

Summerfield School District

FACULTY HANDBOOK

2021-2022

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DISTRICT MISSION STATEMENT

The Summerfield School District is dedicated to the concept that all students can learn in a safe, positive, stimulating, and caring environment.

BELIEFS

We believe learning should be a positive experience for students, staff, parents and community.

We believe students should be taught problem solving skills.

Although learning styles and capabilities may differ, we believe every child can learn to maximize their potential.

Gifted and talented activities to help differentiate and supplement core programs and academic competitions should be offered to high potential students. The needs of “working below grade level” and “at risk” students should also be addressed.

We believe students should be taught to function effectively in the world in which they will live.

We believe parents should be an integral part of their child’s education.

We believe students and staff should be encouraged to utilize effective communication skills.

We believe students should be taught manners, values and responsibilities, as modeled by the staff.

We believe staff development and school improvement are ongoing processes.

We believe students should be taught the value of mental and physical well-being.

We believe the entire physical environment of the school district’s facilities should be safe and conducive to learning.

VALUES FOR SUMMERFIELD SCHOOLS

We, the Board of Education, mindful that public education has always meant education for good citizenship and family values and eager to provide moral support for moral behavior in these difficult times of social change, approve the following code of conduct for students and teachers to serve as the basis for values education. These values are historic American values, which have been endorsed by American citizens of all religions, and no religion, to strengthen ethical behavior.

I will accept responsibility for all my actions.

I will respect the dignity and property of my fellow students and teachers and will never seek to do them harm.

I will keep all the promises I make, fulfilling the trust that other people place in me. I will complete projects and courses of study which I have begun.

I will strive for excellence in all my work and will respect achievement in my fellow students.

I will discipline myself to listen, learn and study, recognizing that long-run achievement is more important to my happiness than short-run pleasure.

I will not use any substance which will destroy my health and undermine my dignity.

I will respect the authority of my parents and teachers, because that authority is necessary for the welfare of my family, school and community.

I will train myself to be useful to others.

I will work together with others to improve my school, community and world. We further recommend that these values be integrated into the curriculum whenever possible.

TEACHER'S RESPONSIBILITY

Teacher's Responsibilities:

- A. Maintain positive relations with students, parents, and other staff members.
- B. Demonstrate classroom management skills that include:
 - 1. Discipline of students
 - 2. Developing adequate daily lesson plans that include a variety of instructional activities and methods. Lesson plans need to be turned in to the principal on each Friday for the following week.
 - 3. Provide frequent and varied systems of student evaluation
 - 4. Keep room attractively organized
- C. Adhere to state standards and essentials.
- D. Maintain acceptable professional personal appearance with proper dress code
- E. Seek opportunities for professional growth
- F. Attend all staff meetings and District provided professional development
- G. Fulfill contractual obligations
- H. Maintain teacher certification as required by law
- H. Review CA60 student info as necessary. CA60s are located in each office suite and are to remain locked at all times. Please sign out the CA60 if you will be leaving the office area with it and relock the cabinet.
- I. If it is necessary for you to leave school during the day, please speak with the principal before leaving.
- J. Communicate to administration any issue/concern regarding student behavior, teacher/staff behavior, or parental concerns

PARKING

Elementary School: All elementary teachers will use the back-parking lot.

Jr/Sr High School: Junior/Senior High School teachers will use the designated teacher parking area. This is defined by the lines on the parking lot closest to Ida West Rd. The back-parking area behind the building may also be used.

ID BADGES

ID badges will be handed out each school year upon completion of school pictures returning. Teachers should wear their ID badges daily.

DRESS CODE

The image that the Summerfield Schools District portrays to the public is reflected in the professionalism of its employees. Appropriate attire is an important part of that professionalism.

Teachers shall:

- Be physically clean, neat and well groomed;
- Dress in a manner consistent with responsibilities
- Dress in a manner that positively represents the profession
- Project a professional image that sets positive dress and grooming examples that are appropriate for an effective learning environment.
- Not wear anything on the outside of their clothing that is obscene, distracting, or may cause disruptions to the educational environment.

- Be permitted to wear jeans on Fridays and for other spirit days approved by administration.

KEY FOB/CLASSROOM KEY

Each teacher will be given a key for your classroom and a key fob to be able to enter the building during school hours. If you lose your key or key fob you **MUST** report it to the principal immediately. You may be charged the cost of replacement for either item. Do not loan your keys or key fob to students or people who are not employees of the district.

TEACHER ARRIVAL

All teachers are to be at school no later than 15 minutes prior to the beginning of the students' day and be at their doorway or assigned place of duty no later than 10 minutes prior to the beginning of the students' day.

