



# **Sweet Springs R-7**

## **Preschool Faculty 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 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.

## **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**

- Establish and maintain a high quality preschool in the Sweet Springs R-7 School District through:
- a broad range of activities for community and parent involvement;
- continuous staff training and development opportunities;
- facilities and health and safety standards according to Missouri Statutes and Department of Health rules;
- federal and state program which guarantee adequate nutrition to children;
- children who enter the program have access to appropriate health care;
- subject to a regular, external review by community members and early childhood development experts.
- Establish a developmentally appropriate program and environment for each child through:
- a curriculum that is culturally sensitive and appropriate to the child's age and level of development;
- a positive atmosphere, for optimal growth, that encourages and supports the social, emotional, physical, and cognitive development of each child;
- value individual children's differences, interest and their particular needs;
- a positive sense of self for each child;
- a foundation for a healthy self-concept for all future growth that is essential for becoming a self-motivated, independent learner.

## **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.



## **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. A student will be allowed ten absences per semester.

- The ten days are for such things as: illness, death in the family, and legal matters. Unexcused absences would include shopping, recreational trips, and hair appointments.

If a student misses more than ten days due to illness, written medical records need to be provided. Notices of absences will be sent home periodically.

1. When a child is absent it is the parents' responsibility to contact the school either in person, by phone, or by note to explain the absence. A doctor's note should be provided when a child misses school for a doctor's appointment.
2. If a child misses more than ten days during a semester, attendance records will be looked at more closely. A child missing more than ten days per semester of preschool will be in jeopardy of losing their spot.

## **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 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.

## **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.

### **BUILDING SECURITY CONT'D.**

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.

### **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

A goal of the pre-school is to better prepare students to enter kindergarten and the elementary grades. One major part of that preparation involves discipline. Discipline is an integral component of the education process and a symbol of the commitment of parents, students, and administrators to the maintenance of an effective learning environment.

A further goal of the Sweet Springs Preschool is to guide young children in making the right choices. Positive reinforcement will be used for suitable behavior. Redirection or temporary separation from an area will be used for inappropriate behavior. The students will set the classroom rules and appropriate discipline for breaking those rules with guidance from the teacher. The Sweet Springs R-7 School District has a code of conduct for students grades K-12. (Furnished Upon Request) That code will also be administered for the pre-school, however the fact that the pre-school students are 3 and 4 years old will be taken into consideration before disciplinary decisions are reached.

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.

### **STEPS TO PREVENT BEHAVIOR PROBLEMS**

The students in the class will set the classroom rules and discipline for those rules guided by the teacher. The teacher will ensure any safety issues are included in the rules, such as no running inside. All rules will be introduced with reasons why they are needed. For example, we don't run in the classroom because we could slip and fall or run into someone. Creating the rules with the children will give ownership of the rules to the children so they feel that they are vital in helping the classroom community. Rules will be posted in the classroom for the children to see. In addition to setting the rules a schedule will be maintained to provide consistency in daily activities. The teacher will remain in close proximity of the students to help avoid problem behavior.

### **GUIDANCE POLICY**

Staff will use consistent discipline based on the understanding of individual needs and the behavior of the students. Simple understandable rules will be established so that expectations and limitations are clearly defined. Discipline will be constructive including redirection, temporary separation from an area or praise and positive reinforcement.

A student may not be punished by

- Spanking, pinching, shaking, or other corporal punishment
- Isolation for long periods

## **GUIDANCE POLICY CONT'D.**

- Confinement in closets, boxes or similar places
- Humiliation or verbal abuse
- Deprivation of snacks, outdoor play or other program components. Short-term restrictions on outdoor play and on the use of specific activities are permissible.

The students are expected to be considerate of others and to maintain materials properly. Each student is treated with warmth and respect and helped to express their feelings appropriately.

Parents will be notified of persistent behavior problems and a meeting will be scheduled if necessary.

## **DISCIPLINE TECHNIQUES USED BY STAFF**

If a child is in disagreement with another child the teacher will assist as needed by helping the students talk through the problem. For example, if they are fighting over whom gets to play with a doll. Help to provide the words for the students to make a compromise so that the next time they can solve the problem themselves by taking turns. Help explain how each student feels about the situation.

