



STO·ROX
SCHOOL DISTRICT

Support Staff Handbook

2021-2022

This employee handbook has been prepared to provide information of a general nature and to assist you in carrying out your job duties and responsibilities. It is not intended to answer every question or situation you may encounter. It serves as a guide to the major issues. It remains your responsibility as an employee of the school district to become familiar with this handbook and to explore other sources of information when needed. ***In particular, if you are a member of a collective bargaining unit, you should review your agreement to determine what other policies and/or benefits affect you.*** In addition to the various provisions contained in this Employee Handbook, you may be subjected to other departmental/building employee expectations. The district's expectation is that you adhere to these additional expectations designed to facilitate efficiency and effectiveness of operations.

NOTES:

**PERSONNEL DIRECTORY
DISTRICT - WIDE**

Frank Dalmas	Superintendent	5236	fdalmas@srsd.k12.pa.us
Susan Gratton	Secretary to Superintendent/ Board Secretary	5236	sgratton@srsd.k12.pa.us
Paul Sroka	Business Manager	5248	psroka@srsd.k12.pa.us
Tina Nagel	Secretary to Business Manager/ Transportation Secretary	5217	tnagel@srsd.k12.pa.us
Sophie Shuhilo	Accounts Payable Secretary	5275	sshuhilo@srsd.k12.pa.us
	Payroll/Personnel/Benefits Secretary	5263	Business Office
HELPDESK	HELPDESK		helpdesk@srsd.k12.pa.us
Brian Worst	Network Specialist	5277	bworst@srsd.k12.pa.us
TBD	Computer Technician	1125	TBD
Dayna Sikora	Director of Pupil Services	4010	dsikora@srsd.k12.pa.us
William Schleicher	Director of Curriculum & Instruction/Federal Programs	4050	wschleicher@srsd.k12.pa.us

JR.-SR. HIGH SCHOOL, 1005 Valley Street, McKees Rocks, PA 15136

	Principal	1010	
Sam Weaver	Assistant Principal of Student Affairs	1020	sweaver@srsd.k12.pa.us
Chris Captline	Assistant Principal of Academic Affairs	1030	ccaptline@srsd.k12.pa.us
Beth Harvey	Secretary	1000	bharvey@srsd.k12.pa.us
Joe Herzing	Sr. Guidance Counselor	4103	jherzing@srsd.k12.pa.us
Stacey Huber	Jr. Guidance Counselor	4104	shuber@srsd.k12.pa.us
Marsha Hansberry	Central Registration/ Jr.-Sr. Guidance Secretary	4100	mhansberry@srsd.k12.pa.us
Toni Daloiso	Pupil Services/Special Educ. Secretary	4000	tdaloiso@srsd.k12.pa.us
Gail Piolet	School Nurse	1040	gpiolet@srsd.k12.pa.us
Dave Coleman	Probation Officer	1045	dcoleman@srsd.k12.pa.us
Tim Messina	Attendance Officer/Home-School Visitor	4020	tmessina@srsd.k12.pa.us
Lisa Hatton	Food Services Director	1055	lhatton@srsd.k12.pa.us
Tammy Eberlein	Food Service Secretary	1055	teberlein@srsd.k12.pa.us
LaRoi Johnson	Athletic Director	4200	coachlaroiljohnson89@gmail.com

UPPER ELEMENTARY SCHOOL, 298 Ewing Road, McKees Rocks, PA 15136

Heather Johnston	Principal	2010	hjohnston@srsd.k12.pa.us
Patty Piatt	Secretary	2000	ppiat@srsd.k12.pa.us
Robin Cato	Dean of Students	2210	rcato@srsd.k12.pa.us
Katie Couch	Guidance Counselor	4105	kcouch@srsd.k12.pa.us
Clare Teti	School Psychologist	4070	cteti@srsd.k12.pa.us
Gail Piolet	School Nurse	2040	gpiolet@srsd.k12.pa.us

PRIMARY CENTER, 300 Ewing Road, McKees Rocks, PA 15136

TBD	Principal	3030	TBD
Cindy Alexander	Secretary	3000	calexander@srsd.k12.pa.us
Julie Blanc	Dean of Students	3314	jblanc@srsd.k12.pa.us
Celeste Sicilia	Head Teacher	3313	csicilia@srsd.k12.pa.us
Desire Krawchyk	Guidance Counselor	4106	dkrawchyk@srsd.k12.pa.us
Michelle Jacobs	School Psychologist	4080	mjacobs@srsd.k12.pa.us
Gail Piolet	School Nurse	3040	gpiolet@srsd.k12.pa.us

Sto-Rox School District 2021-2022 Calendar

AUGUST 2021 <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					16 Prof. Development (Act 80) 17 Prof. Development (Act 80) 18 Clerical Day 19 First Day for Students I 12 S 9	FEBRUARY 2022 <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td></td><td></td><td></td><td></td><td></td></tr> </table> I 19 S 19	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28						21 Presidents Day (No School)
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Board Approved: April 29, 2021

