

**St. Ansgar  
Community  
School District**

**Employee  
Handbook**



**2022-2023**

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## OPENING STATEMENT

### Welcome Letter

***Welcome to the 2022-2023 school year. We are proud of the achievements and the growth of our students at St. Ansgar schools. As an employee you are a big part of these accomplishments.***

***The purpose of this handbook is to be a guide to employment regulations and expectations. While not everything imaginable can be covered we believe this is a comprehensive guide that you will find useful when you have questions. You can go to the business office and to your administrators for additional information not covered in the handbook.***

***This handbook is a general source of information and may not include every possible situation that could arise. It is not intended, and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall govern.***

***Mr. Crozier  
Superintendent of Schools***

## Definitions

An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.

**"The district"** means the St. Ansgar Community School District.

**"Parent"** also means "guardian" unless otherwise stated.

**"School activities"** means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

**"School facilities"** includes school district buildings and vehicles.

**"School grounds"** includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.

## District Mission Statement

Fostered by a cooperative effort between the St. Ansgar School District and community, our mission is to provide the highest quality education in a secure, positive, and challenging environment, empowering all students to reach their full potential.

## Vision Statement

Educating every student, every day, with quality learning opportunities.

**Our District Motto** Every student, every day; striving to be the best!

## Educational Goals

District Board Goals 2019-2022 (Revised October, 2019)

#### Academic:

Students graduating from St. Ansgar Community Schools will be college and/or career-ready.

- A. Highlight and promote our small class sizes.
- B. Continue to hold Pre-K round up in November/December with final elementary class offerings determined in January.
- C. Examine course offerings and consider flexible scheduling.

#### Facilities:

Maintain and improve the physical aspects of the buildings and grounds.

- A. Highlight and promote our new facilities.
- B. Improvement of St. Ansgar's Facilities Complex utilizing WCDA funds, local grant monies, donations and other available funds.
  1. Softball field upgrades
  2. Develop a long-range facilities plan

#### Students/Discipline:

Promote and facilitate citizenship and responsible behavior of our student body.

#### Financial:

Continue to be fiscally responsible while providing the best possible education for all students within the resources available.

- A. Our goal for our percentage of unspent balance is a floor of 15%
- B. Promote staff grant writing and applying for local grants and other funding.

#### Sharing:

Explore and increase sharing opportunities with surrounding school districts.

#### Community:

Continue to strengthen and enhance interaction between community, business and students.

## **Equal Opportunity Employment**

The district will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directives and regulations of federal, state and local governing



bodies. The district does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, sexual orientation and gender identity in its employment and personnel practices. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Advertisements and notices for vacancies within the district will contain the following statement: *"The district is an EEO/AA employer."* The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator Lynn Baldus, St. Ansgar Community School District, 206 East 8<sup>th</sup> St., St. Ansgar, IA 50472 , or by phone at 641-713-4720.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL 60604 (319) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil rights Commissioner, <https://icrc.iowa.gov>, (515)281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, and inquiry or complaint at the local level.

OR

The Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, [www.state.ia.us/government/crc/index.html](http://www.state.ia.us/government/crc/index.html).

This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Lynn Baldus, Equity Coordinator, 206 East 8th Street, P.O. Box 398, St. Ansgar, IA 50472, 641-713-4720, [lbaldus@stacsd.org](mailto:lbaldus@stacsd.org) (Policy manual-102)

## School Calendar

[CLICK HERE](#)

## Map of District/School

[CLICK HERE](#)

## Teaching Contract

[CLICK HERE](#)

## Organizational Chart

<b>Board of Education</b>					
<b>Superintendent</b>					
<b>Elementary Principal</b>	<b>Director of Grounds and Maintenance</b>	<b>Director of Nutrition</b>	<b>Director of Transportation</b>	<b>Business Manager</b>	<b>MS/HS Principal</b>
<b>Elementary Teachers and Support Staff</b>	<b>Custodians</b>	<b>Nutrition Staff</b>	<b>Bus Drivers</b>		<b>MS/HS Teachers and Support Staff</b>

## Board Policies

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. [Board policies](#) Employees are expected to know existing board policies and know to refer to the policies when necessary.

If you have questions about board policies, please contact Michael R. Crozier Superintendent of Schools [mcrozier@stacsd.org](mailto:mcrozier@stacsd.org).

## Handbook Subject to Change

Although every effort will be made to update the handbook on a timely basis, the district reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The district reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time with board approval.

## COMPENSATION AND BENEFITS

### Licensure

An employee required to hold a license, authorization or certification for his/her position is solely responsible for ensuring it is current. Failure to do so could, and likely will, result in termination because by law the district cannot pay an employee who does not have a current license, authorization or certification. Specific information regarding an employee's license, authorization, or certification may be obtained from the Iowa Board of Educational Examiners (BOEE). The BOEE may be contacted by calling (515) 281-3245 or by visiting their website, located at [www.boee.iowa.gov/](http://www.boee.iowa.gov/). (Policy manual-405.1)

### Compensation

#### **TEACHER WAGES AND FRINGE BENEFITS**

**ST. ANSGAR COMMUNITY SCHOOL DISTRICT**

**SALARY SCHEDULE  
2022-23**

**SALARY SCHEDULE -  
REGULAR**

<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
<b>0-1</b>	<b>40215</b>	<b>41842</b>	<b>44597</b>	<b>45618</b>	<b>47123</b>	<b>48632</b>
<b>2</b>	<b>43932</b>	<b>45595</b>	<b>48415</b>	<b>49459</b>	<b>50998</b>	<b>52542</b>
<b>3-5</b>	<b>47768</b>	<b>49618</b>	<b>52577</b>	<b>53739</b>	<b>55444</b>	<b>57150</b>
<b>6-10</b>	<b>51962</b>	<b>54042</b>	<b>57099</b>	<b>58400</b>	<b>60255</b>	<b>62106</b>
<b>11-15</b>	<b>53637</b>	<b>56699</b>	<b>61651</b>	<b>63063</b>	<b>65511</b>	<b>67961</b>
<b>16</b>		<b>60244</b>	<b>64212</b>	<b>65573</b>	<b>68027</b>	<b>70477</b>

**FLAT DOLLAR SCHEDULE = \$6,193**

**SALARY SCHEDULE -  
ACTUAL**

<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
<b>0-1</b>	<b>46408</b>	<b>48035</b>	<b>50790</b>	<b>51811</b>	<b>53316</b>	<b>54825</b>
<b>2</b>	<b>50125</b>	<b>51788</b>	<b>54608</b>	<b>55652</b>	<b>57191</b>	<b>58735</b>
<b>3-5</b>	<b>53961</b>	<b>55811</b>	<b>58770</b>	<b>59932</b>	<b>61637</b>	<b>63343</b>
<b>6-10</b>	<b>58155</b>	<b>60235</b>	<b>63292</b>	<b>64593</b>	<b>66448</b>	<b>68299</b>
<b>11-15</b>	<b>59830</b>	<b>62892</b>	<b>67844</b>	<b>69256</b>	<b>71704</b>	<b>74154</b>
<b>16</b>		<b>66437</b>	<b>70405</b>	<b>71766</b>	<b>74220</b>	<b>76670</b>

**FOR 2021-22 ALL SUPPLEMENTAL PAY SALARIES WILL BE CALCULATED**

**STEP 16 FOR THIS PURPOSE, WILL BE \$54,735 IT IS NOT TO BE INTERPRETED AS**

**ESTABLISHING A STEP 16 IN THE BA LANE OF THE SALARY SCHEDULE.**

**FOR 2022-23 ALL EXTENDED CONTRACTS WILL BE CALCULATED USING THE  
"REGULAR" SALARY SCHEDULE ABOVE.**

**FOR 2022-23 THE "ACTUAL" SALARY SCHEDULE ABOVE REFLECTS THE TOTAL  
REGULAR SALARY.**

- 1. The above regular salary schedule will be in effect starting the 2022-2023 school year and will be used for the basis of salaries for that year's extra assignments and the following summer's extended contracts.*
- 2. Credit will be given for each full year of classroom teaching experience in a state accredited school (to be checked by the superintendent) a teacher has had the preceding ten (10) years before beginning or returning to employment in the St. Ansgar Community School District.*
- 3. Teachers will advance laterally on the salary schedule with additional graduate semester hours or comparable renewal credits over and above those required for licensure (beginning September 1, 2005). These hours must be in the area in which they are presently teaching, or in an area they have been requested to teach by the District, or required towards a filed advanced degree in their area of present teaching.*
- 4. An employee must notify the superintendent at the signing of a new contract of any intentions to be advanced laterally on the salary schedule the following school year. All filing and adjustments must be made before the first paycheck on a new contract. The school district will provide the Notification of Probable Contract Amendment form to be submitted by the teacher.*
- 5. A \$1,500.00 stipend will be given to any teacher who obtains an MA in his/her curricular field while employed by the St. Ansgar Community School District.*
- 6. A \$2,000.00 stipend will be given to any teacher who obtains a MA+45. These stipends may not exceed more than \$6,000 in any one fiscal year (3 awards maximum)*

yearly). The stipend will be awarded according to the date the Notification of Probable Contract Amendment is received and approved in the Superintendent's Office. The three submitted earliest will be awarded the stipend. If more than three have applied, the remaining will begin the next year's awards.

