

Smithton
Faculty Handbook
2022-2023



Purpose

The purpose of this handbook is simply to supplement the Board Policy manual and the Student Handbook, while assisting faculty members to better clarify their important role as a teacher in the Smithton R-VI School System. Every effort has been made to ensure this handbook is in total compliance with Board direction; however, any portion of this manual, which may subsequently be found in non-compliance with a Board directed policy, is automatically rescinded.

As professional educators, we have the opportunity to prepare our students to function successfully as adults in the 21st century. This is an important and demanding job that requires our very best efforts and a great deal of responsibility. Besides the responsibility to help each other make Smithton School the best that it can be. Hopefully, this manual will be helpful to you, and the staff will be helpful in answering any other questions you may have.

Board of Education

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BELL SCHEDULE

Warning Bell

7:51

First Period

7:55 - 8:45

Second Period

8:49 - 9:39

Third Period

9:43 - 10:33

Fourth Period

10:37-11:27

10:50 – 11:05 CTC Lunch

Fifth Period

11:31 – 11:49

Sixth Period

11:53-1:03

11:53 – 12:13 7th - 8th Grade Lunch

12:43 – 1:03 9th - 12th Grade Lunch

12:43 dismiss Work Study

Seventh Period

1:07 – 1:57

Eighth Period

2:01 – 2:51

Extra Duty Personnel

Senior Class	Greene, Riggs, Hutchinson, Schroeder
Junior Class	Richey, Iuchs, Dittmer, Carver, Schroder
Sophomore	Slaughter, Gerke, Matteson, Pond
Freshman	Page, Wirt, Mercer
8th Grade	Thomas, Rogers
7th Grade	Larimore, Zbornak
Academic Team/Scholar Bowl	Schroeder
AFS	Karen Lauer
Art Club	Mel Mercer
Instrumental Music/ Color Guard	Sandy Greene
Vocal Music	Felicity Richey
Drama/Speech	Alyssa Gerke
FBLA	Tara Wirt
FCCLA	Sara Page
FFA	Karla Riggs
JH B Basketball	Dan Page, Andy Tripp
JH G Basketball	Abby Dittmer
JH Soccer	Rich Pond, Haley Kahrs
JH Volleyball	Kylee Martin, Abby Dittmer
NHS/JNHS	Alyssa Gerke, Sean Hutchinson
SMASH	Justin Schroder
Science Club	Aaron Schroeder
Spanish Club	Karen Iuchs
Student Council	Mary Jane Owen
Track & Field	
Cross Country	Deaven Kaiser, Andrea Reeves
V Baseball	Brian McClain
V B Basketball	Richard Pond, Darrell Sypes
V G Basketball	Haley Kahrs, Laurel Larimore
V Cheerleading	Felicity Richey
V Soccer	Sean Hutchinson, Blake Williams
V Softball	
Yearbook	Mel Mercer
Archery	Bobbi Dittmer
Team Store	Tara Wirt
Science Curriculum Facilitator	Aaron Schroeder
Communication Arts Curriculum Facilitator	Mellissa Slaughter
Math Curriculum Facilitator	Justin Schroder
Social Studies Curriculum Facilitator	Alyssa Gerke
Non Core Curriculum Facilitator	Sandra Greene
Elementary Student Council	Felicity Richey
Homecoming Committee	Carrie Huffman

Elementary Supervision

Morning Supervision

<u>Bus</u>	<u>Breakfast</u>	<u>Car Riders</u>
Bray	DeHaven	North
Ash	Richey	Warren
	Shultz	Huffman

Morning Supervision: Arrive at your location by **7:30 AM**, **students will be allowed in the building and will need supervision beginning at 7:35**. Homeroom teachers are expected to be in their classroom greeting students at 7:35. Students will either go to the cafeteria to eat breakfast or report to their homeroom upon entering the building.