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Absences/Tardiness Procedures (Employee): You were hired to perform an important function at the Sto-Rox School District. As with any group effort, operating effectively takes cooperation and commitment from all. Your attendance and punctuality are very important. The District expects employees to make every effort to be present for work and adhere to their assigned schedule. Breaks and meal periods may only be taken during times designated by the employee's supervisor/building administrator. Any deviation from assigned hours must have prior approval from the employee's supervisor/building administrator. Employees who are unable to report to work shall follow the applicable procedures for reporting his/her absence. Any time spent not working during an employee's scheduled day must be accounted for in Frontline (aka AESOP) using the appropriate reasons. The District will monitor attendance and absence patterns, **then if a pattern is suspected, the employee will be asked to provide a physician's note for further absences.**

If you use three (3) consecutive sick days, you must provide a medical excuse. The use of sick days added to personal days is highly discouraged. The use of personal days **MUST** receive approval 24 hours prior to the personal day.

1. All absences from work shall be reported to Frontline (aka AESOP) by calling 1-800-942-3767 (or through the Frontline website) no later than 2 hours prior to your scheduled start time.
2. Personal days require pre-approval as described in the bargaining unit contract.
3. *If necessary, absences should follow short-term disability or FMLA laws.*
4. *All other inquiries MUST go through the Superintendent.*

Absence Without Entitlement Time or Tardiness: Course of Corrective Action

- 1st incident – Written warning (placed in personnel file)
- 2nd incident – Loudermill Hearing, 1-day suspension w/o pay
- 3rd incident – Loudermill Hearing, 3-day suspension w/o pay
- 4th incident – Loudermill Hearing, discharge

Accident/Incident Reports: All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal/immediate supervisor immediately. Reports should cover property damage as well as personal injury. A completed accident report form must be submitted to the building principal within twenty-four (24) hours or the next scheduled District workday, as appropriate. In the event of a work-related accident or injury, please contact the Human Resources or Business Office.

Benefits and Related Subjects: Information available through the Human Resources/Business Office

- | | |
|--|---|
| → Direct Deposit | → Dental, Health, Vision Insurance |
| → Tax-Sheltered Annuity (TSA) | → Sick, Personal, Vacation & Holiday Days |
| → AFLAC | → Bereavement Leave |
| → Liability Insurance | → FMLA |
| → Life Insurance | → Workers' Compensation |
| → Long-Term Disability | → Garnishments |
| → Tuition Assistance | → Employee Assistance Program |
| → Change of Payroll Deductions/Discrepancies | |
| → COBRA Law Continuation of District Health Plan Participation | |
| → The Public School Employees' Retirement System (PSERS) | |
| → Unemployment Compensation/Reasonable Assurance | |

Board Meetings & Board Policies: Public School Board Meetings are held monthly on Thursdays. A full schedule of meeting dates is available on our website. The Board of School Directors of the Sto-Rox School

District, in accordance with applicable state and federal laws and regulations, establishes policies and procedures for the governance of the Board and for the safe and orderly operation of the school district. Policies and local board procedures adopted by the Board are intended to establish the general and overall rules within which the day-to-day operations of the school district are to be governed. As applicable, all employees/members of the Sto-Rox School District shall be expected to comply with all Board policies and procedures, subject to the limitations established in the policies. The Policy Manual may be reviewed on the School District's website www.srsd.k12.pa.us.

Cell Phones: Employees are to use District telephones to conduct school business. Employees should limit telephone calls that are not school related. Cell phones are to be on **silent** mode at all times.

1. Staff should model appropriate and comparable behaviors that we expect from students. If student's phones are to be powered off during the day/class, so are staff member's phones.
2. Use of cell phones during staff lunch time is at the staff member's discretion—however, use of cell phones in front of students is discouraged.
3. Texting, emailing and taking cell calls during staff meetings is unacceptable and unprofessional.

Changes of Address/Name/Marital Status: It is your responsibility to keep the school district informed of any changes to your address, telephone number, name, or marital status. Contact the Human Resources Department because often changes have implications concerning payroll and health insurance; therefore it is very important for any changes to be communicated. It is important to keep your personnel record current in case of emergency or confusion.

Channels of Communication: The channels that appear below have been developed to promote communication and resolution of concerns and problems in an efficient, sequential manner. At no time shall any form of formal communication exist outside the channels of communication.

1. **Organizational issues** – Employees are encouraged to bring issues directly to the principal. If and only if the issue is not resolved at that level, the matter may be referred to the Superintendent.
2. **Athletics** – Coaches are encouraged to speak directly to players and if this fails to be effective, coaches may speak to parents. Failing that, coaches may initiate a dialogue with the athletic director or principal.
3. **Departmental issues** – Employees are encouraged to bring issues directly to the principal. If the matter is not resolved at that level, the Superintendent may become involved.
4. Every effort should be made to resolve issues at the lowest level through ongoing discussion, conversation, and dialogue.