7. A \$750.00 stipend will be awarded to any teacher who obtains a BA+45(see #3). These stipends may not exceed more than \$7,500.00 in any one fiscal year. The stipend will be awarded according to the date the Notification of Probable Contract Amendment is received and approved in the Superintendent's Office.

**B. Supplemental Pay - Salary Schedule**

**Head Coach** 10% of BA level Football, Basketball, Wrestling, Volleyball, Track, Baseball, Softball, Cross Country (Both Boys & Girls)

**Assistant Coach** 7.5% of BA level Football, Basketball, Wrestling, Volleyball, Track, Baseball, Softball

**Golf Coach** 10% of BA level, Split (Boys & Girls)

**Jr. High Head Coach** 6.5% of BA level Football, Basketball, Wrestling, Volleyball, Track

**Jr. High Assistant Coach** 4.5% of BA level Football, Basketball, Wrestling, Track, Volleyball

**Athletic Director** 13% of BA level

**High School Instrumental** 10% of BA level

**Middle School Instrumental** 5% of BA level

**High School Vocal (9-12)** 10% of BA level

**Middle School Vocal (6-8)** 3.875% of BA level

**Elementary Vocal (K-5)** 2.625% of BA level

**Play Director (2 plays)** 8% of BA level

**Assistant Play Director (2 plays)** 4% of BA level

**Speech Director** 7.5% of BA level

**Annual Advisor** 7.5% of BA level

**H.S. Cheerleader & Pom/Pom Advisor** 5.5% of BA level

**J.H. Cheerleader Advisor** 1.5% of BA level

**FCCLA Advisor** 3.5% of BA level

**FFA Advisor** 4.5% of BA level

**HS Student Council Advisor** 1.5% of BA level

**MS Student Council Advisor** 1.5% of BA level

**Vocal Music Instructor for Musical** 2% of BA level

**Vocal Music for Variety Show** 1% of BA level

**National Honor Society Advisor** 1% of BA level

*For the school year 2022-2023 the supplemental pay schedule will be paid up to 16 years experience, figured on the BA lane. All supplemental pay salaries will be calculated using the “regular” salary schedule. Step 16 for this purpose will be \$54,735. It is not to be interpreted as establishing a Step 16 in the BA lane of the salary schedule.*

*C. Extra Pay*

*1. Extended Pay. These are payments that are an extension of the basic teaching contract and where the teacher is being hired for summer work.*

*These contracts will be on a per diem basis of 1/186th of the employee's basic salary schedule for each day worked. The Board will offer and approve these on an individual and yearly basis.*

*2. Summer Pay. These are payments that are flat sum amounts for curriculum development. The Board will offer these assignments on an individual basis.*

*D. Procedures of Payment*

*Employees will be paid 24 installments on or about the 10th and 25th of each month. Summer checks will be sent to the employee at the address on file with the Board.*

**SUPPORT STAFF PAY SCHEDULE**

CLASS	TITLE	PROB.+SUB	0 EXP.	YRS.EXP.	4YRS.EXP
	Office Personnel				
1	Non Certified Aide	\$ 12.35	\$ 13.23	\$ 14.45	\$ 15.51
2	Principal's Secretary	\$ 14.10	\$ 15.62	\$ 16.74	\$ 17.85
	Supt Secretary	\$ 15.04	\$ 16.57	\$ 17.68	\$ 17.85
<b>Incentive Pay - Full Day Workshop (Equivalent) - .10, with a two (2) workshop per year max., with a .50 career limit. Classification 1, 2</b>					
	Professionals				
1	Sub. Teachers Per Day	\$ 135.00			
2	Long Term Sub	\$ 203.00			
3	Special Education Tutor	\$ 25.09			
4	Sub. Nurse	\$ 28.69			
	Maintenance Personnel				
1	Custodian/Day	\$ 13.09	\$ 13.97	\$ 14.73	\$ 15.53
2	Custodian/Night	\$ 14.38	\$ 15.35	\$ 16.19	\$ 16.91
3	Custodian/Bus Driver	\$ 15.68	\$ 17.24	\$ 18.35	\$ 18.89
4	Building Head	\$ 16.47	\$ 18.06	\$ 19.19	\$ 19.79
5	Director	\$ 16.60	\$ 18.65	\$ 19.80	\$ 20.54
<b>Incentive Pay - Boiler II .10 - Boiler I .20 - Tech .30 - Tech .40</b>					
Classification 1, 2, 3, 4, 5 4, 5 4 5					
	Food Service Personnel				
1	Cook	\$ 14.28	\$ 15.19	\$ 15.63	\$ 16.04
2	Building Head	\$ 14.55	\$ 15.45	\$ 15.90	\$ 16.36
3	Director	\$ 16.58	\$ 17.56	\$ 17.98	\$ 18.44
<b>Incentive Pay - School I .05 - School II .10 - School III .15 - School IV .20</b>					
Classification 1, 2, 3 1, 2, 3 1, 2, 3 2, 3					
	Transportation	PROB.+SUB	0 EXP.	YRS.EXP.	4YRS.EXP
1	Regular Route Per Hour	\$ 24.28	\$ 25.36	\$ 25.73	\$ 26.06
2	Sp. Ed. Shuttle Per Hour	\$ 23.37			
3	Activity Per Hour	\$ 18.64			
4	Waiting Time Per Hour	\$ 10.59			
5	Hourly Work/Training Per Hour	\$ 15.86			
If you take a trip and miss one route, pay is \$31.47 for the first hour. If you take a trip and miss two routes, pay is \$62.93 for the first hour. (This is in lieu of pay for your regular route). Then the pay goes to \$18.64 per hour for driving time and \$10.59 per					
CLASS	TITLE	PROB.+SUB	0 EXP.	YRS.EXP.	4YRS.EXP
	Director of Transportation	\$ 18.90	\$ 20.58	\$ 21.09	\$ 21.87
	Student Personnel	\$10.18			



**IASB NOTE:** Issues to consider when drafting compensation plans for employees could include, but are not limited to:

FIRST DAY	LAST DAY	PAY DATE	
June 27, 2022	July 10, 2022	July 25, 2022	📄 (Ctrl) ▾
July 11, 2022	July 24, 2022	August 10, 2022	
July 25, 2022	August 7, 2022	August 25, 2022	
August 8, 2022	August 21, 2022	September 9, 2022	
August 22, 2022	September 4, 2022	September 23, 2022	
September 5, 2022	September 25, 2022	October 10, 2022	**3 WEEK PAYROLL
September 26, 2022	October 9, 2022	October 25, 2022	
October 10, 2022	October 23, 2022	November 10, 2022	
October 24, 2022	November 6, 2022	November 23, 2022	
November 7, 2022	November 20, 2022	December 9, 2022	
November 21, 2022	December 4, 2022	December 22, 2022	
December 5, 2022	December 25, 2022	January 10, 2023	**3 WEEK PAYROLL
December 26, 2022	January 8, 2023	January 25, 2023	

  

FIRST DAY	LAST DAY	PAY DATE	
January 9, 2023	January 22, 2023	February 10, 2023	
January 23, 2023	February 5, 2023	February 24, 2023	
February 6, 2023	February 19, 2023	March 10, 2023	
February 20, 2023	March 5, 2023	March 24, 2023	
March 6, 2023	March 26, 2023	April 6, 2023	**3 WEEK PAYROLL
March 27, 2023	April 9, 2023	April 25, 2023	
April 10, 2023	April 23, 2023	May 10, 2023	
April 24, 2023	May 7, 2023	May 25, 2022	
May 8, 2023	May 21, 2023	June 9, 2023	
May 22, 2023	June 4, 2023	June 23, 2023	
June 5, 2023	June 25, 2023	July 10, 2023	

Hourly Compensated Employees must clock in and out using the timeclock system located in the Middle School Lounge, Elementary Lounge, and Bus Barn. Employees are paid for the hours worked during the appropriate pay period stated above. **(Policy manual-412.1 and 406.1)**

**Compensation for Extracurricular/Extra Duty Positions**

An employee may volunteer or be required, depending on a given situation, to take on an extra duty position(s), with the extra duty being secondary to the major responsibility of the employee.

Extended Pay: These are payments that are an extension of the basic teaching contract and where the teacher is being hired for summer work. (Note: These contracts will be on a per diem basis of 1/186th of the employees basic salary schedule for each day worked. The Board will offer and approve these on an individual basis and yearly basis.) **(Policy manual-406.4)**

Summer Pay: These are payments that are flat sum amounts for curriculum development. The Board will offer these assignments on an individual basis.

Prep Time Subbing: If a Teacher gives up their whole prep period to cover a teacher's class, they will receive \$30 for that period. It must be the whole period.