Afternoon Supervision

<u>Walkers</u>	<u>Car Line</u>	<u>Bus</u>	<u>B & G Club</u>	<u>Staff</u>
Kahrs	North	Wood	Ash	Bryan
Reeves		Bray		Owen
Walsh	Warren			

Jr. High/High School Extra Duty Schedule

Date	AM Parking	PM Parking	Breakfast	AM Gym	AM Multi	Detention Tues/Thurs
Aug 29th	Slaughter	Page	Schroeder	Dittmer/Pond	J. Rogers	Iuchs
Sep 6th	Slaughter	Page	Gerke	Dittmer/Pond	J. Rogers	Iuchs
Sept 12th	Carver	Riggs	Hutchinson	Schroeder/Iuchs	Larimore	Pond
Sept 19th	Carver	Riggs	Matteson	Schroeder/Iuchs	Larimore	Pond
Sept 26th	Dittmer	Pond	Schroder	Gerke/Cox	Zbornak	Mercer
Oct 3rd	Dittmer	Pond	J. Rogers	Gerke/Cox	Zbornak	Mercer
Oct 10th	Schroeder	Iuchs	Richey.	Hutchinson/Lauer	Thomas	J.Rogers
Oct 17th	Schroeder	Iuchs	Greene.	Hutchinson/Lauer	Thomas	J. Rogers
Oct 24th	Gerke	Cox	Mercer	Matteson/Slaughter	Bernier	Schroder
Oct 31st	Gerke	Cox	Wirt	Matteson/Slaughter	Bernier	Schroder
Nov 7th	Hutchinson	Lauer	Page	Schroder/Carver	J. Rogers	Wirt
Nov 14th	Hutchinson	Lauer	Thomas	Schroder/Carver	J. Rogers	Wirt
Nov 21st	Matteson	Slaughter	Riggs	Richey/Dittmer	Larimore	Gerke
Nov 28th	Matteson	Slaughter	Iuchs	Richey/Dittmer	Larimore	Gerke
Dec 5th	Schroder	Carver	Pond	Greene/Page	Zbornak	Hutchinson
Dec 12th	Schroder	Carver	Cox	Greene/Page	Zbornak	Hutchinson
Jan 9th	Richey	Dittmer	Lauer	Mercer/Riggs	Thomas	Greene
Jan 17th	Richey	Dittmer	Larimore	Mercer/Riggs	Thomas	Greene
Jan 23rd	Greene	Schroeder	Slaughter	Wirt/Dittmer	Bernier	Larimore
Jan 30th	Greene	Schroeder	Carver	Wirt/Dittmer	Bernier	Larimore
Feb 6th	Mercer	Gerke	Dittmer	Pond/Schroeder	J. Rogers	Riggs
Feb 13th	Mercer	Gerke	Bernier	Pond/Schroeder	J. Rogers	Riggs
Feb 21st	Wirt	Hutchinson	Schroeder	Iuchs/Gerke	Larimore	Slaughter
Feb 27th	Wirt	Hutchinson	J. Rogers	Iuchs/Gerke	Larimore	Slaughter
Mar 6th	Page	Matteson	Gerke	Cox/Hutchinson	Zbornak	Carver
Mar 13th	Page	Matteson	Larimore	Cox/Hutchinson	Zbornak	Carver
Mar 20th	Riggs	Schroder	Mattison	Lauer/Richey	Thomas	Schroeder
Mar 27th	Riggs	Schroder	Hutchinson	Lauer/Richey	Thomas	Schroeder
Apr 3rd	Iuchs	Richey	Schroder	Matteson/Carver	Bernier	Zbornak
Apr 11th	Iuchs	Richey	Thomas	Matteson/Carver	Bernier	Zbornak
Apr 17th	Pond	Greene	Wirt	Slaughter/Schroder	J. Rogers	Thomas
Apr 24th	Pond	Greene	Mercer	Slaughter/Schroder	Larimore	Thomas
May 1st	Cox	Wirt	Zbornak	Greene/Mercer	Zbornak	Page

May 8th	Cox	Wirt	Bernier	Greene/Mercer	Thomas	Page
May 15th	Lauer	Mercer	Richey	Riggs/Page	Bernier	Dittmer
May 22nd	Lauer	Mercer	Greene	Riggs/Page	Bernier	Dittmer

Work Hours

Teachers are required to arrive at school no later than 7:30 a.m. and may leave at 3:00 p.m. Teachers are expected to be prompt and have regular attendance at school and in the class assigned to them. Students are admitted into the school at 7:35 a.m. Please notify the office if you cannot be at school by 7:30 a.m., or need to leave before the last bus leaves at the end of the day.