Charges/Convictions for Active Employees - Obligation to Report Criminal Record: All District employees shall notify their immediate supervisor or administrator as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

- A. crimes involving school property or funds;
- B. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- C. crimes that occur wholly or in part on school property or at a school-sponsored activity;
- D. a misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or
- E. a misdemeanor which violates the public trust.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such a report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to

report. The District may conduct criminal history and background checks on its employees. An arrest or indictment shall not be an automatic basis for an adverse employment action.

Conviction of a non-felonious crime shall not be an automatic basis for an adverse employment action. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a non-felonious crime during employment with the District:

- A. the nature of the offense;
- B. the date of the offense;
- C. the relationship between the offense and the position to which the employee is assigned.

For any employee who is convicted of a felony and has not been pardoned, the District shall have discretion to terminate that individual's employment or to non-renew his/her contract.

Nothing herein shall prohibit the District from placing an employee on administrative leave or from suspending an employee based upon an arrest, indictment or conviction.

Clearances: All employees must have current clearances as required by law. NOTE: All clearances are completed on-line by the employee and at the employee's expense. If you have any questions regarding this issue or if you have updated clearances that are not on file, call the Human Resources Dept.

Closing due to Inclement Weather and/or Other Emergency, Early Dismissal or Delayed Start: The Superintendent along with the Business Manager, bus company, and local authorities will research weather conditions, including road surfaces, in the Township and surrounding areas. Based on this research, a recommendation will be made to the Superintendent. The decision to delay the opening of school will be made by the Superintendent. This decision will be made as early as possible to permit the timely notification of media outlets and to prepare buses for the prevalent road conditions. On days when a delayed school opening is declared, bus pickup and starting time for students will be delayed by two (2) hours. A reasonable effort should be made to arrive as close to the regular starting time as possible. Lateness beyond the regular starting time will be tolerated in direct relationship to the weather and resultant road conditions. A two-hour late start does not mean the employee day automatically starts two hours later than normal. However, employees are expected to consider their safety on days when there is a delayed opening. Weather and road conditions should be considered in deciding when to leave for work.

Coaches Early Release Procedures: The athletic office will notify the principal in advance when a coach is to be released to assume his/her coaching responsibilities. The principal will provide the coverage for the specified periods the coach will be excused. Special circumstances requiring earlier releases from teaching duties must have the principal's approval. Coaches will not be released from duties to attend or prepare for practices prior to a time designated by the building principal.

Communications: The District is committed to providing technology resources that allow employees to communicate effectively with all employees in the District. In the District's effort to maintain current technology practices, more responsibility and cooperation is required of employees to use the following core software programs and technology resources.

A. Electronic Communications:

1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the network, the user should consider both the personal ramifications and the impact on the District should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages, as confidentiality cannot be guaranteed.

2. The District may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices and software belong to the Board, users have no reasonable expectation of privacy, including the use of email, text-message and other forms of digital communications, e.g. voicemail, Twitter™, Facebook™, etc. The use of the District's technology and electronic resources is a privilege which may be revoked at any time.

3. Electronic mail transmissions and other use of the District's electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include, but is not limited by enumeration to, activity logging, virus scanning, and content scanning. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by curriculum and District administration. External electronic storage devices are subject to monitoring if used with District resources.

B. User Responsibilities: The Board supports the use of the internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. Recently, the District updated its email distribution list to include ALL employees. It is the employee's responsibility to check their email regularly for emails sent to the general population regarding such items as payroll, health insurance, job postings, etc. The school district is not responsible for any unauthorized charges or fees resulting from access to the internet. The district reserves the right to log network use and to monitor file server space utilization by district users, while respecting the privacy rights of both district users and outside users. Use of the network is a privilege, not a right. Inappropriate, unauthorized and/or illegal use may result in cancellation of those privileges and appropriate disciplinary action.

Network/Internet users (District employees), like traditional library users or those participating in field trips, are responsible for their actions in accessing available resources. The following standards will apply to all users (students and employees) of the Network/Internet:

1. The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from an administrator or immediate supervisor.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
3. Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
4. A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing educationally inappropriate material. The user must then notify the building administrator and/or immediate supervisor of the site address that should be added to the filtering software, so that it can be removed from accessibility.
5. A user may not disable internet tracking software or implement a private browsing feature on District computers or networks. Browsing history shall only be deleted by authorized staff or in accordance with the District's technology department's directives.

C. Electronic Communications with Students: Employees are prohibited from communicating with students who are enrolled in the District through electronic media, except as set forth herein. An employee is not subject to this prohibition to the extent the employee has a pre-existing social or family relationship with the student.

For example, an employee may have a pre-existing relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. The following definitions apply for purposes of this section on Electronic Communication with Students:

“Authorized Personnel” includes classroom Employees, counselors, principals, assistant principals, directors of instruction, coaches, campus athletic coordinators, athletic trainers, and any other employee designated in writing by the District Administrator or a campus principal.

“Communicate” means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a communication; however, the employee may be subject to District regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not communication.