## **Group Insurance Benefits**

Employees who work 20 hours per week are eligible for group insurance and health benefits. Documents detailing the plan design and enrollment period will be provided to all eligible employees at least 7 days before the start of the enrollment period. All new employees shall receive group insurance and health benefits information upon acceptance of employment. For additional information, please contact Brooke Johnson, HR Director. **(Policy manual-406.5; 412.3)**

## **Iowa Public Employees' Retirement System (IPERS)**

The district participates in the Iowa Public Employees' Retirement System (IPERS). This defined benefit plan provides a lifetime retirement benefit to you upon retirement in accordance with a formula based on your age, years of service and the average of your highest five years of wages. For additional information, please contact IPERS at 1-800-622-3849 or visit the IPERS website at [www.ipers.org/index.html](http://www.ipers.org/index.html).

## **Teacher Leadership and Compensation**

The goals of the Teacher Leadership and Compensation System (TLC) are:

- ❖ Attract able and promising new teachers by offering competitive starting salaries and offering short-term and long-term professional development and leadership opportunities.
- ❖ Retain effective teachers by providing enhanced career opportunities.

- ❖ Promote collaboration by developing and supporting opportunities for teachers in schools and school districts statewide to learn from each other.
- ❖ Reward professional growth and effective teaching by providing pathways for career opportunities that come with increased leadership responsibilities and involve increased compensation.
- ❖ Improve student achievement by strengthening instruction.

The vision of the STA Teacher Leadership & Compensation Plan is: To provide the highest quality education, the STA Community School District will empower teachers to strengthen their leadership skills & expertise in technology, curriculum & instruction to implement a system of professional collaboration & support for new & career teachers, compensating the teacher leaders commensurate with their professional training & preparation. The goals of the TLC Plan are aligned with the district's vision & mission statement. To ensure a tiered support system the STA TLC plan is aligned to the IPDM, as well as the district's C-PLAN & PD Plan. During the 2013-2014 school year the STA SIAC revised our district's mission statement, vision & motto, in addition to our district long range goals, to help guide the district. A Comprehensive District Needs Assessment provided input from community, parents, board & staff. Our mission statement, Fostered by a cooperative effort between the STA School District & community, our mission is to provide the highest quality education in a secure, positive, & challenging environment, empowering all students to reach their full potential reflects the belief that all students can achieve at high levels & the district's commitment to make it happen. Our vision, Educating every student, every day, with quality learning opportunities supports an innovative teacher leadership system with high expectations for all to meet individual student needs. Stakeholder commitment to the district's mission & vision supports successful implementation of the TLC Plan. The TLC Plan creates a clearly defined teacher leadership model that provides additional compensation, learning opportunities & leadership pathways for beginning, developing & highly qualified teachers. The TLC Committee identified the following measurable goals: MTSS implementation, alignment & assessment of the Iowa Core use of multiple data sources to drive instruction, PLCs & PD provide support & mentoring to new teachers research-based technology integration Based on a review of literature, district needs & initiatives, data analysis, & stakeholder survey results, the TLC committee identified three differentiated teacher leadership roles: instructional coach, induction coach, & teacher leaders (SALT & MTSS). The instructional coaches will serve as full-time teacher leaders, while the induction coaches & teacher leaders will hold full time teaching contracts.

While each teacher leader role is clearly defined, collaboration fosters best practices & builds shared responsibility & accountability in strengthening instruction. The district's commitment to empower all students to reach their full potential relies on teacher leaders ability to create & sustain a truly professional learning community. Teachers analyzed student achievement data & survey results & identified four professional learning initiatives: 1) Implementation of Effective PLCs; 2) Iowa Core Alignment; 3) MTSS Implementation; & 4) Research-Based Technology Integration. General responsibilities for each teacher leader role are: Instructional Coaches will coach individuals &/or groups of teachers in skills & strategies essential for the PLC process, Iowa Core alignment, instructional strategies, & MTSS strategies. Differentiated coaching will meet diverse teacher needs: integration of technology, personalized learning, data analysis & progress monitoring of students goals. Two instructional coaches will be selected. Induction Coach will increase retention & effectiveness of beginning teachers by helping them understand the district's culture, procedures, initiatives, & expectations. The coach will lead our district's mentoring & induction program. One induction coach will be selected. Teacher Leaders - Each of our three district buildings (elementary, middle, & high school buildings) will have two teachers serving in this school leadership team role. The staff in this role will collaboratively design & deliver PD & develop action plans based on data analysis. Each of our 3 district buildings will also have 2 teachers serving in this school leadership team role as members of the MTSS team. The staff in this role will assist with monitoring of MTSS groups, facilitate the analysis of student data & formulate an action plan to improve instruction focused on increasing student achievement & work with the district leadership team members (SALT) to plan, develop, deliver & monitor implementation of PD. The PLC process will provide a continuous improvement framework to center teaching on Iowa Core essential skills, teacher analysis & reflection of instructional practices & improve student learning. Teacher leaders will support accelerated learning through four essential questions: What skills/knowledge do we want students to know How will we know if they have learned them What will we do if they dont What will we do if they already know them The TLC Committee selected Model 3: The proposed teacher leadership roles developed in this plan will improve student achievement by strengthening Iowa Core instruction, supporting the growth & development of all teachers & mentoring new teachers, supporting current & future MTSS programming, facilitating the integration of technology in instruction & integrating the effective use of data to inform instruction. The Site Based Review Council (SBRC) will use a variety of methods to support & monitor the TLC plan. Teacher leaders will analyze teacher & student data, set goals for teacher & student learning, monitor progress & plan

for their own professional learning. Hiring & retention data, teacher implementation & walk-through data & student achievement data will be collected, analyzed & shared as a component of a continuous improvement cycle.

**IASB NOTE:** Additional information regarding the Teacher Leadership and Compensation System can be located at:

<https://www.educateiowa.gov/teacher-leadership-and-compensation-system>.

## Travel Compensation – Inside the District

Employees traveling on behalf of the district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs. Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at **the current IRS rate** per mile and must have the travel pre-approved by **the superintendent**. There is a form in the Business Office that must be completed and signed by both the building principal and the superintendent to be reimbursed. This will go through the Board of Directors to approve payment and payment will be issued in the form of a check after the next board meeting.

Employees who are allowed an in-school district travel allowance will have the amount of the allowance actually received during each calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code. **(Policy manual-401.7)**

## Travel Compensation – Outside the District

Employees traveling on behalf of the district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs. Use of the School Credit card after appropriate documentation, such as a purchase order, can be used for registration fees and hotel bookings.

Travel outside of the school district must be pre-approved. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel, and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the superintendent, is approved by the superintendent.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel and a purchase order must be completed. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, indicating the date, purpose, and nature of the expense for each claim item. Failure to have a detailed receipt will make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip are reimbursed by the employee to the school district no later than **7** working days following the date of the expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration are limited to the actual cost of the registration. **(Policy manual-401.7)**

## **EMPLOYEE RELATIONS**

### **Background Checks**

Employees and volunteers are subject to criminal, dependent adult abuse and child abuse background checks at least every five years. The background check will either be conducted by the school district or another agency. Additional information regarding the legal requirements of background checks can be located at:

<https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/background-checks-and-role-boee>. **(Policy manual-401.1)**

### **Conflict of Interest**

No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. Such actions may subject employees to disciplinary action, up to and including termination.

Employees will not act as an agent or dealer for the sale of textbooks or other school supplies to the school district. Employees will not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or parents. Employees will not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

Since employees have access to information and a captive audience that could present a conflict of interest, employees may only solicit other employees or students for personal or financial gain with the prior, advance approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days' notice, require the employee to cease approved solicitations as a condition of continued employment. **(Policy manual-401.2)**

## **Employee Orientation**

Employees must know their roles and duties. New employees will participate in an orientation program. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by Emily Johnson-Woods, Business Manager, and Brooke Johnson, HR Director. **(Policy manual-401.11)**

## **Employee Records**

The district will maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning and for meeting state and federal requirements

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references and other items needed to carry out board policy. Employee personnel files are school district records and are generally considered confidential records and therefore are not open to public inspection or accessibility. Only in certain limited instances, when the employee has given a

signed consent or non-confidential records such as an employee's salary, an employee's individual contract, or if the employee resigned in lieu of termination and the documented reasons why, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, except for letters of reference, and copy items from their personnel files at a time mutually agreed upon between **Michael R. Crozier, Superintendent** and the employee. The school district may charge a reasonable fee for each copy made. **(Policy manual - 401.5)**

## Employee Searches

Employees should have no expectation of privacy in their classrooms, desks, computers or other school district provided space or equipment. The school district may examine these items when needed. Anything on the school district's computers, server, website, etc. and in school district files, etc. are considered a public record and open to public inspection. If the school district conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. Should the school district get a request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to employees.

## Evaluation **Mike and Lynn**

Evaluation of employees on their skills, abilities and competences is an ongoing process supervised by the building principals and conducted by approved evaluators, if required by law. The goal of the formal evaluation process is to improve the education program, to maintain employees who meet or exceed the board's standards of performance, to clarify the employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board and to develop a working relationship between the administrators and other employees.

### **For Teachers:**

Within four weeks after the beginning of each school year, the principal or immediate supervisor shall acquaint each employee under their supervision with



the evaluation procedures, criteria and instruments used in evaluation. The evaluation orientation ensures employees understand the evaluation system. No formal evaluation shall take place until the evaluation orientation is completed.