Complement the children on what they are doing correctly. Such as "I really like the way you are standing in line with your hands and feet to yourself", "I like the way you are sitting quietly on your bottom on the carpet." Another example, "You have spent a lot of time working on your painting, tell me about it." If a child is using equipment inappropriately, explain to the child how the equipment is to be used and why. Use this same procedure in the classroom. If they are talking during story time, ask the student to please listen because the other children can't hear when they are talking. If the situation persists, ask them to leave the area.

## **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 AND RESPONSIBILITIES- GENERAL**

1. Teachers should arrive at school by 7:20 a.m. in order to allow adequate preparation for the school day. 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. Preschool Teachers are ready to receive students at 7:30 for the morning class and 11:45 for the afternoon class. During dismissal one teacher will dismiss students at the gate, or at the door on bad weather days, by checking that the child has been signed out by an authorized person and watching that they leave safely. The other teacher will supervise the children that have not been picked up.
3. All teachers are expected to attend functions and activities of the school relating to their assignment or involving children assigned to them.
4. Teachers are highly encouraged to attend family involvement nights that occur throughout the year.
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)

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.

### **DUTIES AND RESPONSIBILITIES- GENERAL CONT'D.**

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. 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 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. During delayed start school days:

- A.M. preschool will be cancelled, but P.M. preschool will run as normal.

**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 monthly.

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. Plans are accessible by reviewing the District Crisis Plan and the CRISIS Go app. 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:

### **EMERGENCY - EARTHQUAKE PROCEDURES CONT'D.**

- 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.*
- *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.

Procedures:

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

## **EMERGENCY PROCEDURES CONT'D.**

### **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.

## **Emergency - 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 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 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.)

## **ILLNESS PROCEDURES – STAFF**

In the event of staff illness staff members will be responsible in contacting the Elementary Principal in order to request a substitute for the day of illness. If it can be avoided the staff member should contact the principal no later than 6:00 a.m. when requesting a substitute for the day.

## **ILLNESS PROCEDURES - STUDENT**

Children who are ill should remain at home so that their illness is not spread to the rest of the class. It is the parent's responsibility to ascertain whether their child's illness is a danger of infecting others and acting accordingly. Before a student can return to school they must be symptom and fever free for a period of 24 hours. If your child has been exposed to an infectious disease but has not begun showing symptoms, please keep your child home to avoid infecting the entire group. If your child has already been to school and gets an infectious disease please notify his/her teacher of the situation. If your child becomes ill while at school they will be directed to the nurse's office so that she may treat/diagnose the child's condition. If deemed necessary the nurse will contact the parent so that the child may be picked up from school.

## **INJURY/ACCIDENT PROCEDURES – STAFF**

In the event that a staff member is injured while teaching the staff member should report such an injury as soon as possible to the elementary principal. The situation would be handled as expeditiously as possible. If needed the school would attempt to reach emergency contacts listed by telephone. In circumstances where time is limited, listed contacts may not be contacted until after emergency personnel have been called.

## **INJURY/ ACCIDENT PROCEDURES - STUDENT**

The classroom teacher will handle minor scrapes and bumps. All other injuries will be handled by the school nurse. The policy of the school in case of an emergency is to handle the situation as expeditiously as possible. The administration will proceed as they deem necessary and will attempt to reach the parent/guardian or designated contact by telephone.

**Extreme Student Medical Emergency:** An extreme student medical emergency exists when a student loses consciousness or exhibits other behaviors indicative of grave physical illness/injury at school, at or en route to or from school-sponsored events. In these circumstances, time is of the essence and parents/guardians will not be contacted until emergency personnel have been called. During this situation a staff member at SSR-VII should handle the situation in the following way:

- Seek the school nurse immediately.
- Call 911--Stay calm.
- Stay with the student(s) and attempt to keep the student comfortable and safe
- Contact an administrator
- Other faculty or staff on the scene should attempt to clear the area of students and remain calm.
- Seek medical attention as deemed necessary.

### **Student Drug Overdose:**

- Seek school nurse immediately and contact emergency personnel.
- Send for school administrator
- Remain Calm.
- Attempt to identify drug taken. Relay any information about the drug to emergency personnel or hospital.
- If any drugs are found turn them over to the school administrator who will deliver them to emergency personnel.

