

DUNKLIN R-5 SCHOOL DISTRICT

SUBSTITUTE TEACHER HANDBOOK 2011-2012



"Mission Statement"

Our mission is to create a positive learning community that will prepare all students to attain their highest level of achievement in becoming responsible, productive and caring citizens.

TABLE OF CONTENTS

School Calendar

District Expectations

Teacher Professionalism

Professional Dress

Substitute Acquisition

Rate of Pay

Pay Dates

Reporting for Duty

Classroom Locations

Emergency Procedures

Lesson Plans

Materials

Substitute Report Forms

Classroom Management

Parent Contact/Communications

Computer Usage

Cell Phone Usage

Confidentiality

Inclement Weather Procedures

Sexual Harassment

Bullying

Equal Opportunity

Family Education Rights & Privacy Act

FAQ about FERPA

Substitute Evaluation Form

District Expectations:

The Dunklin R-5 School District views substitute teachers as professionals employed by the district in the absence of contracted educators.

Substitute teachers provide a valuable service to the students of our district. Substitute teachers are expected to follow the regular teacher's prepared lesson plans. The district expects the substitute teacher to teach the students the material to be presented in the lesson plans. Substitute teaching is not to be viewed as a supervision/classroom monitor position. Substitute teaching is a teaching position!

Teacher Professionalism:

Substitute teachers are to exhibit professional behavior in word and action at all times while temporarily employed by the school district.

Substitute teachers are to refrain from the use of foul and/or inappropriate language or behaviors that would be considered inappropriate in a public school setting.

Professional Dress:

Substitute teachers are expected to appear professional in appearance. Casual business dress or business dress is appropriate. Substitutes should refrain from wearing denim jeans and clothing that advertises products that would be considered inappropriate in a school setting.

Substitute Acquisition:

Wendy Williams, Substitute Coordinator, is responsible for acquiring substitute teachers for the district. Mrs. Williams attempts to involve all of the substitute teachers who have been placed upon our "call list".

Mrs. Williams will inform substitute teachers as to the building in which to report, the teacher for whom the substitute is replacing and the time in which to report to the building office.

Substitute teachers are expected to remain in the building in which they are substituting for the entire day. Substitute teachers are not to exit the building prior to the end of the school day.

Substitute teachers are to refrain from contacting the Substitute Coordinator to request additional substitute dates. The Substitute Coordinator attempts to be fair and consistent with all substitute teachers when scheduling substitutes.

Rate of Pay:

The rate of pay for substitute teachers is as follows:

\$80.00 - single day substitute teacher pay up to 10 days for the same assignment teacher.

\$125.00 – long term-60 hour teacher pay on the 11th day for same assignment teacher.

\$140.00 long-term certified teacher pay on the 11th day for same assignment teacher.

Pay Dates:

Pay dates are the 10th of each month. If the 10th falls on a weekend, the Friday before will be considered payday.

Reporting for Duty:

All substitute teachers are required to report to the building office upon arrival. It is not necessary for long-term substitutes to report to the office upon arrival after the initial day.

The school day starting and ending times are as follow:

Herculaneum High School	7:45 a.m. to 2:45 p.m.
Senn-Thomas Middle School	7:40 a.m. to 2:40 p.m.
Pevely Primary	8:30 a.m. to 3:30 p.m.

NOTE: It is recommended that you arrive to your assigned teaching position at least 30 minutes before the starting time.

Classroom Location:

Substitutes are expected to report to work early, providing time to acclimate oneself to the building. Substitutes should familiarize themselves with the building surroundings; introduce themselves to the other teacher. This enables the professional staff to provide assistance, guidance and suggestions to the substitute regarding the students, building procedures, etc.

Emergency Procedures:

Substitute teachers should become familiar with the emergency procedures for fire evacuation, tornado staging areas, earthquake procedures and building intruder procedures. Emergency procedures should be posted in every classroom. Please report the lack of postings to the building office.

