

# Sweet Springs R-VII School District



## Jr./Sr. High School Staff Handbook

2017-2018  
School Year

Web Page:  
<http://sweetsprings.k12.mo.us>

SWEET SPRINGS R-VII Jr./Sr. HIGH SCHOOL STAFF HANDBOOK

2017-2018

WELCOME

The purpose of this handbook is to outline some basic guidelines and procedures that we will need in the day to day function of our school. Our main concern in compiling this material has been to provide you with something that will be functional and useful. Use your handbook regularly; it may eliminate a worried moment and aid you in solving a problem. Keep your handbook in a convenient location in order to have it serve you better. This book is a direct extension of Board policies and regulations which details in greater depth those general policies outlined in the Board Policy Handbook for teachers.

Teachers are expected to read and be familiar with the material in this handbook. There are also some things contained here that need to be explained to your students. This handbook will be revised annually to include all new rules and regulations. Also, teacher suggestions for more efficient operation of the school will be included in future revisions. Every teacher may have a suggestion that may enhance the operation of the Sweet Springs R-7 Jr./Sr. High School; if so, these suggestions of change or improvement are solicited and welcomed by the administration and are included in this publication as revisions are made.

DISTRICT MISSION STATEMENT

To provide an educational environment which will encourage students to realize their potential and to serve as a resource for the community in promoting lifelong learning experiences.

DISTRICT GOALS FOR SWEET SPRINGS R-VII SCHOOL DISTRICT

- Goal #1 Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.
- Goal #2 Recruit, attract, develop, and retain highly qualified staff to carry out the Local Education Agency (LEA)/district mission, goals, and objectives.
- Goal #3 Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.
- Goal #4 Promote, facilitate, and enhance parent, student, and community involvement in LEA/district educational programs.
- Goal #5 Govern the LEA/district in an efficient and effective manner providing leadership and representation to benefit the students, staff, and patrons of the district.

DISTRICT PHILOSOPHY/BELIEF STATEMENTS FOR SWEET SPRINGS SCHOOL DISTRICT

1. Quality education is essential to a progressive community.
2. All children deserve optimum learning opportunities.
3. Each person has the right to realize his/her potential.
4. Each person has the right to a safe, caring, and positive learning environment.
5. All students can learn through a variety of styles and modalities.
6. Quality instruction by well-trained and professionally developed staff is necessary for maximum learning.
7. In the learning process each person should have access to current educational tools including technology.
8. Skills should be taught that will enable each person to become a responsible and productive citizen able to complete and cooperate in the ever-changing global society.
9. Critical thinking skills should be developed in all learners.
10. Learning is acquiring knowledge and knowing how to use resources effectively.
11. Learning should be exciting, interesting, and stimulating.
12. Each person has the responsibility to participate in the learning experience.
13. Learning is a lifelong process.
14. Personal excellence is achieved through positive attitude and effort.

**Jr./Sr. HIGH SCHOOL STAFF**

2017-2018

Superintendent, *Donna Wright*  
Principal, *Josh Hume*  
A+ Coordinator, *Daniel Conner*  
504 Coordinator, *LaDonna List*  
Athletic Director, *Tim Smith*  
Agriculture, *Kristen Fenner*  
Agriculture, *Brent Niemeyer*  
Art, *Jacob Corcoran*  
Band/Vocal, *Anthony Webb*  
Bus Driver, *Mary Williams*  
Bus Driver, *Sam Ed Yokley*  
Bus Driver, *Erin Wiskur*  
Bus Driver, *Eric Bredehoft*  
Business Education, *Kris Conley*  
Cook, *Teresa Clausen*  
Cook, *Brenda Wulf*  
Cook, *Sherrie Heaper*  
Cook, *Sherry Johnson*  
Counselor, *Daniel Conner*  
Custodian, *David Yount*  
Custodian, *Robert Thomas*  
Custodian, *Matthew Hutchison*  
English, *Jon Wells*  
English, *Tracy Crumbaugh*  
FACS, *Kyra Kueck*  
Librarian, *Kim Hudson*  
Maintenance Director, *Eric Bredehoeft*  
Math, *Laura Reinhardt*  
Math, *Alexa Slivkov*  
Nurse, *Cleawni Choate*  
Para-Professional, *Stacy Marlin*  
PE/Health *Tim Smith*  
Recovery Room, *Kim Hudson*  
Resource Process, ESOL, and WEC Coordinator, *LaDonna List*  
Science, *Mike Staples*  
Science, *T.J. McGuire*  
Secretary, *Julie Arnold*  
Social Studies, *Ashley Innes*  
Social Studies, *Justin Thomas*  
Spanish, *Megan Cross*  
Technology Director, *Quality Network Solutions*

**BLOCK SCHEDULE**

BLUE / GOLD DAYS (MONDAY-THURSDAY)		
	START	END
Bell	8:00	
1 <sup>st</sup> / 5 <sup>th</sup> Block	8:05	9:40
2 <sup>nd</sup> / 6 <sup>th</sup> Block	9:44	11:14
1 <sup>st</sup> Lunch	11:18	11:43
J.H. Shift Lunch	12:07	12:32
3 <sup>rd</sup> Lunch	12:56	1:21
3 <sup>rd</sup> / 7 <sup>th</sup> Block	11:18	1:21
4 <sup>th</sup> / 8 <sup>th</sup> Block	1:25	3:00

FRIDAY'S		
	START	END
Bell	8:00	
1 <sup>st</sup> / 5 <sup>th</sup> Block	8:05	9:35
2 <sup>nd</sup> / 6 <sup>th</sup> Block	9:38	11:11
1 <sup>st</sup> Lunch	11:14	11:35
J.H. Shift Lunch	11:55	12:20
3 <sup>rd</sup> Lunch	12:40	1:04
3 <sup>rd</sup> / 7 <sup>th</sup> Block	11:14	1:04
4 <sup>th</sup> / 8 <sup>th</sup> Block	1:07	2:37
Activity Period	2:40	3:00

**WEB PAGE**

The school district will maintain a web page of information available to students, parents, and patrons. Teachers are required to provide and maintain a link to the district's webpage. The web site address is as follows:

<http://sweetsprings.k12.mo.us>

**PROCEDURES OF ADMINISTRATION**

Authorities in the field of school administration recognize the following basic principles which we hope to abide by in the educational operation of Sweet Springs Jr. Sr. High School.