Elementary School: Classes begin at 7:55 a.m. and end at 3:09 p.m. in the elementary school. All teachers are to be in their respective classrooms by 7:45 a.m. at which time students will arrive and go directly into the classroom. Breakfast will be served in your classrooms.

Jr/Sr High School: Teachers are to be in their classrooms 10 minutes prior to the start of the day 7:45am and outside their classroom doors in between classes.

CLASS DISMISSAL

Elementary teachers: At 3:09 p.m., classes end in the elementary building. The bell will ring for dismissal. **The classroom teacher will walk his/her class to the sidewalk of the elementary building where the pupils will be released to the busses or their parents when all busses are in place.**

Jr/Sr High Teachers: Teachers are expected to be outside their door monitoring dismissal.

Teachers are expected to stay 10 minutes after the conclusion of the day, except on Fridays or those days connected to a holiday/ break/exams.

STUDENT SCHOOL HOURS

Elementary School: 7:55-3:09

Students may enter the building at 7:45AM

Jr/Sr High School: 7:55-2:59

Students may enter the building at 7:30AM

1st Hour: 7:55-8:46

2nd Hour: 8:50-9:41

Bulldog Time: 9:45-9:58

3rd Hour: 9:58-10:49

Lunch: A 10:53-11:18

B 11:21-11:46

C 11:49-12:14

4th Hour: 10:53-12:14

5th Hour: 12:18-1:09

6th Hour: 1:13-2:04

7th Hour: 2:08-2:59

STUDENT ATTENDANCE

Attendance (absences and tardiness) will be recorded on your computers through Infinite Campus. Each teacher is responsible for this duty and any consequences for excessive tardiness (this includes first hour). Once a student misses 5 class periods/days in the semester please alert the principal.

Elementary teachers: Morning attendance should be done by 8:10 AM and afternoon attendance by 1:30 PM.

Jr/Sr High School: Attendance should be taken within the first 5-10 minutes of each class period. More than 10 minutes late to first hour is considered an absence. All other hours, if a student is more 5 minutes late they are considered absent for the entire hour. This includes 3rd hour (Bulldog Time)

There is a fall student count (October) and spring student count (February). This is very important as this is how the state determines our per pupil total funding. During each of these times you will be required to make sure that your attendance matches the office record and then print a weekly copy, sign, and turn into the office. This will occur for 6 weeks during each count period. Please make sure all info is accurate and turned in at the end of each week during the count period.

SICK STUDENT:

Elementary: If a child is sick they should be sent to the office with a note from the teacher or the teacher may call extension Jen ext. 251 or Lisa ext. 252 to inform Jen or Lisa of the details.

Jr/Sr High School: If a student is sick please send them to the office and let Nikki ext. 140 or Kelly ext. 143 and make them aware of any necessary details.

LESSON PLANS

Lesson plans should be completed by **MONDAY at 8:00 AM** for the current week for the following week and turned into the office or digitally to the principal. Lesson plans should include the following information:

- Essential standard taught
- Learning target tied to standard
- Performance task
- Assessments/success criteria

PREP TIME

Prep time is to be used for matters of educational concern, ie: preparation of lessons, meetings with supt., principals, students, and/or parents, make-up work, testing, completing reports, consulting with colleagues, and correcting discipline problems.

COPIES

Each teacher has their own copy code. If you are uncertain of your code please ask in the office.

TELEPHONE USE

Telephones in classrooms are to be used only by Summerfield Staff. The telephones are **NOT** to be used by the students unless you have given them permission to do so. Students should **NOT** be answering your classroom telephone. Your personal cell phone should be on silent during the day and texting should never happen when students are present.

MAILBOXES

Mailboxes should be checked and emptied **at least once** per day.

EMAIL

Please check your e-mail daily, and make every attempt to respond to e-mails within a 24-hour time frame.

USE OF DISTRICT TECHNOLOGY

Employees are to make appropriate and ethical use of computers and other equipment as well as any networks that may be established by the district. The district reserves the right to monitor and review the use of its computers, computer equipment and computer network, including but not limited to Internet activity and email. No employee using district computers or the district network should have any expectation of privacy with respect to such equipment and network. Employees are required to read the Acceptable Use Policy and sign a User Agreement

7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines, Policy 7544 and AG 7544 and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's Technology and Information Resources and staff's personal communication devices when they are connected to the District's computer network, Internet connection and/or online educational services/apps, or when used while the staff member is on Board-owned property or at a Board- sponsored activity (see Policy 7530.02).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also

instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology and Information Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Staff are expected to utilize District Technology and Information Resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by Board Policy 2521 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that brings incredible education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District Technology Resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

The Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or Principal may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent or Principal may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. The safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications; the inherent danger of students disclosing personally identifiable information online;
- B. The consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- C. Unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school e-mail address that they are required to utilize for all school-related electronic communications, including those to students, parents and other constituents, fellow staff members, and vendors or individuals seeking to do business with the District.

