

***West Central  
Community School  
District***

**Certified Employee  
Handbook**



**2024-2025**

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## **OPENING STATEMENT**

### **Welcome Letter**

Welcome to the West Central Certified Staff handbook!

We are delighted to welcome you to the new year and to our district. This handbook is designed to provide you with important information about our district's policies, procedures, and expectations.

This handbook serves as a guide to help you understand your rights and responsibilities as an employee. It contains information on various topics, including, but not limited to, employment policies, benefits, professional standards, and conduct expectations.

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 Master Contract, or any other formal employment contract, the terms of the policy, Master Contract, and/or employment contract shall govern.

If you have any questions or need further information about any topic not covered in this handbook, please feel free to reach out to your supervisor or the human resources department. We are here to support you and ensure that you have a successful and fulfilling experience in our district.

## Definitions

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

**“The district”** means the West Central Community School District.

**“Online learning platform”** means Zoom, Google Classroom, or any other web application used to conduct virtual learning.

**"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.

## School District Mission Statement, Vision Statement, Educational Goals and Expected Outcomes

District Mission Statement: *“Engage each and every student through collaborative relationships, exceptional teaching, and personalized learning experiences that will result in confident graduates who will succeed in their chosen path.”*

District’s Vision: Student Centered, Future Focused.

## 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 West Central Community School 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, Alyssa Cobie-Nuss, West Central Schools, 305 Pember, PO Box 54, Maynard or by phone at (563) 637-2283.

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, may also be directed in writing to:

- The Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-800-669-4000 or TTY 1-800-669-6820, [www.eeoc.gov/field/milwaukee/index.cfm](http://www.eeoc.gov/field/milwaukee/index.cfm)

### **AND/OR**

- The Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, <https://icrc.iowa.gov/>.

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.

## **School Calendar**

The state requirements are for schools to operate a school year as 180 days or 1,080 hours. We are following an "hours" school calendar and have built in a few additional hours for possible late starts and early outs. If we miss an entire school day due to inclement weather or other reasons, most likely we will make up the entire day and add it to the end of the school year. There may be times when a school day is made up during the school year if the calendar allows. Expect to receive information if a make-up day is needed.

Instructional days of teaching will be a minimum of 1,080 hours of instruction or 180 days, whichever calendar type is determined each year by the school board and recommended by the administration.

In the event of inclement weather or unforeseen circumstances that could affect our school day, the Superintendent, in consultation with the Transportation Director, will make a decision as soon as possible and inform all staff using our automated alert system through JMC. The intent for informing all staff of a decision regarding school is typically around 6:00 a.m. If weather or road conditions change or are unstable, sometimes it is necessary to deploy a message later or earlier than 6:00 a.m. Please have your phone available to you during forecasts of inclement weather and check email often. It is critical that you inform a building secretary of your contact information so you can receive automated messages. Messages are in the form of phone calls, email, and text messages.



Approved 4/15/24

**WEST CENTRAL COMMUNITY SCHOOL CALENDAR 2024-25**

August					6.5			Aug Registration	
M	T	W	TR	F				Aug 19	New Teachers
19	20	21	22	23	1	1	4.5	Aug 22	Optional Work Day
26	27	28	29	30	5	6	37	Aug 20-21	Professional Development/Open House
September								Aug 23	Classes Begin 1st Semester (Dismiss 1:10)
2	3	4	5	6	4	10	63	Sept. 2	Labor Day-No School
9	10	11	12	13	5	15	93.5	Sept. 13	1:10 Dismissal - Professional Development
16	17	18	19	20	5	20	126	Sept. 20	Homecoming
23	24	25	26	27	5	25	158.5		
30					1	26	165		
October								Oct. 4	No School Professional Development
1	2	3	4		3	29	184.5	Oct. 18	1:10 Dismissal - Professional Development
7	8	9	10	11	5	34	217	Oct. 25	End of First Quarter (44 days Dismiss 1:10)
14	15	16	17	18	5	39	247.5	Oct. 28	P/T Conferences 3:30-7:30 (Dismiss @ 1:10)
21	22	23	24	25	5	44	278	Oct. 30	P/T Conferences 3:30-7:30 (Dismiss @ 1:10)
28	29	30	31		4	48	300		
November								Nov. 1	No School - Compensation Day
			1	*	1	49	308	Nov. 15	1:10 Dismissal - Professional Development
4	5	6	7	8	5	54	340.5	Nov. 27	1:10 Dismissal
11	12	13	14	15	5	59	371	Nov. 28	Thanksgiving
18	19	20	21	22	5	64	403.5	Nov. 29	No School
25	26	27	28	29	3	67	421		
December								Dec. 2	No School Professional Development
2	3	4	5	6	4	71	447	Dec. 13	1:10 Dismissal - Professional Development
9	10	11	12	13	5	76	477.5	Dec. 20	1:10 Dismissal
16	17	18	19	20	5	81	508	Dec. 23 - 31	Winter Break
23	24	25	26	27					
January								Jan. 1-3	Winter Break
		1	2	3	0	81		Jan. 6	Classes Resume
6	7	8	9	10	5	86	540.5	Jan. 17	End of Second Quarter (47 days: Dismiss 1:10)
13	14	15	16	17	5	91	571	Jan. 20	No School - Professional Development
20	21	22	23	24	4	95	597		
27	28	29	30	31	5	100	628.5		
February								Feb. 7	No School Professional Development
3	4	5	6	7	4	104	655.5	Feb. 21	1:10 Dismissal - Professional Development
10	11	12	13	14	5	109	688		
17	18	19	20	21	5	114	718.5		
24	25	26	27	28	5	119	751		
March								March 7	No School - Professional Development
3	4	5	6	7	4	123	777	March 21	End of Third Quarter (45 days: Dismiss 1:10)
10	11	12	13	14	5	128	809.5	March 25	P/T Conferences 3:30-7:30 (Dismiss @ 1:10)
17	18	19	20	21	5	133	840	March 27	P/T Conferences 3:30-7:30 (Dismiss @ 1:10)
24	25	26	27	28	5	138	870	March 28	No School - Compensation Day
31					1	139	876.5		
April								April 17	1:10 Dismissal - Professional Development
1	2	3	4		4	143	902.5	April 18-21	Spring Vacation
7	8	9	10	11	5	148	935		
14	15	16	17	18	4	152	969		
21	22	23	24	25	4	156	985		
28	29	30			3	159	1004.5		
May								May 9	1:10 Dismissal - Professional Development
		1	2		2	161	1017.5	May 15	Seniors' Last Day
5	6	7	8	9	5	166	1048	May 18	Graduation @ 3
12	13	14	15	16	5	171	1080.5	May 22	Last Day of School; End of Fourth Quarter (46 d; Dismiss 1:10)
19	20	21	22	23	4	175	1104.5	May 23	Optional Work Day
26	27	28	29	30				May 26	Memorial Day
June									
2	3	4	5	6					

- 189 Day Contract**
1. holiday - Labor Day
  2. holiday - Thanksgiving
  3. holiday - Christmas
  4. holiday - New Year's Day
  5. holiday - Good Friday
  6. holiday - Memorial
  7. August 20
  8. August 21

- Professional Development Days**
- 20-Aug
  - 21-Aug
  - 4-Oct
  - 2-Dec
  - 20-Jan
  - 7-Feb
  - 7-Mar

**Early Dismissals**

- Aug. 23
- Sept. 13
- Oct. 18
- Oct. 25
- Oct. 28
- Oct. 30
- Nov. 15
- Nov. 27
- Dec. 13
- Dec. 20
- Jan. 17
- Feb. 21
- 21-Mar
- 25-Mar
- 27-Mar
- 17-Apr
- 9-May
- 22-May