**SWEET SPRINGS R-VII BOARD OF EDUCATION**

<b>Mr. Brian Vogelsmeier</b>	<b>Mr. Troy Schroeder</b>	<b>Mrs. Cindi Sims</b>	<b>Mrs. Darla Reid</b>	<b>Mr. Robert Fuehring</b>	<b>Mrs. Paula Staples</b>	<b>Mr. Eric Giffen</b>
President	Vice-President	Treasurer	Secretary	MSBA Representative	Member	Member

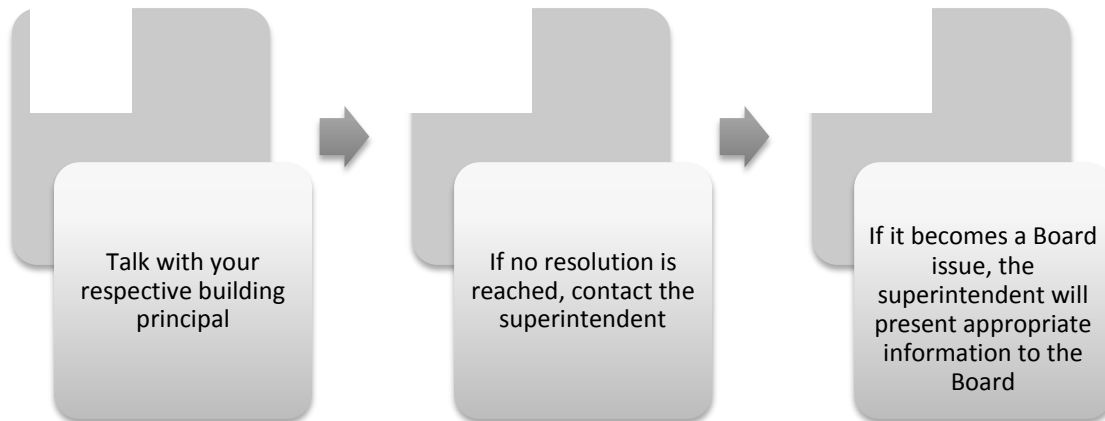
The Board of Education will set the policies for the operation of the school. This is done with the leadership and recommendations of the superintendent and principals in accordance to the Board policies. Board policies are available in each Principal's office, the Superintendent's office, in each teacher work room, and in both Library Media Centers.

The evaluation of the school program is carried out through the cooperation of the administration, Board of Education, teachers, and staff suggestions.

It is important for all teachers to maintain a friendly relation with School Board members as with other community residents. The attitude that we as teachers show for our school will have effect on the public appraisal of our system and your teaching.

School Board members should not be bothered with administrative matters which should be handled by principals and the superintendent. Legally, a Board of Education can act only as a group. Individually, Board members have their own businesses and do not have time to handle administrative problems of the school.

### **PROCEDURES FOR RESOLVING CONCERNS**



### **SUPERINTENDENT, PRINCIPAL, TEACHER RELATIONSHIP**

The democratic concept of administration is that the most important factor in a school is the learning experience of each individual child. Principals and superintendents should exist only because they assist the overall process of learning.

In the operations of a school district, responsibilities must be delegated to different persons. It is impossible and undesirable that the superintendent answers all questions and handles all problems that develop.

Teachers should handle almost all situations that arise with students. If the teacher cannot satisfactorily handle the situation, he/she should consult the principal. In turn, problems that cannot be solved by the principal should be reported to the superintendent's office. The superintendent and principals are committed to back sound and justifiable decisions of the teacher.

Principals are responsible for their respective schools. They have jurisdiction over all employees in their building and are to be consulted before problems are submitted to the superintendent's office.

### **GENERAL DUTIES AND RESPONSIBILITIES**

1. Teachers should arrive at school by 7:45 a.m. in order to allow adequate preparation for the school day, unless a duty assignment requires an earlier arrival. Teachers are also required to stay after school until 3:20 p.m. This time should be used to make sure everything is in order and that you are ready for the following day.
2. All teachers are expected to be in their rooms by 7:55 a.m. daily.
3. Teachers are to assist in the supervision of hallways and other common areas during the arrival and dismissal of students and during passing time.
4. All teachers are expected to attend functions and activities of the school relating to their assignment or involving children assigned to them.
5. An official transcript of all college credits must be on file in the superintendent's office.
6. New credit acquired during the summer should be filed as soon as possible for proper reimbursement for tuition as allowed by the Board.
7. Teaching certificates must be on record before the employee (teacher) can be paid.
8. Teachers are expected to familiarize themselves with the student handbook and enforce all student policies and procedures.

### RECORDING ATTENDANCE

Roll is to be taken by each classroom teacher at the beginning of each period. The students who are absent or tardy are to be listed on an absentee report. Any parent picking up a child before the dismissal bell rings must first check them out through the office. Teachers will receive a call on the intercom clearing that child to come to the office or go with the parent. Either of the above is to be initiated at the office. Parents are not to take a child with the promise that they will tell us on the way out.

### LUNCH COUNT

A count of the students eating a hot lunch and teacher/adult lunches from each room needs to be completed and sent to the office with your 1st and 5th period attendance.

### SUBSTITUTE TEACHERS

Whenever it becomes necessary for a teacher to be absent from school due to illness, the principal should be notified by 6:00 a.m. that morning, and whenever possible arrangements should be made the previous day. This will allow the principal to secure the best substitute possible. It is the teacher's responsibility to provide the substitute with a substitute packet (which has been filed in the office), instructions for the day written out in detail, and a copy of the lesson plans.

### EMERGENCY SUBSTITUTE PACKETS

A substitute folder is to be kept in the office with the following information:

1. Daily schedule (up to date and readable)
2. Sequential narrative of daily procedures (ex: attendance, reading of the announcements, lunch count procedures).
3. **CLASS ROSTER**
4. Seating chart.
5. Classroom discipline plan.
6. Description of where teacher's manuals are located.
7. Schedule of students who leave the classroom throughout the day.
8. Names of 1-3 reliable students who are familiar with daily routine.
9. Any student medical information (allergies, etc.) a substitute should be aware of.
10. A map of the school.
11. Evacuation procedures (fire and tornado).
12. **CRISIS PLAN**
13. A back-up plan--a description of 3 learning activities with which students are familiar and require no preparation time (ex: Directions for Quiz Bowl game to review a skill).
14. At least three alternate assignments in the event that you are unable to come in to prepare your lesson.