With prior approval from the Superintendent or Principal, staff may direct students who have been issued school-assigned e-mail accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using District Technology and Information Resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its Technology and Information Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines and Policy 7544 and its accompanying procedure.

Staff members may only use District Technology Resources to access or use social media if it is done for educational or business-related purposes.

Staff members use of District technology resources to access or use social media is to be consistent with Policy 7544 and its accompanying procedure.

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology and Information Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Principal as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District Technology and Information Resources.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

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Legal

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.500 – 54.523

CLASSROOMS

Classrooms should be left neat and tidy at the end of the school day. Teachers should hold the students responsible for litter and excessive dirt. Be sure that any furniture brought from home is functional, attractive, not overdone. Small appliances such as microwaves, refrigerators, hot plates, heaters, etc. are not allowed in the classrooms. These types of items are considered a hazard by our insurance company. Also, burning candles or fragrance dispensers are not allowed. One is a fire hazard and the other can cause allergic reactions for staff and students. Please shut and lock all windows and doors when you leave at the end of the day.

Any animals that will be kept in the classroom will need to have administrative approval.

GRADING

We expect students and parents to use Infinite Campus to inform them about their academic progress; therefore, teachers are expected to have grades entered in a timely manner. Each week on Monday in grades 6-12 athletic eligibility reports are ran by the high school office.

INTERIM PROGRESS REPORT

Elementary: Progress reports will be sent home halfway between each trimester.

High School: Progress reports will be available halfway between each semester.

Any student who is failing or in danger of failing should have a progress report sent home. Teachers are encouraged to also use these reports to compliment a student or to notify parents of a marked improvement. In cases where further follow-up is needed, please telephone the parents and/or make a referral to the office.

REPORT CARDS

Elementary: Report cards: each trimester: 3 times a year

Jr/Sr High: Report cards: each semester: 2 times a year

SUMMERFIELD ELEMENTARY SCHOOL PROMOTION AND RETENTION OF STUDENTS

Generally, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The educational program shall provide for the continuous progress of students from grade to grade with a student spending one year in each grade. A small number of students, however, may benefit from staying another year in the same grade. Such retention may be considered when:

1. The student is in grades K-2 or on rare occasions when the student is in grades 3-5.
2. The student is achieving significantly below ability and grade level.
3. Retention would not cause an undue social or emotional adjustment.
4. Retention would have a reasonable chance of benefiting the student totally.

In reaching a decision concerning retention, the following factors should be considered in each individual case:

1. Birth date - chronological age
2. Physical development
3. Emotional development
4. Social maturity
5. Intellectual ability/potential - average test results
6. Daily classroom performance - attitude, work habits, written work and oral recitations
7. Regular classroom performance - 20% absenteeism without a doctor's statement may greatly influence recommendations.
8. Whether the student has been retained previously in elementary school
9. Reasonable expectation of parent cooperation in helping the promoted, placed or retained pupil to succeed

*If a first retention is being considered, the following steps should be taken:

1. By the end of the second marking period (January) the teacher should discuss with the principal any student being considered for retention
2. Parents of any student being considered for retention should be invited in for a conference with the teacher at the end of the second marking period (January).
3. At the end of the third marking period (March/April) a recommendation will be made by the teacher about retaining the student. The Light Retention Scale will be used to assist in making the recommendation. Should the parents and teacher disagree about the proposed retention, a conference will be held to discuss the student's performance and to mutually decide what future information will be needed to assist in the final placement decision.
4. In May, a conference to include parents, teacher, principal and psychologist will be scheduled to review and discuss all collected data necessary to reach a placement decision. Should group consensus be reached, the final placement decision will rest with the principal who will have five (5) school days following the conference to render a decision. Parents will be notified of the decision and a copy of a confirmation letter, written by the principal, will be filed in the student's file (CA 60). Parents have the right to appeal the principal's decision to the superintendent.

JUNIOR HIGH ACADEMIC REQUIREMENTS/PROMOTION POLICY

The faculty, administration and school board desire that each student earn the right to be promoted to the next grade.

All Junior High School students must earn 5 1/2 credits. All Junior High School students must pass three out of the four core classes, English, Math, Social Studies, and Science, to be promoted to the next grade. The student's ability will be taken into consideration. Professional observation, testing and evaluation as needed to determine his/her capacity to learn will determine this.