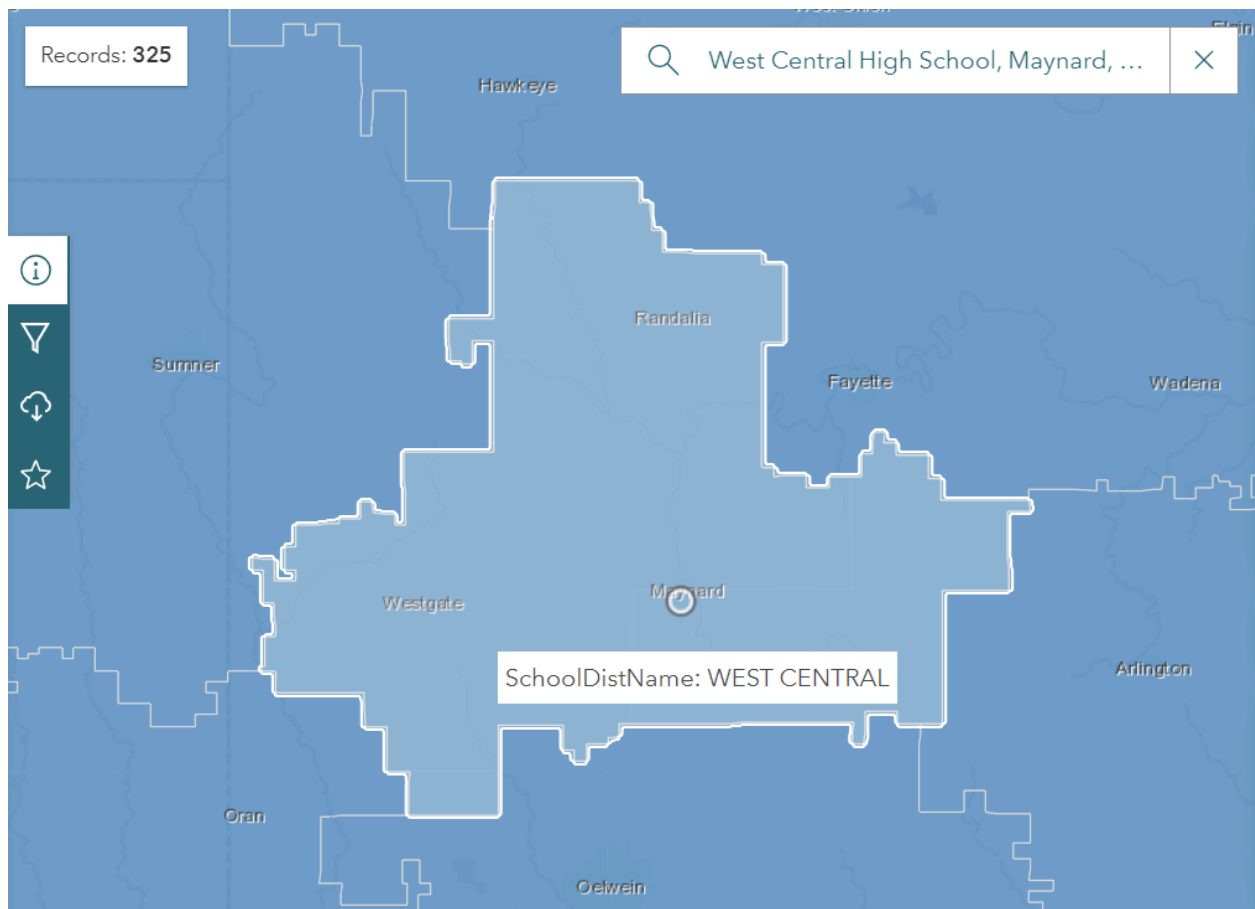
**Make-up Days**

1. Switch to Teacher PD
2. Switch to Teacher PD
3. Virtual Day

Any additional days will be made up at the end of school year.

**Map of District/School**

<https://geodata.iowa.gov/datasets/iowa::iowa-school-districts-2023-2024/explore?location=42.770055%2C-91.880480%2C11.00>



## District Contacts

Superintendent:	Rob Busch (641) 895-3548
Secondary Principal:	Matt Molumby (563) 380-4414
PK-5 Elementary Principal:	Alexis Whealy (319) 215-8563
School Business Official:	
Board Secretary:	Lois Tyler (319) 231-5751
Food Service Director:	Tammy Richards (319) 283-0446
Transportation Director:	Duane Borrett (563) 608-7399
Head Custodian:	Galen Kelly (563) 419-8360
Technology Director:	Mike Heinemeyer (319) 238-2699

A district wide staff directory is compiled and provided to staff annually, please respect the right of confidentiality for all employees and do not share the contents of the directory for use outside of district employees. **Please contact the district office by September 15 if you want your information removed from the staff directory.**

## 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 are available at <https://www.w-central.k12.ia.us/vnews/display.v/SEC/WC%20Board%7CBoard%20Information> . 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 Lois Tyler, Board Secretary.

## 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.

# 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 offer a teacher contract and employ an employee who does not have a current license, authorization or certification. Specific information regarding an employee's license, authorization, or certification can be obtained from the Iowa Board of Educational Examiners (BOEE). The BOEE can be reached by calling (515) 281-3245 or by visiting their website, located at [www.boee.iowa.gov/](http://www.boee.iowa.gov/).

## Compensation

Compensation for 2024-25 is defined by a salary spreadsheet (previously called Schedule A) created in negotiations.

### A. Longevity

1. Each employee shall receive a bonus in addition to their regular salary. Bonus based on years of service to West Central Community School District. Longevity is allocated at the start of the qualifying school year.

- a. For 15 to 19 consecutive years of service at West Central - \$600.00
- b. For 20 to 24 consecutive years of service at West Central - \$800.00
- c. For 25 to 29 consecutive years of service at West Central - \$1000.00
- d. For 30 to 34 consecutive years of service at West Central - \$1000.00
- e. For 35 and more consecutive years of service at West Central - \$1000.00

#### B. Placement on Salary Schedule

1. Each employee shall be placed on his/her proper step of the salary schedule as of the effective date of this Agreement. Any employee hired prior to the beginning of the second semester of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year.
2. Full credit shall be allowed for previous outside teaching experience in a duly-accredited school. Only experience within the fifteen (15) previous years will be counted.

#### C. Advancement of the Salary Schedule

1. Increments: Employees on the regular salary schedule shall be granted one (1) increment or vertical step on the schedule for each year of service until the maximum for their educational classification is reached.
2. Educational Lanes: Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move to the corresponding eligible step on the higher lane. For an employee to advance from one educational lane to another, he/she shall file a request for advancement before March 15 of the school year preceding the lane change and provide suitable evidence (grade report or transcript; transcript required for MA lane movement) of additional education credit by September 1 with the Superintendent to support the lane change. Graduate hours that are approved by an accredited college or university that are within the College of Education or the subject matter area being taught will be accepted. Any courses outside of above parameters will require pre-approval of the District.
3. Incremental Denial: An employee who is denied his/her increment shall be given written notice of such denial prior to contract issues.

#### D. Method of Payment

E. Pay Period: Each employee shall be paid once a month on the 15<sup>th</sup> of each month.

- a. Exceptions: When a pay period falls on or during a school holiday, vacation, or weekend, the employees shall receive their paychecks on the last previous working day.
- b. Payment of salary shall be made in twelve (12) equal installments. However, the Board may grant in special circumstances and upon written application, permission to make payments in nine (9) equal pay periods.
- c. Any employee who is working for the school on a non-contractual day and a pay request is submitted and approved prior to the end of the month will be issued a check the following pay period.
- d. Summer Checks: Summer checks other than for summer school teachers, will be electronically filed into an account designated by the employee.

#### Teacher Salary Supplement Funds

As long as Teacher Salary Supplement is funded by the state the closed, combined salary schedule will be included in the master contract. Teacher Salary Supplement Program Funds will be distributed in twelve (12) equal payments starting in September and ending in August of the school year.