### LESSON PLANS AND STUDENT RECORDS

Teachers shall keep necessary records, reports, plan book, grade book, etc. and prepare such reports as are required by the principal or superintendent for proper administration of the school. Each teacher will be furnished with a plan book to be used in developing lesson plans. These plans should take into consideration district objectives as stated in the curriculum guides. Lesson plans should contain (as a minimum standard) the objectives or purpose of the lesson, activities to teach the objective, assignments, and time schedules for lesson periods and activities. Good lesson plans not only assist the teacher on a daily basis but are also essential for substitutes. Lesson plans are due on the Friday before the week planned. Class sponsors will collaborate to determine which class sponsor member will submit a weekly activity period plan. They will be copied and distributed to the Special Education Coordinator and the Recovery Room Supervisor. Teachers will also be issued a grade book. Grades and attendance records shall be documented in this book and turned in at the end of the year.

### PREPARATION PERIODS

Periods which teachers are not scheduled for a specific class or supervision responsibilities should be used to the teacher's best advantage in paper grading, lesson preparation, etc. Teachers should remain on the school grounds, including their preparation period, unless they secure permission to leave the building from the Principal.

### MAIL-BOXES

Teachers will check their mailboxes daily.

### **FACULTY LOUNGE AND WORKROOM**

The lounge is for your use prior to 7:55 am, during your plan-time, and after school. Please do your part in posting pertinent, professional and staff development information. The workroom is for teachers only. Do not send students to purchase pop, use the microwave or work in the workroom or lounge, with the exception of cadet teachers. Cadet teachers only may go to the workroom to use the machines (copy machine, paper cutters, etc.).

### **FACULTY MEETINGS**

Faculty meetings will be held the morning following the scheduled School Board meeting at 7:30 am. Collaboration meetings will also be held once monthly and will utilize a portion of the teacher's plan period. The building administrator may set additional faculty meetings and notice will be given in advance of these meetings.

### **TEACHER BULLETINS**

Informational bulletins will be issued daily; both teacher and student versions. The student versions will be provided on SIS and read by the teacher in the classroom. The teacher version contains items that are of immediate interest and concern, suggesting action and procedure regarding definite school matters. If there are items that you question or do not understand, it is your responsibility to check with the Principal for clarification.

### **CLASSROOM SUPERVISION**

The classroom teacher will be certain that his/her students are supervised at all times. If an emergency exists and you must leave your class, be certain that another teacher supervises your students. Never leave your students without adequate supervision. This includes bathroom breaks. Be available and visible outside of the bathrooms, and at all times when charged with students.

### **DISCIPLINE PROCEDURES**

Effective classroom management is essential to developing a positive educational climate. The classroom management practices at Sweet Springs High School will focus on positive attempts to build respectful relationships with students while emphasizing student responsibility for their own behavior. Most classroom discipline situations are to be handled by the teacher. Sending students to the office regularly for disciplinary reasons weakens the students' perception and respect for the teacher as an authority figure. The principal is available to assist in cases of chronic or severe behavior problems.

Teachers will develop a discipline plan, complete with behavior expectations, consequences and rewards. The plan will be discussed with students, distributed to parents, and submitted in writing to the principal. In the event that the classroom plan is ineffective for individual students, teachers may ask for assistance from the principal and parents to develop an individualized plan for that student. A copy of the plan should be sent home, for the parents to read, sign and return.

When referring students to the office for disciplinary reasons, a referral slip specifying the situation must accompany the students to the office. This is to ensure fairness to students and consistency in consequences. Do not use the Recovery Room Slip when sending a student to the office. Teachers may use the Recovery Room Slip when sending a student to the recovery room for assistance or remediation.

Ongoing communication with parents is a key component of an effective discipline plan. When communicating with parents, whether in person or in writing, remember that the goal is to create a partnership, share information, and gain parental support in resolving problems. A respectful approach is a must.

Teachers have a responsibility to contact the principal regarding any situation in which parents may contact the principal. It is very difficult to be fully supportive without some background information.

### **PURCHASING OF MATERIALS AND RECEIPTS OF FUNDS**

A budget has been established and approved for the school. In order that our records be accurate, it is necessary that the following prescribed method of handling purchasing of materials and receipt of funds be strictly followed.

Purchasing Procedures: In the interest of accountability and working neatly and conformably with the auditors, all purchasing of goods or services will be done with a Sweet Springs R-7 Purchase Order. No goods or services will be purchased without the use of a requisition signed by the principal and superintendent. No club, organization, or member of the staff is to purchase any good or service in the name of the school or any of its clubs or organizations without first securing a signed purchase order that has been approved by the appropriate principal and the superintendent.

No "on approval" ordering is to be done without following the same procedure as above. "On approval" orders that are not kept are

returned through the office staff so that the purchase order may be voided.

Staff members who purchase without first securing a signed purchase requisition will be liable for either the paying of the bill on the material or service or returning of materials to the vendor.

These requirements are not intended to be interpreted in a way that means you will not be able to purchase materials. It simply means that we must have written record of all purchases, and the appropriate official, the superintendent, prior to the purchase being made, must approve them. Needed materials and services will be provided in an accountable, efficient, and consistent manner.

**TELEPHONE USE PROCEDURES**

In case of an emergency involving pupils or teachers, they will be sent for immediately. In non-emergency cases, messages will be taken and delivered within that period. Pupils are discouraged from using the phone to call parents to bring forgotten items. Teachers may use the phone when there is a need to do so. Do not use your cell phone to make calls from your classroom unless it is done during your plan period. If a call must be made during a class period, contact the office so that suitable supervision can be found while you make your call.

**STUDENT DISCIPLINE OFFENSE CHART**

The following “due-process” approach will be used by the principal to resolve student discipline/behavior issues. The teacher should become familiar with the steps that will be taken to handle problems as they arise.

