

**SCHUYLER COMMUNITY
SCHOOLS
SUPPORT STAFF
HANDBOOK**

2022-2023



STRIVE • COMMIT • SUCCEED

Schuyler Community Schools Mission Statement

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DISTRICT 19-0123 BOARD OF EDUCATION

Richard Brabec	President	2023
Brian Vavricek	Vice-President	2023
Dr. Renee Sayer	Member	2025
Guadalupe Marino	Member	2025
Chuck Misek	Treasurer	2025
Nina Lanuza	Secretary	2023

Schuyler Community Schools Coaching Staff 2022-2023

(Changes highlights, *Denotes Living in District, Last Update 6/2/21)

Sport	Head Coach	Asst. Coaches	Sport	Head MS	Asst. MS	Youth/Elem
Boys Cross Country	Rick Carter		Boys Cross Country	Mike Baptiste		
Girls Cross Country	Lyndon Beebe		Girls Cross Country	Adam Robinson		
Softball	Shala Ostberg	Clarissa Eloge Sarah Garcia Wade Brashear	Softball			Sara Leimser
Girls Golf	*Shanda Hall		Girls Golf			
Volleyball	*Drey Keairnes	Jared Berrera Stephanie Pearson	Volleyball	Amanda Richards	Odalys Cruz Megan Morton Jen Novak Megan Morton Mark Wemhoff - Volunteer	Elyse Belina
Football	Troy Schlueter	Jaden Cover Jon Bos Dan Proski Austin Hauptman	Football	Chad Wiseman	Michael Trotter Blake Neuman Nick Wilcox Scott Molring	Blake Neuman (Flag) Jordan Haas (Pads) Jason Wehner (Head)
Boys Basketball	Rod Ruybalid	Jordan Haas Troy Schlueter	Boys Basketball	Chad Wiseman	Pat Halvorson Tyler Petersen Tom Nelson	Tyler Petersen
Girls Basketball	Jason Wehner	Jessica Graef Stephanie Pearson	Girls Basketball	Brante Hayes	Allison Wooden Patrick Halvorson Adam Robinson	Brante Hayes
Wrestling	Jeremy Hlavac	Nick Wilcox Drey Keairnes Tyrell Reichert	Wrestling	Casey Harper	Don Maxwell Guillermo Gutierrez Wade Brashear	Drey Keairnes
Girls Wrestling	Mark Wemhoff	Serena Sanchez Hal Moomey				
Boys Golf	Brante Hayes		Boys Golf			
Boys Soccer	*Lyndon Beebe	Troy Schlueter Jeremy Hlavac	Boys Soccer			Guillermo Gutierrez
Girls Soccer	*Clarissa Eloge	Sheila Hoppe Jen Novak	Girls Soccer			Sheila Hoppe
Boys Track	Rick Carter	Mark Wemhoff Scott Molring Tyrell Reichert	Boys Track	Mike Baptiste	Seth Paesl Erik Kravig Jon Bos	
Girls Track	Scott Molring	Wade Brashear Lilibeth Estrada Jackie Theilen	Girls Track	Adam Robinson	Austin Hauptman Tyler Petersen Chad Wiseman	

Schuyler Community Schools Sponsors 2021-2022

Activity	Head Sponsor	Asst.			
Art Club	Deb Gonsior				
Cheerleading	Ashley Stone				
Play Production	Hope Petersen	Paul Neibalski		Set Construction	
	Chase King	Morgan Semerad		Don Seehusen	
		Abigail Linnerson		Michael Trotter	
Dance Team	Bobbie Rocheford				
FCCLA	Jared Severson	MS-			
FFA	Casey Harper	Lynn Hanson	Hal Moomey		
Flags	Morgan Semerad				
Freshman Class	Jazmin Flores				
Pep Band	Paul Neibalski				
Intramurals					
Junior Class	John Sayer	Ann Scott (Spring- 21,23,25,27, etc.)			
Musical	Morgan Semerad				
Culture Club	Elizabeth Lickei				
NHS	Staci Shonka				
S-Club	Lyn Beebe				
Science & Math	John Sayer				
Senior Class	Jeff Duranski / Robbi McKenney				
Speech	Chase King	Amy Sigler			
		Megan Morton			
		Hope Petersen			
		Isaac Cook			
Sophomore Class	Jordan Haas				
Student Council	Brandi Zavadil				
STUCO (MS)	Paula Kment				
Intrumental Music/PB	Paul Neibalski	Nestor Pelayo		Morgan Semerad	
Vocal Music	Morgan Semerad				
Weightlifting	Troy Schlueter	Jon Bos			
Yearbook	Robbi McKenney				

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Schuyler Community Schools Mission Statement

SCHUYLER COMMUNITY SCHOOLS VISION STATEMENT:

Schuyler Community Schools, in partnership with parents, students and the community is committed to educate students to become skilled, knowledgeable and responsible citizens in a global society.