Absences

When you need to be absent from work, please enter your absence in the Frontline system. Please enter those absences in advance whenever possible. If you cannot come to work, please contact your Principal as early as possible (phone or text) so that a substitute can be located. Please make adequate plans for your substitute including: class rosters, seating charts, detailed lesson plans, and any special instructions. Give these plans in advance to the secretary or principal, or email them to the principal. Any injury or illness may require a medical release. Teachers must promptly complete an absence request in Frontline to record any days missed.

Dress Code

The way teachers dress sets the tone for students and reflects on the level of our professionalism. Shorts are only allowed for Physical Education teachers. Blue Jeans are allowed on Spirit Days and other special occasions recognized by the administration. On Spirit Days Smithton shirts only may be worn unless approved by Administration. IF there are parents and/or community members in the building for an event - Professional Dress is required and blue jeans may not be worn. For further guidance please refer to the student dress code in the student handbook.

Faculty Meetings

Teachers are expected to attend all faculty meetings pertaining to their building. Anyone wishing to place an item on the agenda should see the Principal three days prior to the meeting. The Principal, administration, or in-service training may call unscheduled meetings.

Elementary Learning Sessions:

The Elementary staff will meet once a month as a building as well as throughout the month as a grade level team.

Jr. High/High School Learning Sessions:

An after school faculty learning session will be scheduled once per quarter.

Assemblies

All teachers are to accompany students to assemblies and to sit with the designated class during the assembly.

Field Trips

Each elementary grade will have an opportunity for one field trip per school year. Please consult with the principal when making your plans and requesting a bus prior to the trip. Trips should be educational in nature and support the curriculum. Bus requests should be turned in to the superintendent's office **two** weeks before the date of the trip for approval. All groups should use the minimum number of buses. All buses must have a sponsor (other than the driver) on board while in route. Sponsors/Teachers are responsible for student conduct.

Telephone Calls and Cell Phones

Telephones are provided for business and emergency use. Personal cell phones may be used when not supervising students. They should be turned off during class time. Incoming calls to classrooms are restricted from 7:30 am to 3:30 pm. Messages from incoming calls will be forwarded to your voice mailbox. The office will notify teachers and students of emergency calls.

Communication Log

A good working relationship with parents has a positive effect on student achievement. To promote this communication and to provide documentation of our efforts each Teacher will maintain a communication log in SIS.

Planning Periods

Planning periods are provided for each teacher for the purpose of preparation, parent conferences, and other school business. Teachers are encouraged to make parent contacts during this time, if possible. If a teacher needs to leave the school building during a planning period, he/she must coordinate the absence with the Principal and sign out prior to departure.

Medication

No Drugs are to be administered by any teacher to any student unless a special exception has been cleared with the nurse. The School Nurse is the only staff person authorized to dispense medication(s) to students.

Bulletins and Mail

Each teacher has a mailbox in the office. Please check it **daily** for mail, telephone messages, etc. **Keep your mailbox emptied; it is not a storage receptacle. Because of confidentiality do not send students to pick up your mail.** Outgoing mail should be put in the outgoing mail container in the superintendent's office by 11:00 am to be picked up by the Post Office. If you need something mailed and missed the morning mail pick up time, bring it to the superintendent's office before the end of the school day. A daily bulletin will be on SIS each morning. Information for the bulletin should be given in writing to the office by 2:30 p.m. for the following morning's bulletin. **Every teacher will read the applicable items from the bulletin each morning to all students during second period.**

Elementary Weekly Newsletter

There is a weekly newsletter that is sent home with each elementary student on Fridays, for parents to read. If you have articles of interest, class news, important notices, etc., please turn them into the office by Wednesday afternoons prior to the Friday newsletter.

News Releases

We want as much positive publicity for the school and students as possible. If you have any item for release to the newspaper or radio stations please submit it to the Principal prior to release. **DO NOT** release news information without prior approval from the principal.

Student Notes and Information (Elementary)

The secretary or helper will pick up the envelopes containing student milk/breakfast/lunch money each morning, between 8:15 and 8:30 a.m. Please hang that envelope on the hook by the door along with all notes from parents, and any other forms or information. (Parents' notes should be DATED AND INITIALED by the teacher.) Teachers are to take attendance at the beginning of class and post their attendance on the SIS program. Students who are tardy will need to come by the office and get a tardy slip before being admitted to class. Those tardy notes need to be hung on the hook for pick up. Snack milk count sheets need to be updated weekly.