Probationary teachers in the system will be formally evaluated a minimum of two times each year. Career teachers will be formally evaluated a minimum of once every three years. Informal observations may occur at any time. If an informal observation is formally documented, the employee shall be notified in writing within three school days. Within one week from the formally documented observation, the teacher may schedule a conference so that the employee will have the opportunity to submit an explanation, other written statements or other supportive evidence in response to the formally documented observation. During each school year involving a formal observation, the evaluator and employee shall meet for a pre-conference, formal observation, and post-observation conference. Every employee shall receive five days notification of when the first evaluation is to take place. All other formal evaluations shall be conducted with knowledge of the employee.

The formal evaluation shall be in writing. The employee shall meet with the principal or immediate supervisor within ten days following the formal observation. The principal or immediate supervisor will review the evaluation with the employee and identify the teacher's current status in meeting the Iowa Teacher Standards by March 1st. The employee shall sign the evaluation. The signature will indicate that the principal or immediate supervisor has discussed the results with the employee but does not necessarily imply the employee agrees with the evaluation results.

An employee that feels the evaluation is unfair, unjust or inaccurate may begin the handbook complaint process or other appropriate process. Failure to submit a complaint shall indicate agreement with the evaluation. The evaluation results shall be placed in the employee's personnel file.

If the principal or immediate supervisor determines that the employee's performance is not meeting expectations as prescribed by board policy, district procedures or law, the principal or immediate supervisor shall recommend to the superintendent that the employee participate in an intensive assistance program. If an employee has gone through an intensive assistance plan and failed to meet the established criteria, the district may begin the termination process.

During each school year, the career teacher shall submit an individual career development plan (ICDP) by the end of October. The evaluator shall meet with the teacher to review the plan, jointly modify the plan as needed and approve the plan. Modification of the plan can be made at any time with mutual agreement between the teacher and evaluator. The annual review of the ICDP shall occur prior to the end of the school year. **(Policy manual-405.8)**

**For non Certified Staff:**

The immediate supervisor shall notify employees of evaluation procedures. Employees will be evaluated yearly using the districted adopted tool. Employees may be required to do a mid year evaluation depending upon performance. **(Policy manual- 411.7)**

## **Handbook Complaints**

Complaints alleging the misinterpretation or misapplication of the district employee handbook are addressed in this section. Handbook complaint procedures are a means of internal dispute resolution by which an employee may have their complaints addressed. The goal of the handbook complaint process is to, at the lowest level possible, secure equitable solutions to problems that arise.

This section addresses complaints to the employee handbook. Other employee complaint procedures should be in accordance with the district's board policy.

### **1. Level I**

Any aggrieved party who has a grievance shall discuss it first with the building principal or immediate supervisor, in an attempt to resolve the matter informally at that level.

### **2. Level II**

If as a result of the discussion, the matter is not resolved to the satisfaction of the aggrieved party, within five (5) school days, the grievance shall be set forth in writing to the principal, specifying the nature of the grievance and the desired remedy. The principal shall communicate the decision to the aggrieved party and the Association within five (5) days of receipt of the written grievance.

### **3. Level III**

The aggrieved party, no later than five (5) school days after receipt of the principal's decision, may appeal the principal's decision to the Superintendent or appropriate designee. The appeal to the Superintendent must be in writing reciting the matter submitted to the Principal as specified in Level II. Within ten (10) school days after such written grievance is filed, the aggrieved party and the Superintendent or the superintendent's designee shall meet to resolve the grievance. Within fifteen (15) school days of receipt of the grievance, the Superintendent or the designee shall file an answer and communicate it in writing to the aggrieved party, the Association, and the Principal. **The decision of the superintendent is final.**

### **Mandatory Cooperation in Workplace Investigations**

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees. Employees may be disciplined, up to and including termination, for making any untrue statement or providing information that is dishonest, misleading, inaccurate or incomplete during the investigation and related procedures. Employees may also be disciplined, up to and including termination, for impeding, obstructing or failing to cooperate with the investigation and related procedures.

### **Mandatory Reporting of Post-Employment Arrests and Convictions**

Any employee who is arrested or convicted of any criminal charges shall report such information to their immediate supervisor within 24 hours. Failure to do so shall incur discipline, up to and including termination.

### **Probationary Status**

The first three years of a newly licensed teacher's contract is a probationary period unless the teacher has already successfully completed the three-year probationary period in an Iowa school district. Teachers who have successfully completed a probationary period in a previous Iowa school district will serve a two year probationary period.

The probationary period for classified employees is **2 years** unless otherwise stated in an employee contract, letter of assignment or applicable collective bargaining agreement. **(Policy manual – 405.9 & 411.8)**

## Public Complaints about an Employee

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action however, the following should be completed:

- (a) Matters should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal.
- (c) Unsettled matters from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only consider whether to address complaints if they are in writing, signed, and the complainant has complied with this policy. The board is not obligated to address a complaint and may defer to the decision of the superintendent. If the board elects not to address a complaint, the decision of the superintendent shall be final. If the board does elect to address a complaint, its decision shall be final.

Parents, guardians, and community members of the district, who have concerns about the district or the board may refer to the student handbook for additional guidance from the Iowa Department of Education. **(Policy manual-213.1)**

## Qualifications, Recruitment and Selections

Job applicants for all positions will be considered on the basis of the following: training, experience, and skill; nature of the occupation; demonstrated

competence; and possession of, or ability to obtain, state license if required for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on TeachIowa, [www.teachiowa.gov/](http://www.teachiowa.gov/), the online state job posting system. Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board will employ employees after receiving recommendations from the superintendent or principals. The superintendent, however, will have the authority to hire an employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

The board may employ temporary teachers for a period up to six months and temporary administrators up to nine months. Temporary employees will be employed to fill a vacancy created by a leave of absence or unexpected termination of a licensed employee. **(Policy manual-405.2)**

## **Release of Credit Information**

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income and number of years employed. This information will be released without prior written notice to the employee as it is all public information. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee. **(Policy manual-402.1)**

## **Transfers**

Determining the location where an employee's assignment will be carried out is the responsibility and within the sole discretion of the board. In making such assignments, the board will consider the qualifications of each employee and the needs of the school district.

Vacancies shall be posted in all school buildings. Employees must submit an application to apply for a vacant position. When filling a vacancy, the district will

consider the applicant's education, experience, previous evaluations, and years in the district.

Involuntary transfers of employees may be made by the district when transfers are necessary for the efficient operation of the district. When determining which employees will be transferred, the district will consider:

- The educational needs of the district
- The employee's academic background
- The financial needs of the district
- The applicable laws, rules, and regulations, and

Employees who are transferred will be notified, in writing, of the involuntary transfer and the reasons why at least 30 days before the transfer goes into effect. The employee may request a conference with the superintendent to discuss the reasons for transfer.

Teachers shall not be involuntarily transferred into a Teacher Leader and Compensation (TLC) position. **(Policy manual-405.7 and 411.6)**

## **Work Day**

Work Day procedures are used to ensure that students will begin and end their day at a consistent time. Parents rely on consistent school work day procedures when preparing their family schedules.

The work day for employees will begin at a time established by the superintendent and/or master contract. "Day" is defined as one work day regardless of full-time or part-time status of an employee.

Employees are to be in their assigned building during the work day. Advance approval to be absent from the school building must be obtained from the principal or supervisor whenever the employees must leave the school building during the work day. **(Policy manual-405.5)**

## **DISTRICT PROCEDURES AND GUIDELINES**

### **Business Office Procedures**

**Purchase Orders:** If you wish to purchase an item, or get reimbursed for a purchase (pending pre-approval of the reimbursement) the employee must fill out

a requisition through Weblinks. Once the building Principal has approved the requisition it will then be sent to the Superintendent for approval. Once both the approvals have been submitted, the Business Manager will convert the requisition into a purchase order, and the Superintendent Secretary will order the item. When the item comes in the mail, the Superintendent's Secretary will check in the item and deliver it to the building. **(Policy manual-705.2)**

**Leave Requests:** If you wish to use your sick leave, personal days, professional days, or bereavement days, a leave must be filled out in Weblinks. Once the form is filled out and submitted it will be sent to the building Principal to approve, and then to the Superintendent. From those approvals it will go to the Superintendent's Secretary who will find the substitute needed. If there is a substitute needed, the Secretary may not approve the leave until it is filled, once she has approved the Business Manager will then approve the request, completing the leave.

**Board Meeting Payroll Items:** In order to get items to be approved at the Board Meeting, an employee must have the item to the Business Manager by the First Monday of the Month. Board Meetings are the second Monday of each month, except for in January when the meeting is the 3rd Monday. This allows for time to be put in the Board Packet and sent to the Board members before the meeting. The Board Meeting requests could be payment of TQ hours, extra activities, and reimbursements. Copy of the Board Minutes or Board Packets can be picked up in the Superintendent's office. **(Policy manual-705.4)**

**Payroll Items:** If you have questions about payroll changes, such as changing your direct deposit account, changing your withholdings, Health or Dental Insurance or withholding questions please contact the Business Manager. Payroll questions can be directed to the Business Manager.

If you have specific questions to what Health Insurance and Dental Insurance covers, FMLA, Benefits, or when open enrollment is, please contact the HR Director.

