

# **ELIDA MUNICIPAL SCHOOLS**

ELIDA ELEMENTARY SCHOOL

ELIDA HIGH SCHOOL



## **FACULTY HANDBOOK**

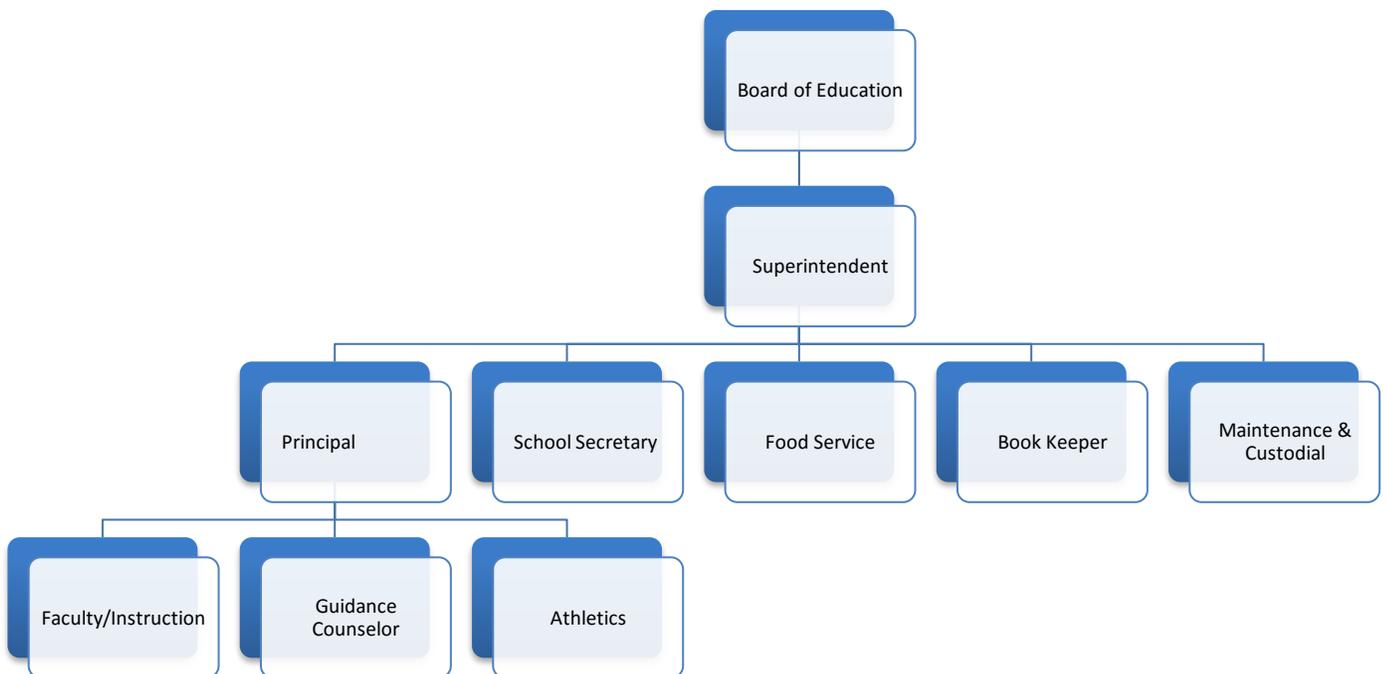
2017-2018

## INTRODUCTION

This handbook is intended to serve as an easy reference for faculty and staff in determining proper means for the conduct of employment duties and responsibilities. This document is not a complete statement of requirements, but is more general in its coverage. Faculty members are expected to make themselves familiar with specific requirements of the law, state regulations, and administrative rules and practice affecting the performance of their duties. Copies of current district board policy and administrative rules and regulations are available in the superintendent's office. The superintendent maintains copies of state law and regulations that may be examined as needed.

You need not be an expert in school law to perform your professional functions; however, you should ask questions before acting if you are in doubt.

## DISTRICT ADMINISTRATIVE ORGANIZATION



The foregoing chart illustrates the general lines of authority existing in the school district.

The Board of Education establishes general policies for the district within its legal powers as defined by law and regulations.