Attendance Reporting (JH/HS)

The office will supervise attendance reporting. Absenteeism, truancy, and tardiness should be directed to the office.

Basic Procedures:

1. Attendance count should be taken immediately after the bell has rung to begin the period. Students who are tardy or absent should have their names recorded in SIS attendance file at the beginning of each period.
2. In the event a student arrives at the classroom after having already been marked "absent", the teacher should correct the mark in SIS.
3. No student late to first period will be admitted to class without an admittance slip from the office.
4. A student late to first period less than 25 minutes will be classified as tardy. A student late to first period more than 25 minutes will be classified as absent in SIS attendance. But may still be classified as a tardy for disciplinary purposes in the Principal's office.

Classroom Administration (JH/HS)

1. Students are expected to arrive at all classes on time and with all materials needed for that day's class. DO NOT excuse students to return to lockers to obtain forgotten material.
2. Students should not be excused from class to see another teacher unless previous arrangements have been made with the other teacher.
3. If you need to send a student from your class because of discipline, complete the discipline referral on SIS at your first opportunity. Please follow the PBIS guidelines provided in order to create the best possible classroom atmosphere. In most cases, disciplinary action will not be taken until the teacher has provided the discipline referral.
4. Teachers are expected to help control tardies. Setting a good example by being on time to class yourself can help.
5. Generally, do not detain a student from going to the next period class unless it is necessary for disciplinary action. However, any time you detain a student to the extent that he/she is tardy, please **provide the student with a note or quick phone call** for the next teacher explaining that you detained the student.
6. Keep careful records of all tardies and absences in SIS. The attendance record in SIS is the final authority in questions of attendance. Please record it accurately for each period.
7. Teachers should periodically check student desktops and other materials to ensure that students are not defacing them. Any student caught defacing school property should be held accountable for his/her action.

Purchase Order procedures:

- **Complete a requisition form, located in the shared drive on the google drive (please make a copy first and fill out the copy rather than the original form). For registration, club fees, sport events, etc. please include the date of the event on the requisition, as well as your name and all the vendor information. E-MAIL the completed form to your building secretary. (Only e-mail copies will be accepted)**
- The building secretary will enter the requisition in SISFin, the district's financial accounting software. Your administrator will review it, approve it electronically, and forward it to the superintendent.
- The superintendent will review it and electronically sign it, then email the building secretary who will distribute the approved purchase orders to the appropriate staff member.

Credit Card purchase procedures:

- Complete the requisition order form as detailed above.
- Bring the approved purchase order form to the main office to check out the credit card.
- Return the card and receipt ASAP to the main office.

Fundraising and Fundraising Approval

Classes and organizations must complete an approval for organizational fundraising form and submit it to their activities director (Mr. Mulgrew). If approved, the administrator will submit it to the superintendent for final approval. The sponsor will

receive a copy of the form with either activity approved or activity not approved marked. Each organization is to have a maximum of two fundraising events for the school year.

All monies collected for fundraising activities should NOT be kept in classrooms or desks. All monies should be collected and taken to the Special Ed Office, on a daily basis, to obtain a receipt.

When ordering Sportswear and/or t-shirts instruct students to take the money to the Special Ed office. The administrative assistant will collect money and give the receipt to the club/class sponsor.

Family Night

Each Wednesday evening is designated as "church night" in our community. No school function will be scheduled on that night and activities/practices must be finished by 6:45 p.m. In addition, Sundays are for families. No school function or activity shall be scheduled on Sundays. Exceptions will be granted with administrative approval.

Student Record Keeping

Grades are used to indicate the student's mastery of content, student conduct and record of attendance. The teacher's grade book in SIS is the official record of attendance and academic achievement. Grades will be distributed quarterly.

Grade Checks

The teacher's grade book in SIS is the official record of attendance and academic achievement. The permanent records maintained in SIS should be accurate and up to date. This should be interpreted to mean, **on a weekly basis minimum**. An ineligibility report will be run periodically, those dates will be posted in advance on the faculty bulletin and on the website. Grades are due on the day of those reports at **8 AM SHARP**.

Teacher Evaluation Reports

Network for Educator Effectiveness (NEE) is the evaluation model that Smithton School uses. Teachers will be given information regarding indicators and rubrics. Frequency of observations will be determined by the Administration. Each teacher will receive a summative evaluation each school year. In addition, NEE will serve as the vehicle for individual Professional Development plans (PDP) and Unit of Instruction (UoI).