Chain of Command:

Channels of communication and authority have been established to assist the school system –**Board Policy 102.02.**

**CLASSIFIED/SUPPORT STAFF EMPLOYMENT INFORMATION
UPDATE 7/15**

The following information is provided for Schuyler Community Schools, District 19-0123 classified/support staff personnel.

FISCAL YEAR

The fiscal year begins September 1 and continues through August 31. The benefit year begins August 1st and continues through July 31st.

ELIGIBILITY FOR BENEFITS/PROBATION PERIOD

In order to be eligible for benefits, an employee must work a minimum of 20 hours per week for nine months of the year. No benefits will be received until a 30 calendar day probationary period has passed. Benefits will be retroactive to the beginning of employment.

Employees who work 20 or more hours per week are required to pay into retirement over the age of 21.

COMPENSATION

The pay rate will be established by the Board of Education. Monthly payments are made on or before the 20th of each month. New pay rates begin with the first payment following the start of the fiscal year (September). Payroll periods begin with the first workday of the month and end with the last workday of the month. Pay for the work period is made on the 20th following the previous month's last workday. **The September payroll will reflect days worked in August. The check will be small for staff that did not work all possible August days.** For non-twelve month employees, check with the business manager for the twelve month payment option. **The Support Staff salary schedule is located on the Schuyler Community School web page.**

OVERTIME PAY

Overtime pay must be approved by your immediate supervisor (food service by the head of food service; custodian by director of facilities; Para educators by supervising teacher/Para educator coordinator; administrative assistants by administrator). Before working the overtime hours the immediate supervisor must get approval from the Superintendent or his/her designee. All hours over 40 hours/week are considered overtime, and will be paid at a rate of 1.5 of the hourly rate.

According to an IRS audit, Schuyler Community Schools cannot and will not offer "comp time".

TIME CLOCK/TIME RESET

All hourly employees must login to a designated computer to record their starting and ending times. Each support staff member will automatically have 30 minutes deducted a day for lunch. The Business Manager or his/her designee must approve any variation from this practice. **All leave and changes must be entered in the Time Reset and entered in the Time Clock so it can approved by your supervisor.**

PERSONAL TIME OFF (PTO)

12-Month employees shall receive 12 days of PTO (11 month shall receive 11 days; 10 month – 10 days; 9 month – 9 days) PTO days include personal illness, immediate family illness, bereavement and personal leave. The immediate family is defined as a wife or husband, (step) son or (step) daughter, father or mother of the wife and husband, sister or brother, grandchild, grandmother or grandfather. Personal leave is defined as taking a day(s) off work to be used at the discretion of the individual employee.

An employee who is temporarily disabled from a medical standpoint by reason of pregnancy, childbirth, or post-natal care shall qualify for PTO.

PTO shall accumulate at a rate of 1 day per month of employment. First year employees may only use one day of PTO per month unless they have built up their days.

When requesting PTO days, except for illness and emergencies, give your immediate supervisor one (1) week of lead-time.

Unused PTO shall accumulate up to 50 days of sick or bereavement leave. The administration reserves the right to require a certificate from a medical doctor when a person is using accumulated sick days. An employee is not permitted to go into a negative balance on PTO. Once a zero PTO balance results and the support staff member is not using accumulated sick/bereavement leave or the Emergency Medical Leave Bank, a support staff member will not be paid by the district. Workers Comprehensive Insurance would not be affected however.

Unearned PTO days will be granted up to the maximum number of days an employee would have earned (12 month employees – 12 days; 11 month – 11 days; 10 month – 10 days; 9 month employees – 9 days). If an employee does not work the number of months contracted, unearned PTO days that have been used will be deducted from their final paycheck.

If a support staff member has used all of his/her PTO days, any leave day(s) requested must be accompanied by a written reason for the requested leave – exception sick days.

PTO is paid at an individual employee's current rate of pay. PTO does not include overtime pay. PTO has no affect on Holiday, Vacation, or Weather Related leave.