### **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.

<b>Schedule B 2024-2025 West Central Supplemental Salary Schedule A1</b>											
<b>\$</b>	<b>32,100</b>	<b>Step 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Activities Director		15.00%	15.55%	16.10%	16.65%	17.20%	17.75%	18.30%	18.85%	19.40%	19.95%
		4,815.00	4,991.55	5,168.10	5,344.65	5,521.20	5,697.75	5,874.30	6,050.85	6,227.40	6,403.95
Head Coach - Football, Volleyball, Basketball, Baseball, Softball		12.00%	12.55%	13.10%	13.65%	14.20%	14.75%	15.30%	15.85%	16.40%	16.95%
		3,852.00	4,028.55	4,205.10	4,381.65	4,558.20	4,734.75	4,911.30	5,087.85	5,264.40	5,440.95
Head Coach - Girls/Boys Golf, Girls/Boys Track Drama & Speech		10.00%	10.55%	11.10%	11.65%	12.20%	12.75%	13.30%	13.85%	14.40%	14.95%
		3,210.00	3,386.55	3,563.10	3,739.65	3,916.20	4,092.75	4,269.30	4,445.85	4,622.40	4,798.95
Assistant Coach - Football, Basketball, Baseball Volleyball, Softball, Golf		8.50%	8.95%	9.40%	9.85%	10.30%	10.75%	11.20%	11.65%	12.10%	12.55%
		2,728.50	2,872.95	3,017.40	3,161.85	3,306.30	3,450.75	3,595.20	3,739.65	3,884.10	4,028.55
Head Track, Golf Assistant Coach - Vocal Music, Instrumental Music Drama & Speech Yearbook Advisor, Track		8.10%	8.45%	8.80%	9.15%	9.50%	9.85%	10.20%	10.55%	10.90%	11.25%
		2,600.10	2,712.45	2,824.80	2,937.15	3,049.50	3,161.85	3,274.20	3,386.55	3,498.90	3,611.25
MS - Football, Volleyball, Basketball, Track Cheerleading Coach		5.10%	5.35%	5.60%	5.85%	6.10%	6.35%	6.60%	6.85%	7.10%	7.35%
		1,637.10	1,717.35	1,797.60	1,877.85	1,958.10	2,038.35	2,118.60	2,198.85	2,279.10	2,359.35
Advisors - Prom, Spanish Pep Band, Set Construction Student Council		1.85%	1.95%	2.05%	2.15%	2.25%	2.35%	2.45%	2.55%	2.65%	2.75%
		593.85	625.95	658.05	690.15	722.25	754.35	786.45	818.55	850.65	882.75
Librarian - (only if assigned to individual already assigned full-time for teaching)		13.00%	13.35%	13.70%	14.05%	14.45%	14.80%	15.15%	15.50%	15.85%	16.20%
		4,173.00	4,285.35	4,397.70	4,510.05	4,638.45	4,750.80	4,863.15	4,975.50	5,087.85	5,200.20

Schedule C: West Central Supplemental Salary Schedule (Non-Contracted)

Ticket Taking:

- Tournament/Jamboree/Triangular/HS&JH Combined: \$20/night
- Regular Varsity/Junior Varsity Events: \$10/night
- Regular Junior High Events: \$5/night

Regular Event Staff:

- Varsity Events: \$60/night
- Junior Varsity Events:  
\$40/night Junior High Events:  
\$20/night

Tournament/Jamboree/Triangular Event Staff:

- Varsity Events: \$90/night
- Junior Varsity Events: \$60/night
- Junior High Events: \$30/night

## Teacher Leadership and Compensation

**IASB NOTE:** Districts may now use ending fund balances for Teacher Leadership and Compensation (TLC), Professional Development (PD), and Gifted and Talented (TAG) on Teacher Salary Supplement allowable uses starting FY 2024. This section of your Employee Handbook may look different depending on how your district has decided to use these funds.

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 district's TLC plan is as follows:

***[Insert District TLC Plan or Reference Where Details of the TLC Plan are Located]***

## Group Health Insurance

Employees who work 30 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. All new employees shall receive group insurance and health benefits information upon acceptance of employment. For additional information, please contact Carmen Swales, Human Resources Director.

### Certified Staff Insurance

The board shall provide each teacher with \$7,200 annually to be paid September through August in equal installments. Such payments will be added to the gross payroll of each employee. All full-time teachers will purchase at least the single plan of the group health insurance. Employees may pay the premium costs with regular payroll deductions or with salary reduction dollars in accordance with IRS regulations. Premium costs of life insurance, dental insurance, dependent care and other medical expenses may be paid with the salary reduction dollars.

Part-time teachers who are employed at least 50% but less than full-time shall have insurance benefits pro-rated to their contract. (NOTE: The employee is responsible for only their contribution of any required FICA and IPERS. The Board will assume the cost of the employer's contribution.)

## Other Insurance

All employees shall be informed in writing at the commencement of the school year, of the insurance coverage, which the Board has purchased for the school year for the following:

1. Liability Insurance
  - a. Name and address of insurance carrier or agent
  - b. Limits of liability
  - c. Procedure to file claims
  
2. Worker's Compensation Coverage
  - a. Name and address of insurance carrier or agent
  - b. General outline of coverage
  - c. Procedure to file claims

## **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 (800) 622-3849 or visit the IPERS website at [About IPERS | IPER](#).

## **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 thirty-five cents (\$0.35) mileage rate and must have the travel pre-approved by superintendent. Board Policy 40

Travel allowances within the district will be provided only after board approval. Employees who are allowed a within 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.

## **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.



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 pre-approved by the superintendent or an immediate supervisor. Requests for work-related travel outside of the state will be denied in most cases unless a compelling reason exists for out-of-state travel.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed, itemized receipt, indicating the date, purpose, and nature of the expense for each claim item. Failure to have a detailed itemized 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 thirty (30) 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.

## **Tuition Reimbursement**

The West Central Community School District encourages full-time regular employees to improve their knowledge, abilities, and skills. Accordingly, an employee may apply for reimbursement for actual tuition costs not to exceed \$6000 towards completion of accredited higher education credits that lead to additional training, licensure, and/or endorsement in a high-need area for the school district. Credit will be reimbursed at no more than \$500 per credit hour. Upon the written request of an employee for tuition reimbursement, a committee including a board member, administrator, and a member of the teaching staff shall conditionally approve or disapprove such a request and forward it to the school board for final action. In addition to the prerequisite of school board approval of the employee's request, the requesting employee shall be subject to the following requirements:

You must be a non-probationary full-time certified employee.

1. A degree or endorsement will be earned within 3 years of the beginning of the coursework.
2. The coursework shall directly relate to your present position or a position you might attain with the school district.
3. You must submit a written notice of intent to enroll in a timely manner. Generally speaking, your notice of intent to enroll must be submitted to the superintendent or designee no later than November 30 for: (a) the spring semester of the following school year, and April 30 for (b) the fall semester of the following school year.
4. Such work must be completed in an officially accredited educational institution or training program.

5. If you are receiving reimbursement, you are expected to continue working for the West Central Community School District a minimum of three (3) years after the completion of the degree.
6. At the completion of the coursework, the employee must submit documentation from the school showing a grade of C or better was achieved, along with documentation of the tuition amount paid. Reimbursement will be completed through payroll. Reimbursement should be applied for no later than the 1st day of each month in order to receive reimbursement later that month.
7. Participation in the course shall be solely on employee's time unless otherwise pre-authorized by the superintendent.

## **EMPLOYEE RELATIONS**

### **Background Checks**

Employees 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. Volunteers within the school district are also subject to background checks.

### **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 employee 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.

### **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 Carmen Swales, HR Director/Payroll Specialist.

## **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 will employee records be made available to the public. This occurs when the employee gives signed consent or records are non-confidential records such as an employee's salary, an employee's individual contract, or the fact the employee resigned in lieu of termination, was discharged, or was demoted as a result of a disciplinary action, and the documented reasons and rationale why.

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 Carmen Swales, HR Director and the employee. The school district may charge a reasonable fee for each copy made.

## **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, online learning platform, 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 workspace which is assigned to employees.

## Evaluation

Evaluation of employees on their skills, abilities and competences is an ongoing process supervised by the building principals and conducted by approved evaluators as 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.

