretary.

Nurse

- In the absence of the nurse, give medications, check temperatures, assist students with injuries, call parents when needed.
- Call nurse when additional assistance needed.

Requisitions

- Inventory office supplies and extra teaching supplies.
- Order office supplies.

Daily Office Duties

- Answer telephone, take messages, and route/transfer calls to proper staff.
- Answer/buffer complaints and questions by phone and in person.
- Assists visitors, new students (families) around grounds and with paper work.
- Filing daily correspondence (confidential and non), student work, student files, transcripts.
- Type daily correspondence, K-12 Class Lists, memos/letters to parents, absentee reports, awards, down slips, student reports, handbook updates, course descriptions, etc.
- Help principal compile calendar for newsletter.
- Assist teachers, aides, staff with all office equipment (fax, copier, laminator, computers, printers, etc.)
- Filing, sending, maintaining transcripts (requests).
- Set up appointments where needed.
- Count and distribute correspondence to be sent home.
- Assist high school principal in the daily management and operation of the Jr.-Sr. High School.
- Assist teachers, students and visitors who come to the school.

- Manages the day-to-day office activities.
- Assists the principal in securing teacher's substitutes and keeping current a list of these substitutes.
- Assists in the prevention of unauthorized contact of students by visitors or callers.
- Expected to evidence the same high level of ethical behavior and confidentiality of information about students as is required of professional staff members.
- Screens all incoming calls in a pleasant manner and routes all phone messages to the proper administrator/staff member.
- Assists Principal with schedules – types and distributes.
- Compiles lists of eligible students.
- Assists principal in preparation of annual North Central Association report.
- Keeps office area neat and orderly, always ready to meet the public.
- Organizes Parent-Teacher Conferences.
- Collect and record payment of textbook and library book fines.
- Performs other duties as assigned.

Announcements

- Type and distribute daily bulletin to all staff; typically, these need to be shared with the students during 3rd period.
- Assembles information for weekly bulletin and calendar.
- Computerizes rough draft and meets with principal to prepare materials for bulletin and calendar.
- Finalizes bulletin and calendar with materials from teachers and staff.
- Announces daily intercom messages to the student body and faculty.

9.4 Custodians

- Carries out all policies and procedures set forth for building operation personnel.
- Assures that facility is properly heated, ventilated, and all equipment maintained.
- Assists in maintaining sufficient supplies to properly maintain facility.
- Assists in training of new custodial staff.
- Assists in providing the necessary safeguards to prevent the loss of school property through theft or pilferage.
- Shovel, plow, side walks and driveways, parking areas and steps as appropriate.
- Check daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Sweep/vacuum classrooms daily and dust furniture as required.
- Clean corridors after each school day and during the day if conditions warrant it.
- Scrub, hose down and disinfect bathroom floors daily.
- Clean and disinfect all sanitary fixtures and drinking fountains daily.
- Wash all windows of the buildings on both the inside and outside at least twice each year, or more frequently as required.
- Keeps school property free from rubbish and debris.
- Performs such yard keeping functions as grass cutting, tree trimming, fertilization, watering, etc. as necessary to maintain the grounds in an attractive condition.
- Keep all floors in a clean and attractive condition and in a good state of preservation.

- Clean all chalkboards and marker boards as required.
- Make minor building repairs as required.
- Report major repairs needed to the building administrator.
- Report any damage to school property to the building administrator immediately.
- Remain on the school premises during school hours, and during non-school hours when the use of the building has been authorized and attendance is required by the building principal or activities director.
- Assumes responsibility for the opening and closing of the building each school day and for determining before leaving, that all doors and windows are secured and all lights, except those left on for security are turned off.
- Conducts an on-going program of general maintenance, upkeep and repair.
- Move furniture or equipment within buildings as required for various activities and as directed by the building administrator or activities director.
- Complies with local ordinances and procedures for the disposal of trash, rubbish, debris and waste materials.
- Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe conditions.
- Conducts periodic inspections of boilers, piping, and boiler water to ensure safe conditions.
- Inspects playground equipment once each month to ensure safety and proper operating conditions.
- Other duties as may be assigned by the building administrator and/or head custodian.

9.5 Bus Driver/Van Driver

- Be available to drive for any necessary activity.
- Is prompt and on time for driving assignments.
- Appearance is neat and clean.
- Must work well with all other drivers and students of all ages.
- Adhere to rules of the road as set by the Nebraska Department of Motor Vehicles.
- Remain with respective buses during loading and unloading.
- Keep assigned vehicles clean.
- Checks bus and/or vans before each operation for mechanical defects.
- Reports all needed repairs to the transportation supervisor or building administrator.
- Discharge students only at designated stops.
- Exercise responsible leadership when on out-of-district trips.
- Report misconduct to the building administrator.
- Enforce regulations against smoking and drinking on the bus or van.
- Completes all required transportation forms as required by the district.