**Use of Credit Card:** Before a credit card can be used, there must be a purchase order approved. Once the purchase order is approved, the employee will be allowed to come to the Superintendent's office to check out the credit card from the Superintendent's Secretary. They must check out the card, and bring a copy of any purchase receipt to hand to the Superintendent's Secretary. If you are checking out the card for travel that is overnight, you must submit copies of every

item you have purchased on the card. If there are not valid receipts submitted, the employee will be asked to reimburse the amount back to Saint Ansgar School District. **(Policy manual-401.10)**

***Reimbursement of Expenses:*** All purchases must be approved before the item can be purchased by submitting a purchase order through Weblinks. If you have purchased an item that you wish to be reimbursed for, and it has been pre-approved, you need to submit all documentation to the Business Office to be reimbursed after you have submitted the purchase order. If it is received by the first Monday of the month, it will be reimbursed on that month's board bills. If you do not submit by the first Monday of the month, it will be on the following Month's board meeting.

***Cash Handling Procedures:***

The amount of cash that may be kept in the school building for any one day shall be sufficient for that day's operations. Funds raised by students shall be kept in the school building administration office. Excess cash shall be deposited in the authorized depository of the school district.

Gate receipts from any given school event have the potential to amount to a substantial sum of cash. In consideration of the board policy to limit cash in the office at the close of the school day, cash receipts should be removed and deposited on the same day of the event whenever possible. **(Policy manual 702)**

## **Child Labor**

The district complies with both state and federal child labor laws. Under Iowa Child Labor laws, Iowa Code Chapter 92, minors under the age of 18 are prohibited from working in certain occupations, performing certain duties and from using certain equipment. For more information on federal child labor laws, contact the U.S. Department of Labor, Wage and Hour Division, in Des Moines at (515) 284-4625 or visit [www.iowadivisionoflabor.gov/child-labor](http://www.iowadivisionoflabor.gov/child-labor).

## **Committees**

School employees will be utilized for their expertise to provide information to the board and to take part on advisory committees when necessary. TLC members are required to be a part of and attend District Advisory Committee meetings.



## Copyright

Copyright is a form of intellectual property that protects original works of authorship including literary, dramatic, musical, and artistic works. The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use” doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of “fair use.”

*For additional information about copyright and fair use, please visit the “Frequently Asked Questions about Copyright” section of the United States Copyright Office located at <https://copyright.gov/help/faq/index.html>. (Policy manual-605.7)*

## Discipline

Employee violations of board policy and work rules may result in discipline, up to and including termination. Employees whose employment is terminated will be given the appropriate level of due process as required by law.

The district uses progressive discipline procedures to prevent undesirable employee behavioral issues. In most cases, the district will follow the steps below. However, the district may combine or skip steps depending on the facts of each situation and the nature of the offense.

### **Step One – Verbal Warning**

The employee and the principal or immediate supervisor shall meet to bring attention to the existing conduct issue. The principal or immediate supervisor shall discuss the nature of the problem and clearly describe company policies and procedures. The principal or immediate supervisor shall document this meeting.

### **Step Two – Written Warning**

If the issue in Step One is not corrected, the employee and the principal or immediate supervisor shall meet to review the existing behavioral issue and any

additional incidents. The principal or immediate supervisor shall outline the consequences for failing to meet conduct expectations to the employee. Employees in Step Two shall be placed in an intensive assistance plan.

The principal or immediate supervisor shall document the Step Two meeting and give a copy of the documentation to the employee. The original copy shall be placed in the employee's personnel file.

### **Step Three – Recommendation for Termination of Employment**

If the issue in Step Two is not corrected, the employee may be subject to the termination procedures as outlined in Iowa Code and in board policy. The principal or immediate supervisor will discuss the appropriate action with the superintendent. The superintendent has the authority to recommend the termination of an employee to the Board.

## **Employee Recognition**

The district recognizes and appreciates the services of its employees. Employees who retire or resign may be honored by the board, administration and staff in an appropriate manner.

If the form of honor deemed appropriate by the administration and employees involves unusual expense to the school district, the superintendent will seek prior approval from the board. **(Policy manual-402.4)**

## **Employee Publication or Creation of Materials**

Materials created by employees and/or the financial gain therefrom are the property of the school district if school materials and/or time were used in their creation and/or such materials were created in the scope of the employee's employment unless prior arrangements are made. The employee must seek prior written approval of the superintendent concerning such activities. **(Policy manual-408.2)**

## **Professional Development**

High quality teaching is imperative for student success and professional development plays a key role in this success. Employees are expected to attend all professional development opportunities and staff meetings provided by the

school district unless they are on leave or have been excused by their building principal.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to the superintendent. Approval from the superintendent must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

Professional development requests forms and pay sheets can be found at the [district website](#). (Policy manual-408.1)

## Religious Holiday Celebrations in Public Schools

Public school officials need to be respectful of the religious beliefs of employees and students. The Iowa Department of Education has provided the following non-exhaustive checklist for prohibited and permissive activities related to religious holiday celebrations in public schools. This information may be located at

[www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/religious-holiday-celebrations-public-schools](http://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/religious-holiday-celebrations-public-schools).

### Prohibited Activities:

- ❖ Displays of religious symbols such as a crèche, an angel, a menorah, or a banner with a religious message (e.g., “Gloria in Excelsis Deo”)
- ❖ Display of a Christmas tree with religious symbols such as stars, angels, the baby Jesus, etc.
- ❖ School-wide prayer or Scripture readings
- ❖ A musical concert with exclusively religious music
- ❖ Banning students from offering candy canes or other items with a religious message during Noninstructional time (before or after school or during a recess) and not done in the classroom. Schools may still prohibit distribution within classrooms.
- ❖ Holding a “Christmas Party” in the classroom. (A “holiday” or “end of semester” or “end of 2014” party is would be ok.)

### Permissible Activities:

- ❖ Including religious music selections during public holiday concerts if non-religious music is included
- ❖ Holding holiday concerts at religious sites if the concerts are also held at non-religious sites
- ❖ Displaying a “giving tree,” (e.g., a tree on which students hang donated items such as mittens, gloves, etc.)
- ❖ Displays of religious symbols when combined with other symbols of cultural and ethnic heritage such as Kwanzaa symbols, Frosty the Snowman, other festive figures, such as a “Happy Holidays” banner, etc.
- ❖ Displays of symbols representing many religious beliefs, even without non-religious symbols. But, just displaying symbols from Christianity and Judaism is an impermissible endorsement of dual beliefs. The display must present a message of pluralism and freedom to choose one’s own beliefs.

## School Fees

Iowa law identifies the types of fees schools can charge. School districts only have the authority to charge fees for textbooks, school supplies, eye and ear protective devices, summer school, driver’s education and transportation for students not eligible for free transportation. For those that are charged, the fees must be waived or reduced for those students who meet the eligibility requirements for free or reduced price meals. Employees cannot charge a student fee for anything without prior consent of **Michael R. Crozier, Superintendent.** (Policy manual-503.3)

## School Nutrition Program

The district operates a school nutrition program. Employees may purchase meals and other items, including milk.

Employees who participate in the school lunch program will must put money in an account with the office. If an employees lunch balance goes over \$15.00 the employee may be refused school meals. (Policy manual-710.1)

## School Publicity and Community Relations

The district staff is the connection between the schools and the community. Employees are expected to work in a professional manner with parents and the

community, when appropriate, for their positions. Teachers especially are expected to work closely with parents throughout the school year to ensure the success of all students, as parents are vital partners in the education of their children.

The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district, other employees are not to speak on behalf of the district. **(Policy manual – 904.2; 402.5)**

## **Staff Meetings**

Staff meetings provide an opportunity for the communication of important school district information to be shared between administration and employees.

Employees are expected to attend staff meetings unless they are on leave or excused by an administrator. Staff meeting for teachers will be held within the work day. If non-certified staff members are asked to stay for a staff meeting outside of contracted time they will be compensated their hourly rate. Meeting procedures should be included in a contract, letter of assignment, administrative regulations, appendix or additional supporting documents.

## **CONDUCT IN THE WORKPLACE**

### **Employee Use of Cellphones**

School district and personal phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. All personal calls should be made during sanctioned breaks. District telephones are only for official school business. Failure to follow this guideline will result in disciplinary action, up to and including termination. **(Policy manual – 401.12)**

### **Fighting**

Any verbal or physical altercations between or among employees or others will not be tolerated and may subject the employee(s) to disciplinary action, up to and including termination.

### **Fraud/Unlawful Gain**

Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement. The school district will also file a complaint with the Iowa Board of Educational Examiners' as a violation of the employee's Code of Ethics and the district will also petition for license revocation.

## **Neglect of Duties**

All employees are mindful that students are not to be left unattended and employees should not place themselves in any position where student safety is at risk or neglect of duty could be claimed. Employees, in a supervisory role, needing to leave an area where students are present must ensure another adult is present before leaving.

## **Offensive or Abusive Language**

Threatening, intimidating, or using abusive and profane language by school district employees towards others, including derogatory slurs, will not be tolerated. Violation will incur discipline, up to and including termination.

## **Performing Unauthorized Work While on Duty**

All district employees are prohibited from performing unauthorized work while on duty. Doing so could result in discipline, up to and including termination.