Pay Day

The district pays on the 25th of each month. Should payday fall on a weekend, it will be the preceding Friday. If it falls during a holiday, it will be the day before the holiday.

Drug-Free Workplace

It is the intent of the Smithton R-VI School District to provide a drug-free workplace for all employees. The district recognizes drug dependency as an illness and a major health problem. Drug abuse is a potential health, safety, and security problem. The district supports the provisions of the Federal Drug-Free Workplace Act of 1988.

Discipline And Student Conduct Is Everyone's Responsibility

All teachers will be expected to assist with the disciplining of students in the hallways, cafeteria, assemblies, as well as their own classrooms and playground. All teachers will assist with discipline during assemblies. Good discipline comes from student respect for the teacher and uniformity and consistency among faculty.

Discipline (Elementary)

The Smithton R-VI School District has a written discipline code policy. Copies are available in the Administrative office and in the student handbook. The purpose of the code is to ensure a safe and orderly environment for learning. The policy will

provide a clear statement of the expectations the school district has for its students, and the consequences which will follow when deviations from those expectations occur. A Corrective Consequences Flow Chart will be shared at the beginning of the year to put into place. This is something that all K-6 classrooms will utilize.

It is the objective and policy of the school to recognize, preserve, and protect the individual rights of all students and yet encourage and enforce these rights within the necessary framework of any orderly, efficient, and continuing school program. The staff and board members take great pride in the behavior and respect displayed by the students, and it is expected that students will continue to behave in this manner in the future.

Discipline and Supervision (JH/HS)

Discipline and supervision of students is the responsibility of all faculty. Never view any student's behavior as someone else's problem. Any teacher who observes the behavior should deal with students exhibiting poor behavior immediately. Teachers are to report any rumors that concern the safety of our students to the office immediately. Your responsibility is to report, not to decide the legitimacy of the threat. Here are some helpful suggestions to keep in mind when it becomes necessary to discipline a student.

1. Familiarize yourself with the student discipline guide and enforce it strictly.
2. **Begin** your year with good discipline. It is hard to achieve this later in the year, always use positive language.
3. Be **fair**, be **firm**, and be **consistent** with your discipline.
4. Don't make statements to students that you cannot back up. This weakens your authority.
5. Contact parents about discipline...the sooner the better.
6. Ask the counselor/administrator for any necessary information about potential concerns.
7. Never ridicule or embarrass a student – you will lose a great deal of the student's respect.

Parent-Teacher Conferences

Interested parents generally want to learn at least two things from a parent-teacher conference: the student's grade and how the student compares to the rest of the class. Therefore, the following suggestions are offered to help prepare you for parent-teacher conferences.

Ask if the parent is familiar with the grading scale and provide an explanation if they are not.

- Explain how you take and record grades.
- Provide the student's grade from various activities.
- Provide samples of the student's work.
- Communicate the number and/or letter grade.
- Explain the student's academic strengths and weaknesses.
- Provide suggestions for academic improvement.
- Offer the parent time to provide any input they deem necessary to ask any question they may have.

A typical Junior High/High School parent-teacher conference should last 10 minutes. Out of respect for all parents, a private meeting should be scheduled if a conference goes beyond 15 minutes.

Building Security

Building security is a potential problem in any school district. Problems usually fall into two broad categories – door being left open, unlatched, or unlocked and students' unsupervised or unauthorized use of the building.

PLEASE ADHERE TO THESE SAFEGUARDS:

1. Every sponsor is responsible for the students in his/her program.
2. Have a schedule so students can inform parents when the activity will conclude.
3. Sponsors are not to leave the building until **ALL** students have left.
4. Sponsors are responsible for securing doors when they leave and setting the security system.
5. Control school keys. Do not give them to students.

Accidents and Injured Students

Students should be separated from the injured student. Faculty and staff members should always wear gloves when bodily fluids are present. First aid procedures should be used to determine if the injured student can be safely moved. If possible, take the victim immediately to the nurse's office. If the victim cannot be safely moved, or if doubt exists, send one student to notify the Principal's office of the emergency. The Principal's office will send medical staff to the location. The teacher should remain with the victim and provide a calming atmosphere. Any time a student or faculty member is injured, including minor injuries, the nurse and faculty member shall complete an accident report form and file one copy in the Principal's office.