**DISCIPLINE OFFENSE CHART**

<b>Offense</b>	<b>Definition</b>	<b>First Offense</b>	<b>2nd Offense</b>	<b>Third Offense</b>	<b>Subsequent Offense</b>
<b>ARSON</b>	Starting or attempting to start a fire, or causing or attempting to cause an explosion.	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.			1-180 days out-of-school suspension or expulsion. Restitution if appropriate.
<b>ASSAULT</b>	a. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.			In-school suspension, 1-180 days out-of-school suspension, or expulsion.
	b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.	Expulsion			
<b>BUS MISCONDUCT</b> (The driver will not discharge riders at any location other than the regular stop or at school. A student who is suspended for thirty or more days will have the right to appeal the decision to the principal.)	Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.	A warning to the student with a report to the parents.	Student will be suspended from bus riding privileges until a conference can be held between parent, student, and principal; with additional suspension at the discretion of the principal.	Student will be suspended from riding for 180 days at the discretion of the principal	



<b>CELL PHONE</b>	Use of any cellular device on school property without permission.	The device will be confiscated for the remainder of the day.	Confiscation of the phone until parent/guardian meets with principal.		One day in-school-suspension and confiscation of phone until parent/guardian meets with principal.
<b>DISPARAGING OR DEMEANING LANGUAGE</b>	Use of words, actions, verbal, written or symbolic meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender ethnic or origin. Constitutionally protected speech will not be punished.	Principal/Student conference, possible in-school suspension or 1-10 days out-of-school suspension and possible notification to parent.	In-school suspension or 1-10 days out-of-school suspension, notification to parent.		1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

**DISCIPLINE OFFENSE CHART (continued)**

<b>Offense</b>	<b>Definition</b>	<b>First Offense</b>	<b>2nd Offense</b>	<b>Third Offense</b>	<b>Subsequent Offense</b>
<b>DISRESPECTFUL CONDUCT OR SPEECH</b>	Disrespectful verbal, written or symbolic language or gesture that is inappropriate to public settings directed at a staff member.	Principal/Student conference, possible in-school suspension or 1-10 days out-of-school suspension and possible notification to parent.	In-school suspension or 1-10 days out-of-school suspension, notification to parent.		1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.
<b>DISRUPTIVE SPEECH OR CONDUCT</b>	Conduct or verbal written or symbolic language, which substantially disrupts classroom work, school activities or school functions.	Principal/Student conference, possible in-school suspension or 1-10 days out-of-school suspension and possible notification to parent.	In-school suspension or 1-10 days out-of-school suspension, notification to parent.		1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.
<b>DRUGS/ALCOHOL</b>	a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.	In-school suspension or 1-180 days out-of-school suspension.			1-180 days out-of-school suspension or expulsion.
	a. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substance or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances	In-school suspension or 1-180 days out-of-school suspension.			1-180 days out-of-school suspension or expulsion.

	identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.				
	a. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.	1-180 days out-of-school suspension or expulsion.			1-180 days out-of-school suspension or expulsion.
<b>EXTORTION</b>	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	Principal/student conference, detention, in-school suspension, or 1-10 days out-of school suspension.			In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**DISCIPLINE OFFENSE CHART (continued)**

<b>Offense</b>	<b>Definition</b>	<b>First Offense</b>	<b>2nd Offense</b>	<b>Third Offense</b>	<b>Subsequent Offense</b>
<b>FALSE ALARMS</b>	Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.			Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.
<b>FIGHTING</b>	Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.			In-school suspension, 1-180 days out-of-school suspension, or expulsion.
<b>PUBLIC DISPLAY OF AFFECTION</b>	Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.			Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
<b>SEXUAL HARASSMENT (see Board Policy AC)</b>	a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.			In-school suspension, 1-180 days out-of-school suspension, or expulsion
	a. Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under the clothing.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.			1-180 days out-of-school suspension or expulsion.

**DISCIPLINE OFFENSE CHART (continued)**

<b>Offense</b>	<b>Definition</b>	<b>First Offense</b>	<b>2nd Offense</b>	<b>Third Offense</b>	<b>Subsequent Offense</b>
<b>THEFT</b>	Theft, attempted theft or willful possession of stolen property.	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.			Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.
<b>TOBACCO</b>	a. Possession of any tobacco products on school grounds, bus or at any school activity.	Confiscation of tobacco product Principal/Student conference, detention, or in-school suspension.			Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.
	b. Use of any tobacco product on school grounds, bus or at any school activity.	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.			Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.
<b>TRUANCY</b>	Absence from school without the knowledge and consent of parent/guardian and the school administration; excessive non-justifiable absence, even with the consent of parents/guardians.	Principal/Student conference, detention, or 1-3 days in-school suspension.			Detention or 3-10 days in-school suspension.

**DISCIPLINE OFFENSE CHART (continued)**

<b>VANDALISM</b>	Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.	Principal/student conference, possible in-school suspension and/or 1-80 days out-of school suspension, possible restitution for damages, possible notification to law enforcement officials, and possible documentation in student's discipline record.			In-school suspension or 10-180 days out-of-school suspension or expulsion, notification to parent, notification to law enforcement officials, and documentation in student's discipline record.
<b>BULLYING</b> - The Sweet Springs R-VII School prohibits all forms of hazing, bullying, and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with the district policy. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.	Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetrated by an individuals or groups.	Principal/student conference, possible in-school suspension or out-of-school suspension, notice sent to parent.	In-school suspension or 1-10 days out-of-school suspension, conference with parent.	1-180 days out-of-school suspension, or expulsion, and notice to law enforcement officials, notice to parent, and documentation in the student's discipline record.	
<b>WEAPONS</b> (see board policy JFCJ)	a. Possession or use of any instrument or device, other than those defined in 18 U.S.C.921 or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury, to include chains, to another person.	1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.			10-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.
	b. Possession or use of a firearm as defined in 18 U.S.C. 921 or any instrument or device defined in 571.010, RSMo.	1-360 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student discipline record. (The superintendent of schools may modify the punishment based on			

		individual circumstances.				
Offense	Definition	First Offense	2nd Offense	Third Offense	Subsequent Offense	

**TEACHER PAY PERIOD**

Teachers will be paid on a twelve month basis, the first month's check payable on September 25th and subsequent checks on the 25th day of each month thereafter. If the 25th falls on a weekend or holiday, the previous Friday will become payday unless otherwise notified prior to the previous Friday date.

**TEACHER PAYROLL DEDUCTIONS/SET-UP**

All full-time teachers are required to be members of the Public School Retirement system. Contributions are 13% of the monthly salary (2010-2011). Each teacher should file withholding forms for information with the board secretary. All staff payroll information must be set-up with the district secretary by the start of each school year and limited to change two times after the initial set-up.

**LEAVE**

Professional staff employees whose assignment calls for twelve months full-time employment will be entitled to 14 days of leave. Professional staff employees whose assignment calls for full-time employment only during the regular school term will be entitled to 11 days leave. Unused leave will be cumulative to 125 leave days. An absence of over one through four hours shall be counted as a half-day of sick leave. Unpaid leave shall not be considered sick leave for any purpose.