## **Use of School Facilities and Equipment**

The district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property only to be used for conducting school district business.

Abuse or misuse of school district or non-district owned property is to be reported immediately to **Michael R. Crozier, Superintendent**. Failure to do so will limit district responsibility and/or increase employee responsibility. It is expected all employees will use care and caution when using district and non-district property.

Abuse or misuse or unauthorized use of district property, private property, materials and/or equipment is subject to discipline, up to and including termination.

## **Use of Time**

An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate back-tracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

Actions such as the following are strictly prohibited by employees and will result in discipline, up to and including termination: loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty.

## **EMPLOYEE STANDARDS OF CONDUCT**

### **Academic Freedom**

The district's curriculum leaves room for teacher discretion and academic freedom within the confines of acceptable materials as outlined in each curriculum. Teachers are expected to use good judgment in their pedagogy and consider the culture and climate of the school and community and age of the students, as they individualize curriculum and provide a learning environment and assignments for their students.

### **Break or Meal Periods**

Leaving the place of duty during a work shift without permission of your supervisor, except during unpaid break periods, is cause for discipline, up to and including termination. Employees are expected to return to work immediately upon completion of a paid or sanctioned unpaid break.

### **Dress and Grooming**

All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee. Tank tops, tube tops, sleeveless shirts, short shorts and halter tops are not considered professional attire. Questions about appropriate attire should be addressed to your direct supervisor. Also, as role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene.

The dress code at St. Ansgar is a dress for your day dress code. Jeans are allowed every day. T-shirts are allowed on Fridays as long as they promote a St. Ansgar Activity. Jeans are not allowed if you have a meeting which more professional dress is required ie. parent teacher conferences.

**(Policy manual – 404)**

## **Employee Outside Employment**

The board believes that the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board expects that district employees will give the responsibilities of their positions in the school district priority over any other employment. Employees with external employment must keep the two positions separate and the external job cannot impact the school district job. Should a supervisor believe the external position is impacting the internal one; the supervisor will address it with the employee.

The board may request the employee to cease the outside employment as a condition of continued employment with the school district. **(Policy manual – 402.6)**

## **Employee Political Activity**

Employees have full equality with other citizens in the exercise of their political rights and responsibilities, but employees shall refrain from certain political activities in the workplace and on district property under the jurisdiction of the board. Such prohibitions include, but are not limited to:

- ❖ Engaging in any activity for the solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation or other political action during work hours/while engaged in official duties and in the presence of any student.



- ❖ Soliciting or receiving from any employee or other person any contribution or service for any political purpose during work hours/while engaged in official duties.
- ❖ Using classrooms, buildings or students for solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation or other political action. (This provision does not apply to employee use of district facilities if they are related to third-party events/activities authorized by the district that are outside the employee's scope of employment.)
- ❖ Using school equipment or materials for solicitation, promotion, election or defeat or any referendum, candidate for public office, legislation or other political action.

Engaging in prohibited political activities may be grounds for discipline action, up to and including termination.

Employees may request a leave of absence to run for public office. That provision is detailed in the "Political Leave" section of this handbook. **(Policy manual – 401.9)**

## **Ethics – Board of Educational Examiners**

School district employees are expected to perform their jobs in an ethical and honest manner consistent with board policy and the Iowa Board of Educational Examiners (BOEE) rules. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Professional Conduct and Ethics of the BOEE. The BOEE's Code of Professional Conduct and Ethics constitutes mandatory minimum standards of practice for all licensed employees. While classified employees, except coaches, are not subject to the BOEE Code of Ethics, it is good guidance for all employees and recommended reading for classified employees as well.

For a copy of the ethics code, please visit [www.boee.iowa.gov/doc/ethHndot.pdf](http://www.boee.iowa.gov/doc/ethHndot.pdf). **(Policy manual – 404.R1)**

## **Failure to Complete Reports**

In order to have the school district function in an efficient manner, all employees are expected to meet deadlines for all assigned paper or electronic reports,

including but not limited to: time sheets, grade reports, student records, Individualized Education Plan (IEP) documentation and testing results. Failure to meet the required deadlines may result in discipline, up to and including termination.

## **Gifts**

Employees will not, either directly or indirectly, solicit, accept or receive any gift or series of gifts, unless the gift is valued at less than three dollars or has a negligible resale value. Honorariums may be received but must be turned over to the school district unless the employee was on his or her own time, the donor does not meet the definition of “restricted donor” or the gift or honorarium does not meet the definition of gift or honorarium. **(Policy manual – 402.4)**

## **Insubordination**

Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority or to carry out work assignments will not be tolerated. Insubordination will result in discipline up to and including termination.

## **Relationships with Co-Workers**

School district employees are encouraged to create an environment where co-workers' collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. All employees must have a respectful attitude toward their job and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt or demean their work.

## **Staff Technology Use/Social Networking**

Usage of the school district's computer resources is a privilege, not a right, and use entails responsibility. All information on the school district's computer system is considered a public record. Whether there is an exception to keep some narrow, specific content confidential is determined on a case by case basis. Therefore, users of the school district's computer network must not expect, nor does the school district guarantee, privacy for email or use of the school district's computer network including websites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer network.

Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external websites. Employees shall not use the school district logos, images, iconography, etc. on external websites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee's job. Employees, students and volunteers need to realize that the internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who do not want school administrators to know their personal information should refrain from exposing it on the internet. Employees who would like to start a social media site for school district sanctioned activities should contact the superintendent for approval. Once approved by the superintendent, the employee must work with their building principal in establishing and maintaining the site.

Employee communication regarding district business with students should be done with the program/app Remind, this is the only social media platform that is approved by the administration. **(Policy manual – 401.13)**

## **Theft**

All thefts should be reported immediately to a principal or supervisor. Any employee found to be involved in theft of the district's or another person's property will result in appropriate discipline, up to and including termination.

## **Treatment of Patrons of the District**

Patrons of the district are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by district patrons.

## **Volunteers**

The board recognizes the valuable resources it has in the members of the St Ansgar Community School District community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than

teaching. The school district may officially recognize the contributions made by volunteers.

## STUDENT AND CLASSROOM ISSUES

### Abuse of Students by a School District Employee

School district employees are encouraged to create professional relationships with students so as to assist with their learning. Employees must not create relationships with students that are unhealthy or illegal. Adults must always be in a position to be trusted and caring for students, but the district will not tolerate any inappropriate relationships.

Physical or sexual abuse of students, including sexual behavior, by employees will not be tolerated. Employees found in violation of this policy will be subject to discipline, up to and including termination.

The district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. Employees are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigation process. **(Policy manual-402.3)**

***IASB NOTE:*** This reflects current Iowa law regarding abuse of students by school district employees. Refer to the Iowa Department of Education training manual for supporting materials and forms. The training manual can be located at:

<https://educateiowa.gov/chapter-102-level-i-investigator-manual-january-2011-school-leader-update-legal-lesson>.

### Child Abuse Reporting

The district believes in protecting our students and we strive for them to be productive without outside factors weighing on their ability to learn. In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are required as mandatory reporters, to report alleged

incidents of child abuse they become aware of within the scope of their professional duties.

Child abuse is the result of the acts or omissions of a person responsible for the care of a person under the age of 18 who has suffered one or more of the categories of child abuse as defined in Iowa Code 232.68 (physical abuse, mental injury, sexual abuse, denial of critical care, failure to supervise, child prostitution, presence of illegal drugs, manufacturing or possession of a dangerous substance, bestiality in the presence of a minor, allows access by a registered sex offender, allows access to obscene material or child trafficking).

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they have taken the course within the previous five years. The course will be re-taken at least every five years. **(Policy manual – 402.2)**

***IASB NOTE:*** *This reflects the current status of Iowa law regarding child abuse reporting.*

*For more information and to access a guide for mandatory reporters, please go to the Iowa Department of Human Services website at: [www.dhs.iowa.gov/sites/default/files/Comm164.pdf](http://www.dhs.iowa.gov/sites/default/files/Comm164.pdf).*

***IASB NOTE:*** *School districts that have more specific dates and timelines for completing the training course should include that information here.*

***IASB NOTE:*** *School districts should include the Iowa Department of Human Services contact information for filing a report and Area Education Agency contact information for completing the course.*

## **Corporal Punishment, Restraint and Detaining Students**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. School employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a student. If a student is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent. For additional information regarding Iowa law on this issue, please visit the “Timeout, Seclusion, and Restraint” section of the Iowa Department of Education’s website, located at [www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint](http://www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint). **(Policy manual – 503.5)**

## Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip, unless an appropriate reason prohibits attendance. The field trip must be approved by Building Principal in advance. **(Policy manual – 606.5)**

## Individuals with Disabilities Education Act (IDEA) Lynn

The Individuals with Disabilities Education Act (IDEA) is a federal law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to eligible children. Employees are expected to comply with IDEA. For additional information regarding IDEA, please visit The United States Department of Education website, located at <https://sites.ed.gov/idea/>. Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students.