At the beginning of the school year, the superintendent's office shall notify each employee concerning his/her accumulated sick/bereavement days.

If PTO is removed from the certified staff master contract, it will also be removed from the support staff benefits.

PTO days will be reduced in one-half hour increments.

EMERGENCY MEDICAL LEAVE BANK

Classified/support staff may participate in an emergency medical leave bank. The EMLB (Emergency Medical Leave Bank) has been established to protect staff participants from financial loss due to extended absence from contracted duties. This plan is patterned after the certificated staff's plan with certain modifications (see EMERGENCY MEDICAL LEAVE BANK guidelines and forms on the SCS webpage under staff).

Accidental injury and worker's compensation:

A school time insurance program including an accidental injury policy is available. All staff is covered by worker's compensation insurance. Report any school-connected injury to the building nurse or immediate supervisor. Ask the central office business manager for additional information. When returning from a medical leave of absent resulting from an accident or long-term illness, a release to return to work note from the doctor is required.

VACATION LEAVE (12-MONTH EMPLOYEES)

Each employee shall receive 12 days of paid vacation per contract year, earned at a rate of one day per month. Any variance to this must receive approval by the Superintendent. The calculation period for first year employee shall begin on their first day of employment and run until July 31st. The calculation period for continuous employees shall be the benefit year (August 1st – July 31st). Unused days accumulate to a total of 17 days (current year 12 plus carry over 5). A full-time 12-month employee who has worked for 10 years or more shall receive 18 days of paid vacation leave with a maximum of 23 days. A person who has worked at SCS for 20 years or more shall accumulate vacation leave at a rate of 23 days per year with a maximum of 28 days. Upon termination or retirement from SCS, any unused vacation days will be prorated.

VACATION LEAVE (NON 12-MONTH EMPLOYEES)

Each employee shall receive 1 day of paid vacation for each month worked during the contract year. The calculation period for a first year employee shall begin on their first day of employment and run until the end of their scheduled contract period. The calculation period for first year employee shall begin on their first day of employment and run until July 31st. Non 12-month unused days accumulate to a total of the number of days equal to the number of months that they are to work plus 5 carry over days. (i.e. 9-month employee could have 14 vacation days, $9 + 5 = 14$ – 10 month $10 + 5 = 15$ - 11 month $11 + 5 =$

16) Upon termination or retirement from SCS, any unused vacation days will be prorated. First year employees may only use one day of vacation per month unless they have built up their days.

HOLIDAY LEAVE

The following are considered paid holidays for all **12 month employees**: Labor Day, Thanksgiving, Christmas, New Year’s Day, Memorial Day, and Independence Day.

The following are considered paid holidays for all full time, **non 12-month employees**: Labor Day, Thanksgiving, Christmas, and New Year’s Day. Employees working full-time through the summer will be paid for summer holidays (Memorial Day, Independence Day).

PERSONAL TIME OFF DAYS PAID BUT NOT EARNED

The district reserves the right to recoup dollars owed the district for excessive PTO days paid but not earned and any other fees/bills owed the district.

WEATHER RELATED LEAVE

All classified/support staff that work a minimum of 5 hours per day will be paid at their normal hourly rate for weather related school closings. They will be compensated for school closings that would equal 2 days of their normal workday (for example a person who works an 8 hour day would receive 16 hours of maximum compensation; a person who works 5 hours would receive 10 hours of maximum compensation). Those employees who are required to come to work on the weather day(s) will be given PTO weather days equal to the amount of hours they worked. Support staff member should only come to work on weather days if their immediate supervisor requests it and have received approval by the superintendent. Employees shall not be paid weather hours if the hours are made-up at a later date.

NOTIFICATION OF BAD WEATHER:

The Superintendent may close public schools in case of severe weather. The Superintendent’s staff will notify local news media when inclement weather warrants such action. For closings and late starts, these stations will generally be notified by 6:30 a.m. KFAB and Channel 10 will be contacted as early as possible. Wait for this information to be presented by the media sources. Administrators need to make a number of phone calls, so please do not tie up their lines by calling to see if school will be in session. Parents are urged to use their own judgment whether it is safe for their children to go to school. Parents who do send students are welcome to have them call home once safely at school. The school will attempt to contact rural parents early in the day if parental verification of an absence has not occurred. On such days, the Superintendent will contact the following media sources, to which students and parents should listen:

