



Sweet Springs R-7

Elementary Faculty/Staff Handbook

**2017-2018
School Year**

WEB PAGE

[HTTP://sweetsprings.k12.mo.us](http://sweetsprings.k12.mo.us)



INTRODUCTION

The purpose of this handbook is to outline some basic guidelines and procedures that we will need in the day to day functioning 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 year will present new challenges which include: working to become familiar with our new Math Curriculum and continue ensuring our Reading Curriculum is aligned to Missouri Learning Standards. We will continue learning about the new MAP test and analyzing performance results to address needs. 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 Elementary 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 VISION STATEMENT

The Sweet Springs R-VII School District will develop policies, guidelines and programs which will help students succeed in life. Progress will be achieved through the accomplishment of a district improvement plan in the special areas of need.

ELEMENTARY VISION STATEMENT

To provide a foundation for success in future endeavors for all students

DISTRICT GOALS FOR SWEET SPRINGS R-VII SCHOOL DISTRICT

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

BELIEF STATEMENTS 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 life-long process.
14. Personal excellence is achieved through positive attitude and effort.

SWEET SPRINGS R-VII ELEMENTARY STAFF

Principal- Ms. Melanie Schlup

Pre-School

Jeanne Welch

Tonya Winfrey

Kindergarten

Mandy Hume

Kelley Weber

Secretary- Teresa Simmons

1st Grade

Rena Bridges

Shannon Honeycutt

2nd Grade

Stephanie Crank

Amy Heaper

3rd Grade

Caitlin Lobaugh

Leigh Hartley

4th Grade

Nicole Hartman

Regina Wilkinson

5th Grade

Cindy Heimsoth

6th Grade

Eden Guy

Allison Watts

Art

Jacob Corcoran

Sharon Meinershagen

Phys Ed

Loretta Rennison

Music/Band

Pam Surbaugh

Anthony Webb

Technology

Loretta Rennison

Medical Staff

Cleawni Choate

Librarian

Kim Hudson

Speech

Christie Hedgpeth

Counselor

Daniel Conner

Joan Clouse

Special Education

LaDonna List

Amy Winston

Title One Reading

Connie Dohrman

Leslee Diamond

Parents as Teachers

Christie Hedgpeth

Maintenance Supervisor

Eric Bredehoeft

Custodial Staff

Robert Thomas

David Yount

Matthew Hutchison

Paras

Stacy Marlin

Bus Drivers

Randy Bredehoeft

Mary Williams

Eric Bredehoeft

Sam Ed Yokley

Erin Wiskur

Kitchen Staff

Teresa Clausen

Sherri Heaper

Sherry Johnson

Brenda Wulf

Patricia Kelley

BOARD OF EDUCATION

President: Brian Vogelsmeier

Treasurer: Cindi Sims

Members: Paula Staples, Eric Giffen, Robert Fuehring

Vice President: Troy Schroeder

Secretary: Darla Reid

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 workroom and in the Library Media Center. 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 with which we, as teachers, show for our school will have an 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 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:

Step 1. Talk with your respective building Principal.

Step 2. If no resolution is reached contact the Superintendent.

Step 3. If it becomes a board issue the Superintendent will present appropriate information to the board.

ASSIGNMENTS

Homework can be a powerful tool for reinforcing and extending student learning. Teachers should be certain that all assignments are designed to be teaching tools. Homework should be limited, on the average, to no more than 30 minutes per day for students in grades K-2, and 60 minutes daily for students in grades 3-6. These guidelines should allow for a balance between educational and family activities. Each grade level should submit their individual homework completion policy to the principal before opening day each fall.

ATTENDANCE - RECORDING

Roll is to be taken by each classroom teacher first thing in the morning. The students who are absent or tardy are to be entered into the SIS program.

Any parent picking up a child before the dismissal bell rings must first check them out through the office. The office will call on the intercom clearing students to go to the office.

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 the office on the way out.