“Electronic media” includes all forms of social media, such as, but not limited by enumeration to, the following: text messaging, instant messaging, electronic mail (email), Web logs (blogs), electronic forums (chat rooms), video sharing Websites (e.g., YouTube™), editorial comments posted on the Internet, and social network sites (e.g., Facebook™, MySpace™, Twitter™, LinkedIn™), and all forms of telecommunication such as landlines, cell phones, and web-based applications.

D. Limited Electronic Communication with Students: Authorized Personnel may communicate through electronic media with students who are currently enrolled in the District only within the following guidelines:

1. The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom Employees, matters relating to class work, homework, and tests).
2. If an employee receives an unsolicited electronic contact from a student that is not within the employee’s professional responsibilities (e.g., for classroom Employees, matters relating to class work, homework, and tests), the employee shall not respond to the student using any electronic media except to address a health or safety emergency.
3. The employee is prohibited from communicating with students through a personal social network page.
4. Only a teacher, coach, trainer, or other employee who has an extracurricular duty may communicate with students through text messaging. The employee may communicate only with students who participate in the extracurricular activity over which the employee has responsibility.
5. The employee shall not communicate with any student between the hours of 8 p.m. and 8 a.m. unless the employee has supervisory responsibilities for the student at that time.
6. Upon request from administration, an employee will provide the phone number(s) or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
7. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, including:
 - a. prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
 - b. confidentiality of student records.
 - c. confidentiality of other District records, including educator evaluations, credit card numbers, and private email addresses.
 - d. upon written request from a parent, the employee shall discontinue communicating with the parent’s minor student through email, text messaging, instant messaging, or any other form of one-to-one communication.

- e. an employee may request an exception from one or more of the limitations above by submitting a written request to his/her immediate supervisor.

E. Retention of Electronic Communications and other Electronic Media: The District archives all non-spam emails sent and/or received on the system in accordance with the District's adopted record retention schedule. After the set time has elapsed, email communications may be discarded unless the records may be relevant to any pending litigation, pending public records request, or other good cause exists for retaining email records.

Employees who create pupil records via email need to ensure that pupil records are retained for the period of time specified by the pupil records law. For this reason, the District heavily discourages the use of email as the means to communicate about individually identifiable students.

F. Electronic Recording: Employees shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel, or authorized agents of the District, or electronic recordings that are authorized by the District, e.g. surveillance videos, extracurricular activities, voicemail recordings.

G. Compliance with Federal, State and Local Law: For all electronic media, employees are subject to certain state and federal laws, local policies, and administrative regulations, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off District property. These restrictions include:

1. Confidentiality of student records.
2. Confidentiality of other District records, including educator evaluations and private email addresses.
3. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
4. Prohibition against harming others by knowingly making false statements about a colleague or the District.

H. Personal Web Pages: Employees may not misrepresent the District by creating, or posting any content to, any personal or non-authorized website that purports to be an official/authorized website of the District. No employee may purport to speak on behalf of the District through any personal or other non-authorized website.

I. Disclaimer: The District's electronic systems are provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the systems are those of the individual or entity and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

Confidentiality: School district employees are subjected to the confidentiality provisions contained in state and federal law (FERPA). The district has policies and procedures in effect governing the collection, maintenance, destruction, and disclosure to third parties of this information. Employees are encouraged to review Board Policy for further information.

Discrimination and Harassment. The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of illegal discrimination, including harassment. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

- A. Unwelcome sexual advances, comments or innuendos;
- B. Physical or verbal abuse;
- C. Jokes, insults or slurs directed toward the protected groups set forth above
- D. Taunting based on personal characteristics described above intended to provoke an employee;
- E. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

All employees are responsible for ensuring that discrimination and harassment do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain illegal discrimination does not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures. All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee discrimination or harassment. Actions that result in discrimination on a basis not related to an employee's job performance or those that are determined to be harassment shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of potential discrimination or alleged harassment to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of potential discrimination or alleged harassment, as described above, may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

District Equipment/Property: District employees are not permitted to borrow or loan out any school district owned equipment. In addition, no district employee may utilize any school district facilities, resources, equipment, tools, vehicles or supplies for personal reasons. School district telephones, fax machines and e-mail devices may not be used for personal business. Cellular devices issued to school district personnel may only be used for school district purposes. All school district property issued to or utilized by school personnel is to be maintained and not misused.

Dress and Grooming (Employees): Employees set the example in dress and grooming for students and the community at large. Compliance with reasonable standards for dress and grooming has a positive effect upon the district's operations and programs. All employees are expected to be physically clean, neat, and well-groomed and dressed in a manner consistent with the needs of the job or in a manner reflecting professional or administrative assignment. The District will not tolerate dress or attire from school employees that the principal or supervisor considers disruptive, inappropriate, or which adversely affects the educational atmosphere. Professional dress is based on your job assignment.

Example but not limited to:

Paraprofessional and Secretaries--follow the teacher dress code.

Custodian and Maintenance--closed toe shoes (work boots, tennis shoes, etc), jeans, shorts, shirt.