Columbus Area- KTTT 1510 AM Columbus	KLIR 101.1 FM Columbus	KJSK 900 AM Columbus
KZEN 100 FM Columbus	KKOT 93.5 FM Columbus	
Omaha Area- KFAB 1110 am Omaha		
Fremont Area- KHUB 1340 AM Fremont	KBLR FM 97.3	GOLD FM 105.5
Spanish Radio- Radio Lobo 97.7		
Norfolk radio- KQKX 106.7 KIX	WJAG 780/fm 105.9 Norfolk	KEXL 97.5 Norfolk
KDKN Pierce TV Channels- KETV Channel 7	KLKN TV Channel 8	KSNB Local4 Channel 10/11
WOW-T CHANNEL 6		

APPTEGY:

Schuyler Community Schools will be using Apptegy, to deliver several notifications by phone and/or email to staff.

HEALTH INSURANCE

Twelve (12) month eight (8) hours custodial, the school nurse, and school lunch office coordinator shall have full family - or the EHA program best suited for the employee’s family situation - health insurance provided. The superintendent’s office manager, technology support assistant, principal’s office administrative assistants, and thirty (30) hour per week food service personnel shall be eligible for single health insurance. The district will pay according to the salary schedule found in the handbook. Specific guidelines are available by asking the business manager.

403b option:

Staff members have the option of a payroll deduction to contribute money in a 403b account. 403b accounts are not matched by SCS.

OTHER BENEFITS

The Board of Education representing the district will pay the premium for group life insurance and income protection plans for each employee that works thirty (30) hours per week or more. The term life insurance policy will be \$25,000 per staff member. Membership will have the option of paying for an additional \$15,000 of extra coverage.

Support staff member also receive income protection through a long-term disability (LTD) insurance policy held by the school district.

PROBATIONARY PERIOD

All new employees will serve a 60-day probationary period prior to becoming eligible for long-term disability, life insurance, and emergency medical leave bank.

RESIGNATION/TERMINATION

The employee shall give the District 2 week's notification prior to the resignation. The district shall give 2 weeks notification prior to termination.

District Recognition and Awards: Please see Board Policy 402.09 for current policy.

STAFF APPEARANCE CODE:

The staff is expected to dress in a way that is appropriate for a school setting when on duty. No code can be written that will address all of the styles, trends and designs in clothing, jewelry and tattoos. School administration – more specifically the building principal(s) – reserves the right to make decisions about the appropriateness of staff appearance. Examples of inappropriate appearance would include:

- Clothing that shows an inappropriate amount of bare skin (midriff, legs, cleavage) and underarm and chest hair.
- Visible undergarments. Anything that is not appropriate for students is not appropriate for faculty.

Jeans and sweats are not considered appropriate dress unless an educator is involved with projects/activities in physical education, agriculture education, industrial technology classes, etc. Jeans may also be worn for special days and events. Special days and events are designated by the building principal.

District wide pre-service and in-service days are duty days. Appropriate appearance is expected (refer to above discussion) unless otherwise announced. Staff appearance at building level pre-service and in-service events is left to the discretion of the building principal(s).

If a staff member's appearance fails to meet the district code - as determined by the building principal(s) - the staff member will be asked to change clothing, permanently adjust clothing, remove piercings, or cover tattoos.

It is extremely difficult to create a list of clothing that is considered "not appropriate" for staff to wear while on school duty. Thus the following list of inappropriate clothing is intended to give staff members a baseline standard for dress.

- Jeans, bib overalls
- Sweat suits, exercise pants, spandex
- Shorts
- Spaghetti straps
- Tops that reveal the midriff and inappropriate cleavage
- Halter tops, muscle shirts,
- Dresses, skirts that are more than 4 inches above the knee
- Pants that bag too low around the waist
- Beach type flip flops, slippers
- Clothing that is overly faded, tearing, ragged and fraying
- Hats inside the building

RECEIPTS/PURCHASE ORDERS AND ACTIVITY ACCOUNTS

RECEIPTS: Prior to bringing any monies to the superintendent's office for deposit, the money must be counted and entered in the file maker pro system. All staff have access to the file maker pro system. To enter a receipt in file maker pro click on the white receipt tab. Once you open the receipt tab please click the correct fund for your deposit, general fund, activity fund or student fees fund where money should be deposited. Then click the building that you work in. After that you can just complete form. It is important that you put the name of your account (example SMS Student Council or SCHS Student Council) so it can put in the appropriate account.

Please put your deposit in an envelope with your name on the outside and turn into your buildings office.