ATTENDANCE POLICY- STUDENT

It is clearly in the best interests of students to be at school regularly. Paragraph 167.031 of Missouri school Law sets forth legal standards for school attendance. In an effort to promote a high level of academic achievement, the following attendance policy will be enforced:

- 1) When a child is absent it is the parent's responsibility to contact the school either in person, by phone or by note to explain this absence.
- 2) If the parent does not contact the school within two school days of a student's absence the absence will be counted as unexcused.
- 3) After the sixth absence in a semester, a doctor's excuse will be required for any absence to be excused. If a child is absent more than 10 days during a semester the Department of Family Services will be contacted. (After the 10th absence DFS will not be contacted if the parent furnishes a doctor's excuse).
- 5) If a child is absent more than 20 days during a school year the prosecuting attorney's office will be contacted. (After the 20th absence the prosecuting attorney will not be contacted if the parent furnishes a doctor's excuse).
- 6) It is the student's responsibility to get and complete make-up work accrued during excused absences. The student will be given one day to make up each day missed (for instance if a child misses three days they will be given three days to make up the work).
- 7) Students will be required to make up tests scheduled and announced prior to their absence on the day they return to school.
- 8) Tests announced during an absence will be treated as any other make up work and students will be given the same amount of days to make up work, as they were absent. (If a child misses three days they will be given three days to make up the work).
- 9) Work not made up on time will receive no credit
- 10) Any out of school suspension is an unexcused absence.
- 11) Any implementation and interpretation of this policy is left to the discretion of the principal.

BLOOD AND/OR BODY FLUIDS- CLEANING UP

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 which 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.

BLOOD AND/OR BODY FLUIDS- CLEANING UP CONTINUED

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.

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:

1. 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.
2. 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.
3. Sponsors are not to leave the building until all students have left the building.
4. 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.
5. 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.

BULLETINS- TEACHER

Informational bulletins will be issued daily. They contain 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.

BUS TRIPS

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

Any time a teacher/sponsor leaves school with a group of students it constitutes a field trip. Field trips must be approved by the administration. Teachers/sponsors are not to send home letters announcing a field trip prior to getting administrative approval. Field trips sponsored by, and financed by, non-school agencies must be approved by the Administration.

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.

DISCIPLINE PROCEDURES

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

Grade level teachers will work cooperatively to 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. Teachers will utilize a safe seat, buddy room approach to managing disruptive behavior which will be included in the discipline plan.

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.

DISCIPLINE PROCEDURES CONTINUED

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.

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. On designated days, shorts are acceptable and should be at the length of his/her fingertips when arms are extended.

DUTIES- ASSIGNED

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.

GENERAL SCHOOL INFORMATION

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 3:15 p.m. This time should be used to make sure everything is in order and that you are ready to go the following day.
2. K-6 Teachers are to pick their students up from the elementary gym in the morning. During dismissal in the evening teachers will supervise bus riders, car riders and walkers. Teachers will supervise the movement of their classes in the hallways to music, art, P.E., lunch, to and from the playgrounds etc. so they move in a quiet and orderly manner. This will mean walking students to special classes and picking them up at the completion of the class to walk them back.
3. All teachers are expected to attend functions and activities of the school relating to their assignment or involving children assigned to them.
4. Attendance at after school parent involvement nights is highly encouraged for all staff.
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 paychecks will be given.
8. Teachers are required by state law to have a criminal background check on file in the central office. This requirement will extend to all persons working at the district. (both those employed by the district and volunteers to the district)
9. Mp3 Players will be allowed under each individual teachers classroom rules and shall be used only for educational purposes. Mp3 players are only allowed within the classroom and shall not be used in the gymnasium, hallways, and cafeteria.
10. Cell phones should not be used and shall be put away while students are in your direct supervision.

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.