Drug-, Alcohol-, and Tobacco-Free Workplace: The District seeks to provide a safe drug-free workplace for all of its employees.

A. **Prohibited Acts** - Drugs and Alcohol: Therefore, the manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, or distribute any illicit drug or alcoholic beverage while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.

B. **Tobacco Products**: Tobacco use during school hours and on school property presents a health and safety hazard that can have serious consequences for the user and the non-user and the safety of the schools. For purposes of the policy, tobacco use shall mean all use of tobacco, including cigars, cigarettes, e-cigarettes, pipes and smokeless tobacco. Tobacco use by employees in a school building and on any school property, buses, vans and vehicles that are owned, leased or controlled by the school district is prohibited. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment.

C. **Reasonable Suspicion Testing**: All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. A trained supervisor must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.

D. **Consequence for Violation**: Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. See Board policy 4162. Compliance with the District's policies and rules is mandatory and is a condition of employment.

E. **Notification of Conviction**: As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction. After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

Emergency/Fire Drill Evacuation Procedures: A number of situations may arise that could necessitate the need for the evacuation of all students, visitors, faculty and staff. It is imperative procedures are implemented in an efficient evacuation procedure that will maximize the safety and well being of each individual. A sign that outlines the evacuation procedures will be displayed in each room throughout the building. Employees are responsible for reviewing the evacuation procedures for their classroom and informing students of the procedures on the first day of class. These guidelines will serve as the procedure

to be followed for emergencies/fire drills. Students will participate in a monthly unannounced fire drill. Staff members have the following responsibility to manage students accordingly during drills.

1. Be sure evacuation signs are posted in each of the areas for which you are assigned.
2. Make sure students under your supervision are aware of evacuation procedures. This must be reviewed the first day that you meet with each class.
2. During evacuation make sure that all windows and doors are closed when leaving rooms.
3. Walk swiftly and safely along evacuation routes.
4. Take class rosters with you for the purpose of confirming attendance outside of the building. Each staff member supervising students at the time of an evacuation is responsible for accounting of students before, during, and after each evacuation drill.
5. Be aware that your planned route may be obstructed and that you must be familiar with alternative routes.
6. Report any problems/concerns to the principal as soon as they are apparent.
7. Missing students shall be reported immediately to a principal.
8. Take each drill seriously and strive for the swiftest and safest evacuation each time.
9. All staff and students are required to leave the building for every evacuation and drill and report to designated areas. Faculty not assigned to students during an evacuation or fire drill should assist with supervision in the hallways and outside the building.
10. **All staff** members must be sure that fire drill exit signs are posted in rooms in which they are assigned. Report missing signs at once to the high school office.
11. Handicapped or other students with conditions that may impede their mobility are the responsibility of the teacher assigned to such students at the time of an evacuation/fire drill. Arrangements are to be planned in advance to assist handicapped children and those children experiencing difficulty as a result of a minor injury, on crutches, etc.

Procedures for emergency evacuation of physically handicapped/disabled students will be in accordance with the standard procedures with the following amendments:

1. The classroom teacher will be sure to escort mobile students to the exit designated in the evacuation plan.
2. Employees/staff members will be assigned to assist the evacuation of immobile students. These students will be directed to report to the nearest exit to their assigned classroom and await assistance from the designated personnel. Fire officials will be made aware of any students who require assistance in procedures distributed at the beginning of each school year. The designated personnel and fire officials will verify the presence of students evacuated from the areas once outside of the building. The safe areas for immobile students will be identified in the evacuation procedures distributed at the beginning of each school year. The designated personnel and fire officials will verify the presence of students evacuated from the safe areas once outside the building.
3. All evacuation exit areas will be regarded as safe areas for officials to verify the presence and safety of handicapped/disabled students.

Employee Assistance Program: We recognize that a variety of personal problems can have a negative effect on an employee's job performance. Sometimes we can solve these problems on our own, whereas, at other times we need assistance. The Sto-Rox School District encourages you to utilize the benefits of our EAP program through Lytle EAP Partners. Services are offered to you at no cost and provide confidential counseling and information services. For more information call 1-800-327-7272.

Ethnic Intimidation: The Sto-Rox School District recognizes its responsibility to establish and maintain an educational and working environment that is free from ethnic intimidation, racial bias, and/or gang-related activity, influence or harassment.

Any person found to be engaged in acts of ethnic intimidation is in violation of Title 18 (crimes and offenses) of the Pennsylvania Consolidated Statutes as amended. As per Title 18, Section 2710, ethnic intimidation is defined as, "A person commits the offense of ethnic intimidation if with malicious intention toward the race,

color, religion or natural origin of another individual or group of individuals s/he commits an offense under this act.”

Persons who initiate, advocate, or promote activities openly or otherwise, which threaten the safety or well being of persons or property and which disrupt the school environment, or are harmful to the educational process, will be dealt with as an offense of the more serious category. The use of written or oral statements, non-verbal signals or communications, or the presence of any apparel, jewelry accessory or manner of grooming which by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with a gang or group, whether real or implied, and which presents a clear and present danger to the school environment, its staff and students and the educational objectives of the community and Commonwealth is strictly prohibited.