Each academic area is worth one (1) credit - Science, Math, English, Social Studies = 4 credits

Band	1 credit
Physical Education/Health	1 credit
Enrichment	1 credit
Computer Science	1 credit
Spanish	1 credit
Art	1 credit

A student who wishes to earn credits not attained during the school year may earn a maximum of two (2) credits towards promotion in summer school, and/or tutoring.

HIGH SCHOOL GRADUATION REQUIREMENTS

To graduate from a high school in the Summerfield School District, students must successfully complete the following requirements:

A student receives ½ credit for each semester hour course that is successfully passed. It is possible for students to earn 25 credits (including Directed Study) during their four years of 9th, 10th, 11th and 12th grade enrollment. The minimum requirement for graduation is 23 credits.

Every student must take the Michigan Merit Exam to be eligible for a Summerfield School District diploma.

GRADUATION REQUIREMENTS:

English (9, 10, 11, 12) or English Survey	4 credits
Algebra 1, Geometry, Algebra 2 or 2A	3 credits
Senior Year Math (12)	1 credit
Physical Science (9)	1 credit
Biology (10)	1 credit
Chemistry (11)	1 credit
World Studies (9)	1 credit
American History (10)	1 credit
Civics/Economics (11)	1 credit
Physical Education (9)	.5 credit
Health/First Aid (10)	.5 credit
Foreign Language	2 credits
Visual, Performing or Applied Arts (VPAA)	1 credits
Directed Study*	1 credit
Electives	<u>4 credits</u>
	23 Total

* $\frac{1}{4}$ Credit for Directed Study per year

NOTE: Fine Arts: Art I, Art II, Art III and Art IV

Performing Arts: Band, Choir

Vocational Education: Cooperative Education classes completed on other area campuses

Beginning with the Class of 2016, students are required to complete two years of World Language to satisfy the Michigan Merit Curriculum. This credit may be earned in the Junior High with successful completion of Spanish 7 and Spanish 8. If a student does not successfully meet the requirement in the Junior High, students are required to earn credit in Spanish 1 & 2 while in high school. The State of Michigan does allow a Career-Technical course to be substituted for the second foreign language credit.

FIELD TRIPS

All field trips must be cleared through the principal's office. If a field trip requires students to miss another class, a list of student names should be submitted **two weeks** prior to the field trip. If a field trip requires a bus, a bus request form should be completed **at least 14 days** in advance of the field trip. Please make sure that every student has a signed permission slip. Any monies collected must be given to the office 10 days before the trip so they can have the payment prepared.

Jr/Sr High teachers: Please e-mail the office the names of the students attending the field trip so they can forward it to other teachers and staff members (Jr/Sr high).

Elementary teachers: Please make cafeteria aware if students will not be eating at school on that day.

Field trips or school activities that require students to remain overnight must be properly chaperoned. If a student on such a trip fails to follow regulatory guidelines, and becomes a discipline problem he/she must suffer the consequences, which may include exclusion from taking part in future such activities.

Students on field trips are representing Summerfield and should dress and conduct themselves accordingly.

CLASS LEAVING THE BUILDING

In case of an emergency the office should be notified any time, your class leaves the building and/or is not on school property. Also, make the office aware of how you can be reached (walkie-talkie-cell phone)

CLASSROOM VISITATION/OBSERVATIONS

Visitations and observations will be made by the principal or superintendent. These observations may not be scheduled; however, if you have a particular project that you would like observed, please let the principal know.

CAFETERIA

Lunch will be served in the cafeteria. Please refer to your lunch schedule for times. All students will have free lunch and breakfast this year. However, milk or any ala carte items are not covered.

Student Milk	\$0.50
Adults	\$3.95

TEACHER ABSENCE

A teacher who finds it necessary to be absent from school will need record their absence through SmartFind Express at their earliest convenience. The link can be found on our website under employee portal. These directions **must** be followed whether a substitute is required or not. The only codes that can be used are: sick self-sick family member-personal day-school business (only used when you will be attending a conference/pd/meeting)-FMLA if paperwork has been completed.

A doctor's note will be required after two non-consecutive illness periods of more than two consecutive days of absence in one semester.

SUBSTITUTE TEACHERS

A substitute teacher should assume all the duties and follow the procedures used by the regular teacher.

To assist the substitute, each teacher will leave a copy of lesson plans in the sub folder to be kept in the office. In addition to lesson plans, the sub folder should contain: a copy of the teacher's daily schedule, a seating chart, a list of student names for all classes, and any other information deemed helpful such as special instructions, building routine, bell signals, lunch hours, and a student handbook.