GENERAL SCHOOL INFORMATION CONTINUED

- b. Attendance and participation in professional meetings.
 - c. Attendance at summer schools, evening classes, and travel.
 - d. Evaluation of research
 - e. Reading professional literature and making contributions through writings of a professional nature.
6. To cooperate with the administrative staff.
- a. Carry out policies approved by the Board of Education.
 - b. Adjust readily to the organization of the school.
 - c. Carry out the routine procedures necessary for the smooth functioning of the school.
 - d. Suggest needed changes in policies and practices and participate in formulating new ones.
 - e. Assume responsibility for the proper use and care of equipment and supplies which are used in teaching.

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.

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:

- A.M. preschool will be cancelled, but P.M. preschool will run as normal.
- 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 Crisis handbook. Various drills will be held periodically.

The various drills will be regularly held the first two weeks of the school year.

Teachers and students will be notified of these 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 various drills located in the Crisis Plan and on the CRISIS Go app 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.

EMERGENCY - EARTHQUAKE PROCEDURES

Plan of action once the earth starts shaking:

- Teacher will direct students to “drop and cover” where falling items will not strike the students.
- 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.*
- If a class is outside during such an occurrence the teacher should instruct students to do the following:
 - Move away from the building; avoid utility poles, and overhead wires.
- Once the earth stops shaking, instruct students to exit the building in same manner as a fire drill.
- 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 students/life threatening injury*
- *Any teacher without a class will report to designated fire drill assembly area.*

EMERGENCY - EARTHQUAKE PROCEDURES CONTINUED

- *Action to Secure School*
 - *Once the earth has stopped shaking, 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.*

EMERGENCY - FIRE EVACUATION PROCEDURE

All staff personnel, students and building visitors will be warned of a fire by a repeating buzzer.

- When the fire signal sounds, all occupants of the building 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.*
- When exiting the teachers will make sure that all doors are closed when they evacuate their classrooms.
- The classroom emergency bag will accompany the class upon evacuation
 - *Flashlight*
 - *Grade book*
 - *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 students/life threatening injury*
- Teachers will remain with their class at all times.
- The building can be re-entered once the building has been declared safe by the superintendent, principal, or other school district official.
- One long bell will signal it safe to re-enter the building.

EMERGENCY - TORNADO WARNING

The tornado warning signal will be a continuous bell. This means that a tornado has been sighted and protective measures should be taken immediately.

- Teachers will evacuate students to their classroom's designated shelter area
 - *(Please see tornado evacuation map for your classroom location)*
 - *All students should bring a textbook with them*
 - *All students should remain quiet.*
- The classroom emergency bag will accompany the class upon evacuation
 - *(for emergency bag contents see above)*
- When classes have reached their designated shelter areas students will:
 - *Line the interior hallways/assigned designated area 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*
- The principal, superintendent or other school district official will give the all-clear signal and provide further instructions.

- **Tier 1: Intruder Plan-Precaution**

- 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.
- If suspicious activity has been identified and warranted but safety of school is not threatened:
 - Announcement over the intercom: specific language identifying intruder/situation
 - Staff will:
 - Account for all students- If a student is unaccounted for, contact office via intercom and/or crisis go.
 - No unnecessary hallway passes
 - No Recess
 - No outside P.E.
 - Passing Periods- Teachers on high alert as students transfer to classes.
 - Lock classroom door
 - Locate Emergency kit
 - Exterior doors locked
 - Parent check out students at the door
 - Continue with classroom activities until all clear announcement is made over the intercom: specific language to continue and/or stop at level 1 procedures.

- **Tier 2: Intruder Plan-**

- If the safety of the school is threatened the following actions will be taken:
 - Announcement over the intercom: specific language identifying intruder/situation
 - School personnel will contact 911 and school administrator.
 - All staff members will immediately lock their classroom door.
 - No students leave the classroom. No passing periods.
 - Verify all students entering classroom before unlocking door.
 - Secretaries report to "Command Posts"
 - No students will be allowed to leave building. Parent requests not allowed.
 - Classroom lights will be shut off and windows will be covered.
 - Students will be directed to a corner in the room.
 - Students will be kept calm and NO TALKING will be allowed.
 - Listen for further instructions.
 - PREPARE for TIER 3 OR
 - All teachers will remain in their classrooms until an all clear is given by a school administrator: specific language addressing either to continue to level 2 or stop at level 2 procedures.
 - Text caster alert will be sent out.