***IASB NOTE:*** School districts should outline or reference where employees can find procedures to follow for identifying students who need

*additional assistance and where to find information regarding individual students with which they work regularly.*

## **Homework and Grading Lynn**

***[Insert District Rules on Homework and Grading]***

***IASB NOTE:*** For additional information on this topic, including student assessment tips, please visit the “Student Assessment” section of the Iowa Department of Education’s website located at [www.educateiowa.gov/student-assessment](http://www.educateiowa.gov/student-assessment).

## **Parent/Teacher Conferences**

Parent-teacher conferences are held two times a year. All teachers will be present at conferences, and should share accurate and up-to-date information regarding each child’s progress in school.

In the event that a child’s parents do not attend conferences, teachers are expected to make reasonable efforts to follow up with parents in a timely manner. **(Policy manual – 505.2)**

## **Searches of Students and Property**

In order to protect the health and safety of students, employees, and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Employees must never search, pat down or otherwise inspect a student and his or her belongings without the notification of the principal. The principal will then determine whether there is a reasonable belief a law, school rule or board policy has been violated to justify the search or whether law enforcement should be contacted. Employees should never search or inspect a student’s person or belongings without another adult present and only adults of the same sex of the student should be present during the search or inspection. **(Policy manual – 502.10)**

## **Standardized Testing and Assessment**

Assessment is an important part of the education process and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Board of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in discipline, up to and including termination. **(Policy manual – 505.5)**

## **Student Funds and Fundraising**

Student fundraising for school activities may occur upon approval of the board of education prior to the fundraising event or the start of a fundraising campaign and with an employee overseeing the fundraising. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must identify a specific purpose for fundraising and secure the approval of the principal prior to spending the money raised.

Any person or entity acting on behalf of the district and wishing to conduct an online fundraising campaign for the benefit of the district shall begin the process by seeking prior approval from the board of education. Money or items raised by an online fundraising campaign will be the property of the district only upon acceptance by the board, and will be used only in accordance with the terms for which they were given, as agreed to by the board. **(Policy manual – 704.7)**

## **Student Records**

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student information unless it is permitted by law. Please contact Building Secretary if you have a request for student records.

Give careful thought to what you discuss concerning school matters whether with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring community members to the school principal or appropriate staff member. Employees must exercise significant care and judgment when handling confidential information. A break in confidentiality can result in discipline, up to and including termination, and expose the employee to personal liability for violation of Iowa's privacy law. **(Policy manual – 506.1)**



## Transporting of Students by Employees

Generally, transportation of students is in a motor vehicle owned by the school district and driven by an employee. Only in rare cases, such as an emergency or a sick child, should an employee transport a student in the employee's personal vehicle and then another adult must be present. In some cases, it may be more economical or efficient for the school district to allow an employee of the school district to transport the students in the employee's motor vehicle and will be done so after approval of the superintendent. **(Policy manual-904.1)**

## Tutoring

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent. Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent and the fees go to the school district, not the teacher. Any questions about whether a tutoring relationship or activity complies with the Code of Professional Conduct and Ethics for educators should be directed to the Board of Educational Examiners. **(Policy manual-408.3)**

## HEALTH AND WELL-BEING

### Administering Medication

The supervision of any medication distribution to students shall be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy. **(Policy Manual 507.2)**

## Anti-Bullying and Anti-Harassment

The district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff and volunteers is against federal, state and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers and students shall not engage in bullying or harassing behavior in school, on school property or at any school function or school-sponsored activity.

### Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- ❖ **“Electronic”** means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones and electronic text messaging.
- ❖ **“Harassment”** and **“bullying”** shall mean any electronic, written, verbal or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the student in reasonable fear of harm to the student’s person or property.
  2. Has a substantial detrimental effect on the student’s physical or mental health.
  3. Has the effect of substantially interfering with a student’s academic performance.
  4. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities or privileges provided by a school.

- ❖ “**Trait or characteristic of the student**” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.
- ❖ “**Volunteer**” means an individual who has regular, significant contact with students.

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed as soon as possible of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers and students shall not engage in reprisal, retaliation or false accusation against a victim, witness or an individual who has reliable information about an act of bullying or harassment. **(Policy manual-104, 104.E1, 104.E2 and 104.R1)**

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The ***[superintendent or the superintendent’s designee – name the position if not the superintendent]*** (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent’s designee shall also be responsible for developing procedures regarding this policy.

### **Decision**

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school

volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds

[www.educateiowa.gov/pk-12/learner-supports/anti-bullyinganti-harassment](http://www.educateiowa.gov/pk-12/learner-supports/anti-bullyinganti-harassment) and the "Bullying and Harassment" section of the Iowa Department of Education's website, at [www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/bullying-and-harassment](http://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/bullying-and-harassment).

## **Bloodborne Pathogens**

Annually, all employees will be given the opportunity to take the bloodborne pathogens training and all will be required to take the training.

## **Communicable Diseases – Employees**

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term "communicable

disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school district’s bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. **(Policy manual-403.3)**

## **Employee Injury on the Job**

Employee and student safety is a major district concern. An employee should therefore remove him or herself from and report any situations where employee safety is compromised. If an employee becomes seriously injured on the job, the employee’s supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee’s supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee’s family or qualified medical professionals as quickly as possible.

It is the responsibility of the employee injured on the job to inform the business manager within twenty-four hours of the occurrence. It is the responsibility of the employee’s immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury. Injury reports can be obtained from the school nurse. **(Policy manual-403.2)**

## **Employee Physical Examination**

The district believes good health is important to job performance. School bus drivers will present evidence of good health upon initial hire and as often as required by a certified medical examiner. All other employees shall present evidence of good health, in the form of a physical examination report upon hire. Employment decisions made based on the results of such physicals will be made in compliance with the Americans with Disabilities Act (ADA).

The cost of the initial examination will be paid by the **employee**. The form indicating the employee is able to perform the duties, with or without reasonable

accommodation, for which the employee was hired, must be returned prior to the performance of duties.

Employees whose physical or mental health, in the judgment of the administration, may be in doubt must submit to additional examinations to the extent job-related and consistent with business necessity, when requested to do so, at the expense of the school district.

The district will comply with occupational safety and health requirements as applicable to its employees in accordance with law. **(Policy manual-403.1)**

## **Smoke and Tobacco Free Workplace**

The district is committed to providing a safe and healthy workplace and to promoting the health and well-being of employees. As required by Iowa Code Chapter 142D, the Iowa Smokefree Air Act, and also motivated by a desire to provide a healthy work environment, the district prohibits smoking, and the use of tobacco and nicotine products as cited in board policy, on all school grounds and in school vehicles. **(Policy manual-906.2)**

## **Substance Free Workplace**

Alcoholic beverages, illegal substances, and legal substances used illegally shall not be consumed at any time during the employee's work shift. It is in violation of school district work rules for an employee to report to work in an unsafe condition, or in a condition which impairs the employee's judgment or performance of job functions due to the use of alcohol or other substances. Unauthorized possession or use of alcoholic beverages or other substances during work hours, while on district time or property, or while engaging in district business will result in discipline, including termination.

It is a violation of the federal Substance-Free Workplace law for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 124.

**"Workplace"** is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes off school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who operate school vehicles are subject to mandatory random and scheduled federal drug and alcohol testing if a commercial driver's license is required to operate the vehicle and the vehicle transports sixteen or more persons including the driver. For regulations and forms please visit the Federal Motor Carrier Safety Administration website located at:

[www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm](http://www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm).

**EMPLOYEES ARE FURTHER NOTIFIED** it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction. **(Policy manual-403.5)**

## LEAVES AND ABSENCES

### Absenteeism

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must notify the Superintendent's Secretary of all times when they will be absent or to submit leave requests. Absences arranged in advance (vacations and personal days) do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent for **5** consecutive workdays, without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated. Misuse of leave procedures or misrepresentation of reasons for leave may lead to discipline, up to and including termination. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to

designated starting time, is reason for discipline even if the employee has not yet exhausted available paid leave.

Every employee should know to whom they report absences and submit leave requests. All requests for leave, paid or unpaid, should be submitted in advance of the request through the district's online leave request system. In the case of an emergency or illness, the request should be submitted as soon as the employee returns to work.

## **Bereavement Leave**

The district understands that employees may need time off to mourn the loss of a family member or close friend.

Up to 5 days of leave shall be granted in the event of death of an employee's spouse (significant other), child, or parent. Up to 5 days may be used in addition to this leave and will be deducted from available sick leave.

Up to 3 days of leave shall be granted in the event of death of an employee's mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, brother or sister. Up to 3 days may be used in addition to this leave and will be deducted from available sick leave.

Up to 2 days leave shall be granted in the event of death of an employee's grandparents or grandchild.

One Floating Day may be used each year for bereavement at the discretion of the employee. Increments of this leave may occur in  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$ , full day.

## **Employee Holidays and Personal Leave**

The employee holidays for the **2022-2023 School Year** are as follows:

<b>Labor Day</b>	<b>September 5, 2022</b>
<b>Thanksgiving Holiday</b>	<b>November 23-25, 2022</b>
<b>Winter Break</b>	<b>December 23, 2022-January 2, 2023</b>
<b>Spring Break</b>	<b>March 13-17, 2023</b>



**Easter Break**

***April 7, 2023- April 10, 2023***

**Memorial Day**

***May 29, 2023***

Up to two (2) days leave, with an accumulation up to four (4) days, shall be granted for personal business. This leave must be requested by the employee one week in advance, and two weeks in advance if the request is for leave before or after a scheduled vacation. Time may be taken a minimum of one-fourth days. Personal leaves will be approved pending the availability of substitutes by the administration.