### A. Tier 1 (Beginning Teacher)

Teachers in their first or second year of the profession, or career teachers, who are in their first year of teaching for the District, shall be considered Tier 1 teachers. The cycle for Tier 1 shall consist of both formal and informal observations, initiated by the evaluator. The evaluator shall conduct a minimum of three formal observations and minimum of three walkthroughs. At least one of the formal observations shall also include a pre-observation conference and post-observation conference between the evaluator and teacher. Teachers in Tier 1 will be involved in a minimum of one summative conference in year one. In year two (year one for career teachers new to the District), teachers in Tier 1 will be involved in a comprehensive review.

### A. Tier 2 (Career Teachers)

1. Tier 2 is for licensed teachers who have earned regular teaching licenses and are not in Tier 3. A teacher in their third year of probation pursuant to Iowa Teaching Standards and District Student Achievement Goals may be evaluated using the same methods as in Tier 1. Each teacher in Tier 2 shall be required to develop an individual career development plan every year.
2. During year one of the cycle, each staff member shall create an individual career development plan, which shall reflect continuing professional growth in the areas of the Iowa Teaching Standards and Criteria and be aligned with the District's plan.
3. During the first two years of the cycle, the evaluator and teacher shall meet and discuss the progress of the teacher on the Individual Career Development Plan and on the Iowa Teaching Standards and Criteria. The evaluator may formally observe the teacher, at any time the evaluator determines; however, the evaluator shall formally observe the teacher a minimum of at least one time in the three-year-cycle. At least one formal observation shall include a pre-observation and a post-observation conference. In addition to the formal observations, the evaluator may conduct informal drop-in or walk-through observations without prior announcement at any time during the three-year cycle. The teacher shall provide evidence-linking artifacts to the Iowa Teaching Standards and Criteria that have not been identified through observation. In year three, the completion of the Individual Career Development Plan will occur; a written review by the evaluator after the teacher and evaluator have discussed the teacher's progress and outcomes on the Individual Career Development Plan will be completed; and a three-year summative review will be conducted.
  - a. Within fifteen (15) school days of the classroom observation, the person

making the observation and the teacher being evaluated shall meet to discuss the observation(s).

- b. Every employee shall be formally evaluated at least every three (3) years.
4. Subsequent to the formal written evaluations, the evaluator and the employee shall meet to discuss the formal written evaluation. Said meeting be within three (3) weeks of the submission of any formal evaluation.
5. The employee may submit his/her reactions to the written evaluation in duplicate; one copy to be given to the evaluator, and one copy to be attached to the formal written evaluation to be placed in the employee's file.

## B. Tier 3 (Intensive Assistance)

### Purpose:

The purpose of Tier III is to provide organizational support and assistance to career level teachers who are not meeting the Iowa Teaching Standards. This plan demonstrates West Central's commitment to quality teaching by providing a supported, structured, serious system of assistance to ensure that every career teacher is meeting the Iowa Teaching Standards.

The specific intensive assistance plan provides a good faith effort to support and guide the career teacher in meeting the expectations set forth in the Iowa Teaching Standards. This plan provides a more structured and intensive mode of supervision for a period, not to exceed twelve months, for the staff member who is not consistently demonstrating one or more of the Iowa Teaching Standards.

The decision regarding implementation of Tier III should be collaborative, but may be directive. This plan is intended to provide the highest likelihood for professional improvement. This process may begin at any time. Because of the personal nature of this plan, confidentiality is expected of all participants. Tier III consists of two phases.

### 1. Awareness Phase:

In the awareness phase, the administrator/evaluator identifies a problem relating to the Iowa Teaching Standards (only Iowa Standards one through seven can be identified for placement in an intensive assistance tier) that is characteristic of a teacher's performance rather than an anomaly. The evaluator should contact the staff member in writing, make him/her aware of the problem, collaboratively develop the means to resolve the problem, and schedule a time to discuss resolution. While the teacher and the evaluator attempt to resolve the problem, the staff member continues to work on the District and Individual Teacher Professional Development Plans. At the conclusion of the agreed upon timeframe, (not less than one month and not to exceed three months) the evaluator will review the progress and will make one of the following recommendations:

1. The problem is resolved and the staff member is removed from the awareness phase and resumes to work within Tier II.
2. The problem is not resolved, the staff member is notified in writing and placed into the assistance phase. The evaluator will notify the teacher if placement in the assistance phase suspends the professional development plan in Tier II.

### 2. Assistance Phase:

After the final meeting of the Awareness Phase, a letter will be sent to the staff member to formally notify him/her of placement in the Assistance Phase. A copy is forwarded to the Superintendent's office and is placed in the teacher's personnel file. The staff member should also be notified of their right to request assistance from their local association. A conference will be held between the staff member and the evaluator to develop an Assistance Plan that must include a specific statement of problems related to one or more of the Iowa Teaching Standards (Standards 1-7) as well as specific-growth promoting goals that are measurable, action-oriented, realistic, and time-bound. In addition, the plan will include strategies to be applied in achieving the goals, intended timelines for the strategic actions, and specific criteria for evaluating the successful completion of the plan. If requested by the teacher, the evaluator will identify a team of individuals who has the knowledge and skills to assist the identified teacher in improving his/her performance. This team may also assist in the development of the intensive assistance plan but may not change the standards by which the teacher was placed on intensive assistance. The summative evaluation of the teacher in the intensive assistance tier must be made by the designated evaluator. At the end of the designated time frame, one of three recommendations will be made at the time of the summative evaluation:

1. The problem is resolved; the staff member is removed from the Assistance Plan.
2. Progress is noted. The initial timeline is extended but may not exceed twelve months from the date of entry into the Awareness Phase according to Iowa law. Work will continue in the assistance phase.
3. The problem is not resolved, progress is not noted. Actions are then taken by the District to move towards a recommendation for non-renewal of contract.

## **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. Please refer to Board Policy 102.

### **Step One**

Within fourteen (14) days after the alleged misinterpretation or misapplication of the handbook, an employee with a complaint shall privately discuss the complaint with their immediate supervisor and attempt to find a resolution. The immediate supervisor will respond within fourteen (14) days.

### **Step Two**

If the complaint is not resolved at Step One, the employee alleging the complaint may submit a formal complaint with the immediate supervisor. The formal complaint must be

submitted to the immediate supervisor within fourteen (14) days after the receipt of the immediate supervisor's Level One response.

The formal complaint must contain a clear and concise statement of the alleged misinterpretation or misapplication of the handbook, including the facts upon which the complaint is based, the issues involved, the provisions of the handbook involved, the claimed basis for the alleged misinterpretation or misapplication and the resolution that is sought.

The immediate supervisor will provide a written answer to the formal complaint within fourteen (14) days.

### **Step Three**

If the complaint is not resolved at Step Two, the employee alleging the complaint shall submit the formal complaint to the superintendent within fourteen (14) days. The superintendent will provide a written answer to the formal complaint within fourteen (14) days. The superintendent's decision will be final.

## **Mandatory Cooperation in Workplace Investigations**

Any workplace investigation conducted by administrative staff, or their designee will receive complete cooperation from 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 Rob Busch, Superintendent within three (3) days. Failure to do so shall incur discipline, up to and including termination.

## **Nepotism**

More than one family member may be an employee of the school district. It is within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district, subject to the approval of the board.

The employment of more than one individual in a family is on the basis of their qualifications, credentials and records.

## **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 the first ninety (90) days unless otherwise stated in an employee contract, letter of assignment or applicable Master Contract.

## **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.

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.

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. Policy 213.01

## **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 [IowaWORKS](#), 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. 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 of 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.

## **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.

## **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 employee's qualifications*
- *The educational needs of the district*
- *The employee's academic background*
- *The financial needs of the district*
- *The applicable laws, rules, and regulations, and*
- *The number of years the employee has worked for the district*

*Employees who are transferred will be notified, in writing, of the involuntary transfer and the reasons why at least fourteen (14) 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.*

## **Workday**

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

The in-school year for employees shall be one hundred eighty-nine (189) contractual workdays. A contractual workday shall consist of eight (8) consecutive hours commencing at 7:30 a.m., with a lunch period scheduled. There will be 176 student contact days and of those 174 will be instructional days with 2 compensation days for teacher conferences, six (6) Professional Development Days and six (6) holiday days, and one (1) scheduled work day at the beginning or the end of the school calendar. Teachers new to the District will be required to attend an additional day of orientation at the beginning of the school year. Supplemental or extracurricular duties shall be performed as assigned. Employees may leave after all children have been dismissed and buses have departed on Fridays, and days immediately preceding holidays or scheduled vacation periods and related to deteriorating road conditions. Children of staff members will be allowed to stay with their parent(s) in the event of an unscheduled early dismissal.