Lesson Plans:

The regular classroom teacher should have lesson plans prepared and located on their desk. Substitutes should adhere to the prepared plans. It is a district expectation that substitute teachers provide meaningful educational experiences throughout the school day. Please report the lack of prepared lesson plans to the building principal!

Materials:

Teaching materials, resources and textbooks, together with the lesson plans, class schedules and class roster, will be located at the teacher's desk.

Substitute Report Form:

Substitute teachers are encouraged to communicate with the classroom teacher via a brief note indicating the activities completed throughout the day as well as class behaviors.

Substitutes are also required to complete a substitute report form that must be returned to the building office prior to leaving for the day.

Classroom Management:

An organized, prepared and focused teacher is the major component in a well-managed classroom. As a substitute teacher, one should introduce themselves to the class of students and immediately outline your learner objectives. In other words, what it is that you will be teaching and what it is you expect them to master at the conclusion of the lesson.

Immediately engaging students in a learning activity is another characteristic of a well-managed classroom.

Classroom distractions and disruptions diminish as the student's focus and attention is drawn to the learning activity.

Teachers should make every attempt to involve all students in the learning activity by asking questions, providing input, checking for student's comprehension of the learning objective, assisting students with the task at hand, or arranging a peer tutor within the classroom.

Substitute teachers need to move about the classroom to ensure that students are engaged in the activity and to assist when necessary.

It is not acceptable teacher behavior to assign students an assignment then position oneself behind the teacher's desk and await the end of the period.

Substitute teachers are expected to contact the office if a student exhibits blatantly disrespectful or defiant behaviors. Never send a student out to the hallway in an unsupervised setting as a disciplinary measure. Students should be supervised **at all times!**

Parent Contact/Communications:

Substitute teachers should not contact parents to discuss student achievement or discipline. The classroom teacher and/or building administrator is responsible for communicating with parents.

Long-term substitutes should work through the building administrator when communicating with parents.

If a parent drops by your classroom while you are substitute teaching:

1. introduce yourself as the substitute
2. ask the parent for their name
3. inform the parent that you will include their name in your note to the teacher

NOTE: Do not tell the parent that the regular classroom teacher will call them. The regular classroom teacher will be responsible for contacting the parent by the most appropriate means of communication. (i.e. email, note phone call, etc.)

Computer Usage:

Substitute teachers are not to use district technology/computers. Substitutes are restricted from the use of district owned computers.

Cell Phone Usage:

Substitute teachers are not to accept or make cell phone calls during the student contact time. Substitute teachers are required to limit cell phone usage to lunch breaks and preparation periods when students are not present.

Confidentiality:

Substitute teachers are expected to abide by student confidentiality rights as provided by federal law.

Inclement Weather Procedures:

At times inclement weather may necessitate the cancellation of classes. Please monitor the following TV and radio stations for closure information. Radio stations include; KJFF 1400 AM, KTJJ 98.5 FM and KMOX AM. TV stations include; Channel 2, Channel 4, Channel 5, and Channel 30.

NOTE: Be prepared to assist with student release if it becomes necessary to dismiss classes early. It is imperative that students be sent to the appropriate after school locations.

If you are not sure where to send a student or students, please ask! Contact the office or ask the other teachers in your hallway.

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT

General Rule

The Dunklin R-5 School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Dunklin R-5 School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

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

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

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Consequences

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

Definitions

Discrimination – Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

Grievance – A verbal or written report (also known as a complaint) of discrimination or harassment made to the compliance officer.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Assistant Superintendent
Dunklin R-5 School District
Herculaneum, MO 63048
Phone: 636-479-5200; Fax: 636-479-6208

The compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination and harassment in the Dunklin R-5 School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances; and recommend consequences.
5. Seek legal advice when necessary to enforce this policy.
6. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
7. Make recommendations regarding the implementation of this policy.
8. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
9. Perform other duties as assigned by the superintendent.