9.6 Special Education and/or Regular Education Para-Educator

Note: Teacher aides are employed for the purpose of assisting teachers. At no time are they ever to give initial instruction to students. Aides are to assist individual students, read to students, listen to students read, help supervise playground and lunchroom, and other non-instructional duties as assigned. It must be remembered that the primary purpose of the teacher aide is to

provide help to students. Teacher aides will not grade papers, run copies, put up bulletin boards, etc. when students need academic assistance. Directions from teachers to the contrary should be reported to the administration.

- Since SSCS is now a Schoolwide Title I district all para-educators must complete and be certified in the Project Para Program. Current para-educators completed this training in 2012.
- Para-educators will first work with our SPED students as a priority; after this job staff will be assigned to assist with the 90-minute reading, to assist with Saxton math, and with other duties assigned by the classroom teacher.
- Abides by the guidelines established for para-educators of the district.
- Type, draw, write and/or duplicate instructional material (as needed).
- Make educational games and aids.
- Listen to students read, and reads to students.
- Help students with make-up work.
- Assists in individual or group activities, games, flash cards, etc.
- Assist students in interpreting and following directions of teacher.
- Drill students to reinforce any skill the teacher has taught.
- Alert teacher to needs of students.
- Assist teacher in checking progress of individualized study projects.
- Supervise lunchroom, playground, halls, classroom and other assigned activities (assigned).
- Assist with loading and unloading of special education buses, when necessary.
- Lift, transfer and position students with physical disabilities, when necessary.
- Assist when emergencies arise.
- Perform other delegated non-instructional responsibilities assigned by teacher or administrator.

9.7 Food Service Supervisor

- Plan, organize and directs the Food Service Program.
- Sees to it that each child receives food of high nutritious quality in an atmosphere of cleanliness, cheerfulness and personal cleanness.
- Provides direction to Food Service personnel.
- Carries out policies and procedures set forth for school district and Food Service Department.
- Assists in opening, closing and securing the kitchen.
- Uses fire protection equipment and teaches others to use.
- Assists in the preparation of detailed job descriptions for all unit Food Service personnel.
- Provides training and day-to-day instructions where needed to all unit workers.
- Performs efficiently any task in kitchen to train or expedite as needed (includes equipment care and operation, sanitation, and production).
- Verifies quantity and quality of food.
- Maintains an up-to-date recipe file.
- Places appropriate and timely orders for food, supplies and services.
- Plans alternate daily choices.

- Maintains records and reports (milk report, invoice register, etc.) and operates within fiscal guidelines.
- Provides harmonious work environment.
- Maintains inventories of food, supplies and equipment.
- Receives and checks all deliveries; reports irregularities to the bookkeeper.
- Maintains two-way communication with central office and school building offices.
- Provides necessary safeguards to prevent loss of school property through theft, pilferage or fire.
- Informally evaluates performance of subordinates as needed.
- Responds to principal requests and unique building needs.
- Welcomes guests, auditors, etc. and is available to assist as needed.
- Performs miscellaneous duties as assigned by the Superintendent or building administrator.
- Informs the public through local press and media of planned menus on a weekly basis.
- Standardizes cafeteria accounting procedures in concert with state regulations and the district business office.
- Assists in screening and interviewing of Food Service personnel.
- Responsible to ensure that high standards of health and safety are maintained, and recommends possible improvements in operation.
- Supervises storage and care of food and supplies.
- Assists the classroom teacher in any units of instruction that pertain to lunch programs and nutrition.

9.8 Food Service Worker

- Ability to prepare food in quantity.
- Provides food according to a planned menu and tested, uniform recipes.
- Determines if the finished product is of the best quality, both in flavor and appearance, before it is served.
- Assists with solvents, cooking and/or baking as assigned.
- Assists in cleaning duties.
- Confers with the Food Service Manager regarding any personnel problems.
- Maintains the highest standards of safety and cleanliness in the kitchen.
- Participates in the daily cleaning of all kitchen equipment and the washing and sterilization of all dishes, silverware, cookware and utensils.
- Performs other duties as assigned by Food Service Manager and/or the building administrator.

9.9 Dishwasher/Assistant Food Service Worker

- Participates in the daily cleaning of all kitchen equipment and the washing and sterilization of all dishes, silverware, cookware and utensils.
- Assists with solvents, cooking and/or baking as assigned.
- Assists in cleaning duties.
- Confers with the Food Service Manager regarding any personnel problems.
- Maintains the highest standards of safety and cleanliness in the kitchen.

- Performs other duties as assigned by Food Service Manager and/or the building administrator.