SCHOOL DELAY/CANCELLATION

At times when weather or conditions prohibit school from being in session, the School Messenger system will be used to notify staff. Please ensure that current contact information is on file with the school. It may also be posted on our social media platforms.

ASSEMBLIES

Assemblies are scheduled during school time and are a part of the school program. **All** teachers are expected to attend assemblies and be seated in the bleachers with the students unless it is your prep time/period. If the assembly is still running once prep time/period is over, the teacher is expected to join his/her group in the assembly.

PEP ASSEMBLIES

All teachers are expected to attend pep assemblies unless it is during your prep period. It is an excellent opportunity to promote good will with the student body. Pep assemblies will be scheduled through the athletic office.

ATHLETICS AND SCHOOL ACTIVITIES

Teachers are encouraged to attend athletic events and other school activities whenever possible. It is an excellent method of developing a good relationship with the student body. Passes can be obtained through the athletic office.

FUNDRAISERS

We have many groups looking for ways to raise money, and would like everyone to have a successful fundraiser. For this reason, please review the Google doc titled: Summerfield Fundraisers before committing to any fundraisers or times of the year to have a fundraiser. Once a fundraiser is approved by administration, please add it to the Google doc.

HEALTH TIPS

1. Be watchful for impetigo (skin infection) and pediculosis (head lice).
2. Report excess (more than 3 consecutive days) or (5 days in a semester) student absences to the office.

The following regulations shall be adhered to when administering medication to students in the main office:

- A. A written request and instructions, signed by parents or guardian and physician, will be required for each separate medication and will include:
 1. student's name, date, birth date, address, school grade and teacher
 2. name of medication
 3. purpose of medication
 4. time to be administered
 5. dosage
 6. possible side effects, if any
 7. termination date for administering medication
- B. Medication and written instructions shall be hand delivered by the parent/guardian to the building principal.
- C. No other oral medication, such as aspirin, will be administered to students under any circumstances by school personnel.

RECESS PROCEDURES - ELEMENTARY

1. Teachers are to be in their classroom at the end of the lunch/recess period to meet their students.
2. Teachers are not to send students to the office during recess unless requested by the principal or the teacher has made arrangements with the principal in advance.

DISCIPLINE PROBLEMS

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole education structure. It is the training that develops self-control, character, orderliness, and efficiency. It is based on consideration and respect for all people - students and teachers alike.

Any discipline problems that needs attention and cannot be handled conveniently by the teacher should be brought immediately to the principal's attention.

Teachers are responsible for supporting the development of a better attitude and respect by the students for the teachers, visitors and all school personnel. Students found misbehaving in rooms, hallways, bathrooms, or on the playground, should be disciplined by any teacher witnessing this behavior.

All teachers are required to inform the principal immediately (the same day) of any serious or unusual discipline problems.

TEN THOUGHTS FOR CLASSROOM DISCIPLINE

1. Show genuine interest in every child in the group to develop positive rapport.
2. Be liberal with sincere praise at all times, but do not strive for popularity.
3. Praise in public, censure in privacy.
4. Be consistent. Children are quick to spot inconsistencies.
5. Never punish the entire group for the misbehavior of one child.
6. Never punish in anger or "to get even".
7. Show confidence in children's ability to develop self-control.
8. Help the children identify their feelings and maintain self-control, support mindfulness and clam thinking, help the principal, psychologist or parents should be sought immediately if really needed.
9. Be aware of situations that encourage children to lie, to challenge your authority or to test your intentions.
10. Allow children to save face when they are in a tight spot, and accept apologies willingly.

STAFF MEETINGS

Teachers are required to attend ALL monthly staff meetings

Elementary: Second Wednesday of each month: 9/8, 10/13, 11/10, 12/8, 1/12, 2/9, 3/9, 4/13, 5/11

Jr/Sr High: Second Tuesday of each month: 9/7, 10/12, 11/9, 12/7, 1/11, 2/8, 3/8, 4/12, 5/10

DISTRICT PROVIDED PROFESSIONAL DEVELOPMENT

The district will provide 30 hours of professional development. You must sign in for each session and complete the on-line evaluation through MOECS to receive credit. Please keep track of your professional development as you will need it to renew your teaching certificate

SAFETY

Each classroom should have a safety binder located close to the classroom door. This binder includes procedures for various safety situations. The teacher shall have an updated class lists in the binder and take this with them during any practice safety drill of any type as well as during an actual emergency. If your safety binder is missing please notify your building administrator.