The Superintendent is the chief executive, administrator, and supervisory officer of the school district. He/She has overall responsibility to assign the duties and responsibilities for all employees of the district and to administrate district programs and facilities in accordance with law and board policy. The superintendent is also the official representative of the faculty and staff to the board of education.

Principals, as presently assigned, are designated through the assignment powers of the superintendent; therefore, all of their authority in administrative matters is delegated by the superintendent directly. Their powers, authority, and job responsibilities differ to some degree from principals who may hold actual administrative certification and who are employed on contract by the board as "school principals." Such principals would have certain statutory authority and would have additional authority under district policy defining the principalship. Actions of administratively designated principals, however, are always subject to

review by the superintendent because he/she must accept legal responsibility for their administrative activities. Nevertheless, teachers are expected to follow the directives of the principal the same as if the superintendent issued the directive. Failure to follow such directive, when they are given through authority properly delegated to the principals, will normally be regarded as insubordination to administrative authority.

The District Bookkeeper operates directly under the supervision of the superintendent and has the responsibility for maintaining the district's financial records and preparing needed reports. The bookkeeper also is authorized by the superintendent to receive and approve requisitions and purchase orders or to deny the same. Large requisitions and purchase orders will require the approval of the superintendent. In addition, the bookkeeper will fulfill the general role of school secretary when the school secretary is on vacation or leave.

The School Secretary will perform all secretarial functions assigned by the superintendent or principal; including staff and student attendance, school lunch accounting, necessary SDE reporting and textbook ordering, inventory and distribution, in addition to the preparation and inventory of school district property and materials. Student record keeping is maintained in this office including grades, health records, and other information.

Teachers are assigned to their teaching responsibilities by the superintendent and are evaluated by the certified administrative personnel. Non-teaching responsibilities will be coordinated and assigned by the principals. When the superintendent must be out of town, the principals will have general supervisory authority over teaching employees in their schools within the scope of authority, which can be lawfully delegated by the superintendent. Teachers who teach both elementary and secondary classes are responsible to the appropriate principal when teaching a class in (or from) that school. The district speech therapist and diagnostician is responsible directly to the superintendent.

The Coaching Staff will be supervised directly by the superintendent or principal.

The Food Service Staff are supervised directly by the superintendent or principal. The head cook will operate as the cook-manager and will delegate responsibilities to the assistant.

The Maintenance Personnel/Custodian is supervised by the superintendent or principal. He/She will assign responsibilities to other employees performing custodial or maintenance work. He/She is responsible for maintenance and security of the buildings and grounds and may only admit persons and groups to the buildings or allow use of the district facilities as authorized on a case-by-case basis by the superintendent or principal. Please do not ask him/her to approve use of the district facilities.

## DAILY SCHEDULE

Unless otherwise excused by the superintendent or principal, all teachers are to be on the school premises between the hours of 7:45 A.M. and 4:00 P.M. on assigned teaching and workdays. Less than full-time teachers are expected to report 10 minutes before the first scheduled class and remain 10 minutes after the last class they teach unless otherwise excused by the superintendent.

## **ABBREVIATED DAY SCHEDULE**

### High School

1<sup>st</sup> Period-8:50-8:25 A.M.

2<sup>nd</sup> Period-8:28-9:03 A.M.

3<sup>rd</sup> Period-9:06-9:41 A.M.

4<sup>th</sup> Period-9:43-10:18 A.M.

5<sup>th</sup> Period-10:21-10:56 A.M.

6<sup>th</sup> Period-11:59-11:34 A.M.

Lunch-11:37 A.M.-12:10 P.M.

7<sup>th</sup> Period-12:13-12:50 P.M.

Elementary School: the teacher will determine classes and times. Lunch will be held from 11:12-11:42 A.M. and school dismissal will be at 12:50 P.M.

## **TEACHING ASSIGNMENTS**

The superintendent makes teaching assignments.

## **SPONSORSHIPS**

High school organizational sponsorships are assigned by the high school principal in cooperation with the superintendent. A list is posted in such places as the faculty room and the office, in addition, a copy will be provided to each teacher.

## **SUPERVISING CLASSES**

During assigned class periods the teachers are expected to remain in their classrooms with students. If it is necessary to leave the room for a few minutes, another faculty member should be asked to oversee the class.