9.10 School Nurse/Designee (if available)

Primary Responsibilities

- Works in coordination with and provides health services and guidance to: building principals, Director of Special Education, teachers, parents and families, community agencies and students.
- Provides a program of student health (as time permits).
- Assists school administration and staff in the development of an interrelated, coordinated total health program, which includes health services and a healthful school environment.
- Participates in planning the modification of the school program to meet special health needs of students.
- Participates and gives leadership to planning for the provision of proper emergency care and first aid for sudden illness or accidents incurred under school jurisdiction.
- Evaluates students and recognizes those signs and symptoms which are suggestive of illness, including communicable diseases, and refers students having such signs and symptoms for diagnosis and treatment.
- Collaborates and consults with team members and family service providers.
- Provides health counseling and guidance to students and parents in individual or small group situations.
- Provides the nursing services in established health appraisal procedures carried on in the school structure.
- Planning and implementing of health appraisal and screening programs. Starting in the 2012-13 we'd like all the health screening to be conducted during the Lion's Club Health Screening days so students are not having to be removed from class at a later date.
- Offers referrals for professional evaluation and diagnosis.
- Helps students and families identify available, acceptable and accessible resources.

Follow-up activities for professional recommendations include:

- Interpretation of these recommendations for treatment and remediation.
- Assisting the child and his/her family to understand the professional recommendation.
- Monitoring the health aspect of the student's program.
- Participates in staffing for helping students encountering difficulties in school.
- Assists the teacher in the classroom health instruction program through unit teaching, as a resource person and provides supportive materials.
- Maintains permanent health records for each student and interprets pertinent health data to school personnel.
- Serves as a liaison between the school, the home, and the community in improving the health of students.
- Contributes to the in-service education program.

Employee Health Program

- Supervises and educates personnel in the performance of activities relating to health care (physical, mental, dental, nutrition, weight control, exercise, current health issues, emergency care, environmental safety).
- Aid with referrals to social service agencies and varied community resources.
- Aid with interpreting health findings and screenings.
- Provides nursing services related to screening upon request of the employee (blood pressure, tuberculosis, vision, hearing, weight control).

Other Duties

- Aids in CPR and first aid training (as needed).
- Provides emergency care, acute and chronic care follow-up through individual counseling and referral to the medical director of health services or attending physician.
- Provides appropriate written instruction on medical/health related procedures which teachers and service team are required to implement.
- Provides precautionary information for staff members working with medically complex children (hand washing, toy cleaning, infection control, emergency procedures, effects of medication)
- Provides in-service for staff and families regarding specific health issues.
- Participates in kindergarten health screenings.
- Maintains highest degree of professional ethics to insure confidentiality of information.
- Plans and implements school health management protocols for students with specific health problems (ex: asthma) including the administration of medication.
- Administers and oversees the distribution of medication to students; school secretaries will have these duties on the days/times the nurse isn't available
- Maintains standards set by local and State officials to protect the well-being of all students.
- Maintains and updates all immunization records.

(SSCS has typically allowed the nurse position to have 14 hours of employment per week; the nurse may be required to change their scheduled hours to different times to adjust to school activities and events.)

10.0 APPENDICES

10.1 Appendix A - Time Clock

All support personnel and the nurse will use the time clock appropriately. Appropriately means that everyone will clock in when they arrive, out for lunch, back in after lunch, and out at the end of the day.

In the event that an employee does forget to clock in and “remembers they forgot”, do not clock in at the time you remember - you cannot correct the error and only make matters worse. Put a slip of paper in book keeper's mailbox with your name, the date and time you arrived, but did not clock in and please do it as soon as possible. I update the time clock several times a day so the sooner I have that information, the better.

If you have forgotten to clock in or out or if you have clocked in or out twice because you couldn't remember whether you had done so, you will receive a pink slip in your time card slot. Please fill it out and put it in book keeper's mailbox immediately – do not put it in the time card slot. If you are sure you did use the time clock but I give you a slip stating that there is no entry in the clock, the chances are you used someone else's card or you got an "error" message from the time clock and did not notice it. If you know you used someone else's card; please leave a slip in Sharon's mailbox giving your name, the other cardholder's name and the time the card was used. If for some reason you do not take a lunch break, please leave a note in my mailbox with your name, date and the reason. If you do not give the book keeper a note with the reason for skipping lunch she will put in a half-hour for a lunch break.

10.2 Appendix B – Acceptable Computer Use

The Board supports the use of computers, technology and the Internet in the District's 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.

ACCEPTABLE USE AGREEMENT

COMMUNITY USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET

I understand and will abide by the regulations for community use of computers, technology and the Internet. I further understand that a violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and/or appropriate legal action may be taken.

Additional conditions or limitations of resource use:

Your signature on this Acceptable Use Agreement is legally binding and indicates that the party who signed has read the regulations carefully and understands their significance.

Applicant name: _____

Applicant signature: _____ Date: _____

10.3 Appendix C - Staff Acknowledgement

I have read the Support Staff 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).