*Specific Emergency Procedures will be provided by the District Safety Coordinator.

Permanent Records

A student's permanent record is maintained in the school office and counselor office under the supervision of the Principal, Office Staff, and Counselor. Contents of these records include courses taken, grades received, attendance, standardized test results, school honors, activities, personal identification, class rank and grade point average. Access is limited to personnel on a need-to-know basis, to the parent of a minor child (less than 18 years of age), or to the student (if 18 or older). No other parent, student, or non-approved staff member has the right of access to permanent records. The Federal Privacy Act governs handling of these records.

Elementary Teachers are responsible for recording grades on permanent records at the end of each school year.

Textbooks

Textbooks will be provided for the student's use at no charge. Instructors will monitor the distribution, care, and return of the books for their respective classes. The day preceding your collection date, check each student's book against the number of the book charged to him. In the event a student has no book or has a numbered book different from the one issued to him, he will have an opportunity to look for the lost book or correct any discrepancy. If damage has occurred beyond reasonable wear and tear, the student will be assessed a damage fee for book replacement. The amount of the fee will be in accordance with the amount of damage incurred. If a book is lost, charges will be prorated according to the age of the book.

The Right to Challenge

A student, or parents of a student, shall have the right to challenge information contained in the student's file. They seek to remove or modify information and/or make attachment of relevant facts or dissenting opinions. The challenge shall be in writing and be initiated by a student or parent with an explanation of why the material in the file is being contested and what changes are being sought. Such a written appeal shall be presented to the principal's office. A conference with the parents, student, involved teacher, and principal will be arranged within seven days for the purpose of seeking a mutually satisfactory resolution to the problem.

Release of Student Records

A student's records, or part thereof, shall be released to another institution, agency, or individual with written consent of the parent or guardian. Refer all requests for student records to the office.

Lesson Plans

All teachers are expected to keep lesson plans in sufficient detail to convey a definite plan for presentation of curricular objectives. All teachers will be required to have completed weekly plans on top of their desks each week. Planbook.com has been purchased for the entire district and is the way we will be tracking standards for the year. Please utilize this as it is a great resource.

Teacher Assigned Detention (Elementary)

Any teacher may keep a student for an after-school detention whenever the situation warrants it, and following the Corrective Consequences Flowchart and the parents have been properly notified in advance. There is no additional pay for a teacher assigned detention.

Teacher Assigned Detention (JH/HS)

Any teacher may keep a student for an after-school detention whenever the situation warrants it either for academic tutoring purposes or for disciplinary reasons. Please give a minimum of a day notice to parents so plans can be changed if needed before requiring the student to stay.

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 or 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 with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation 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 a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

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 one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

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 for 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;
- 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.

Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

Missouri Department of Elementary & Secondary Education

Every Student Succeeds Act of 2015 (ESSA)

COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs^[1] that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
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1. What is a complaint under ESSA?

For these purposes, a complaint is an allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of fifty calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within forty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to private school children handled differently?

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the U. S. Department of Education.

APPEAL PROCEDURE

Equal Education Opportunity

Nondiscrimination and Student Rights

Decisions Relating to Identification, Evaluation, Programming or Placement (FAPE)

This procedure should be used if the parent(s), legal guardian or eligible student intends to challenge actions the District proposes or refuses under 504/Title II regarding the identification, evaluation, programming (provision of FAPE) or placement of a student with a disability. The District also has the right to initiate a 504/Title II due process hearing regarding these same matters.

1. If a parent, legal guardian or eligible student intends to challenge the action proposed or refused by the District, the parent/guardian or eligible student must file a written Request for 504/Title II Due Process Hearing within ninety (90) calendar days from the date of the District's written notice of the proposed or refused action. A copy of this form is attached to these Procedural Safeguards. The Request for 504/Title II Due Process Hearing should be filed with:

Jolene Ash, Section 504 Coordinator

Dawn McNeeley, Title IV

505 S Myrtle Avenue
Smithton, MO 65350
Telephone (660) 343-5316

505 S. Myrtle Avenue
Smithton, MO 65350
Telephone (660) 343-5316

If the District intends to initiate a Section 504/Title II due process hearing, the District's Section 504/Title II Coordinator must complete the Request for a 504/Title II Due Process Hearing within the same number of calendar days as specified above.