A district employee shall not be entitled to use leave days during the period the employee receives Workers' Compensation for time lost to work-related accidents.

Any certified employee who is a member of a retirement system shall remain a member during any period of leave under sick leave provisions of the district or under Workers' Compensation. The employee shall also receive creditable service credit for such leave time, if the employee makes contributions to the system equal to the amount of contributions which he or she would have made had he or she been on active service status.

**JURY DUTY POLICY**

When employees are summoned to participate on juries for ten work days or less, the absence will be treated as leave with pay and will not count against accrued sick, personal, or vacation leave. Remuneration received for service will not be reimbursable to the district but will remain the property of the individual employee. Absences in excess of ten days will be handled on an individual basis by the Superintendent.

**PREGNANCY AND CHILDBIRTH LEAVE**

A pregnant employee shall continue in the performance of her duties as long as she is able to do so, and as long as her ability to perform duties is not impaired, based on medical opinion. However, the employee shall notify her supervisor as soon as she knows she is pregnant.

The employee shall be granted sick leave during periods of pregnancy-related disability, and is necessary an unpaid leave of absence, to begin at the time recommended by her physician. The employee shall return to duty when she is physically able based on medical opinion, except that this paragraph creates not rights extending beyond the contracted period of employment. Pregnant employees shall be treated the same as other employees who are similar in their ability or inability to work, for all purposes under this policy. An employee who is the primary caretaker of an adopted child may use his or her accrued sick leave, annual leave, or such leave without pay, as provided by law, for the purpose of arranging for the child's placement or caring for the child after placement.

### **ASSEMBLY SUPERVISION**

Teachers are to accompany and sit with their classes at assemblies. Special teachers are responsible for accompanying students to assemblies if they would be the supervising teachers at that time in a routine day. This assures that each teacher's planning time will be respected.

### **ASSIGNED DUTIES**

A special duty schedule will be established to provide optimum supervision of students at all times throughout the school day. If you have an assigned duty to supervise and will be unable to supervise, it is your responsibility to find someone to cover and trade duties with you during your absence.

### **TEACHER DRESS CODE**

Staff members are expected to dress in a manner that is appropriate for daily classroom activities; yet professional. Capris (mid-calf length) are appropriate. Dressy sandals are acceptable. Jeans are acceptable only on designated days. Sweats, shorts, and tennis shoes are appropriate for physical education teachers only. Any circumstances that may require an alteration to the dress code must receive prior approval from the principal.

### **STUDENT DRESS CODE**

Students are expected to dress in a manner that does not detract from the educational climate. The following is not intended as comprehensive list, but includes some good guidelines:

- a. No detracting clothing as determined by staff/administration
- b. No profanity, tobacco, alcohol, drug advertising, sexual references on clothing
- c. No exposed torsos or bare mid-ribs – no spaghetti straps, un-tailored sleeveless jerseys or sleeveless tops revealing underwear
- d. No hats in the building
- e. No sagging clothing (i.e. pants)
- f. No inappropriately tight-fitting clothing, unless properly covered by another garment. The outer garment must be at least fingertip length.
- g. Shorts and skirts must be appropriate length as determined by staff/administration and must be at least fingertip length.
- h. No loose chains hung from clothing or wallets

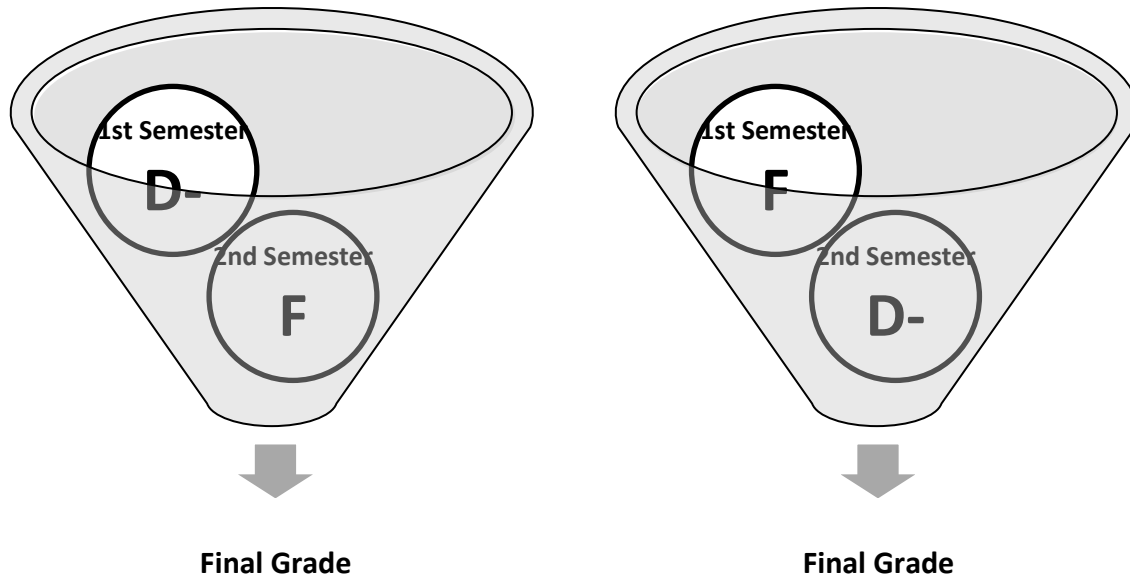
### **OUTSTANDING FINE POLICY**

Students who have an outstanding fine will not receive a grade card until such time as the bill is paid. After failing to receive a grade card if the student continues to be in debt to the District for two calendar weeks, the student will not be allowed to participate in any extra-curricular activities until such time as the bill is paid. Consequently, this policy applies to students seeking semester exam exemption. Grade cards are held if: a student agrees to sell or be responsible for a product for the school or student organization, collects the money, and does not submit the money; a student checks out a library book and does not return the book, pay the late fine, or replace book; a student agrees to borrow a school jersey and does not return it to the school; a student's lunch account is outstanding. This will also include transcripts from the school.