DRUG / ALCOHOL-FREE WORKPLACE

Compliance with the standards of conduct is mandatory under the Drug Free Schools and Community Act. In compliance with the Federal Government Drug-Free Workplace Act of 1988, the Summerfield Schools Board of Education hereby notifies all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited anywhere in the district workplace. In addition, consumption of beverage alcohol by employees is prohibited on any property belonging to the Summerfield School District or any property used for school purposes by the district. Further, **consumption of beverage alcohol by employees is prohibited at any function sponsored for or involving students of the school regardless of where the activity is held.** The Summerfield Schools Board of Education sponsors and encourages staff participation in a variety of in-service programs including programs that are intended to inform employees of the dangers of alcohol and other drug abuse and the need for a drug/alcohol-free workplace.

The following basic policy statements apply:

- A. As a condition of employment, employees will be expected to abide by this statement and notify the superintendent of any criminal drug statute conviction for a violation occurring in the workplace within, and not later than, five days after such conviction. For employees engaged in federal grants the Summerfield School District Board of Education will notify the appropriate federal agency of such conviction within ten days' receipt of notification as required by the Act.
- B. No later than thirty days following a conviction of a drug violation in the workplace, employees will be subject to disciplinary action in accordance with state and federal statutes and the district's policies and procedures. Disciplinary action may result in penalties up to and including discharge. Board Policy: 3122.01

USE OF TOBACCO PRODUCTS

In compliance with P.A. 140 of 1993, no person at any time shall smoke, chew, or otherwise use tobacco products, of any kind, in any school building, at school sponsored events, on School District property, on property under the control of the School District, nor in School District vehicles. This policy is in effect 24 hours a day, 365 days a year. Board policy: 3215

SOURCES OF ASSISTANCE

The Toledo Hospital
2142 N. Cove Blvd.
Toledo, OH 43603
(419) 471-4000
Out Patient & Adolescent

Harbor Light
3580 S. Custer
Monroe, MI 48161
(734) 242-5050
In Patient/Out Patient (Over 18)

Family Center
Mercy Memorial Hospital
700 Stewart
Monroe, MI 48161
(734) 242-9836
Out Patient & Adolescent

St. Vincent Hospital
2213 Cherry St.
Toledo, OH 43608
(419) 321-3232
In Patient/Out Patient

Catholic Social Services
16 E. 5th Street
Monroe, MI 48161
(734) 242-3800
Out Patient & Adolescent

Sage Center
Bixby Medical Center
818 Riverside Avenue
Adrian, MI 49221
(517) 265-0411
Out Patient & Adolescent

Brighton Hospital
12851 Grand River
Brighton, MI 48116
(313) 227-1211

WEAPON FREE SCHOOL ZONE POLICY

The Board of Education of Summerfield Schools shall permanently expel a pupil from attending school in the school district if the pupil possesses a weapon in a weapon free school zone.

Definitions under this policy:

- A. "Weapon" or "dangerous weapon" includes: a firearm; gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over 3-inches in length; pocket knife opened by a mechanical device; iron bar; or brass knuckles.
- B. "Weapon Free School Zone" means school property and/or vehicle used by the school to transport students to or from school property.
- C. "School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school.
- D. "Firearm" means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of the policy, a B-B gun is considered to be a "firearm." Board policy: 3217

SEXUAL HARASSMENT AND INTIMIDATION

For the complete policy see the Board of Education Policy # 3362.

The following are highlights of the policy:

It is the policy of this district to maintain a learning and working environment that is free from sexual harassment. No board member, staff member or student of this district shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her building or office.

Sexual harassment, may include, but is not limited to, the following:

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks for sexual or demeaning implications
- unwelcome touching
- sexual jokes, posters, cartoons, etc.
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties

Any person who alleges sexual harassment by a board member, staff member or student in this school district, may use the procedure detailed in the appropriate current negotiated agreement, faculty handbook, or student handbook, or may complain directly to his/her immediate supervisor, building principal, school counselor, or district Title IX coordinator. Reporting sexual harassment will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.

In the case of an employee, violations are to be reported to the superintendent, immediate supervisor, or Title IX coordinator. The complaint should be put in writing. Names of witnesses should be given. The accused will be interviewed and the interview will be documented. Witnesses will be interviewed and the interviews will be documented. Personnel files will be reviewed. A determination will be made. If the complaint is determined to be without merit, the investigation will be closed, and all references to the complaint will be removed from the accused party's personnel file. If the complaint is determined to have merit, appropriate discipline will be imposed up to and including discharge. All actions will be documented and a record placed in the offender's permanent personnel file.

SEX DISCRIMINATION

In compliance with Title IX of the Educational Amendments of 1972, the Summerfield Board of Education and the staff of the school district seek to take whatever policy steps necessary to eliminate discrimination on the basis of sex in all educational programs, curricular and extracurricular activities, and employment practices which come under the provisions of Title IX. To facilitate our compliance with the provisions of this act, all questions, requests for information or complaints relating to sex discrimination in the Summerfield School District should be directed to the district or building administrator.

FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")

In accordance with Federal law, the Board of Education shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible professional staff members for the following reasons:

- A-1. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth
- B-1. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival
- C-1. the staff member is needed to care for a spouse, parent or dependent child if such individual has a serious health condition, or

- D-1. the staff member's own serious health condition prevents him/her from performing the functions of his/her position

Employee Entitlement to Service Member FMLA

Leave Entitlement

Service member FMLA provides eligible employees unpaid leave for one, or for a combination, of the following reasons:

- A-2. A "qualifying exigency" arising out of a covered family member's (spouse, son, daughter, or parent) covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves. Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.
- B-2. To care for a covered family member, including next of kin as provided in the statute, who has incurred an injury or illness or aggravation of a pre-existing illness or injury while in the line of duty while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank, or rating. Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of fifty percent (50%) or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers.

Duration of Service Member FMLA

- A. When leave is due to a "Qualifying Exigency": An eligible employee may take up to twelve (12) work weeks of leave during any twelve (12) month period. Such leave shall be counted with regular FMLA leave time in calculating the twelve (12) weeks of allowable leave.
- B. When leave is to care for an injured or ill service member: An eligible employee may take up to twenty-six (26) work weeks of leave during a single twelve (12) month period to care for the service member 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. This is a one time benefit per service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed twenty-six (26) weeks in a single twelve (12) month period.
- C. Service Member FMLA runs concurrent with other leave entitlements provided under Federal, State, and local law.

General FMLA Provisions

Professional staff members are "eligible" if they have worked for the Board for at least twelve (12) months, and for at least 1,250 hours over the twelve (12) months prior to the leave request. Service time may be

aggregated when the break in service is less than seven (7) years for military obligation or subject to recall under a collective bargaining agreement. All full-time professional staff members are deemed to meet the 1,250 hour requirement. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave. Twelve (12) month period for determining hours worked and use of leave is defined as a rolling twelve (12) month period measured backward from the date the staff member uses FMLA leave (i.e. the "leave year" is specific to each individual staff member). For Service Member FMLA leave, the use of the twenty-six (26) weeks of leave will be measured forward from the first date on which the employee takes leave. Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

- A. inpatient care, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
- B. continuing treatment by a healthcare provider, including:
 - 1. a period of incapacity of more than three (3) consecutive full calendar days and any subsequent treatment or period of incapacity relating to the same condition, that also involves either in person treatment two (2) or more times by a healthcare provider within thirty (30) days of the first date of incapacity absent extenuating circumstances beyond the employee's control, or in person treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of a healthcare provider;
The first visit to the healthcare provider must occur within seven (7) days of the first date of incapacity.
 - 2. any incapacity due to pregnancy or for prenatal care; An expectant mother is entitled to FMLA leave for incapacity due to pregnancy even if she does not receive treatment from a healthcare provider during the absence, and even if the absence does not last for more than three (3) consecutive, full calendar days.
 - 3. any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
 - 4. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
 - 5. any period of absence to receive multiple treatments by a healthcare provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis);
- C. conditions for which cosmetic treatment are administered are not "serious health conditions" unless inpatient hospital care is required or complications develop. Ordinarily, unless complications arise, the common cold, the flu, earaches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are conditions that do not meet this definition and do not qualify for FMLA leave.

Whenever the leave is foreseeable, the staff member shall provide the Superintendent with thirty (30) days notice. If there is insufficient time to provide such notice because of unforeseeable events, the staff member shall provide such notice as soon as possible and practical, generally not later than the next business day after the employee realizes the need for leave. Failure to follow the leave notice requirements may result in delay of obtaining the leave. Employees will still be required to comply with the absence reporting procedures at their buildings. When planning medical treatment, the staff member must consult with the Superintendent and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the District, subject to the approval of the healthcare provider.

The Board shall require the staff member to substitute any of his/her earned or accrued paid vacation leave, personal leave or family leave (per the applicable collective bargaining agreement) for unpaid FMLA leave

provided for the birth, adoption or foster care placement of a child, or qualifying exigency for a Service Member Family Leave (see A-1, B-1, and A-2). The Board shall require the staff member to substitute any of his/her earned or accrued paid vacation, personal leave or sick leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D- 1 and B-2).