Employees are to be in their assigned building or online learning platform during the workday. Advance approval to be absent from the school building must be obtained from the principal or supervisor whenever an employee must leave the school building during the workday.

## **Preparation Period**

Except in cases of emergency, all employees shall have a minimum of 200 minutes of preparation time per week. Recess duty and lunch duty will be excluded in this calculation. Non-student time between 8:10 a.m. and 3:30 p.m. will be counted.

## **Professional Development Days**

During the school year there shall be six (6) Professional Development Days, and one (1) workday scheduled at the beginning or the end of the school year.

# **DISTRICT PROCEDURES AND GUIDELINES**

## **Business Office Procedures**

All purchases require an approved purchase order before you place your order. If you fail to have a prior approval you may be responsible for payment. Checks are only done ONCE a month following board approval so, please plan accordingly.

Requisitions submitted and approved by noon will be printed or emailed that afternoon. Please plan accordingly as admin and/or office staff may not always be available to approve/print same day PO's. It is advised to start the requisition process at least 2 days in advance. If you are going to need your credit card for your purchase, you will need to show the building assistant that you have a purchase order before you can get your credit card.

We do NOT pay tax with the exception of hotels and restaurants, please ensure your vendor has our tax-exempt information. If they don't, please see Katie for the form. The includes items you are purchasing with the credit card. If you fail to get tax exempt status you may be responsible for paying the tax.

## **Activity Accounts**

All purchases Activity accounts are a part of the district's financial responsibility. A monthly financial statement will be presented regularly for Board of Education approval. Activity funds must be deposited in the school account through the office. A receipt of deposit will be given to the sponsor for accurate record keeping. **The**

**principal must approve all activity account expenses in advance.** Approved purchase requisitions and purchase orders are required for any expenditure from activity funds.

## **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 <https://www.iowadivisionoflabor.gov/child-labor>.

## **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.”

## **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 expenses to the school district, the superintendent will seek prior approval from the board.

### **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.

### **Limitations to Employment References**

School employees shall not assist another co-worker, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative personnel files, if the employee knows, or has probable cause to believe, that such co-worker, contractor, or

agent engaged in sexual misconduct regarding a minor or student in violation of the law.

This limitation does not apply if the matter has been properly reported to law enforcement and any other regulatory authorities required by law, and either:

- the matter has been officially closed by the law enforcement agency;
- the individual is acquitted or otherwise exonerated of the alleged misconduct; or
- more than four years has passed since the case was opened, and no charges or indictment have been filed.

## **Parking**

Please park in designated areas.

## **Payroll Accountability**

The district believes in taking appropriate measures to ensure the accurate expenditure of district funds through payroll. All district employees shall be responsible for accurately and timely reporting their time worked. The human resource director shall be responsible for the timely and accurate disbursement of payroll for the district. No individuals beyond the employees and the human resource director shall have authority to alter timekeeping for employees without prior approval from the superintendent. The superintendent shall develop procedures to ensure the accurate recording of time worked and compensation disbursed for all district employees.

## **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 Rob Busch, Superintendent. For all professional development programs, the district requires, the district will provide employees notice indicating the section of the law, or rules adopted by the state board of education or board of educational examiners that the district determines requires the employee to participate in the program.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to Rob Busch, Superintendent. Approval of Rob Busch, 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.

## **Religious Holiday Celebrations in Public Schools (IASB sample policy 603.80 and 603.8R1)**

Employees should be cognizant of creating an inclusive space for all their students by maintaining a learning environment that is unbiased and objective. Holiday related activities should reflect this learning environment and will be educationally sound and sensitive to religious differences. Employees must not solicit or encourage religious or anti-religious activities/celebrations. Employees should be especially careful in planning activities that are to take place immediately preceding or on a religious holiday.

Employees must not inhibit students from expressing their religious beliefs or non-beliefs during the school day as long as it is non-disruptive to the instructional day, does not violate student behavior rules, and does not impose religious beliefs on other students. Expressions of belief or nonbelief initiated by individual students are permitted in composition, art forms, music, speech and debate. However, employees may not require activities which indoctrinate or force students to contradict their personal beliefs or nonbelief.

## **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. Students cannot be charged a fee for masks or other personal protective equipment.

Employees cannot charge a student fee for anything without prior consent of Rob Busch, Superintendent.

## **School Nutrition Program**

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

## **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.

## Staff Meetings

*Staff meetings shall be held every [insert day(s)] at [insert time(s)]. Staff meetings will last approximately [insert the duration of the meeting] except in unusual or emergency circumstances. Employees are expected to attend staff meetings unless they are on leave or excused by an administrator.*

**IASB NOTE:** *The IASB sample language is drafted to be consistent for all employees. However, local districts' procedures may vary between employee groups. Districts should update this language accordingly.*

**IASB NOTE:** *Issues to consider when drafting staff meeting procedures:*

- *The number of days per month or year in which an employee may be kept past the workday*
- *The number of minutes that an employee may be kept past the workday*
- *The individual(s) who have the authority to call a meeting and excuse employees from meetings, and*
- *Staff meetings for different employee groups*

**IASB NOTE:** *Please ensure that the language contained in your district's handbook is consistent with language contained in other district documents (e.g., board policies, master contracts, etc.). If there is a conflict between the language in the district master contract/board policy and the language in the handbook, the master contract language/board policy will prevail.*

*Employees are expected to attend staff meetings unless they are on leave or excused by an administrator. Additional information detailing district staff meeting procedures shall be included in [insert location].*

**IASB NOTE:** *Additional language detailing district staff 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.

### **Employee Use of District-Owned Vehicles**

Certain district employment positions may require regular and extensive travel. Due to the required duties of these positions, the district may provide certain positions with use of district-owned vehicles. Employees who utilize district-owned vehicles during their job duties are fulfilling the public purpose of meeting the needs of the educational community in an efficient, and time-sensitive manner. District-owned vehicles are purchased and maintained with public money and must be used strictly in accordance with fulfilling a public purpose. These vehicles represent the district in carrying out its educational mission. Therefore, district-owned vehicles will always be clearly marked to identify the district.

After use, district vehicles will be sanitized by individual using in accordance with public health guidelines.

### **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. After use, school facilities and equipment are to be sanitized by the individual using it in accordance with public health guidelines.

Abuse or misuse of school district or non-district owned property is to be reported immediately to the building principal. 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 backtracking 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, maturity and intellectual and emotional capacities of the students, as they individualize curriculum and provide a learning environment and assignments for their students. Teachers are expected to create a learning environment of age-appropriate civil discourse where a variety of viewpoints can be freely shared to enhance student learning.

## **Artificial Intelligence**

Teachers have discretion whether to use AI in their classrooms. However, prior to using AI tools, classroom teachers will inform the students how AI tools may be used to engage in and complete educational tasks and assignments. All applicable laws will be adhered to in the classroom and by classroom teachers. Classroom teachers will establish appropriate parameters for AI tool usage and will monitor student use of AI tools as appropriate. Students are expected to abide by their classroom teachers' rules. Classroom teachers will utilize AI tools that have been reviewed by the district.

Privacy must be protected when using AI tools. This means no personally identifiable information about other students or staff will be shared with AI tools, without prior written consent from the parent or guardian of the student or from the staff or student when applicable.

## **Break of Meal Periods**

Leaving the place of duty during a work shift without permission of direct 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 in light of the environment in which they work, the duties of their jobs and the impressionable youth they serve. Clothing should be neat and clean. Discretion and common-sense

call for an avoidance of extremes which would interfere with or have an effect on the educational process. Clothing deemed inappropriate will be discussed with the employee. Any clothing which could be deemed unsafe or disruptive to the school environment could result in disciplinary action. Questions about appropriate attire should be addressed with the building principal or immediate supervisor. Also, as role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene.