PURCHASES: All purchase order must be filled out completely and approved before anything can be ordered, register for a conference or make a hotel reservation.

A purchase order is available in File Maker Pro on line for all staff members.

To use the File Maker Pro Purchase Order guidelines include:

1. Fill out the File Maker Pro P.O. Please complete the whole form as all information is important to the office staff in completing your order. Please include the date, your name, email and fax number of the vendor. The date is important so we know when it requested by you, we need to know who is requesting and need to know the right number to fax/email the approved order to.
2. Forward your File Maker Pro P.O. to your building principal. If it is an activity purchase then you would send to the AD.
3. The building principal will code and initial the online P.O.
4. The building principal will forward the P.O. to the Superintendent.
6. The superintendent will sign the P.O.
7. The District Activity Fund Manager / Purchaser will place all orders, complete registration and book hotel for the district.

Note: The following exceptions exist to above "purchase" procedures: -The curriculum coordinator will take the place of the building principal on all purchases involving textbooks and other such curriculum related purchases. -The curriculum coordinator will take the place of the building principal on the approval of all staff development activities. -The technology coordinator will take the place of the building principal on all purchases involving computer hardware.

After the "initial" approval, all purchase orders must receive a final signature from the superintendent. All purchase orders will receive a purchase order number from the Superintendent. All phone, fax or email orders will be placed by the district activity fund manager / purchaser.

Vouchers are used only by Activity Directors for paying officials so please do not use the voucher system to make purchases.

All Athletic and some Activity Accounts (including Athletic Club accounts) must have initial approval by the activity administrator or assistant activities administrator (grades 6-8) or elementary principal. The superintendent will make final approval. All other activity accounts must have approval by the superintendent. Please be sure to provide some type of written documentation detailing the purchase. (Invoice, itemized charge slips, copy of registration, etc.)

General fund File Maker Pro purchase orders are paid monthly at the regular board meeting. You need to plan accordingly. Submit purchase orders for registrations a month before they are needed.

Materials Ordered "On Approval": Any materials ordered on-approval should be ordered on the File Maker Pro purchase order form in the same manner as a regular purchase. Please do not order materials by using company order blanks. Materials that have been ordered on approval and which must be returned to the company, must have an "approval for return" from the company, and must be insured by the school.

Students shall at no time be given authority to charge to any school account. Sponsors must sign all charge slips.

Meal Reimbursement Guidelines

According to IRS guidelines, a public school district is not to pay for meals while a staff member is attending a workshop, convention, seminar, workday special meeting, workday study session, etc. An exception to this is if the meal is considered part of the stated activity (refer to list in the previous line) and is included in the registration fee. Another exception is if the meal is considered a working lunch and is part of the written agenda.

Persons not following this procedure should be prepared to be reprimanded by their immediate supervisor, /or superintendent. Students shall at no time be given authority to charge to any school account. Sponsors must sign all charge slips.

FMLA

The Federal Law called the Family Medical Leave Act. (FMLA) requires staff members to give 30 days' notice for planned medical absences. The 30-day period is waived in the case of an emergency medical leave. A copy of FMLA is available to staff member upon their request.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are as follows:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
S.W.
Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION: The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to refuse to let the District designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION: The district’s policy is for education records to be kept confidential except as permitted by the FERPA law and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION: The Every Student Succeeds Act (ESSA) requires that the District provide military recruiters and institutions of higher education access to secondary school students’ names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student’s name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

NOTICE CONCERNING STAFF QUALIFICATIONS: The Every Student Succeeds Act (ESSA) Act gives parents/guardians the right to get information about the professional qualifications of their child’s classroom teachers. Upon request, the District will give parents/guardians the following information about their child’s classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child’s school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

FEDERAL PROGRAMS: Designation of Coordinators - Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Dr. Dave Gibbons and Darli Vrba
Title IX	Discrimination or harassment based on sex; gender equity	Dr. Dave Gibbons and Darli Vrba
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Dr. Dave Gibbons and Darli Vrba
Homeless student laws	Children who are homeless	Dr. Dave Gibbons and Darli Vrba
Safe and Drug Free Schools and Communities	Safe and drug free schools	Dr. Dave Gibbons and Darli Vrba

NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973: The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

JOB DESCRIPTION

New Staff members are required to sign and return to the superintendent's office a job description sign-off sheet. Copies of all SCS job description are posted on the Schuyler Community Schools under Careers.