### **7<sup>th</sup>/8<sup>th</sup> GRADE PROMOTION**

For a seventh or eighth grade student to be promoted to the next grade, (3) of the four (4) core academic areas must be passing. (Core areas are: Science, Math, Social Studies, and English)

When assessing core areas, the following promotion formula will be used by the Principal and faculty committee as a guide to determine promotion. *This formula also applies when formulating a 1<sup>st</sup> semester grade from 1<sup>st</sup> & 2<sup>nd</sup> Qtr. and when formulating a 2<sup>nd</sup> semester grade from 3<sup>rd</sup> & 4<sup>th</sup> Qtr. Formula is only used for **promotion/retention decisions only**. Formula does apply for grade book purposes.*



### **ROOM ACTIVITIES**

Room activities that involve the use of outside speakers, class trips, or any other activity that might involve parental or administrative approval should not be undertaken without consultation with the principal.

### **TEACHER EVALUATIONS**

Effective teacher evaluation and supervision is an essential part of the total instructional program. The performance-based evaluation procedures in place will be a continuous process that relates directly to on-the-job performance. Evaluation would be a cooperative effort among the Board of Education, administration, and teaching staff aimed at the accomplishment of a primary objective; that being the facilitation and improvement of classroom instruction.

The Sweet Springs R-VII School District will be using DESE's Missouri Teacher Evaluation Model to evaluate all certificated teaching staff each school year.

### **CORRESPONDENCE**

Please submit a copy of all general/group written correspondence distributed to students and parents from classroom teachers, grade level teams, or special teachers so that it may be placed in your file before distribution.

### **BUILDING SECURITY**

Building security is a serious concern for any school, due to the many ongoing activities. Problems usually fall into two broad categories- doors being left open, unlatched, or unlocked; and students in parts of the building where they should not be. Please follow these guidelines:

- Any sponsor or coach is directly responsible for the students in his/her program. Students participating in activities must be in the direct supervision of their school sponsor at all times.
- Have a schedule for clubs and activities so that students can tell their parents what time to pick them up. This will help to eliminate unnecessary telephone use and lines at the telephone. Please turn a copy of your schedules into the office so that we may answer parent's questions if possible.
- Sponsors are not to leave the building until all students have left the building.
- Sponsors are responsible for securing doors when they leave. This includes interior doors or exterior exit doors used by their group. Any staff member who leaves the building and does not ensure that the door is locked will be issued a letter of reprimand to be put in their file.
- All keys must be signed out in the office and are your responsibility. Do not loan your key(s) to students, parents, or anyone else not employed by the district.
- Keys are to be inventoried at the start of school and again prior to leaving for the summer.



### **ELECTRONIC COMMUNICATION WITH STUDENTS**

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, web pages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 am and 10:00 pm. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose. (See Board Policy GBH)

### **BUS TRIPS**

Requests for bus transportation must be made as far in advance as possible of the use date. All such requests must be approved by the Administration.

Field trips must be approved by the Administration. Field trips sponsored by, and financed by, non-school agencies must be approved by the Administration.

### **EMERGENCY SCHOOL CLOSING**

Information announcing the closing of school because of bad weather (snow, icy roads) or other emergencies will broadcast over KMMO 102.9 (FM), KMMO 1300 (AM). Staff may also sign up for TextCaster or the district Twitter account (@SSGreyhounds).

### **SCHOOL LATE START**

There may be occasions when conditions justify delaying the opening of school by two hours. In the case of a delayed opening, school schedules and bus schedules will be delayed for the amount of time announced. When a two hour late start is announced school will begin at 10:00 and doors will open beginning at 9:30. When school is delayed for two hours, transportation schedules will also begin 2 hours later. For example: if a bus run normally starts at 7:15 a.m., and a two hour delay is announced, the bus run will begin two hours later at 9:15 a.m. During delayed start school days:

- Breakfast **will not** be served, but school lunches will be served as usual.
- School will be dismissed at normal dismissal time.

**Delayed opening announcements will be carried on the same radio stations as school cancellations.**

### **EMERGENCY DRILLS**

Drills will be held according to the steps outlined in the Administrator's handbook. Fire drills and disaster drills will be held periodically. Refer to the following procedures, or use the new CrisisGo app for step-by-step instructions in drills and emergencies.

Earthquake, Fire and Tornado drills will be regularly held the first three days of the school year. Earthquake procedures will be practiced on the first day of school, Fire procedures on the second and Tornado on the third.

Teachers and students will be notified of those first three drills. Later in the year only the teachers will be informed of the time for the second drills. All other drills will be an element of surprise. However, no drills will be called in inclement weather.

Please review the fire, tornado, and earthquake drill procedures and instruct your students in their part of the drill. A walk through drill should be held in each room during the first week of each semester. These drills are to be scheduled by the teacher.

During the drill there should be no talking, pushing, or shoving. All students should walk to the proper exit. The signal for return to class will be a verbal recall from the person who called the drill.

## **FIRE DRILL**

- Upon receiving notice of an emergency, office personnel shall sound appropriate warning signal. *See emergency contact sheet*
- Alarm: Repeating Buzzer
- Teachers will rapidly evacuate all students to their classroom's designated area.
  - See classroom evacuation route.
  - Do not attempt to cross or break into another line but wait until it passes.
  - Students should remain quiet at all times.
- The classroom teacher emergency bag will accompany the class upon evacuation.
  - First Aid Supplies
  - Flashlight
  - Red/Green Construction Paper
  - Class roster including emergency contact information for parents.
- Once at designated location the teacher will take attendance and establish the class's status. Once determined the teacher will hold up –
  - Green Card – All clear and everyone accounted for
  - Red Card – Missing student(s)/life threatening injury
- Teachers will remain with their class at all times.
- Any elementary classroom teacher without a class will locate their class according to the evacuation plan.
- Any high school teacher or elementary specials teacher without a class should report to the flag pole to receive further instructions.
- The building can be re-entered once the building has been declared safe by school administrator. Administrator will give an all clear signal.
- Fire Extinguisher Locations:
  - K-1 Hallway – outside 1<sup>st</sup> grade classroom
  - 4-6 Hallway – outside 6<sup>th</sup> and 5<sup>th</sup> grade classroom
  - 2-5 Hallway – outside 2<sup>nd</sup> and 5<sup>th</sup> grade classroom
  - Hallway near janitors workroom
  - High School Commons
  - High School Science Room
  - East entrance - inside elementary gym
  - High School Math Room
  - High School Business Room
  - Ag Shop

## **TORNADO DRILL**

- Upon receiving notice of an emergency, office personnel shall sound appropriate warning signal. *See emergency contact sheet*
- Alarm: *Continuous Bell*
- Teachers will evacuate students to their classroom's designated shelter area
  - See tornado evacuation map for your classroom location
  - All students should bring a textbook with them.
- The classroom emergency bag will accompany the class upon evacuation.
  - (Emergency bag contents.... see above.)
- When classes have reached their designated shelter areas students will:
  - Line the interior wall as quickly and safely as possible avoiding areas with glass and doorways. Students shall sit facing the interior wall in a crouched position covering their head/neck area with their textbook.
  - All students shall remain quiet and wait for instructions.