Employee furnished work uniforms are expected to be kept clean and in good repair. The uniforms must be returned to the district when they become unwearable or upon termination of employment.

## **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 cease the outside employment as a condition of continued employment with the school district.

## **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 disciplinary 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.

## **Ethics – Bureau of Educational Examiners**

### **\* FKA 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 state Bureau 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 [Ethics | Iowa Bureau of Educational Examiners](#).

## **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.

## **Insubordination**

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

School district employees shall contact their principal or immediate supervisor if there are concerns regarding working conditions.

## **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**

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, online learning platforms or 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 the 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 directly related to the employee's job. Employees, students and volunteers need to realize that the internet is not a private platform 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 must contact the superintendent for approval. Once approved by

the superintendent, the employee must work with his/her building principal in establishing and maintaining the site.

## **Social Media**

Online social media platforms such as Facebook, LinkedIn, Instagram and Twitter are an evolving gathering place for hundreds of millions of people, encompassing a broad sweep of online activity, including social networks (Facebook, Instagram and Twitter) and professional networks (LinkedIn, blogs and webinars). Because such media is a far-reaching means of communication, every District employee engaged in social media is expected to use it responsibly.

In establishing a formal social media policy, the District is hoping to provide employees with a clear, straight-forward set of standards to guide personal and professional social media behavior. As social media use and tools evolve, so will this policy. It will be evaluated and amended as needed.

The District will not place restrictions on which social media sites its employees can join during their personal time. The District hires talented people, and, therefore, trusts each employee to conduct themselves in a professional manner. If an employee is clearly identified as an employee of the District, the employee has a responsibility to consistently and professionally act in a manner that maintains the District's business reputation, whether using social media for personal or professional reasons. Additionally, employees may not set up additional social media groups on behalf of the District, such as LinkedIn groups, Facebook pages or Twitter accounts. Any communications concerning District employees that are posted using social media sites must not violate any guidelines set forth in District Policy or Handbook, especially as it relates to discrimination, unlawful harassment or safety issues.

In general, employees are free to participate in professional networking and business websites (i.e. LinkedIn, District blog), and may identify themselves as employees of the District when doing so. Because the employee's professional online identity reflects directly on the District, all such communications must meet the standards of professionalism expected of District employees and align with the District's "Code of Conduct and Ethics Policy." In addition, employees should ensure their online profile, including biography and credentials, is accurate and unembellished.

Employees need to be wary of posting anything that might constitute a violation of personal privacy laws (HIPAA, etc.). Doing so could expose the employee and the District to serious legal trouble. If an employee is commenting on a professional site, a disclaimer should be issued clearly stating that the opinion is solely of the employee, and not representative whatsoever of the District (i.e. "the views expressed are mine alone and do not necessarily reflect the views of the District"). The District reserves the

right to remove potentially sensitive material from any of its own social networking pages (i.e. specific information on a stakeholder, something that is inappropriate or offensive, SPAM, etc.).

While an employee may disagree with District actions, employees may not post material that is malicious, obscene, threatening or intimidating or that might constitute bullying or harassment. Examples of such posts might include pictures that are meant to harm a person's reputation or that contribute to a hostile work environment on the basis of age, race, sex, religion, disability, or any other status protected by law.

Nothing contained in this policy is intended to, nor shall be interpreted as, limiting an employee's right to free speech or an employee's right to engage in concerted activity aimed at affecting a change in the workplace, as protected by the Public Employment Relations Act.

When using personal social networks, employees should recognize that the information they post can impact their career and personal and professional reputations. Accordingly, employees should exercise judgment and discretion with the information that they post, as well as when determining whom they invite to join their social networks, including consideration of the appropriateness of inviting other employees.

When using a personal or non-work-related social network, employees must use a personal email address. Communications should not be attributed to the District nor appear to be endorsed or originated from the District. While the District does not require employees to disclose their identity when participating in online media, the District reserves the right to investigate and identify the authors of inappropriate posts or comments that may be related to the District, its stakeholders or employees.

Any known or suspected violations of this policy will be investigated and may result in disciplinary action up to and including termination of employment.

## **Theft**

All thefts should be reported immediately to a principal or immediate 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 always be courteous, and report to district administration any mistreatment by district patrons.



## Volunteers

The board recognizes the valuable resources it has in the members of the West Central CSD 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. If you are interested in seeking volunteers, begin by discussing and gaining approval from your direct administrator. Regular volunteers must have completed background checks and could be subject to board approval (volunteer coaches). Recruiting or setting up any presenter or presentation in your classroom or for an assembly must gain prior approval from the administrator.

## Employee Expression

The school district shall take reasonable measures as required by law to protect the intellectual freedom of students and employees and protect students and staff from discrimination based on speech. Employees who file a complaint alleging a violation of their intellectual freedom or discrimination based on speech shall not be retaliated against and shall have whistleblower protections under Iowa law.

Employees will comply with Iowa law to the extent that compliance does not infringe on employee's free speech rights.

Employees who use social media platforms are encouraged to remember that the school community may not be able to separate employees as private citizens from their role within the district. Employee expression on social media platforms that interferes with the district's operations or prevents the district or employee from functioning efficiently and effectively may be subject to discipline up to and including termination.

A district employee who acts to protect a student for engaging in free expression or who refuses to infringe on students engaging in free expression and who is acting within the scope of their professional ethics will not be retaliated against or face any adverse employment action based on their behavior provided that expression is otherwise permitted by law and board policy.

If the board or court finds an employee that is subject to licensure, certification or authorization by the Board of Educational Examiners discriminated against a student or other district employee, the board will refer the employee to the Board of Educational Examiners for additional proceedings as required by law and which may result in discipline up to and including termination.

# STUDENT AND CLASSROOM ISSUES

## Abuse of Students by a School District Employee

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

Physical abuse, sexual abuse, and sexual misconduct towards a student by employees will not be tolerated. This includes but is not limited to sexual or physical relationships, grooming behavior, and otherwise inappropriate relationships with students. Employees found in violation of this policy and rule 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.

The training manual *is located at:* [Chapter 102 Level I Investigator Manual | Iowa Department of Education \(educateiowa.gov\)](#).

## 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. All school employees 18 years of age or older 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 twenty-four 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 and dependent adult abuse or submit evidence they have taken the course within the previous three years. The course will be re-taken at least every three years.

*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: [Child Abuse \(iowa.gov\)](http://ChildAbuse.iowa.gov)*

## **Corporal Punishment, Restraint, and Seclusion of Students**

State law forbids school employees from using corporal punishment, mechanical restraint, and/or prone restraint 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.

State law also places limits on school employees’ abilities to restrain or seclude any student. The law limits why, how, where, and for how long a school employee may restrain or seclude a student. If a student is restrained or secluded, the school must maintain documentation and must provide certain types of notice to the child’s parent. District employees will receive Chapter 103 training on physical restraint and seclusion prior to using these behavior interventions with students.

Non-employees whose duties could require the individual to participate in or be present when physical restraint or seclusion is being used will be invited to join employee training on this subject.

Failure to comply with Chapter 103 training or requirements shall result in discipline, up to and including termination.

*For more information regarding corporal punishment, restraint and seclusion of students, please go to the Iowa Department of Education’s website: [Seclusion and Restraint | Iowa Department of Education \(educateiowa.gov\)](http://Seclusion and Restraint | Iowa Department of Education (educateiowa.gov)).*

## 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 the building principal in advance.

## Individuals with Disabilities Education Act (IDEA)

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.

## Homework and Grading

Grading scales are set as a building. Be able to justify the process, and ensure your students know what the grading scale is on the first day, in addition to what elements of your class will be graded. These items should be included in your syllabus and/or communicated to families. Incomplete grades will have five school days to complete. If the student has an incomplete, the parents will be called by the instructor at the end of the quarter or before with details about what needs to be completed for a final grade.