Jury Duty: Staff members will be paid in full for time spent on jury duty. Jury duty does not count against PTO days. Money received for expenses (driving, meals, lodging, etc.) should be kept by the juror. We do ask that pay received for performing this duty be given to the district to off-set some of cost incurred by the district.

Copyright Laws: Copyright laws of the Federal and State Government will be followed at Schuyler Community Schools.

Telephone Availability: Telephones availability is dependent on the building you are in. The FAX machines are generally located in the Principal's office, Assistant Superintendent's office and Superintendent's Office. . A point of emphasis is the use of mobile telephones. 9-12 students will be allowed to use mobile phones before school, after school lunch time and during class time as approved by the instructor. We ask the 9-12 staff to voluntarily use their mobile phones during the times described for students. Prek-8 staff is asked to use their mobile phones at appropriate times only.

MILITARY RECRUITERS

The Every Student Succeeds Act (ESSA) of 2001 requires Schuyler Community Schools to provide military recruiters and institutions of higher education access to secondary school student's names, addresses, and telephone listings. Parents and secondary students have the right to request that Schuyler Community Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Schuyler Community Schools will comply with any such request.

LUNCH AND BREAKFAST PROGRAM

All students and staff members must have an account balance receipted before lunch is served. **No staff member shall charge meals.** Al la Carte items will also be available.

STUDENT PRIVACY PROTECTION POLICY:

It is the policy of Schuyler Community Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within four (4) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows:

the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within four (4) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5001

TRANSPORTATION

Schuyler Community Schools (SCS) pays mileage to parent to transport students (kindergarten through 8th grade only) to and from school. This activity falls under the guidelines set by the Nebraska Department of Education.

- Schuyler Community Schools are not required and will not provide transportation/mileage payment to parents for regular education students' grades 9-12.
- Schuyler Community Schools are not required and will not provide transportation/mileage payment to parents for preschool students.
- Schuyler Community Schools are not required and will not provide transportation/mileage payment to parents for regular education students grades K-8 that live 4 miles or closer to the nearest school regardless of what school the student may attend. For example: A student who lives exactly 4 miles (or closer) from Schuyler Middle School, but attends school at Fishers which is 10 miles away from their home will not be paid mileage.
- Schuyler Community Schools will pay mileage to parents of regular education students – grades K-8 – that live more than 4 miles from the nearest K-8 school. In this instance, Schuyler Community Schools will pay mileage to the nearest K-8 school regardless of what K-8 school the student attends

There are exceptions to these policies and procedures that involve students who have been identified as special education students or students who are option "in" students who qualifies for free lunch. An option "in" student is one who attends one of Schuyler Community Schools attendance centers but lives in another school district. (This does not include transfer students - a student who is attending a k-8 school that would not be considered their home attendance center, but who lives in the Schuyler School District.)

Parents are paid mileage based on formulas created by state law. These formulas are based on somewhat complex variables that may influence the amount paid to parents.

Please contact the Superintendent's office – 402-352-3527 - if you have questions.

All of our activity transportation is going to be the responsibility of Schuyler Community Schools. **Ronnie Mundil and Renee Brabec** are in charge of Schuyler Community Schools transportation. The Activities Administrator is their immediate supervisor.

- **No one is to leave the building w/ a school vehicle w/out permission from the building principal.**
- **Numerous positions have been asked or have voluntarily been using their personal vehicles for in town travel. This is much appreciated. Others should understand that they will be asked to do the same.**
- **A travel log is located in each school vehicle. The driver is expected to complete this form.**
- **All staff members who submit mileage claims are required to submit such claims the last work day of the month or forfeit ones right to be reimbursed.**
- All Schuyler Community Schools vehicles - buses, vans, cars and pick-ups are the responsibility of the district.
- Planning and communication are crucial. There will be a request form that is available that must be filled out before an order can be processed. Transportation requests should be completed and submitted to the Activities office at least one week in advance of the activity.
- All drivers are the responsibility of Schuyler Community Schools. All background checks, licensure, training, drug testing, physicals, etc. will be the responsibility of Schuyler Community Schools.
- Bus and van drivers refer to salary schedule for pay rates. Pay rates includes – pre-inspection, drive time, down time, and post-inspection.
- All staff members that are required to drive their personal vehicles to and from the rural/satellite schools will be paid at the NDE special education mileage rate. This would include traveling to provide services to the rural/satellite schools for music, special education, administration, etc. Reimbursement for transportation forms must be submitted to the activity director by the last day of each month.
- Drivers involved in activity routes to pick-up Middle School students in the rural schools for practice and games shall be paid rate listed on the support staff salary schedule. **The district will not provide transportation after practices or games.** Reimbursement for transportation forms must be submitted to the activity director by the last day of each month.
- Drivers using personal cars for school business will receive the NDE rate for mileage. Mileage will be paid only if approved in advance and if appropriate school vehicles are not available. Transportation arrangements are to be

made with the principal's office. The superintendent or his/her designee must approve any deviation from this procedure.