## SUPERVISING HALLWAYS

All teachers have supervisory responsibility for the hallway space immediately surrounding their classrooms, especially during class changes. It is suggested that teachers actually step into the hallway if there are indications of disorder or potential disorder in the vicinity of the classroom.

## GENERAL DUTY

In addition to specifically assigned duties, all faculty and staff are assigned supervisory control over student behavior when they are present on the school premises. No violation of student behavior rules should be tolerated in the presence of faculty or staff. Non-teaching employees have authority to compel students to identify themselves and to require them to proceed to the office without unnecessary delay. "Staff" as defined in this paragraph includes bus drivers who are performing their duties.

## TEACHER AUTHORITY TO DISCIPLINE STUDENTS

Discipline of students will be necessary for all classroom teachers at some time. If discipline administered by the faculty is to be effective, it must be definitely displeasing to a student and must not contain substantial elements that the student will find rewarding. Under some circumstances, discipline may need to vary to fit the particular student, but in most cases it is desirable to set uniform penalties for similar infractions.

Each teacher is responsible for establishing reasonable rules and disciplinary measures sufficient to control students adequately in the classroom. In addition, the teacher is to enforce all other rules established in the school.

Upon ascertaining that a student has committed a substantial, but not extremely serious or repetitive infraction of the rules, the teacher may determine an appropriate punishment.

In instances where detention is assigned, elementary teachers will personally supervise students detained or will cooperatively arrange it with another teacher. Secondary (7-12) teachers will assign a fixed period of detention time. Detention begins at 12:20 P.M. and will be in a fixed location assigned by the principal. Students will be released at the passing bell before 5<sup>th</sup> period class. Students assigned to detention will be expected to appear promptly each day to serve detention time until all time is served. Should a student fail to appear on time for detention when he/she is not absent under an excused absence, 15 minutes shall be added. If a student fails to appear twice before all detention is served, he will be referred to the principal.

Students who fail to respond to detention will face other possible punishment including, but not limited to, suspension from participation in school activities and athletic programs or suspension from school.

Disciplinary infractions deemed to be extreme by teachers, or an excessive number of less extreme infractions, will warrant sending the student to the principal's office with a written statement of the essential facts concerning the misbehavior. (In the absence of the principal the office staff will direct the student to the superintendent).

## SEARCH AND SEIZURE

The certified administrative staff may search the possessions of the students, including the student's locker, and may conduct a search of the student's person or authorize a teacher of the same sex as the student to conduct a search of student's person. Unless it is impossible to do otherwise, another authorized person will witness searches of a student's person.

Teachers supervising students when an administrator is not present may, when reason exists to believe that contraband material is being held in violation of school rules, search a student's possessions and search the person of the students of the same sex. Unless it is impossible to do, another authorized person of the same sex will witness searches of a student's person.

Teachers will not normally find it necessary to search a student's person. Such searches will usually be justified only when it is reasonably believed that the student has unlawful possession of property. Teachers are to be familiar with Board policy and law regulating student behavior.

## PREPARATION PERIODS

An attempt is made to provide preparation time for all teachers. It is to be used for teaching preparation and for conducting business with parents. Teachers should remain on school premises during this time unless otherwise authorized.

Cellular phones and pagers are permitted during preparation period, but shall be turned off during all instructional times.

## LESSON PLANS

Teachers are required to have a copy of their weekly lesson plans for the next week, *no later* than the beginning of the first teaching day of the week. Teachers will turn in their weekly lesson plans to the principal, the first teaching day of the week, no later than 10:00 a.m. This procedure begins on the Monday of the second teaching week of the year.

Weekly lesson plans need not be the most detailed lesson plan, but should identify the major activities planned in each class period.

Teachers must maintain adequate lesson plans for substitute teachers in the event they must be absent for one or more days. Such lesson plans should normally avoid having "free time" or "study period." Nevertheless, teachers in subjects requiring specialized activities where a substitute teacher may not be qualified to perform certain usual teaching duties may modify their usual practices to fit the competencies of the substitute teacher.

Lesson plans and class roll books for substitute teachers should be kept on top of the teacher's desk or in a top drawer for easy and ready access. It would be a good practice to habitually place lesson plans in a consistent location.