Any employee found to be engaging in acts of ethnic intimidation will be referred to the Superintendent of Schools for disciplinary proceedings.

Identification/Security Badges: Employee photo identification cards are utilized in the Sto-Rox School District for identification purposes in all district buildings by all employees to ensure a safe school environment. All employees are issued ID cards that contain the individual’s picture, name, and job title. ID cards **MUST be visibly worn during normal school hours.** The ID card is the property of the District. An employee who damages/loses their security badge shall immediately report such loss/damage to their immediate supervisor and contact the Network Specialist to obtain a new badge within five (5) days. If a security badge is mutilated or lost, a replacement card will be issued at the employee’s expense.

Keys: Keys are issued to employees (when applicable) at the beginning of each year. Individuals who are issued keys are solely responsible for their care, custody and control until they are officially returned and inventoried at the end of the school year. They are not to be shared or given to students, parents or visitors etc. for any reason. Requests for additional keys shall be submitted to your supervisor.

Language: The use of foul and/or abusive language and swearing in the workplace is never acceptable and is prohibited. All staff members are to use appropriate language in the workplace. Inappropriate language, whether spoken or written, can negatively affect your credibility and may offend others with whom you work. No matter who your audience is, you should always use Standard English in your speech and writing. When conversing in a less formal situation or when using less formal correspondence, you may use less formal English, but you must remain respectful and professional at all times. Do not use sexist language or language that is biased against any racial, ethnic, religious, age, or other group. Avoid generalizations, examples, or jokes that affirm or perpetuate negative stereotypes. You should generally avoid using slang in the workplace, even words or expressions that are commonly accepted in other settings. Jargon should be used sparingly and only when speaking or writing to an audience that will be familiar with the terms used.

The words ***“please”*** and ***“thank you”*** are just as important in the business world as they were when each of us were at the dinner table growing up. You will be able to accomplish more and will undoubtedly have better relationships with co-workers and colleagues if you treat them respectfully and show appreciation by using courtesy words.

Mandatory Reporting/Training : The Pennsylvania Department of Education has issued mandatory requirements for all school district employees. All employees must provide background clearances every five years. All employees must complete Act 126, Child Abuse & Recognition & Reporting Training every five years. Information on these mandatory reporting/ training can be accessed at the District’s website under the Human Resources tab, Background Clearances and Act 126 training.

Meetings: All members of the SRESPA are required to attend meetings as directed by the Superintendent and/or your supervisor. If a staff member misses an in-service or meeting, they are responsible to obtain all

information presented and are also responsible for implementing all materials presented. **During all meetings, cell phones are to be turned to silent.**

Nepotism: Applicants for employment in the District shall be selected without regard to a relationship by affinity or consanguinity, which they may have with a current employee of the District. However, to avoid possible conflicts of interest, which may result from employment procedures, an employee who is related by affinity or consanguinity to another employee or applicant shall not participate in any decision to hire, retain, promote, evaluate or determine the salary of that person.

Non-Discrimination Statement: The Sto-Rox School District is an equal opportunity education institution and will not discriminate on the basis of sex, race, color, religious creed, ancestry, national origin, age, handicap or sexual orientation in its educational programs, activities or employment policies, as required by Title VI, Title IX, Section 504, and the Americans with Disabilities Act.

Outside Activities: The Board recognizes that employees enjoy private lives and may associate with others outside of school employment for economic, religious, cultural or personal reasons. However, when non-school activities impact upon an employee's effectiveness within the school system, the Board reserves the right to evaluate the effect of such activities upon the individual's completion of responsibilities/duties. The following guidelines are provided for direction to employees:

- Do not utilize school material for personal gain.
- Do not use school property or school time to solicit or accept customers for private enterprises.
- Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.

Personal Property: The District does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, the District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District is not liable for vandalism, theft or any damage to cars parked on school property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility. "Holding" or otherwise storing valuables for students is also discouraged. If a student has something valuable that needs "stored" or "held," have it done through the principal's office. Otherwise, the person who "holds" or otherwise "stores" this valuable is totally responsible for its replacement and/or attention due to its damage. DO NOT ASSUME RESPONSIBILITY FOR STUDENT VALUABLES.

Personnel Files: An employee shall have the right, upon request and consistent with the timelines and content limitations specified in state law, to review the contents of his/her personnel file as per the bargaining unit agreement. If an employee is interested in reviewing their file, a written request must be made to the Superintendent's Secretary. The employee must review the file in the presence of the administrator designated to maintain said records. No materials may be removed from the file nor any additions or alterations may be made to the record. The employee shall have the right to submit a written answer to any field material and to have it attached to the file copy of the materials.

Personnel – Student Relations: All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Employees shall not use profane or obscene language or gestures in the workplace. The Board fully supports the right and desire of Employees to maintain a proper disciplinary atmosphere in all classrooms. The Board further realizes that this is necessary if students and Employees are to realize maximum effectiveness in the cooperative goals of educational excellence.