## Parent/Teacher Conferences

The Individuals Conferences are held twice a year, once in the fall and once in the spring. The teacher and the parents often see the same child from very different perspectives. The conference participants also bring their unique conceptions, misconceptions, attitudes, and feelings to the meeting. To establish a good working relationship, both sides must be open and honest in their exchanges. Thorough preparation by the teacher and parents can also save time and avert misunderstandings.

### BEFORE THE CONFERENCE

The teacher should collect a representative sample of the student's work, together with achievement records, standardized test scores, attendance reports, and other pertinent

data. This material should be carefully examined and made available to parents during the conference.

Parents should also be encouraged to prepare a list of things they want to tell and ask the teacher. If only one parent can attend the conference, the other parent's ideas and questions should be solicited and included. Parents also should determine what their child would like them to discuss with the teacher.

#### DURING THE CONFERENCE

At the onset, the teacher's first responsibility is to set the parents at ease. The teacher must be warm, friendly, and diplomatic at all times, asking parents for suggestions whenever possible and providing straightforward answers to their questions. If there is an area of disagreement, the teacher must maintain a professional attitude and use an approach like: "We have a mutual concern. What can we do about it? Perhaps you can suggest something. The teacher should be prepared to discuss the child's

- ability to do schoolwork
- grade levels in reading and math
- special interests and abilities
- relationships with other children
- level of self-esteem
- behavior in and out of the classroom

#### AFTER THE CONFERENCE

The teacher should prepare an anecdotal record of all that was discussed and recommended and planned for follow-up activity.

The parents should discuss the conference with their child, stressing its positive aspects before mentioning any problems and suggestions for addressing them. It is important that parents remember – or be reminded – to follow through with strategies and activities that were agreed to at the conference. They should also be encouraged to monitor their child's progress by asking to see samples of schoolwork at regular intervals.

A successful parent-teacher conference should provide parents with new information about their child and practical suggestions as to how they can help their child do better in school. It should also enable a teacher to better understand a child and to be more responsive to individual educational needs. Both sides benefit from a good parent-teacher conference, but the ultimate beneficiary is the student.

### **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 without a search warrant.

Employees must adhere to district policy and administrative regulations regarding the search, pat down or inspection of a student and his or her belongings.

## **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.

## **Student Funds and Fundraising**

Student fundraising for school activities may occur upon approval of the board at least five weeks 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.

### **If the district permits online fundraising funding:**

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 superintendent. 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.

## **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 level principal 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.

## **Student Disclosure of Gender Identity**

It is the goal of the district to provide a safe and supportive educational environment in which all students may learn. This includes transparency and collaboration with parents in an effort to support their students. As part of creating that safe educational environment, no employee of the district will provide false or misleading information to the parent/guardian of a student regarding that student's gender identity or intention to transition to a gender that is different from their birth certificate or certificate issued upon adoption.

If a student makes a request to a licensed employee to accommodate a gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records, the licensed employee is required by Iowa law to report the request to an administrator. The school administrator receiving the report is then required by Iowa law to report the request to the student's parent/guardian. This requirement also applies to all nicknames.

## **Transporting Students by Employees**

Generally, transportation of students is in a motor vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent and meet all applicable requirements set by the district, including public health guidelines. Private vehicles will be used only when:

- The vehicle is in good condition and meets all applicable safety requirements
- The driver possesses a valid driver's license
- Proof of insurance has been supplied to the superintendent and insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa, and
- The parents of the students to be transported have given written permission to the superintendent.

## **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.

## **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.

### **Anti-Bullying and Anti-Harassment (IASB sample policy 104 and 104.R1)**

The district is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. 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.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while in school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.



Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If, as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may request to enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

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 regulation, 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.

### **Retaliation Prohibited**

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.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

### **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”** mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the individual in reasonable fear of harm to the individual’s person or property.
  2. Has a substantial detrimental effect on the individual’s physical or mental health.
  3. Has the effect of substantially interfering with the individual’s academic or career performance.
  4. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- **“Trait or characteristic of the individual”** 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**

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent’s designee. The complaint form is available in the office. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent’s designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 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.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or the

superintendent's designee (hereinafter "investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the complainant and the individual named in the complaint ("respondent")
- A request for the complainant to provide a written statement regarding the nature of the complaint.
- A request for the respondent to provide a written statement.
- Interviews with witnesses identified during the course of the investigation
- A request for witnesses identified during the course of the investigation to provide a written statement, and
- Review and collection of documentation or information deemed relevant to the investigation

The investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in board policy. Upon completion of the investigation, the investigator shall issue a report with respect to the findings and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal.

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

### **School Decision**

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the 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.

Individuals who knowingly file false bullying and/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.

*For additional information, including applicable forms, please visit the “Bullying and Harassment” section of the Iowa Department of Education’s website, at [Bullying & Harassment | Department of Education \(iowa.gov\)](#)*

## **Bloodborne Pathogens**

All employees are required to take bloodborne training annually.

Each fall, information regarding online training will be sent to every district building. Employees will be required to log into his/her Vector Professional Development profile to complete the training. Employees will normally be requested to complete the training during the first in-service days of each school year. The school nurse will also provide additional information.

## **Communicable Diseases – Employees**

Employees who are ill are encouraged to stay home.

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.

## **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 Carmen Swales, Human Resource Director 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.

## **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 every other year in the form of a physical examination report, unless otherwise required by law or medical opinion.

The cost of the initial examination will be paid by the West Central School District. The form indicating the employee can perform the duties, with or without reasonable accommodation, for which the employee was hired, must be returned prior to the performance of duties. The cost of bus driver renewal physicals will be paid by the school district up to a maximum of \$200. The school district will provide the standard examination form to be completed by the personal physician of the employee or a certified medical examiner for bus drivers.

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.

## **Hazardous Chemical Disclosure**

Each employee will annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, is included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it is distributed to all employees, and training is conducted for the appropriate employees. The head custodian will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

## 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.

## 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: <https://www.fmcsa.dot.gov/regulations>.

**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.

# 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 their immediate supervisor 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 five (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.

## Personal Illness (Sick) Leave

Personal illness leave ensures that employees can take care of their health needs. Employees who are ill are encouraged to stay home.

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness or family member's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It is within the discretion of the board or the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee will comply with appropriate policies and procedures on employee leave.

Employees shall receive sick leave in accordance with the Iowa Code 279.40.

Employees are granted leave of absence for personal illness or injury with full pay in the following amount:

1. First year of employment is ten (10) days.
2. Second year of employment is eleven (11) days.
3. Third year of employment is twelve (12) days.

4. Fourth year of employment is thirteen (13) days.
5. Fifth year of employment is fourteen (14) days.
6. Sixth year of employment and each year thereafter, fifteen (15) days.

The above amounts shall apply only to consecutive years of employment in the West Central Community School District and unused portions shall be cumulative to a total of one hundred twenty (120) days. The Board may require such reasonable evidence confirming the necessity for such sick leave.

If any employee is unable to begin service under his/her contract because of personal illness or injury on the date on which the contract is designated to begin, he/she shall nevertheless be entitled to draw compensation for any unused sick leave he/she may have accumulated from prior years or the current year of service with the District pursuant to its regulations thereto payable at the time regular installments are due under this contract notwithstanding the fact that he/she did not commence actual service under the contract for the year covered therein. An employee new to the District must perform services at least one (1) day in the contract period in order to receive any benefits of this article.

For additional information on the district's personal illness leave procedures, please see the board policy, specific master contract, and district calendar.

## **Family Sick Leave**

Family sick leave ensures that employees have time available to take care of family when emergencies arise. The district's family sick leave procedures are as follows:

Each employee may use up to 10 days for illness in the immediate family each year, which will be charged against the employee's accumulated sick leave. Immediate family shall include spouse, child, grandchild, parent, grandparent, parent-in-law, or a person for whom the employee is the primary caregiver. One personal sick leave day will be deducted for each day used for family illness.