## STUDENT GRADE ENTRY

A minimum of two grades per week shall be recorded and entered into JMAC. The time frame between assignment and grade entry should be no more than 5 school calendar days. Exclusions apply to projects in which a rubric has been handed out to students clearly defining due dates.

## BUILDING, KEYS, AND LOCKS

Keys are issued only to those who have legitimate need of them. *At all times* district keys remain the property of the school district and are not to be loaned to other staff members or the public. Keys are not to be duplicated and under no circumstances are keys to be loaned to students.

Classroom doors are to remain locked when the rooms are not in use except as needed during school functions, other authorized functions, and when school is in session.

## CARE OF CLASSROOM EQUIPMENT

Teachers are asked to keep their classrooms neat and orderly as would be reasonable at all times. Teachers are to see that the room, furniture, and equipment are not damaged or defaced. Furniture and equipment should not normally be moved from one room to another.

Certain lab and shop classes are prone to become disorderly during normal use in teaching. Such classes must be conducted in a way so that a clean-up time is assigned for all students, for a reasonable time, before the end of the class. It is the responsibility of the teacher to see that such rooms are restored to order by the end of the class period.

## AUDIO VISUAL AIDS

AV equipment (including computers) is to be kept in each school in a designated location. Teachers using such equipment will return it promptly after use. Principals may post a check-out list for equipment allowing reservations on a "first come" basis. Special Care is to be taken during the transport and/or use of AV equipment so to avoid cart turnovers and/or any other irreparable damage to AV equipment. ***No AV equipment is to be operated by students unless they are trained to operate it.***

## STUDENT TEACHERS

Student teachers may occasionally be assigned to the school district by mutual agreement of the administration, a supervising teacher, and a teacher education institution.

Any district teacher supervising a student teacher remains the legally responsible teacher for the class. The student teacher should not be allowed to work without assistance for long periods of time. The district teacher is responsible to see that an adequate job of teaching is being performed by the student teacher.

## ENROLLMENT IN COURSES (Grades 7-12)

Pre-registration of continuing students in the spring greatly reduces problems in fall registration; nevertheless, course registration changes may be necessary for a number of reasons. The following are justifiable reasons:

- A. Changes in courses offered
- B. Class conflict
- C. Clerical errors
- D. Injury or illness
- E. Adjustment problems
- F. Teacher request

## STUDENT EVALUATION

Elida High School uses a 9-week grading period. Report cards are issued according to the following system:

<u>Letter</u>	<u>Percentage*</u>	<u>Meaning</u>
A	90-100	Excellent
B	80-89	Good
C	70-79	Average
D	60-69	Poor
F	0-59	Failing; no credit earned

P – Passing; credit earned but not included in GPA

W – Withdrew; no credit earned

I – Incomplete; a temporary grade; work to be completed according to make-up policy

\*Numerical grades will not be used on all report cards

Each teacher will provide an outline of how students will be evaluated in that course. Be sure you spell out how much each test, report, or other assignment is worth. Final exams will be given each semester in every course.

Teachers in grade 7-12 are expected to provide students with a set of written policies regarding their method of assigning work and their method of grading. All such policies are, of course, to be defensible on an educational and “fair play” basis. These may be contained in a class outline or syllabus as the teacher wishes. These are to be presented as early as possible in the school year, and a copy provided to the principal to keep on file. This document will be used as a reference whenever parents ask what a teacher’s assignment or grading policies are for their children.

Upper grade elementary teachers should consider distributing similar written rules to students keyed to their level of understanding. Primary level teachers should thoroughly explain grading methods to their students as a good teaching practice.

Teachers in grades 7-11 will be allowed professional discretion in developing grading systems, but as a guideline, the following method is suggested provided that assignments and tests are keyed to an appropriate level of difficulty.

In the process of calculating the nine-weeks grades, the nine-week's exam may not count for more than one-fourth on the total grade. (25%)

In the process of figuring semester grades the semester exam may not count for more than one-fifth (20%) of the total grade.

Your semester and final exam copy with an answer key must be filed in the office no later than the week following the exam. In your notebook you must show the methods used for figuring grades. Dates for semester and nine-week test dates will be announced prior to the testing dates.