- School organizations that use the bus for unassigned, non-education field trips, summer camps, etc. will submit their request to the Activities office. However, all expenses incurred, will be the responsibility of organization.

FIELD TRIPS: All students must have a signed and approved emergency medical leave form on file with the school nurse. Teachers are to have a copy of the emergency leave form for each student prior to taking field trips. Copies may be obtained from the school nurse. The nurse should have 24-hour notice of the students to be leaving to assemble the forms needed. For field trips out of town, all students complete a form signed by parents and in teacher possession prior to leaving on the field trip. There is board policy regarding out of state and out of country trips. Please refer to board policy if planning an out of state or country trip. Activity participants travel to and from out of town events as a unit. Exceptions to this rule will be made rarely and must be approved in writing and verbally by parents to a school official. A student will only be permitted to travel apart from the team or organization when that student's parent/guardian specifies all alternate travel arrangements (time, vehicle, driver, etc. info) to the satisfaction of the coach or sponsor.

Procedures for Field Trips

- PK-8 Each grade level may have one field trip within a 75-mile radius. This radius includes Omaha, Lincoln, Norfolk and Wayne. All other field trips must occur in the Schuyler district.
- 9-12 Field trips are limited by discipline. Each discipline is allowed one field trip within a 75-mile radius. This radius includes Omaha, Lincoln and Norfolk and Wayne. All other field trips must occur in the Schuyler district.
- 7-12 Field trips taken by clubs need to be directly related to the club and must be educational to the club. All clubs are limited to one field trip within a 75-mile radius. This radius includes Omaha, Lincoln and Norfolk and Wayne. All other field trips must occur in the Schuyler district. School organizations that use a bus/van for unassigned, non-education field trips, summer camps, etc. will submit their request to the Activities office. If the club would choose to take a field trip that is above their allotted one outside of the Schuyler district or be a field trip not directly related to their club, the club will incur all expenses. This includes driver wage, gasoline and a fee per mile.

Specific Procedures Unique to Curriculum and Organization Areas

- Every travel must have written permission. Curriculum travel forms are to be approved by the building Principal. Activity travel forms are to be approved by the Activity Administrator.
- FFA is allowed one field trip per term at district expense (FFA State Conventions will be considered a field trip). All other FFA field trips must be at FFA expense i.e. driver, fuel
- In this instance, field trips are considered out of town travel
- Travel within the school district is limited by the building principal
- FFA National Convention is **not** considered a field trip
- Agriculture will be handled like all other curriculum areas when it comes to field trips - refer to certified staff handbook
- Field trips need to be requested one month in advance
- Field trips are considered such regardless of the time of day - i.e. during, before or after school.
- College/Post high school visits sponsored by SCS are not considered field trips. However, these trips must be limited and approved by the building principal

Small Vehicle Permits: Staff members who regularly (daily) drive cars or vans for curriculum or student transportation purposes are to possess a "small vehicle permit". Staff members who fall into this category should make arrangements with the superintendent's office to begin the process of attaining a "small vehicle permit".

**NONDISCRIMINATION PUBLIC NOTIFICATION REQUIREMENT
(TITLE IX, TITLE VI, SECTION 504, MULTICULTURAL, ETC.)
POLICY**

The Schuyler Community Schools district number 19-0123 does not discriminate on the basis of race (including skin color, hair texture, and protective hairstyles), color, national or ethnic origin, marital status, disability, age, genetic background, veteran status, pregnancy, childbirth or related medical condition, sexual orientation, or gender identity in admission or access to, or treatment of employment, in its programs and activities:

Name: Dr. David Gibbons and Darli Vrba
Address: 120 W. 20th Street
Schuyler Community Schools
Schuyler, NE 68661

Phone : 402-352-3527

For question regarding compliance, contact:
Nontraditional/Equity Programs Specialist, Career and Technical Education,
Nebraska Department of Education,
P.O. Box 94987, Lincoln,
NE 68509-4987,
Phone # 402-471-4823,
FAX 402-471-4565,
email -rhastg@nde.state.ne.us

SCHUYLER COMMUNITY SCHOOLS

INTERNET SAFETY: Network, E-Mail, Internet and Other Computer Use Rules:

(a) **General Rules:**

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- (iii) Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- (iv) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- (v) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network.