- o The building can be re-entered once the building has been declared safe by a school administrator. The administrator will signal the all clear signal.

### **EARTHQUAKE DRILL**

- o Upon receiving notice of an emergency, office personnel shall sound appropriate warning signal. *See emergency contact sheet*
- o Alarm: *2 short bells, 1 long bell, pause and repeat.*
- o Teacher will direct students to “drop and cover” underneath their desk, table or heavy furniture.
- o Teacher will keep calm and give precise directions to students.
  - Students/Teachers should stay away from and face away from windows.
  - Students/Teachers should be aware of light fixtures and other objects that might fall.
- o If a class is outside during such an occurrence the teacher should instruct students to do the following:
  - Move away from the building; avoiding utility poles, and overhead wires.
- o Once the earth stops shaking, instruct students to exit the building in same manner as fire drill.
- o Once a designated location the teacher will take attendance and establish the class’s status. Once determined the teacher will hold up –
  - Green Card – All clear and everyone accounted for
  - Red Card – Missing students/life threatening injury
- o Any elementary classroom teacher without a class will locate their class according to the evacuation plan.
- o Any high school teacher or elementary specials teacher without a class should report to the flag pole to receive further instructions.
- o Action to Secure School
  - Once the earth has stopped shaking, maintenance personnel have been designated to shut off all electrical, gas and water from the school.
  - No outgoing calls will be allowed until the situation stabilizes.

### **INTRUDER DRILL**

- o If while in/out of the building a staff member sees a suspicious individual on school property they are to contact the office and remove their class from that location.
- o If suspicious activity is warranted but safety of school is not threatened:
  - Announcement over the intercom: Level One Lockdown (Followed by specific instructions)
  - Staff will:
    - Account for all students
    - Have students remain inside classroom at all times
    - Lock classroom door
    - Slide green or red card under doorway
      - o Green – everyone accounted for
      - o Red – Missing students
    - Continue with classroom activities until all clear announcement is made over the intercom: CODE ALL CLEAR
- o If the safety of the school is threatened the following actions will be taken:
  - Announcement over the intercom: Level Two Lockdown (Followed by specific instructions)
  - School personnel will contact 911 and school administrator.
  - All staff members will immediately lock their classroom door.
  - Classroom lights will be shut off and windows will be covered.
  - Students will be directed to a corner in the room.
  - Barricade will be placed in front of classroom entrance by classroom teacher.
  - Students will be kept calm and NO TALKING will be allowed.
  - All teachers will remain in their classrooms until an all clear is given by a school administrator: CODE ALL CLEAR

## **ACTIVE SHOOTER**

An active shooter is an event in which one or more persons are actively engaging in killing or attempting to kill people in a populated area. In most cases, active shooters use firearms, and there is no apparent pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, with immediate assistance of law enforcement officers to stop the shooting and prevent harm to innocent victims.

Procedures:

If faced with an active shooter incident, there are **THREE** things you can do that make a difference. **RUN, HIDE, FIGHT.**

**RUN** – When an active shooter is in your vicinity.

- If there is a way out, and you can get out, GET OUT! This is your first and best option.
- Get out whether others agree to or not.
- Leave your belongings behind.
- Help others from entering the danger zone.

**HIDE** – If evacuation is not possible, find a place to hide.

- Lock and/or barricade the door.
- Silence your cell phone.
- Hide behind large objects if possible.
- Remain very quiet and do not leave until directed by law enforcement officers.
- Your hiding place should
  - Be out of the shooter's view.
  - Provide protection if shots are fired in your direction.
  - Do not trap or restrict your options for movement.

**FIGHT** – AS A LAST RESORT, and only if your life is in danger.

- Attempt to incapacitate the shooter.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.

**POLICE RESPONSE** – When law enforcement officers arrive.

- Keep your EMPTY hands raised and visible, with your fingers spread apart.
- Remain calm and follow instructions.
- Avoid pointing or yelling.
- The first police officers to arrive will not respond to or aid those who are injured. They will go directly to the shooter.
- Know that help for the injured is on the way. Rescue team officers and emergency personnel will care for the injured as soon as possible.
- The area is a crime scene. Police officers may secure all witnesses until identified and questioned.

## **BOMB THREAT**

- When threat is received via telephone all calls will be directed to an administrator if possible.
- Personnel will immediately note time of call.
- While personnel is on telephone with caller other school personnel will be directed to contact 911.
- While on the call personnel will try to keep the caller on the phone as long as possible in effort to obtain the following information:
  - location of bomb
  - time of detonation
  - Description of device
  - Clues to identify the caller-age, sex and mental condition
  - Group or person responsible
  - When and how bomb was placed in school.
- Administrator will signal alarm to clear the building by sounding the fire alarm.

- Students will evacuate the building according to fire drill procedures.
- Any elementary classroom teacher without a class will locate their class according to the evacuation plan.
- Any high school teacher or elementary specials teacher without a class should report to the flag pole to receive further instructions.
- In the case of inclement weather students will be taken to the Sweet Springs Baptist Church.

### **BOMB THREAT: BUILDING PROCEDURES**

- Evacuate building until police arrive
- Building will be searched by police with assistance of district.
- All objects that seem out of place should be reported (boxes, cans, pipes, etc.)
- If a suspicious object is found, do not touch or handle it. Report the object to police immediately.
- Have fire extinguishers available.

### **RELOCATION PROCEDURES**

- In the event that students and staff of the Sweet Springs R-VII School cannot stay on school premises, the students will be taken to the Sweet Springs Baptist Church. The students will remain at this location while emergency contacts are notified.

### **INJURY REPORTS**

Injury reports must be filed on all accidents resulting in student injury. Prompt, complete, and accurate reporting is essential. An original report along with a copy to the nurse must be turned in to the principal on the day the injury occurs. Injury forms are available in the nurse's office.