Grade 7-12 teachers (in academic classes) should usually plan on recording no less than two assignment grades in each typical week. Grade 9-12 teachers should plan on giving a final exam in the last week of each grading period.

#### NOTICE OF UNSATISFACTORY WORK

At the end of the third week of each grading period, teachers will send notification to the parents of any student who is performing at an unsatisfactory level in this class. "Unsatisfactory" is defined as work at the D level or below. Such notices will be on a form provided by the district, will include a short statement of reasons, and will request that the parents contact the teacher for further information.

Parents of students performing at the D level or below in one or more classes may request a weekly progress report from teachers of any or all classes that the student attends. Upon the delivery of such a request to the principal or school secretary, the secretary will contact each affected teacher on Thursday of each week and receive a letter grade report to give to the parent (usually by telephone). It is the responsibility of each teacher so designated to keep the parent informed of student progress and to identify means for improvement of performance.

These rules are only a minimum control, and it is suggested that teachers should contact parents at any time when they feel that such contact might promote better cooperation by the student or cooperative efforts on the part of the parent.

#### PROMOTION OF STUDENTS

At the elementary grade levels, the teacher will determine promotion to the next grade level or retention in the present grade level. The superintendent may, upon recommendation of the principal, allow promotion if in his/her judgment such promotion would better serve the educational needs of the student.

Students in the 7<sup>th</sup> and 8<sup>th</sup> grades will be required to take courses each year in Language Arts, Math, Science, Social Studies, and P.E. (including Health). Students will take elective courses in practical arts or fine arts.

A 7<sup>th</sup> or 8<sup>th</sup> grade student must pass 5 courses to be promoted to the next grade level. However, a student will not be promoted if he has more than one F in a required course. Special Education students will be passed according to their IEP. Regular Education teachers must follow accommodation plans of students for Section 504 compliance.

## STUDENT ORGANIZATION AND CLASS ACTIVITIES

The term “activity” is defined as any formal or informal gathering of members of a club or organization while such members are or appear to be acting under the auspices of the organization. Activities are not defined by where they occur, but rather by whom is involved in the organization that is promoting such gatherings.

It is the responsibility of faculty sponsors to see that all activities of organizations or clubs they sponsor are properly approved. No activity will be scheduled on the school calendar until the superintendent has approved it. An approval form will be available in the office and shall be used for all activity approvals.

All activities sponsored by school clubs and organizations must have prior approval of the superintendent. To avoid conflicts, early scheduling is of the utmost importance. Revenue generated by activities of school clubs or organizations must be accurately totaled immediately after receipt and delivered to the superintendent or district bookkeeper for prompt deposit in the school activity bank account.

No activity will be approved for any school club or organization, nor may any meeting be conducted, unless the assigned sponsor is present or unless another faculty has been designated to act in that capacity in place of the assigned sponsor. In addition, many activities will require other responsible adult chaperones to assure adequate control and supervision. No activities will be approved unless adequate chaperones have been obtained and designated.

No organization or club sponsor will allow any student to participate in school activities when he knows the student is presently suspended, expelled, or otherwise ineligible for participation.

Activities conducted in the school after school hours provide the greatest opportunities for breaches of building security. Teachers/Faculty are cautioned to be especially aware of this and to take preventative measures as appropriate.

All student activities on nights preceding a school day shall conclude by 9:30 P.M. unless otherwise authorized by the superintendent. If initiations are to be conducted, the superintendent must provide prior approval. Hazing students as part of the initiation into any organization will not be permitted.

The elementary principal is authorized to approve class parties in the elementary school. In such cases a request will be made and approved by the principal. The teacher is fully responsible for noise control and for any cleanup necessitated by the party.

## ATHLETIC TEAMS AND EVENTS

The coach assigned to an athletic team has primary responsibility in all team matters. This includes rules pertaining to training, compliance with New Mexico Activities Association rules, conducting practices, engaging in competitive athletic events, and promoting appropriate sportsmanship among team members.

Coaches will apply all standards governing eligibility to compete to their team members and will restrict students from competition or from any participation on their team if they fail to submit to reasonable control under the authority of the coach. When a team member has been suspended from participation on an athletic team, the coach will personally inform the parent of the actions and reasons supporting the action. Any appeal of the coach's decision may only be reversed if a reasonable basis for the decision cannot be identified.