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Special Education Director
Dunklin R-5 School District
Herculaneum, MO 63048
Phone: 636-479-5200; Fax: 636-479-6208

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting illegal discrimination and harassment and disseminate information on how to report discrimination and harassment. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Dunklin R-5 School District does not discriminate in its programs, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination and harassment between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy. The administrator will report all incidents of harassment and discrimination to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination or harassment, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.
2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than ten (10) working days after the compliance officer receives the grievance. The compliance officer will complete a written report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

2. Level II – Within five (5) working days after receiving the Level I decision, the person filing the grievance may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten (10) working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

3. Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board's decision and any actions taken are final. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 09/15/1997

Revised: 12/15/2003; 07/16/2007

Cross Refs: EHB, Technology Usage
GBCB, Staff Conduct
GBH, Staff/Student Relations
GBL, Personnel Records
GCD, Professional Staff Recruiting and Hiring
GDC, Support Staff Recruiting and Hiring
IGBA, Programs for Students with Disabilities
IGBCB, Programs for Migrant Students
IGBH, Programs for Limited English Proficient/Language Minority Students
IGD, District-Sponsored Extracurricular Activities and Organizations
IICC, School Volunteers
JFCF, Hazing and Bullying
JG, Student Discipline
KK, Visitors to District Property/Events

Legal Refs: Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681
Equal Pay Act, 29 U.S.C. § 206(d)
Age Discrimination in Employment Act, 29 U.S.C. §§ 621 - 634
The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-7
Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e - 2000e-17
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101 - 6107
Americans with Disabilities Act, 42 U.S.C.

§§ 12101 - 12213
Missouri Human Rights Act, §§ 213.010 -
213.137, RSMo.
Female Employees' Wages, §§ 290.400 - .450,
RSMo.
Davis v. Monroe County Bd. of Educ., 526 U.S.
629 (1999)
Faragher v. City of Boca Raton, 524 U.S. 775
(1998)
Burlington Industries v. Ellerth, 524 U.S. 742
(1998)
Gebser v. Lago Vista Ind. Sch. Dist., 524 U.S.
274 (1998)
Oncale v. Sundowner Offshore Services, 523
U.S. 75 (1998)
Harris v. Forklift Systems, Inc., 510 U.S. 17
(1993)

Dunklin R-5 School District, Herculaneum, Missouri

HAZING AND BULLYING

General

In order to promote a safe learning environment for all students, the Dunklin R-5 School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official.

In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff who violates this policy may be disciplined or terminated.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Definitions

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Bullying – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetrated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 07/19/2004

Revised: 03/19/2007

Cross Refs: AC, Nondiscrimination and Anti-Harassment
GCPD, Suspension of Professional Staff
Members
GCPE, Termination of Professional Staff
Members
GDPD, Nonrenewal, Suspension and
Termination of Support Staff Members
IGD, District-Sponsored Extracurricular Activities
IGDJ, Interscholastic Athletics

Legal Refs: § 160.775, RSMo.

Dunklin R-5 School District, Herculaneum, Missouri

EQUAL OPPORTUNITY

Applications for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Dunklin R-V School District are hereby notified that as a political subdivision, employers, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful, discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the "Family and Medical Leave Act", in its programs, activities and with regard to employment, the Board is an equal opportunity employer. This notice can be made available in large print, on audiotape, and in Braille.

Any person having inquiries concerning the Dunklin R-5 School District compliance with equal opportunity employment may contact Brian Tharp, Equal Opportunity Employment Coordinator. Any person having inquiries concerning Dunklin R-5 School District compliance with regulations implementing Title VI and Title IX is directed to contact Mike Golden or Brian Tharp. Title IX Coordinators or compliance with the regulations implementing Section 504 is directed to contact Brian Tharp, Section 504 Coordinator or compliance with the regulations of Title II of the Americans with Disabilities Act (ADA) is coordinate with the school's effort to comply with the regulations implementing Title II of the ADA, Title VI, Title IX, Section 504, and equal opportunity employment.

Any person having inquiries concerning the Dunklin R-5 School District's compliance with regulations implementing Title of the Americans with Disabilities Act, Title VI, Title IX, Section 504, or Equal Opportunity Employment is directed to contact the following designated coordinators:

Equal Opportunity Employment – Brian Tharp, Adm. Office, 479-5200, Ext. 1002.