## **Employee Holidays and Personal Leave**

At the beginning of each school year, each employee shall be credited with three (3) days of personal leave. Three days may be used at the employee's discretion with one-day advance notice to the Superintendent and/or principal. These personal days may not be taken during the first two (2) weeks of school, the last two (2) weeks of school, the day before any holiday or vacation, nor the day after any holiday or vacation. The third personal day and any carry over days will be paid at per diem rate minus the cost of hiring a substitute teacher. Two personal days may be carried over from the current school year to the next school year for a maximum of five(5) days. Employees will not be allowed to use more than three (3) consecutive days in any given



year. This can be waived at the discretion of the Superintendent and cannot be grieved by other employees.

No employee shall be required to perform duties on any of the following holidays; these days shall be considered paid holidays:

1. Labor Day
2. Thanksgiving
3. Christmas
4. New Year's Day
5. Good Friday
6. Memorial Day

## **Employee Vacations**

Vacation may be available for those employees who work 12 months a year or as included in an individual contract.

The vacation may be taken during the school year provided the vacation will not disrupt the operation of the school district. The employee must submit a vacation request to the superintendent who will determine whether the request will disrupt the operation of the school district.

## **Bereavement Leave**

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

Up to five (5) days of leave shall be granted at any one time in the event of death of any employee's spouse, child, mother, father, sister, brother, father-in-law, mother-in-law, but no other-in-law. Employees shall be granted up to two (2) days of leave in event of death of any other member of the family. Said leave shall be in addition to any sick leave. Employees shall be further granted a maximum of one (1) day of leave per school year in the event of the death of a close friend. This leave shall also be in addition to sick leave.

Employees shall be granted an additional day of leave in the event of a death of a close friend or other member of the family, as defined in this paragraph, if the funeral for the close friend or other member of the family is held one hundred fifty (150) miles or more from Maynard.

## **Family and Medical Leave (FMLA)**

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 Carmen Swales, Human Resource Director or visit the "Family and Medical Leave Act" section of the United States Department of Labor's website, at [Family and Medical Leave Act | U.S. Department of Labor \(dol.gov\)](https://www.dol.gov/fmla).

## **Jury Duty**

Employees may be summoned for jury duty. Employees who are called for jury service will notify immediate supervisor within twenty-four hours after notice of call to jury duty and will provide suitable proof of jury service to the school district.

Licensed employees will receive their regular salary. However, any payment for jury duty will be paid to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

## **Military Service**

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.

## **Political Leave**

Employees are provided a leave of absence to run for elected public office. The superintendent will grant an employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

The request for leave must be in writing to the superintendent of schools at least 30 days prior to the starting date of the requested leave.

## Professional

Employees Each employee may be granted two (2) days for professional leave. Professional leaves shall be used for educational purposes. The employee desiring to use a professional leave day shall make a written application to the Superintendent at least one (1) week in advance of his/her absence.

Professional days shall be and for the purpose of:

1. Visitation to view other instructional techniques or programs.
2. Conferences, workshops, or seminars conducted by colleges, universities, or other education institutions or organizations.

## Association Days

Two days for the one (1) duly elected delegate of the Association shall be available to this delegate to attend the Iowa State Education Association Delegate Assembly. The delegate so chosen shall notify the Superintendent one (1) week in advance of the meeting. If a substitute teacher is required, the Association shall pay one-half (1/2) the cost of said substitute.

## 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. Unpaid leave approval is decided on a case-by-case basis and will be approved sparingly due to the availability of other leave options.

If an employee is granted unpaid leave, the employee may be responsible for the cost of the premium for insurance benefits.

Additional unpaid leave requested under the Americans with Disabilities Act (ADA) or other applicable laws will be addressed on a case by case basis to meet the needs of the individual employee. Americans with Disabilities Act at: [www.eeoc.gov/eeoc/publications/ada-leave.cfm](http://www.eeoc.gov/eeoc/publications/ada-leave.cfm) and/or [The Americans with Disabilities Act | Beta.ADA.gov](http://TheAmericanswithDisabilitiesAct|Beta.ADA.gov).

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.

## Good Cause

The Superintendent may, upon receipt of a specific written request from the employee, grant, in writing, other temporary leaves of absence with pay for good cause.

## Sick Leave Donation Program

In the event the Superintendent is notified that a catastrophic illness or injury results in an employee exhausting all sick leave, if applicable, co-workers may donate accumulated sick leave to the absent employee. Such donation of accumulated sick leave will be applied as follows:

1. In the event an employee has expended all of his/her paid leave, a written request can be made for the Sick Leave Donation Program. This will include medical documentation and submission of application form. The superintendent will communicate to the business manager that a request has been made. The business manager will notify employees of the request and ask if any employee is interested in donating accumulated sick leave. This notification will not contain any personal information other than the person's name making the request. Employees interested in donating an accumulated sick leave day to a specific individual may do so by making arrangements through the Business Manager.
2. This leave can be used only for catastrophic illness or injury, such as cancer, heart attack, premature birth, extended bed rest prior to the birth of a child, amputation and recovery, life-threatening accident or illness. This will not include normal birth and delivery, routine surgeries, or cancer of a family member.
3. A committee of two administrators, two association members, and one board member will meet to consider requests under the sick leave donation program. Decisions of the program committee with respect to eligibility of the requesting individual shall be final and binding and not grievable.
4. Employees may donate up to three days of their sick leave. Unused days are returned starting with the employee with the least number of accumulated days who has donated. No donated days may be carried over to another school year.
5. Drawing from more than one source for sick days is illegal and will not be allowed. An employee receiving compensation from the State Compensation Insurance Fund or the District's or any other Short or Long-Term Disability Insurance for a period of time during which the employee is receiving sick leave days from the program,

and consequently is receiving full pay, shall be granted leave from the program. Unused days will be returned to donors as previously outlined.

6. All employee donations will remain anonymous.
7. The employee will be allowed the entire number of days donated in this particular case. However, only one request may be made per individual per school year.
8. Regardless of the per-diem rate of the person donating sick days, the rate that the days are paid out will be based on the per diem rate of the person who made the request for sick days.

## **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.

### **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.

### **Drills and Evacuations**

Periodically the district holds emergency fire and tornado drills. In addition, the district will hold one emergency operations drill. At the beginning of each semester, 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.

## **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 KCTN, KGAN(2), KWWL(7) and KCRG(9) to broadcast a school closing announcement. Text and/or emails will be sent out through the student management system.

In the event school facilities are closed due to COVID-19 concerns, employees will follow the procedures identified in the district's Return-to-Learn plan.

## **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, whether in person or remotely, 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 will also be required to follow district rules on health and safety as well as social distancing and other public health guidelines. 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.

## **TERMINATION OF EMPLOYMENT**

### **Contract Release – Licensed Employee**

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 of advertising or other reasonable administrative costs incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, and to the extent allowed by law, 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.

## **Resignation – Licensed Employee 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.

## **Resignation – Classified Employees**

Classified employees who wish to resign mid-year or mid-assignment must give the school district at least thirty (30) days' advance notice. Those resigning at year-end or at the end of an assignment must give notice by July 1.

## **Reduction in Force/Furlough**

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.

When a reduction is deemed necessary, the district shall first attempt to accomplish the necessary reduction by normal attrition. If further reductions are needed, the superintendent will identify designated groups for further evaluation.

Employees within the designated groups will be evaluated. Probationary teachers deemed necessary to maintain a program or teach a subject area should be identified and may not be considered for reduction. Otherwise, probationary employees will be discharged first.

If further reductions are needed, 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, and
- Number of continuous years of service to the school district. This will be considered only when the foregoing factors are relatively equal between employees.



## 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.

# APPENDIX

## Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the West Central School District's Employee Handbook available on the district's website. I understand the employee handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult the superintendent with any questions I have about the contents of the employee handbook or any questions that I feel were not addressed.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended and does not constitute a contract between the district and any one or all of its employees.

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Employee's Signature

Date

---

Employee's Name (Printed)

### **Title IX**

I have completed the annual training for Title IX and understand my responsibilities to fulfill the code.

---

Employee's Signature

Date

---

Employee's Name (Printed)

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE – COPY PROVIDED TO  
EMPLOYEE**