The high school principal will assign home game supervision responsibilities to faculty members. Faculty supervisors will enforce rules for student behavior and will have authority to enforce rules or policies governing non-students who are in attendance. The superintendent or the high school principal will coordinate faculty supervision at the games. In addition, a custodian will be on duty during all home games and will have authorization to control students and spectators as needed. In addition, no faculty or staff members will be charged personal admission to athletic events.

## BUILDING PASS (Grades 7-12)

Students will not normally be allowed out of the classroom during class periods. However, if teachers do find it necessary to authorize a student(s) to leave the classroom they should issue a written pass. The pass should include the student name, teacher name, clock time when issued, and authorized destination. If the pass is authorization to see another faculty member, the receiving faculty member should initial the pass as confirmation that the student did follow protocol. Students who misuse a pass *or* who are out of a class without a pass **will be subject to disciplinary action.**

## REPORTING STUDENT ABSENTEEISM

First period teachers will electronically report and record student absences. It is the responsibility of each teacher to take roll for his/her latter classes, comparing with the earlier electronic report. If a student is absent and is not on the list, the administration should be immediately notified.

## REPORTING STUDENT BULLYING

1. Any student who believes he/she has been the victim of harassment, intimidation, bullying, or hazing by a student or school personnel, or any person with knowledge or belief of such conduct that may constitute harassment, intimidation, bullying, or hazing toward a student should immediately report the alleged acts.
2. The report may be made to any staff member. The staff member will assist the student in reporting to the principal.
3. Teachers and other school staff who witness acts of bullying or receive student reports of bullying are *required* to promptly notify the principal.
4. Reports should be done in writing using the Harassment, Intimidation, Bullying, or Hazing Complaint Form (See Form, Appendix A). A copy of this form will be submitted to the Safe Schools coordinator.
5. School principal or designee is *required* to accept and investigate all reports of intimidation, harassment or bullying.
6. School principal or designee is *required* to notify the parent or guardian of a student who commits a verified act of intimidation, harassment, or bullying of the response of the school staff and consequences that may result from further acts of bullying.

7. Nothing in this policy shall prevent any person from reporting directly to the office of the Superintendent.
8. Retaliation against an individual who either orally reports or files a written complaint regarding harassment, intimidation, bullying, or hazing or who participates in or cooperates with an investigation is prohibited.
9. The right to confidentiality, both of the complainant and the accused, shall be preserved consistent with applicable laws.
10. If harassment or bullying continues, the perpetrator will be immediately suspended and removed from the school, pending a long-term hearing.

To the extent permitted under the Family Educational Rights and Privacy Act (FERPA) School staff is *required* to notify the parent or guardian of a student who is a target of bullying of the action taken to prevent any further acts of bullying.

## LEAVING THE SCHOOL CAMPUS

High school students who have reason to leave the campus as a result of a justifiable parent request or by approval of the principal or superintendent will be required to check out with the school secretary before leaving campus. Students will not otherwise be allowed to leave the campus during the school day.

Elementary teachers may dismiss students to parents upon a reasonable request. Elementary teachers are cautioned not to dismiss students to adults without parental consent (including noncustodial parents). Written notification and/or verbal verification should agree with school records. In case of questions regarding this matter, consult the principal or superintendent for further guidance.

## ASSEMBLIES

Students are typically required to attend any assemblies conducted for them during the school year. All school faculty members are expected to attend assemblies and to supervise students as needed.

If a student has a religious or ideological belief that conflict with the attendance at an assembly, the superintendent shall assign the student to a study hall during the assembly time.

If an admission fee is charged for an assembly, students will normally be expected to pay the admission fee. Students who cannot pay the admission fee will have the fees paid by the school district.

## STUDENT USE OF MOTOR VEHICLES

Students are not allowed to operate motor vehicles during the school day without permission from the administration. However, the Agriculture teacher may authorize a student to move his/her vehicle to the shop area if the vehicle is being brought to the shop to load or unload materials or to be serviced, repaired, or in any other way to have mechanical work done on it as a part of a bona fide class activity.