Political Activity: Employees may exercise the rights and privileges of any citizen in matters of a political nature consistent with the following restrictions:

A. No school employee shall, (1) in the presence of any student, and (2) during hours for which pay is received or while the employee is otherwise acting within the scope of their employment, engage in any activity for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action. When not engaged in the performance of their duties (e.g., during designated break periods) and when no students are present, employees who are at a work location may engage in private conversations with non-students or in other personal activities that address, for example, political topics.

B. During established hours of employment or while an employee is engaged in his/her official duties, no employee or other person may solicit or receive from any employee any contribution or service for any political purpose, where a “political purpose” includes an act done for the purpose of influencing the election or nomination for election of a person to office. Furthermore, no person may enter any District building, office or facility in order to request, make or receive a contribution for a political purpose.

C. No school employee shall use in any way the classrooms, buildings, or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action. This provision does not apply to use of District facilities by employees for events or activities that are not within their scope of employment and that are held pursuant to the District’s policies regarding facilities use by third parties.

D. No school employee shall make use of school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

E. This section does not apply to the provision of information by school employees in connection with any election, referendum or legislation where authorized by the school board or District Administrator and where consistent with legal limitations on the use of public funds and school District resources.

Position Descriptions: Position descriptions are available for each District employee classification. The descriptions include the job title, the minimum qualifications, and the essential functions of the position. Employees must be able to perform the essential functions of the job description. Upon hire and annually at the beginning of the school year, employees are required to sign a position description which is maintained in their personnel file.

Raptor System: The safety of our students and staff is our highest priority. The Raptor system will provide a consistent system to track visitors while keeping away people who present a danger to our students and staff members and to know all the occupants of a building in the event of an emergency. This system enhances school security by reading visitor drivers’ licenses, comparing information to a sex offender database, alerting district administrators if a match is found, then (assuming no match was made) printing a visitor badge that includes a photo. For the safety and security of all staff, all District employees MUST utilize the Raptor System upon entrance in or departure from the school building. (NOTE: For employees required to submit time sheets, this is not a replacement -- paper time sheets per pay period are still required.)

Security

1. Lock all classroom doors when leaving the area especially at the close of the school day.
2. Be very careful not to leave keys unattended.
3. Do not leave any personal items or money in unattended classrooms.
4. Inspect classrooms each day to determine if there are any missing items from the previous day. Report any problems to the principal immediately.
5. Students should not be given keys or permitted to lock/unlock doors.
6. Entrance from the outside will only be permitted via the main entrance. Employees should immediately report unauthorized entries, suspicious activity or concerns to a principal.

7. All employees will exit and enter the building through the main doors only.
8. Employees will park in areas designated by administration. Jr.-Sr. HS: Absolutely no parking in the courtyard.

Selling of Merchandise in the School Complex

No student, outside organization, staff or faculty member is permitted to sell any merchandise in the school buildings without prior approval from your supervisor. No employee shall utilize district email to solicit for any non-district event or fundraiser.

Solicitation and Distribution: Solicitation by an employee of another employee is prohibited while either employee is on work time. Work time is the time an employee is engaged or should be engaged in performing his/her work tasks for the Sto-Rox School District. Solicitation of any kind by non-employees on organization premises is prohibited at all times. Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the organization is also prohibited. Distribution of literature by non-employees on school district premises is prohibited without preauthorization.

Student Abuse : Under the Child Protective Services Law, all school employees are required to report suspected child abuse. An employee who has reasonable cause to suspect that a student is a victim of serious bodily injury, sexual abuse, or sexual exploitation is required to immediately make a report to ChildLine and inform their building principal. The employee making the report has immunity from civil and criminal liability under the law. Willful failure of a school employee or administrator to report student abuse is a violation of the law. The Director is required by law to notify police officials and the District Attorney in the locality where the abuse may have occurred and does not have discretion in this matter. Law enforcement officials will work with the appropriate child protective agency to conduct an investigation, the results of which will be forwarded to the Department of Education. School district employees reporting student abuse should maintain the confidentiality of the student and member of the staff. The employee, according to the law, should not discuss details of the event with any other employee or person. It is the responsibility of the school district administration to notify those with a need to know, including the parents, of all allegations.

Teamwork: Providing a quality education for students and a quality work experience for employees involves teamwork among all employees in the District. Some important actions are:

- A. Getting to know co-workers and their capabilities.
- B. Helping to create a pleasant, caring and enjoyable work atmosphere.
- C. Making use of District technology to effectively communicate with all employees in the District.
- D. Making use of District technology in order to perform all job functions well.

Teamwork is demonstrated by showing respect, cooperation and leadership at all times. Serving as an effective team member is a key component in accomplishing the District's mission.

Technology

Employees are encouraged to utilize the technology resources available in the school to provide enhanced opportunities to learn. Employees are encouraged to become familiar with email and are responsible for monitoring the use of technology to avoid improper/illegal use and reporting violations.