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) or twenty-six (26) week period of FMLA leave, any additional weeks of leave to which the staff member is entitled to shall be unpaid. Whenever a staff member uses paid leave for a qualifying leave under this policy, such leave will count towards the maximum allowable leave, the paid leave, and FMLA/Service Member Family leave to which the staff member is entitled will run concurrently. The Superintendent may allow a staff member to take FMLA leave intermittently or on a reduced-leave schedule for the birth, adoption or foster care placement of a child (see A-1 and B-1). A staff member may take FMLA leave on an intermittent or reduced-leave schedule when medically necessary for his/her own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1). The taking of such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

If the intermittent or reduced-leave schedule is foreseeable based on planned medical treatment, the Superintendent may require the staff member to transfer temporarily to an available alternative position which better accommodates recurring periods of leave. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties. Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the Superintendent for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The Superintendent will notify the staff member when the District intends to designate leave as FMLA-qualifying. Such notice may be given orally or in writing. When verbal notice is given, it will be followed by written notice within ten (10) business days. In the case of intermittent or reduced-leave schedule leave, only one (1) such notice is required unless the circumstances regarding the leave have changed. If the Superintendent does not have sufficient information about the reason for an employee's use of paid leave, the Superintendent may inquire further to ascertain whether the paid leave is FMLA-qualifying. Once the Superintendent learns that a paid leave is for an FMLA leave-qualifying reason, the Superintendent will promptly notify the staff member that the paid leave will count toward the staff member's twelve (12) week FMLA-leave entitlement.

In cases in which the Board employs both spouses, the total amount of FMLA leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or a child, or twenty-six (26) weeks of FMLA leave for Service Member Leave.

When FMLA leave is taken for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1), the staff member must provide medical certification from the healthcare provider of the eligible staff member or his/her immediate family member). When the staff member requests qualifying Service Member Leave, s/he must provide certification of a

qualifying exigency or of the service member's serious illness. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed.

The staff member may either:

- A. submit the completed medical certification to the Superintendent; or
- B. direct the healthcare provider to transfer the completed medical certification directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event the staff member fails to provide medical certification, any leave taken by the employee will not qualify for FMLA Leave/Service Member Family Leave.

When the need for FMLA leave is foreseeable and at least thirty (30) days notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the Superintendent within fifteen (15) calendar days after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

Any dispute over eligibility for FMLA leave shall be discussed between the employee and Superintendent. The District shall be responsible for maintaining a record of those communications.

The Board reserves the right to obtain, at its expense, the opinion of a second healthcare provider and, in the event of conflict, the opinion of a third healthcare provider whose decision shall be binding and final. The staff member may either:

- A. submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable, to the Superintendent; or
- B. direct the second or third healthcare provider to transfer his/her opinion directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event the staff member fails to provide the medical opinion of the second or third healthcare provider, if applicable, any leave taken by the employee will not qualify for FMLA leave.

A staff member who takes leave for his/her own serious health condition prior to returning to work, must provide the Superintendent with a statement from his/her healthcare provider that s/he is able to resume work. Upon return from any FMLA leave, the Board will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

Any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to minimize disruption to the students' program. Special rules under the FMLA may apply for instructional staff.

The staff member shall not accrue any sick leave, vacation, or other benefits during a period of unpaid FMLA leave. The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.

If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition of the staff member or of the staff member's immediate family member, or for circumstances beyond the control of the staff member, the staff member shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA leave period.

A staff member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall prepare any guidelines that are appropriate for this policy and ensure that the policy is posted properly.

In any areas where discretion is allowed in the implementation of this policy or its guidelines for implementation, such discretion shall be exercised in a non-discriminatory manner. Similarly situated persons shall be treated similarly.

The Superintendent shall provide a copy of the policy to all staff members, and retain a record of how and when the policy was distributed. A notice of Rights and Obligations shall also be provided each time an employee requests FMLA leave or the District has sufficient information to believe that the employee may qualify for FMLA leave.

The approval, denial and administration of leave under this policy will be governed by the Family Medical Leave Act of 1993, as amended, and its published regulations, as applied and interpreted by the Superintendent.

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Legal 29 U.S.C. 2601 et seq.

29 C.F.R. Part 825

P.L. 110-181, Sec. 585 – National Defense Authorization Act (January 28, 2008)

P.L. 111-84, Sec. 565 – National Defense Authorization Act (October 28, 2009)

ACKNOWLEDGEMENT

It is important that you read the Teacher Handbook. My signature indicates that I have received and I will read the teacher handbook which tells me about some of the policies, benefits and practices at Summerfield. I understand and agree that this Handbook does not constitute a contract of employment. I understand that this guide does not encompass all policies and procedures. I understand I can obtain any and all policies and guidelines from the superintendent's office. Further, I understand that it is my responsibility to read and comply with the expectations set forth in this handbook.

Printed Name: _____

Signature: _____

Date: _____