Title VI-Mike Golden, 479-5200, Ext. 1010 or Title IX – Brian Tharp, 479-5200, Ext. 1002.

Section 504 Brian Tharp, 479-5200, Ext. 1002

Americans with Disabilities Act – Brian Tharp, 479-5200, Ext. 1002

Director of Safety – Brian Tharp, 479-5200, Ext. 1002.

Homeless Students – Mike Golden, 479-5200, Ext. 1010.

The Dunklin R-5 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, the following person (s) has been designated to handle inquiries regarding the nondiscrimination policies.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Frequently Asked Questions About FERPA

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

How am I informed about my rights under FERPA?

Educational agencies and institutions are required to notify parents and eligible students about their rights under FERPA. Section 99.7 of the FERPA regulations sets forth the requirements for the notification and there is a model notification on this Web site. Schools do not have to individually notify parents and eligible students but do have to notify them by any means that are reasonably likely to inform the parents or eligible students of their rights.

Under what circumstances may a school disclose information from education records without consent?

There are several exceptions to FERPA's general prior consent rule that are set forth in the statute and the regulations. See § 99.31 of the FERPA regulations. One exception is the disclosure of "directory information" if the school follows certain procedures set forth in FERPA. (34 CFR § 99.31(a)(11).)

What is "Directory Information"?

FERPA defines "directory information" as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, "directory information" includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. A school may disclose "directory information" to third parties without consent if it has given public notice of the types of information which it has designated as "directory information," the parent's or eligible student's right to restrict the disclosure of such information, and the period of time within which a parent or eligible student has to notify the school in writing that he or she does not want any or all of those types of information designated as "directory information." The means of notification could include publication in various sources, including a newsletter, in a local newspaper, or in the student handbook. The school could also include the "directory information" notification as part of the general notification of rights under FERPA. The school does not have to notify a parent or eligible student individually. (34 CFR § 99.37.)

If I am a parent of a college student, do I have the right to see my child's education records, especially if I pay the bill?

As noted above, the rights under FERPA transfer from the parents to the student, once the student turns 18 years old or enters a postsecondary institution at any age. However, although the rights under FERPA have now transferred to the student, a school may disclose information from an "eligible student's" education records to the parents of the student, without the student's consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision. (34 CFR § 99.31(a)(8).)

Can a postsecondary institution disclose financial records of an eligible student with the student's parents?

If the student is a dependent for income tax purposes, the institution may disclose any education records, including financial records to a student's parents. If the student is not a dependent, then the student must generally provide consent for the school to disclose the information to the parents.

What if my child is a minor and he or she is taking classes at a local college while still in high school – do I have rights?

If a student is attending a postsecondary institution – at any age – the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

May a postsecondary institution disclose to a parent, without the student's consent, information regarding a student's violation of the use or possession of alcohol or a controlled substance?

Yes, if the student is under the age of 21 at the time of the disclosure. FERPA was amended in 1998 to allow such disclosures. See § 99.31(a)15 of the FERPA regulations. Also, if the student is a "dependent student" as defined in FERPA, the institution may disclose such information, regardless of the age of the student.

SUBSTITUTE EVALUATION FORM

(Substitute Form)

Substitute's Name: _____
Substituted For: _____
Date: _____

	YES	NO
1. Were lesson plans prepared?	_____	_____
2. Were lesson plans easy to understand and implement?	_____	_____
3. Were lesson plans, materials, teacher's textbook and attendance book placed in a readily accessible location?	_____	_____
4. Emergency procedures were posted on the classroom wall in plain view?	_____	_____
5. Was a class roster available for each period or class?	_____	_____
6. Were you able to complete the activities prepared in the lesson plans?	_____	_____
7. Did building employees offer their assistance while you were in the building?	_____	_____
8. Would you volunteer to substitute teach in this building again?	_____	_____

Comments: _____

Concerns: _____