When a student is moving a vehicle as described above, he/she shall have written permission to do so and shall operate the vehicle in a prudent and safe manner, not exceeding a speed of 5MPH on school grounds. Vehicles should only be driven upon usual driveways. No passengers (other than faculty) will be allowed in a vehicle being moved by a student. **PLEASE REMEMBER:** During bus arrival and departure times, the bus loading area is **not a driveway and should not be utilized as such.**

## TEACHER LOUNGE

This area is for the use of the staff and faculty only.

## TEACHER MAILBOXES

It is the responsibility of each teacher to check his/her mailbox at the beginning and end of each day.

## TELEPHONE POLICY

Unless it is determined to be of immediate need, the office will put phone messages in your box or notify you by email so that you may return the call at a more convenient time. No long distance calls are to be made on a school phone unless approved by the principal/supervisor. School telephones are business phones, and should be used for school business only. Cell phones should only be used in cases of urgency and should not disrupt the work schedule or disrupt services the school is providing to students. At no time should a cell phone be used during class time. An employee's inappropriate use of a cell phone, telephone, or other electronic communication devices may be considered misconduct, and disciplinary action may be taken.

## FIRE DRILLS

Teachers are responsible for instructing students the proper procedures to follow for fire drills. Principals will provide a diagram of normal fire exits including alternative routes for each classroom. In addition, instruction will be posted in the gym, cafeteria, and kindergarten room. Drills will occur once each week during the first four weeks of school and periodically thereafter. Students may also participate in tornado drills under the direction of the superintendent.

Teachers are to follow classes outside, as instructed, taking their roll books with them. Outside, at a safe distance, the teacher should call roll and keep students under control while awaiting an "all clear" signal to reenter the building.

## PURCHASING

Teachers are required to complete a requisition for any anticipated purchases. Upon completion, the requisition form is to be submitted to the bookkeeper or superintendent. Approved items will be entered on a purchase order provided that catalog numbers, pages, and price information is attached. Each item ordered must be described.

The superintendent must approve all purchases. Any attempt to charge an unauthorized purchase to the district will result in difficulty for the administration and for the purchaser. It will be considered your personal purchase and your personal obligation to cover the expense. Do not purchase materials with your own funds and expect to be reimbursed unless you have prior approval from the superintendent and bookkeeper. Please do not expect exceptions to these rules.

Students may not charge items to the school without the specific permission of the superintendent or bookkeeper.

## SICKNESS OR OTHER ABSENCE FROM SCHOOL

These policies apply to all full-time (20 hours per week or more) employees unless otherwise noted. Employees must notify supervisors if not reporting for work or salary will be deducted accordingly.

#### A. Sick Leave

1. Sick leave is computed on the basis of one day at the start of the year and one day per month while the employee is actually on the job.
2. Nine-month employees: teachers, counselor, cooks, school employed bus drivers earn 10 days per year, which is accumulative to 72 days.
3. Ten-month employees: secretary earns 11 days per year, which is accumulative to 75 days.
4. Eleven and a half month employees: vocational-agriculture instructor earns 12 ½ days per year, which is accumulative to 77 ½ days.
5. Twelve-month employees: superintendent, bookkeeper, and custodians earn 13 days per year, which is accumulative to 80 days.
6. Sick leave is to be used when an employee has an illness that will prevent him/her from performing his/her assigned duties; when a member of the immediate family is ill; or when a member of the immediate family dies. The “immediate family”: is defined as the spouse, children, brothers, sisters, parents and grandparents of the employee.
7. Employees who are absent due to illness may be required to furnish a doctor’s statement after the third consecutive day of absence.
8. False application of the sick leave may result in the employee losing up to four days accumulated leave and a day’s pay for each day of unauthorized absence.
9. A day’s pay will be deducted for each day of absence beyond the number of accumulated days or for absences not covered in the policy. Deductions may be deferred by the superintendent against future earnings of leave allowance by the employee.
10. Sick leave is **not** reimbursed when an employee leaves the district.

- B. Other Leave: Of the days allowed under Part A above, two days are allowed for personal business. If this time is not used for its intended use, it will revert to a day of accumulated sick leave, not as a day of accumulated personal leave. Personal leave is granted to take care of business needs or other obligations that cannot be attended to after school hours or on weekends. Prior approval, when possible, should be obtained from the administration. An employee absent more than two days in a school year for personal leave will pay the cost of a substitute for each excess day.