2. The Request for a 504/Title II Due Process Hearing must state the specific circumstances, including all relevant facts, giving rise to the request for due process; the specific issues to be decided at the impartial due process hearing; and the relief being requested. The District will acknowledge, in writing, all parent/guardian requests for a due process hearing within five (5) business days of receipt. If the District initiates the due process hearing, the District will inform the parent or guardian within five (5) days of the District's decision to initiate.

3. The District will, within fifteen (15) business days of the District's or parent/guardian's receipt of the Request for a 504/Title II Due Process Hearing, appoint and retain a single impartial hearing officer to hear and decide the due process request. The hearing officer must have knowledge or training in Section 504/Title II and may not be an employee of the District. The hearing officer may not have a personal or professional interest that would conflict with his/her objectivity in the hearing. The District is not required to consult with the parent/guardian or eligible student with respect to the hearing officer appointment.

4. Although nothing prohibits or discourages the District from having an informal resolution process (including but not limited to filing a grievance or submitting to mediation) prior to the hearing, such informal steps cannot be required prior to the hearing and cannot operate in such a manner as to unduly delay the hearing.

5. The parties to the hearing have the following rights:

- a. The right to inspect all relevant records, including personally identifiable records of the student. The range of records reviewable is the same as under the Family Educational Rights Privacy Act (FERPA);
- b. The right to participate in the hearing;
- c. The right to be represented and advised by an attorney;
- d. The right to present evidence and confront, cross-examine and compel the attendance of witnesses;
- e. The right to obtain a record of the hearing but at the cost of the party; and
- f. The right to obtain written findings of fact, conclusions of law, and decision.

6. Section 504/Title II due process hearings will be closed. The parents or guardian may elect to have the student present at the hearing.

7. The hearing officer must hold the hearing within thirty (30) days of his/her appointment as hearing officer. This timeline may be extended upon the request of the party or parties and by agreement and order of the hearing officer.

8. Each hearing must be conducted at a time and place which is reasonably convenient to the District and the parents or guardian. The District's facilities will be presumed to be a reasonably convenient location but the parents or guardian may challenge this presumption with the hearing officer.

9. The party that requested the due process hearing may not raise issues at the due process hearing that were not addressed in the Request for a 504/Title II Due Process Hearing unless the other party agrees.

10. The hearing officer shall render a final, written decision no later than fifteen (15) days following the completion of the hearing. A decision may be rendered after fifteen (15) days, if either party requests an extension of this timeframe, and for good cause shown. The decision of the hearing is final and binding, subject to the procedures outlined below.

11. The Smithton R-VI School District is responsible for costs directly attributable to the provision of administration hearings described in these procedures, including compensation of the hearing officer, and other related expenses. The District is not responsible for the cost of hearing transcripts requested by the parent. The District is not responsible for the costs of legal counsel or other representatives of the parent/guardian or eligible student or for the costs of producing or reproducing the evidence presented by the parent/guardian or eligible student.

12. Any timelines specified herein may be extended by agreement of the District and parent/guardian or eligible student or by order of the hearing officer.

13. Any party aggrieved by the decision of the impartial hearing officer may appeal that decision to any court of competent jurisdiction. 00139425.2

NOTICE OF NONDISCRIMINATION

The Smithton R-VI School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to Boy Scouts and other designated youth groups. The following individual has been designated to coordinate the District's efforts to comply with Section 504, Title II, the Age Act, and Title IX :

Patrick Treece, Title IX and Jolene Ash, Section 504 Coordinator

505 S Myrtle Ave, Smithton, MO 65350

(660) 343-5316

Individuals who wish to file a complaint with OCR may contact OCR at U.S. Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106; Telephone: (816) 268-0550; Fax: (816) 268-0599; TTY: (877) 521-2172; Email: OCR.KansasCity@ed.gov.

For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

[1] Programs include Title I. A, B, C, D, Title II, Title III.A.2, Title IV.A, Title V
Revised 4/17² In compliance with ESSA Title VIII Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

USDA Non-discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascrusda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Smithton R-VI School District
Faculty Handbook
2022-2023

I have reviewed the Smithton R-VI School District's Faculty Handbook.

Employee name:

Signature of Employee:

Date: _____

This page must be signed and returned to your building administrator.