- (b) Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
- (i) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
 - (ii) Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
 - (iii) Users shall not use or try to discover another user's account or password.
 - (iv) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
 - (v) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
 - (vi) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
 - (vii) Users shall not write, produce, generate copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - (viii) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 - (ix) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.
 - (x) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
 - (xi) **Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas for the summer without written notification to their respective Local Area Network Manager (LAN MAN).**
- (c) Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:
- (i) Be polite. Do not become abusive in your messages to others.
 - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
 - (iii) Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
 - (iv) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of

illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.

- (v) All communications and information accessible via the network should be assumed to be private property of others.
 - (vi) Do not place unlawful information on any network system.
 - (vii) Keep paragraphs and messages short and to the point. Focus on one subject per message.
 - (viii) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
 - (ix) Other rules may be established by the network administrators or teachers from time to time.
- (d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees. **Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in Schuyler Community Schools and/or ESU 7 board policy, and including applicable law enforcement agencies when necessary.**
- (e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

(f) Risks of with "Facebook, Instagram, Snapchat, LinkedIn, Twitter, and other Social Networking: Facebook, and other social networking sites are blocked and not allowed on the Schuyler Community School's network. The purpose of this message is to give our students information about the risks of using, social networking sites at home.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on social media may affect you years later.

What you say now on social media may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social media.

Social media has published a Guide for schools with some suggestions that we would like to share with you:

Here are some common sense guidelines that you should follow when using social media and the Internet in general:

- Don't forget that your profile and social media forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new social media friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to social media or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, social media will delete your profile.

(g) Technology Protection Measure: Schuyler Community Schools shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of Schuyler Community Schools.

(i) The technology protection measure that blocks and/or filters Internet access may be disabled by the technology coordinator or his/her appointed designee for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling or with the permission of the administrator of Schuyler Community Schools

(ii) The technology coordinator or designee 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 during which time the minor will be monitored directly by the authorized staff member or his/her designee.

(h) Policy Challenge Procedure: An individual who has been granted access to the Internet by Schuyler Community Schools and desires to access an Internet site that is not compliant with this policy may challenge the enforcement of the policy according to the following provisions:

(i) Internet site review requests should be directed to the Schuyler Community Schools Technology Committee in writing for consideration.

(ii) The Technology Committee will review the site within seven working days of submission of the request and, if deemed appropriate for educational or work-related purposes, may vote to unblock the site.

(iii) Schuyler Community School's technology committee will regulate enforcement of the policy, including disciplinary actions, and shall forward to the administrator of Schuyler Community Schools any challenges to the severity of the applied discipline.

(iv) Challenges to the application or enforcement of Schuyler Community School's Internet Safety Policy that cannot be resolved at the levels outlined in the preceding step will be handled in accordance with Schuyler Community Schools established grievance policies or at the Schuyler Community Schools administrator and/or board level for challenges presented in writing.

Procedures and Regulations Subject to Change

The information contained in the handbook is current and in effect at the time of printing. The procedures and regulations set forth may be altered or revised as dictated by necessity. Changes will be announced and posted.

If there is conflict between the student handbook and board policy, board policy will take precedence.

Additional forms located on the school website under Certified Staff/forms

Payroll Deduction Authorization

12-Month Compensation Election Form

Emergency Medical Leave Bank Guidelines

Emergency Medical Leave Bank Request Form / Donation Information

Driver Certification

Staff Personal and Technology Fee Form

Acknowledgement and Receipt

See Board Policy on the Schuyler Community Schools webpage for current policies for all listed below.

STAFF CONDUCT WITH STUDENTS #402.15

EMPLOYEE PASS POLICY #402.52

EMPLOYEE USE OF SOCIAL NETWORKS #403.07

GUIDELINES FOR EMPLOYEE USE OF SOCIAL NETWORKS #403.07R1

DRUG FREE WORKPLACE ADMINISTRATIVE REGULATIONS # 404.07

BOARD POLICY STUDENT FEES AND FINES - # 504.19

MULTICULTURAL POLICY: # 604.04

SCHUYLER COMMUNITY SCHOOLS LAPTOP/COMPUTER/IPAD POLICY FOR TEACHERS #606.06 and 606.06E4