- **Tier 3: Active Shooter-** specific language identifying intruder/situation

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.

Active Shooter Procedures:

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

EMERGENCY PROCEDURES

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.

FACULTY MEETINGS

Faculty meetings will be set by the building administrator and notice will be given in advance of these meetings.

FACULTY WORKROOM

The lounge is for teacher use prior to 7:55 am, during plan-time, and after school. Please do your part in posting pertinent, professional and staff development information. The workroom is for staff members only. Do not send students or high school student helpers to purchase pop or use the microwave. Please do not send elementary students to the workroom to use the machines (copy machine, Ellison machine, paper cutters, etc.)

FIELD TRIPS

Each grade level will take one scheduled field trip per year. Permission slips will be sent home and required to be signed and returned to the principal's office. (Sending permission slips home shall be the responsibility of the classroom teacher.) If permission slips are not returned, the student will not be allowed to participate in the field trip. Parents serving as room mothers will be allowed to attend field trips with district transportation. Other parents are welcome to attend at their expense and providing their own transportation. Any student exhibiting unsafe and/or severe inappropriate behavior, may become ineligible to attend field trip at the discretion of teacher and administrator. In the event that a student is unable to attend a field trip, admission costs may or may not be refundable dependent on the place of destination. Parents have the right to withdraw permission for a specific trip by keeping their child home on that day. There is no supervision at school for children who do not attend a field trip.

GRADING POLICY FOR TRANSFER STUDENTS

When a student enrolls at Sweet Springs R-7 while the quarter is in progress their grade will be computed as follows: If a student arrives with 22 days remaining in a 44 day quarter he/she will have attended both schools 50 % of the time. The transfer grade will count as 50% of their quarter grade, the Sweet Springs grade will count 50% of their quarter grade and the cumulative grade will be figured accordingly.

If a student attends Sweet Springs 25% of the quarter and the preceding school 75% of the time the two grades will be weighted accordingly when computing the final grade.

Unless the student arrives so late in the quarter that no graded assignments are given, the quarter grade will come from Sweet Springs R-7. In that case, the assigned grade will be whatever the in-progress grade was at the previous school.

In cases where the subjects listed by the previous school do not align with the subjects listed by Sweet Springs R-7 the principal will make any decisions arising from that lack of alignment.

GRADES- STUDENTS IN DANGER OF RECEIVING A FAILING GRADE

Students who are in danger of receiving a failing grade on their report card will be notified of this prior to report card time so that parents will have the opportunity of working with their child in order to improve their child's grade. Notification will be by the classroom teacher to the parent in the form of telephone call or deficiency letter sent in the mail. Anytime between the mid-term and the end of the quarter that a student's grade drops below a "D", the teacher should make every attempt to notify the parent either by letter or phone call.

GRADING SYSTEM

The grading system is a measure of student achievement in each class. A grade of A, B, C, D, or F for grades three through six shall be assigned at the end of each quarter and will be determined by averaging daily grades and test scores. Students are also assigned semester grades. These letter grades will indicate the following types of achievement:

A	Excellent	100-95	A			76-74	C
		94-90	A-			73-70	C-
B	Superior	89-87	B+	D	Inferior	69-67	D+
		86-84	B			66-64	D
		83-80	B -			63-60	D-
C	Average	79-77	C+	F	Failure	59/Below	F
		K-2:	S+ (95-100%)	S (80-94%)	S- (70-79%)	U (69% and below)	

HOME SCHOOLED STUDENTS- PLACEMENT OF

1. Incoming first grade students will be placed on an age appropriate basis.
2. Incoming second through eighth grade students will be placed by the building principal, after being administered an appropriate test or tests to determine their proper placement.