## **INJURY/ ACCIDENT PROCEDURES – STUDENT CONT'D.**

### **Eye Protection:**

- Eye protective devices designed to provide protection for the hazards involved and to meet standards specified by state law will be provided by the district.
- These devices may be issued to the students or provided at work stations for individual activities. When issued to students, principals are authorized to charge students for damage or failure to return any device issued.
- Instructional staff is responsible to see that safety devices are in place at all times.

### **Sweet Springs R-VII DEFIBULATOR LOCATIONS:**

- North side of nurse's office.
- Next to East entrance into the elementary gymnasium.

### **Accident Reports:**

- In order to ensure that proper measures are taken to avoid recurrence of accidents, written reports will be prepared on all accidents occurring on school premises or a school sponsored activity of the school district.
- Copies of all accident reports will be kept in the central office.

## **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.

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.

## **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 DEDUCTIONS**

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.

## **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.

## **PLAYGROUND SUPERVISION**

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 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, send two or three dependable students for help or another teacher if one is available. Never leave students on the playground unsupervised.

## **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.

### **PLAYGROUND RULES CONT'D.**

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.

### **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, prior to the purchase being made. Needed materials and services will be provided but in an accountable efficient and consistent manner.

### **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 in to the office a daily schedule. 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. Updated Seating Chart
2. 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. Classroom discipline plan.
4. Description of where teachers' manuals are located.
5. Schedule of students who leave the classroom throughout the day.

## **SUBSTITUTE PACKETS CONT'D.**

Example: 8:30-9:00 Title One Lab

1:45-2:05 Speech

Bill Smith          Bob Black

Kay Jones

6. Names of 1-3 reliable students who are familiar with the daily routine
7. Any student's medical information (allergies, etc.) that a substitute should be aware of.
8. A map of the school
9. Copy of the CRISIS Plan that includes all Evacuation procedures.
10. 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.)
11. 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.

### **BEFORE SCHOOL**

1. Teachers should be ready to receive students at 7:30 a.m./11:50am
2. Teachers should greet each student by name and remind them to wash their hands.
3. Teachers should greet parents or caregivers bringing children and remind them to sign their child in.
4. Teachers should help each child get involved in a quiet center or activity.

### **CHECKING IN AND CHECKING OUT**

**Morning Preschool Procedures:** Students will be brought to the classroom by their parent/guardian and will sign in their child. Students should not arrive at the classroom before 7:30 a.m. When dismissing at 10:45 parents will park by the preschool entrance. The preschool teachers will meet parents at the gate, where parents will sign their child out for school release.

**Afternoon Preschool Procedures:** Students will be brought to the classroom by their parent/guardian and will sign in their child. Students should not arrive at the classroom before 11:45 a.m. When dismissing at 3:00 students will be brought to the elementary entrance. The preschool teachers will meet parents as they arrive, so that they can sign their child out for school release.

### **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.

### **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.

### **PARENT HANDBOOK**

All preschool staff members must read the preschool parent handbook. A copy of the handbook can be obtained in the office. When you have read this handbook, please sign and date the office copy.

### **CHILD ABUSE POLICY**

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the school principal, or designee, who will then become responsible for assuring a report is made via the Child Abuse Hotline to the Missouri Children's Division, as required by law.

In the event that a staff member is accused of abuse such allegations should be reported to the building principal immediately. The building principal would report the allegation to the superintendent and further investigate the situation. All parties involved will be asked to submit a detailed written explanation of the events leading up to the accused allegation.

### **PRESCHOOL LICENSING**

The Sweet Springs R-VII Preschool is licensed through the state of Missouri. The Sweet Spring's Preschool follows all rules and guidelines set forth by the state of Missouri. A copy of the licensing guidelines and all handbooks can be found in the parent information corner outside of the preschool classroom. Parents who wish to see any inspection reports can request to look at them from the preschool teacher.

### **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 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



### **SEXUAL HARRASMENT 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

## 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
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	XX	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
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			1	2	3	4
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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
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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
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
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27	28	29	30	31		

June 2018						
Su	Mo	Tu	We	Th	Fr	Sa
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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				

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

# 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 continuing 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 employee.

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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