Unlawful Harassment: We strive to provide a safe, positive working environment for employees. As such, the policy of the district is to maintain a working environment in which harassment in any form is not tolerated. The Board prohibits all forms of unlawful harassment of employees and third parties by district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. Employees who feel they have been harassed are encouraged to promptly report such incidents. Complaints of harassment shall be investigated promptly and corrective action taken when allegations are substantiated.

Violence/Bullying in the Workplace: The Sto-Rox School District is strongly committed to providing a safe workplace. The purpose of this information is to minimize the risk of personal injury to employees and their

personal property, and the organization. You are discouraged from engaging in any physical confrontation with a violent or potentially violent individual. You are expected and encouraged to exercise reasonable judgment in identifying potentially dangerous situations.

Weapons Policy-Employees: The Board of School Directors acknowledges that an orderly school environment is necessary for an effective instructional program and productive workplace. In order to provide for an orderly school environment and safe workplace, the possession of weapons, firearms, and dangerous instruments and/or look-alike weapons and dangerous instruments by employees while on school grounds or at school sponsored activities, either on their person or in any vehicle operated by and employee, or provided by the Sto-Rox School District is strictly prohibited, **regardless if the employee has a right-to-carry permit.**

Firearms/weapons shall be defined as but not restricted to types of items identified under the Pennsylvania Criminal Code Section. Examples of such firearms/weapons shall include guns of any type or facsimile (look-alikes), knives, razors or cutting instruments, any implement for the infliction of serious bodily injury which serves no common lawful purpose, such as pipes, clubs, brass knuckles, tasers, shockers and any object the school administration classifies as a firearm/weapon.

Whistleblower – Employee Protection: A. Complaint Procedure: If any employee of the District reasonably believes that some policy, practice, or activity of the District is in violation of law, a written complaint must be filed by that employee with the District Administrator. If the complaint is about a practice or activity of the District Administrator, the complaint must be filed with the Board President. B. Purpose: It is the intent of the District to adhere to all laws and regulations that apply to the District, and the underlying purpose of this provision is to support the District's goal of legal compliance. The support of all employees is necessary to achieve compliance with various laws and regulations. C. Anti-Retaliation: An employee is protected from retaliation only if the employee brings the alleged unlawful policy, practice, or activity to the attention of the District and provides the District with a reasonable opportunity to investigate and correct the alleged unlawful policy, practice, or activity pursuant to the District's chain of command or complaint policies. The protection described below is only available to employees who comply with this requirement. The protection against retaliation that is described below does not limit the District from taking disciplinary or other employment action, including termination, against an employee where that discipline or employment action is not based on the employee's filing of a good faith complaint under this policy. The District will not retaliate against an employee who in good faith has made a protest or raised a complaint against some policy, practice, or activity of the District, or of another individual or entity with whom the District has a business relationship, on the basis of a reasonable belief that the policy, practice, or activity is in violation of law or a clear mandate of public policy. The District will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any policy, practice, or activity of the District that the employee reasonably believes is in violation of law or a rule or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment. Nothing herein shall limit or diminish an employee's protections against retaliation for filing a complaint, or participating in an investigation or legal proceeding, if such actions are protected by state and/or federal law.

Work Hours/Schedule. Employment hours are determined by the respective collective bargaining agreements for certificated and non-certificated employees or the salary and benefits package for non-union employees. All employees require administrative approval for any late arrivals or early dismissals.

Work Spaces, Including Desks, Lockers, etc. Employees shall have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, computers, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked.

Workplace Safety: All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Fire safety is an essential element of having a

safe working environment. Employees should know the following: 1. Location of fire alarms; 2. Location of fire extinguishers; 3. Evacuation routes; and 4. Whom to notify in case of fire

Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.

B. Protection of Staff: An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Administrator or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken.

1. "Injury" means physical harm to an employee caused by accident or disease in the performance of duties by the employee.

2. "Performance of duties" means duties performed within the employee's authorized scope of employment and performed in the line of duty.

STATEMENT OF RECEIPT OF HANDBOOK

I _____, have received the Sto-Rox Support Staff Handbook for the 2021-2022 school year, and I agree to follow the rules and regulations of the handbook. I further agree to follow all Board policies and procedures which are on the District website at www.srsd.k12.pa.us.

NETWORK AND INTERNET ACCESS: EMPLOYEE CONSENT AND WAIVER

1. My use of the Sto-Rox School District's network must be consistent with the District's primary goals.
2. I will not use the Sto-Rox School District network for illegal purposes of any kind.
3. I will not use the Sto-Rox School District network to transmit threatening, obscene, or harassing materials. The District will not be held responsible if I participate in such activities.
4. I will not use the Sto-Rox School District network to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses, or using the network to make unauthorized entry to any other machine accessible via the network.
5. It is assumed that information and resources accessible via the Sto-Rox School District network are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. Therefore, I will not use the Sto-Rox School District network to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.

Employee Signature

Date

**** * DETACH THIS FORM AND RETURN TO YOUR SUPERVISOR *****