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. Please see SSR-VII Emergency Crisis Plan for more detail.

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.

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.

PERSONAL LEAVE

Personal leave may not be used during the first ten school days, prior to or following a school holiday. The building principal and/or superintendent must approve any personal day used after May 1. The Superintendent may restrict personal leave at other select times.

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.

PREGNANCY AND CHILDBIRTH LEAVE CONT'D.

The employee shall be granted sick leave during periods of pregnancy-related disability, and if 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 no 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.

BEREAVEMENT LEAVE

The employee shall be granted up to 5 days leave days extra for bereavement leave see board policy GCBDA.

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 or Monday morning before school starts.

LUNCH COUNT

A count of the students eating a hot lunch and teacher/adult lunches from your room needs to be entered into the SIS program by 8:30 a.m.

MAIL-BOXES

Teachers will check their mail-boxes daily.

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.

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 Friday before will become pay day.

PAYROLL

All full-time teachers are required to be members of the Public School Retirement system. Retirement contributions are withheld monthly from teachers' salaries. Each teacher should file withholding forms for information with the Superintendent's secretary. All payroll information will be set up at the beginning of the school year. Staff members should limit changes to payroll to 2 times after the initial set up.

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 school nurse and return them and sign them back in upon return. Please file correctly.

PLAYGROUND SUPERVISION

Playground duty schedules for recess will be left up to individual grade levels to set up within the following limitations: Kindergarten through Third grade will have a morning and afternoon recess lasting 20 minutes each. Fourth grade through 6th grade will have a maximum of one recess daily lasting 20 minutes.

While on the playground, teachers should locate themselves in such a way that they can keep track of all students. Students should not leave the fenced area of the playground parameter, and should not re-enter the school building

PLAYGROUND SUPERVISION

without teacher permission. Teachers should be observant for any activity that is potentially dangerous and stop it immediately. Teachers should enforce all existing playground rules and make suggestions for the improvement of playground rules to the Principal. If medical or disciplinary assistance is needed on the playground, notify the front office using walkie-talkie and/or send two or three dependable students for help or another teacher if one is available. Never leave students on the playground unsupervised. The supervising teacher on the playground should always have walkie-talkie and FOB with them.

PLAYGROUND- GOING TO THE AND RETURNING

When going to recess each classroom teacher should deliver her/his children to the duty teacher. When recess is over, each classroom teacher should be in their room ready for students to return. Students are expected to follow hallway expectations coming to and from recess.

PLAYGROUND RULES

1. While on the playground, all students will follow the directions of the playground teacher.
2. Students will keep all balls, bats or any type of equipment at a safe distance from other students.
3. Playing with sticks, rocks, dirt, or woodchips is not allowed.
4. Any student that is responsible for damaging school property while on the playground will pay for the replacement.
5. No wrestling or fighting, even if it is a game. (I.e. Karate, Ninja)
6. No tackle football.
7. Do not throw trash, waste paper or any paper airplanes.
8. Do not slide on the ice or throw snowballs at any time.
9. Students will never be allowed to climb up the slide, hit anyone or play any tag games on the slide. One person slides down at a time.
10. No hanging off equipment in an unsafe manner.
11. Students are to climb carefully on the monkey bars. No jumping from the monkey bars. No pulling of off the monkey bars.
12. No sitting on top of the play equipment (tunnels, monkey bars, etc.)
13. Students may not come in from recess without permission from the playground teacher.
14. When the teacher signals the end of recess, students are to stop playing and line up immediately.
15. Students are not to play with snakes, birds, ground squirrels, dogs or any other animals found on or around the playground.
16. Students should not climb on or over the playground fence.
17. Students should not play tag on any playground equipment and/or bleachers.
18. Students must ask permission for retrieving balls or equipment outside the playground fence.