### **PERMANENT RECORDS**

Permanent records are those records that are required to be kept by the school together with the test results, psychological evaluations, and supportive evidence for student evaluation. Records of attendance are required by law and are open to public inspection. Other information kept in the permanent folders is classified as privileged information and may not be divulged or given to unauthorized personnel. Any disclosure of test results or psychological examinations is a breach of professional ethics. A teacher or staff personnel could be sued for divulging privileged information. Permanent records should not be taken from the office area and should be returned to the file cabinet immediately after the required information is obtained. You must sign out permanent records from the counselor and return them and sign them back in upon return. Please file correctly.

### **CLEANING UP BLOOD AND/OR BODY FLUIDS**

Many infectious agents can be found in the blood and/or body fluids of humans. This includes individuals with no outward signs or symptoms of infection. It is therefore important that everyone adopt routine procedures for handling the clean-up of all blood/body fluids. The procedures to be used are as follows:

1. If available, cover fluids with absorbent floor sweep material to keep the fluids from spreading. When absorbent material is not available contain the spill with paper towels, etc.
2. Wear rubber gloves and clean up spills with disposable towels or tissues.
3. All surfaces that have been in contact with the fluids should be cleaned with a disinfectant. Any EPA approved disinfectant (i.e. Lysol, etc.) can be used. A 1:100 (three tablespoons/gallon) dilution of household bleach can also be used.
4. If the gloves worn to clean up the spill are reusable rubber gloves, they should be washed with soap and running water prior to removal. Disposable gloves should be removed without soiling the hands and should be disposed of in an impervious plastic bag.
5. If the person doing the cleaning has any open skin lesions, precautions should be taken to avoid direct exposure of the lesions to be body fluids.
6. After exposure to blood/body fluids, good HANDWASHING should consist of thorough use of soap and water for at least 10-15 seconds.
7. It is appropriate to keep a clean-up kit on hand for such spills. The clean-up kit should consist of the following items:
  - Absorbent floor sweep material
  - Disinfectant
  - Rubber or plastic gloves
  - Disposable towels or tissues

- Plastic bags

All of these materials should be kept together, in a central location.

**CAUTION:** The diluted bleach disinfectant solution, if used, should not be used for any other purpose than the clean-up described above. Mixing this solution with certain other chemicals can produce a toxic gas. Also any EPA approved disinfectant used should be diluted according to manufacturers' instructions. It is not appropriate or necessary to add more disinfectant than the directions indicate. Doing so will make the disinfectant more toxic and could result in skin damage to those individuals using it.

### **MAINTENANCE REPORTS**

Teachers have a legal responsibility to report all unsafe conditions to the principal. These reports should be made in writing and should cover such items as broken glass, loose boards, broken furniture or apparatus, unsafe playground equipment or surfaces. Maintenance Request Forms should be used for this purpose. Accidents that occur from known hazards are legal basis for lawsuits.

### **FIELD TRIPS**

Field trips must be approved in advance by the administration. A field trip request must be submitted to the principal stating the destination, departing and returning times, any costs to the students or the District, and a description of the activities. Permission slips will be sent home and required to be signed and returned to the principal's office the day prior to the trip. If permission slips are not returned, the student will not be allowed to participate in the field trip.

### **GRADING SYSTEM**

	A	95 – 100%	A -	90 – 94%
B +	B	84 – 86%	B -	80 – 83%
C +	C	74 – 76%	C -	70 – 73%
D +	D	64 – 66%	D -	60 – 63%
	F	59 – 0%		

### **SEMESTER GRADES**

EXAMPLE	HIGH SCHOOL	JUNIOR HIGH SCHOOL
1 <sup>st</sup> Quarter	45 %	50%
2 <sup>nd</sup> Quarter	45 %	50%
Final Exam	10%	-
	100%	100%

### **STUDENTS IN DANGER OF RECEIVING A FAILING GRADE**

Anytime between the mid-term and the end of the quarter that a student's grade drops below a "D", the teacher will notify the parent both by letter and phone call.

### **PLACING INCOMING HOME-SCHOOLED STUDENTS**

Incoming first grade students will be placed on an age appropriate basis.

The building principal will place incoming second through eighth grade students after being administered an appropriate test or tests to determine their proper placement.

High school credit will be assigned by the principal after students are administered a test appropriate to the credit desire (An Algebra II test to determine credit in Algebra II).

### **GENERAL RESPONSIBILITIES**

In connection with and in addition to their teaching function, the major duties and responsibilities of teachers shall be:

- 1) To cooperate in the development of a philosophy of education for the entire school system and to cooperatively implement the philosophy into the school program so that the needs of children and youth of the community at large may be met effectively.
- 2) To work for the maximum development of individual children and youth by maintaining a classroom environment conducive to growth and by applying principles of development consistent with:
  - a) Variation in rate of maturity.
  - b) Differences in natural ability.
  - c) Development of the whole child-social, mental, physical and emotional.
  - d) Objective evaluation of individual development.
- 3) To work cooperatively to develop a wholesome and friendly atmosphere within the school and its community by being courteous, fair, and sympathetic in dealing with children and youth, professional associates, and other citizens.
- 4) To cooperate with parents on problems of mutual concern relative to the total growth of the child and help parents to understand the philosophy of the school and the reasons for various school policies and practices.
- 5) To maintain a high professional standard within himself and to work to promote high standards within the entire staff.
  - a) Membership in professional organizations best fitted to individual interests and areas of work.
  - b) Attendance and participation in professional meetings.
  - c) Attendance at summer schools, evening classes, and travel.
  - d) Planning, conducting, and evaluation of research and experimentation.
  - e) Reading professional literature and making contributions through writings of a professional nature.
  - f) To cooperate with the administrative staff.
  - g) Carry out policies approved by the Board of Education.
  - h) Adjust readily to the organization of the school.
  - i) Carry out the routine procedures necessary for the smooth function of the school.
- 6) Suggest needed changes in policies and practices and participate in formulating new ones.
- 7) Assume responsibility for the proper use and care of equipment and supplies that are used in teaching.

# EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

## Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth; • to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

## Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".

## Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

## Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months\*, and if at least 50 employees are employed by the employer within 75 miles.

\*Special hours of service eligibility requirements apply to airline flight crew employees.

## Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuous treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

## Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave in FMLA leave, employees must comply with the employer's normal paid leave policies.

## Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

## Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

## Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

## Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures



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