Personal leave should **not** be taken immediately before or after a holiday or a weekday when school is released, or on an in-service day, or at the beginning or end of the school year.

The Professional leave without pay option may be allowed to employees for attending meetings that may improve the individual in his/her work assignment.

The Civic leave will be granted for individuals to perform responsibilities that may have been assigned by a public agency, i.e., jury duty, public hearings, or other mandatory government summons.

School personnel, while on jury duty will be compensated at their usual salary and will be entitled to the state travel reimbursement; the statutory compensation will be paid to the school district to help pay the cost of a substitute.

### C. Leave of Absence: Certified Staff

#### 1. General Conditions:

- a. Teachers may be granted leave of absence for reasons of health, professional educational activities, travel, elective public office, family illness, and other circumstances as determined by the board.
- b. A leave of absence cannot be granted for more than one school year at a time. In the case of health problems or other personal emergencies arising after the start of a school year, a leave of absence may be granted for the balance of the school year.
- c. Except in the case of emergency, all applications for leave of absence must be made at least 90 days prior to the effective date of leave. Except in the case of emergency, failure to provide a notice of 90 days will result in forfeiture of the guarantee to be returned to the position from which the leave was taken. However, a teaching position for which the teacher qualifies will be provided upon return.
- d. Upon return from a leave of absence, the teacher will be placed on the salary at the step level he would have earned had he been teaching.
- e. A teacher on leave of absence will be returned to his former position upon completion of his leave provided:
  1. He notifies the superintendent before March 1, of his desire and availability to return. A teacher who does not report his/her intention before March 1 will be considered to have resigned from the district.
  2. The former position held by the teacher on leave has not been eliminated due to R.I.F., reorganization, etc. If such a need for eliminating a position occurs, a teacher on leave of absence will be considered on active duty for purpose of determining persons to be terminated or discharged.
  3. A teacher on leave of absence may request a transfer to another position for which he/she is qualified. Every effort will be made to find the position requested; however, commitment on the part of the district is to his/her former position only.
  4. A teacher on leave of absence who accepts another position forfeits his/her re-employment right to his/her former position.
  5. Upon being granted a second consecutive year leave of absence for any reason, a teacher shall relinquish the right to the school assignment held prior to going on leave.

- f. If a leave of absence is granted, the teacher may choose to continue his/her group insurance if he/she pays the full premium (that which is normally paid by employee plus the district contribution) by the fifteenth of each month. These checks must be made payable to the insurance carrier and mailed to the payroll department.

## 2. Types of Leave

- a. Health: An application for leave of absence for reasons of personal health in excess of time for which sick leave benefits are due should be supported by written recommendation of a licensed physician.
- b. Educational: An application for the purpose of educational growth should be supported by a written statement indicating what study or activity is being planned.
- c. Travel: A leave for the purpose of educational travel is predicated upon absence from the district for a majority of time covered by the application for leave.
- d. Elective Public Office: the Board may grant a leave of absence without pay to serve in public office to a teacher.
- e. Family Illness: A leave of absence without pay for up to one year may be granted for the purpose of caring for a sick member of the teacher's immediate family.
- f. Other leaves of absence without pay may be granted to a teacher by the Board for sufficient reason.

## D. Leave of Absence: Classified Staff

1. Special short-term (one month or less) leaves of absences without pay may be granted by the superintendent to any employee.
2. Long-term (six to twelve month) leaves of absence may be granted by the board to classified employees who have five consecutive years of service to the school district.
3. Other leaves of absence may be granted to employees with certain stipulations and understandings made by the Board.

## E. All leaves of absence will be reflected in Board minutes.

**EMS FACULTY AND STAFF SIGNATURE PAGE**

A copy of the 2017-2018 EMS Faculty Handbook has been provided to me. I have read the EMS Faculty Handbook and agree to abide by the rules, policies, practices, and procedures contained within, and understand that I may ask questions concerning this handbook and its contents.

My signature below indicates my receipt of the Handbook and acceptance of the terms and conditions within.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(print)

Signature: \_\_\_\_\_