PREPARATION PERIODS

Periods which teachers are not scheduled for a specific class or supervision responsibilities should be used to the teachers 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. Please utilize the staff sign-out sheet located in the front office before leaving the building.

PURCHASING OF MATERIALS AND RECEIPTS OF FUNDS

A budget has been established and approved for the school. In order that our records be more adequate, it is absolutely necessary that the following prescribed method of handling the 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 purchase order signed by the 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 order 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 they must be approved by the appropriate official, the superintendent, and prior to the purchase being made. Needed materials and services will be provided in an accountable, efficient and consistent manner.

RETENTION POLICY

Parents of students who are in danger of being retained will be contacted and informed of that possibility near the end of first semester. (This contact could also be made earlier in the school year)

The classroom teacher will make the principal aware of this possibility and the principal will contact the parent.

After the initial contact is made periodic contacts between the principal's office and the parent will occur until such time as the student is no longer in danger of being retained, or the student is retained at the close of the school year.

In some cases a performance contract may be entered into between the student and the principal to list what accomplishments are necessary for the student to be promoted at the close of the school year.

No student will be retained without repeated contact between the principal's office and the parent and student.

Retention forms will be completed. In the event that a student's performance drops off precipitously after the end of first semester. The fact that the parent was not contacted around the end of first semester does not preclude any possibility of retention.

ROOM ACTIVITIES

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

SCHEDULES- APPROXIMATE DAILY

After school gets started each teacher will be required to turn a daily schedule into the office. Please complete these as accurately as possible. If for some reason your schedule changes during the school year, please notify the office of this change.

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 will be 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.

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 (I.E. 8:00-8:15 activities, lunch count procedures, reading charts, indoor and outdoor recess procedures- try to cover all the bases).
3. Updated Seating chart (unless name tags are on the desks).
4. Classroom discipline plan.
5. Description of where teachers' manuals are located.
6. Schedule of students who leave the classroom throughout the day.
Example: 8:30-9:00 Title One Lab 1:45-2:05 Speech
 Bill Smith Bob Black
 Kay Jones
7. Names of 1-3 reliable students who are familiar with the daily routine
8. Any student's medical information (allergies, etc.) that a substitute should be aware of.
9. A map of the school
10. Copy of the CRISIS Plan that includes all Evacuation procedures.
11. A back-up plan--a description of 3 learning activities with which students are familiar and require no preparation time (example: Directions for Quiz Bowl game to review a skill.)
12. Transportation List and dismissal procedures

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 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.

SUPERVISION- ASSEMBLY

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 teacher at that time in a routine day. This assures that each teacher's planning time will be respected.

SUPERVISION BEFORE SCHOOL

1. Teachers who have before school duty should be in the gymnasium or cafeteria by **7:30 a.m.** Doors open at 7:30 a.m. and breakfast begins at this time.
2. If you are unable to perform this duty it is your responsibility to find a replacement prior to absence.
3. Students are to remain seated in their assigned section of the bleachers.
4. Students wishing to leave the gymnasium must have the teacher's permission to do so.
5. Students eating breakfast should go to the cafeteria when they arrive.
6. Students should walk next to the wall while in the gymnasium (in the out of bounds area)

CLOSE OF SCHOOL

Students will be separated at the end of the school day (walkers, car riders, bus riders). Teachers will supervise these various groups as they depart.

CLASSROOM

The classroom teacher will be certain that his/her students are supervised at all times. If an emergency exists where the teacher must leave the class, the teachers should have another teacher supervise the students. Never leave the students without adequate supervision.

LUNCHROOM

Teachers are to eat in the lunchroom with their students. This includes regular classroom teachers and special teachers. They may sit at the designated "teacher table" as long as the noise level remains tolerable as determined by the building Principal. Teachers are expected to oversee the behavior of their students and handle any discipline problems that arise as they would in their own classrooms. In some cases teaching duties coincide with all lunch shifts, in this case teachers are free to eat in the lounge.