## **Employee Vacation**

Vacation may be available for those employees who work 12 months a year.

## **Family and Medical Leave**

Unpaid family and medical leave will be granted up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) per year to assist eligible employees in balancing family and work life. Requests for family and medical leave will be made to the superintendent. Employees eligible for family and medical leave must comply with the applicable administrative rules and the district's family and medical leave policy prior to starting family and medical leave.

For additional information regarding the Family and Medical Leave Act (FMLA) please contact Brooke Johnson in the Business Office or visit the "Family and Medical Leave Act" section of the United States Department of Labor's website, at [www.dol.gov/whd/fmla/](http://www.dol.gov/whd/fmla/). (Policy manual – 409.2)

## **Family Sick Leave**

The District gives an employee 7 Family Sick Leave days to be used at their discretion. This comes off the 15 total days that an Employee gets each year. If the employee exhausts the 7 family sick leave days, they will have to use their

personal or vacation leave first, and then with a doctor's note stating they have to be home they may use their other sick leave for the leave. **(Policy manual – 409.2)**

## **Jury Duty**

Any employee called for jury duty during school hours or who is subpoenaed to appear in any judicial or administrative proceeding shall be provided paid leave, conditioned upon the employee remitting to the Board Secretary any fees for such attendance. **(Policy manual – 409.2)**

## **Military Service Leave**

Employees may be called to participate in the armed forces, including the National Guard. If an employee is called to serve in the armed forces, the employee will have a leave of absence for military service until the military service is completed.

The leave is without loss of status or efficiency rating and without loss of pay during the first thirty calendar days of the leave. **(Policy manual – 409.2)**

## **Personal Illness Leave**

Personal illness leave ensures that employees can take care of health needs. The district's personal illness leave procedures are as follows:

All full-time employees and proportionate part-time employees covered by this agreement shall receive the equivalent, as of the first day of school, of 15 days sick leave. This leave is accumulative up to 120 days.

Employees who are ill are not expected to perform their duties and will be paid in accordance with the sick leave regulations when a teacher's absence is found to have been due to illness, which prevented his/her attendance at school.

An illness of more than five consecutive working days duration will require evidence of a medical doctor of the illness and ability to return to work and receive sick leave benefits.

Up to seven (7) days, per year, of accumulated sick leave can be used in the event of illness or injury in the immediate family. This type of sick leave would

require a doctor's certification for anything over two (2) consecutive days of these days. After the 7th day is used, available personal days shall be used first, before additional sick leave days will be granted with a written doctor's explanation of the need for the employee to be absent from work. The term "immediate family" shall be spouse (significant other), mother, father, children, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandparents or grandchildren. **This leave is not intended for employees to care for ill grandchildren unless they are the guardian of said grandchildren.**

Up to fifteen (15) days of accumulated sick leave can be used in the event of an adoption by an employee. **(Policy manual – 409.2)**

## **Unpaid Leave**

Unpaid leave may be used to excuse an absence not provided for in other leave policies of the board. Unpaid leave for employees must be authorized by the superintendent. Leaves of absences without pay are not encouraged and such requests will generally be denied. There is a weblinks option to fill this leave out. All other leave must be exhausted before unpaid leave will be granted.

The superintendent will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent will consider the effect of the employee's absence on the education program and school district operations, length of service, previous record of absence, the financial condition of the school district, the reason for the requested absence and other factors the superintendent believes are relevant to making this determination.

Additional information detailing district unpaid leave procedures shall be included in the District Office. **(Policy manual – 409.2)**

## **SAFETY AND SECURITY**

### **Asbestos Notification**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of

all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

**IASB NOTE:** For more information on AHERA, please visit the Environmental Protection's webpage of Asbestos and School Buildings at: <https://www.epa.gov/asbestos/asbestos-and-school-buildings>.

## Building Security

The district is committed to maintaining a safe and secure learning environment for students and staff. In order to accomplish this, it is the responsibility of all employees to do their part in creating this safe and secure environment. Employees should contact building principal, to report any security/safety hazard(s) or condition(s) they identify.

Staff members are required to wear their identification badges. The school doors are to be locked down from 8:20 - 3:20 during the school day. Entrance during this time must be done through the intercom at the doors.

## Drills and Evacuations

Periodically the district holds emergency fire and tornado drills. In addition, the district will hold **one** emergency operations drill during the year. Teachers must notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas must be posted in all rooms. When drills are staged, every staff member and student must follow proper procedures.

**IASB NOTE:** Fire and tornado drills are required by Iowa Code Chapter 100. School districts must have two fire drills and two tornado drills in each school building before December 31 and two fire drills and two tornado drills in each school building after January 1 of each school year.

**IASB NOTE:** *As of July 1, 2018, school districts are required by law to conduct at least one emergency operations drill based on the district's emergency operations plan each school year. The board shall determine which personnel will participate in the drill(s) and whether students and/or law enforcement will participate.*

Please refer to your emergency operation plan for directions. **(Policy manual – 507.5)**

## **Emergency Closings, Inclement Weather and Other Interruptions**

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/television station (KTTC, KIMT, and KAAL station(s) to broadcast a school closing announcement. The official notification will come through our JMC notification system via text and/or phone call. This notification will be used for cancellations, delay and early outs.

Parents and guardians will be notified in the same manner. Hourly employees who are dismissed due to an early out or cancellation will not be paid for the time missed.

## **Staff Identification Badges**

An identification badge shall be issued to each employee. Badges shall be worn when the employee is on duty and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard. If an employee comes to work without the permanent badge, a temporary badge may be obtained from **the superintendent's secretary**. The loss of a permanent badge shall be immediately reported to **the superintendent's secretary**, who will issue a replacement badge.

## **Threats of Violence**

All threats of violence - whether oral, written or symbolic - against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for discipline if the threat impacts the orderly and efficient operation of the school. Employees

engaging in threatening behavior will face discipline, up to and including termination.

## **Visitors/Guests**

The board welcomes the interest of parents and other members of the community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Individuals who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and class disruption can be minimized.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee is responsible for taking the action necessary to cease the inappropriate conduct.

## **Weapons**

The district believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Employees are prohibited from bringing weapons and other dangerous objects on school grounds. Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy. For more information, visit the Iowa Department of Education Legal Lesson on Firearms on School Grounds at

<https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/firearms-school-grounds-january-2013-school-leader>. (Policy manual – 502.8)

## TERMINATION OF EMPLOYMENT

### Contract Release – Licensed Employees

Licensed employees who wish to be released from an executed contract must give at least twenty-one days' advance notice to the superintendent. Licensed employees may be released at the discretion of the board. Only in unusual and extreme circumstances will the board release a licensed employee from a contract. The board will have sole discretion to determine what constitutes unusual and extreme circumstances.

Release from a contract may be made contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the board the cost incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, the costs may be deducted from the employee's salary. When required, payment of these costs will be a condition for release from the contract. Failure of the licensed employee to pay these expenses when required may result in the district filing a cause of action in small claims court against the employee. (Policy manual – 407.1)

### Resignation – Licensed Employees at Year End

A licensed employee who wishes to resign must notify the superintendent in writing within the time period set by the board for return of the contract. This applies to regular contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Resignations of this nature will be accepted by the board. (Policy manual – 407.1)

### Resignation – Classified Employees

Classified employees who wish to resign mid-year or mid-assignment must give the school district at least 14 days' advance notice. Those resigning at year end or at the end of an assignment must give notice by the last day of the school year. (Policy manual – 413.1)

## Reduction in Force

The board has the exclusive authority to determine the appropriate number of employees. A reduction of employees may occur as a result of, but not be limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, financial situation considerations and other reasons deemed relevant by the board.

Due process for termination because of a reduction in force will be followed.

It is the responsibility of the superintendent to make a recommendation for reduction in force to the board. The superintendent shall consider the following criteria in making the recommendations:

- ❖ Endorsements and educational preparation within the grade level and subject areas in which the employee is now performing
- ❖ Relative skills, ability and demonstrated performance
- ❖ Qualifications for co-curricular programs
- ❖ Number of continuous years of service to the school district. This will be considered only when the foregoing factors are relatively equal between employees.

**(Policy manual-407.5; 413.5)**

## Retirement

Employees who will complete their current contract with the board may apply for retirement. No employee will be required to retire at a specific age.

Application for retirement will be considered made when the employee states in writing to the superintendent, no later than the date set by the board for the return of the employee's contract to the board, the intent of the employee to retire. The letter must state the employee's desire to retire and be witnessed by another party other than the principal or the superintendent. Applications made after the date set by the board for the return of the employee's contract to the board may be considered by the board if special circumstances exist. It is within the discretion of the board to determine whether special circumstances exist.



Board action to approve an employee's application for retirement is final and such action constitutes nonrenewal of the employee's contract for the next school year. **(Policy manual-407.3; 413.2)**