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 which 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. Improving students' learning requires the improvement of the effective practice of those teaching in classrooms and providing leadership in schools. As such, Missouri's new Educator Evaluation System focuses on the formative development of teachers and leaders.

DESE EVALUATION MODEL

TEACHER ORIENTATION

New staff members will attend an orientation meeting before school begins. Orientation will consist of information regarding benefits, duties, professional development opportunities, safety, FERPA and any other topics administrators deem necessary to fulfill your job requirements. Classroom teachers will also be assigned a mentor.

TELEPHONE USE PROCEDURES

In case of an emergency involving pupils or teachers, students/staff will be sent for immediately. In non-emergency cases, messages will be taken and delivered at break or recess time.

Pupils are discouraged from using the phone to call parents to bring forgotten items. Pupils may use the phone for emergencies with permission. Teachers may use the phone when there is a need to do so. You are responsible for paying for all personal calls.

NOTICE OF NONDISCRIMINATION

The Sweet Springs R-VII School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions of professional organizations holding collective bargaining or professional agreements with the Sweet Springs R-7 School District are hereby notified that this institution prohibits, in accordance with

NOTICE OF NONDISCRIMINATION CONT'D.

the law, discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Sweet Springs R-VII School District is an equal opportunity employer.

Any person having inquiries concerning Sweet Springs R-7 School District compliance with the regulations implementing Title IX is directed to contact Donna Wright, Superintendent of Schools, 600 E. Marshall St. Sweet Springs, MO 65351, 660-335-4860 or 504 Coordinator Josh Hume High School Principal at 600 E. Marshall St. Sweet Springs, MO 65351, 660-335-6341. The Administrators have been designated by the Sweet Springs R-7 School District to coordinate the institution's efforts to comply with the regulations implementing Title I, II, IV, VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title I, II, IV, VI, Title IX, or Section 504.

8/16/2010

The Sweet Springs R-VII School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, ancestry, genetic information or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Donna Wright, Superintendent

Sweet Springs Sexual Harassment General Rule

The Sweet Springs R-VII School district Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Sweet Springs R-VII School District is an equal opportunity employer. Students, employees, and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person(s) association with a person protected from discrimination or harassment due to one (1) or more of the above stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

Please refer to Sweet Springs R-VII Board Policies and Procedures Manual File AC

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 lieu of 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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2017 - 2018 School Calendar

August 2017						
Su	Mo	Tu	We	Th	Fr	Sa
		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		

September 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	X	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

October 2017						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	XX	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	XX	XX	XX	25
26	27	28	29	30		

December 2017						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	XX	XX	23
24	XX	XX	XX	XX	XX	30
31						

January 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	X	X	3	4	5	6
7	8	9	10	11	12	13
14	XX	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	XX	20	21	22	23	24
25	26	27	28			

March 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				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	XX	XX	31

April 2018						
Su	Mo	Tu	We	Th	Fr	Sa
1	XX	XX	XX	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					

May 2018						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Su	Mo	Tu	We	Th	Fr	Sa
					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

July 2018						
Su	Mo	Tu	We	Th	Fr	Sa
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				

Aug 14	PD #1	Oct 20	No School – PD # 4	Feb 16	PD #6
Aug 15	PD #2	Nov 22-24	Thanksgiving Break	Feb 19	No School – Pres. Day
Aug 16	PD #3 Workday	Dec 20	End of 2 nd Qtr. – ½ Day	Mar 8	End 3 rd Qtr.
Aug 17	First Day of School	Dec 21-Jan 3	Winter Break	Mar 29- Apr 4	Spring Break
Sept 4	No School/Labor Day	Jan 3	PD #5 Workday	May 18	End 4 th Qtr. – ½ Day
Oct 13	End 1 st Qtr.	Jan 4	First Day 3 rd Qtr.	May 29-Jun 29	Summer School
Oct 19	P/T Conferences	Jan 15	No School – MLK Jr.	Snow Days	1/15, 2/19, 5/21, 5/22, 5/23, 5/24

