

# North Mahaska Licensed Employee Handbook

## 2022-2023

Board Approved June 2020 -original  
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Board Approved June 2022 -update

It is the policy of the North Mahaska Community School District not to illegally discriminate on the basis of race color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs),sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Nicole DeBoef,

Elementary At-Risk Coordinator, 2163 135th Street, New Sharon, IA 50207 at (641)637-4041 or  
atdeboefn@nmwarhawks.org

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## **School District Philosophy**

As a school corporation of Iowa, the North Mahaska Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students. The board's ability may be limited by the school district's ability and willingness to furnish financial support in cooperation with the student's parents and school district community. The board is also dedicated to providing the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime. The board endeavors, through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity. Instruction and curriculum are the key elements of a public education. Critical thinking and problem solving skills that will assist the students' preparation for life is instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning. The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

## **Equal Opportunity Employment**

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

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

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

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, [insert district name], [insert address] or by phone at [insert phone number].

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) or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, [www.state.ia.us/government/crc/index.html](http://www.state.ia.us/government/crc/index.html). This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

## **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 on the district's webpage. Employees are expected to know existing board policies and know to refer to the policies when necessary.

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

### Group Insurance Benefits

#### Health Insurance

The district shall make available four health insurance plans, one of which has a \$500 deductible, one which has a \$1,000 deductible, one of which has a \$5,000 deductible and one which is a health saving account. The District will pay \$881.75 per month toward the purchase of one of these health insurance plans for each eligible regular employee contracted to work thirty (30) or more hours per week. The District will pay \$440.88 per month toward the purchase of one of these health insurance plans for each regular employee contracted to work at least twenty (20) but less than thirty (30) hours per week. If the monthly premium for the insurance plan selected by the employee is less than the amount provided by the District, the difference may be applied toward family insurance, or be applied toward a tax sheltered annuity, or be applied to the health savings account, or be applied toward additional single insurance coverage in the case of part-time employees whose total insurance premium is not paid by the board.

While an employee may refuse insurance coverage by the district, an employee must take coverage under one of the health plans in order to receive the difference applied toward other benefits. Employees taking a family plan shall have deducted by payroll withholding the premium amounts in excess of the District's contribution, with such withholding done on a pretax basis, subject to federal and state laws.

The District agrees to pay the cost of the full single premium for the \$500 deductible plan.

#### Life Insurance Accidental Death and Dismemberment

Accidental Death and Dismemberment for each eligible regular employee contracted to work at least twenty (20) hours per week.

#### Long Term Disability

The board will pay the monthly premium costs for Long Term Disability Insurance for each eligible regular employee contracted to work at least twenty (20) hours per week. Phase I and II salary from the Excellence in Education Fund shall be deemed regular compensation for disability coverage.

#### Cafeteria Plan for Insurance

A cafeteria plan will be offered to all employees covered under this contract. This would allow these employees to use pretax dollars for health care, dental expenses, day care, eye care or any other expenses that are allowed by law under this type of plan. No additional dollars will be added by the Board to fund this plan.

### Limitations and Provisions

All provisions of insurance coverage shall be those set forth in the respective insurance policies. This includes, but is not limited to, eligibility, beginning and termination dates, benefits and exclusions.

The Board shall have the right to procure the insurance referred to in this Article from any reputable insurance company.

### Duration

The employer contributions to insurance shall commence within thirty (30) days of commencing employment and shall terminate on the last day of the calendar month in which the employee terminates employment or has employment terminated, unless such termination occurs at the end of the school year, in which case, the above stated employer contributions to insurance shall terminate on August 31. Employees on unpaid leave of absence shall not have employer contributions to the insurance program but may continue coverage by paying the premiums in advance with approval of the carriers.

## **Iowa Public Employees' Retirement System**

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

## **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. The district preference is that employees utilize a school vehicle for travel. If approved by the superintendent, an employee may use a personal vehicle and be reimbursed at the mileage rate of 39 cents/mile. The reimbursement for meals is: Breakfast, \$8.00 if departing before 6:00 am; Lunch \$10.00; Dinner \$19.00 if return after 7:00 pm.

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

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

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.

## 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.

### Collaboration

Teachers are required to collaborate 36 hours in a year. The intent is collaboration occurs weekly. Collaboration should focus on the four critical questions:

1. What is it we expect our students to learn?
2. How will we know when they have learned it?
3. How will we respond when some students do not learn?
4. How will we respond when some students already know it?

Collaboration may also include analysis of student data including formative and summative assessments, instructional planning, study of research-based strategies, model, demonstration, and/or practice of research-based strategies, coaching, etc.

### Communication

Communication is such an important part of the school environment. Thank you for conducting yourself in a positive and professional manner in all modes of communication. (Non-verbal, verbal, electronic (Facebook, Twitter, etc.)) You are a role model for our students, and they look up to you. Greet students every day at the door in a friendly manner. Communicate with parents often. Building relationships with students, parents, and the community is an important role of a teacher! Phone calls and e-mails MUST be returned to parents/guardians in a timely manner. Please do not leave them waiting and wondering, causing them to call the school multiple times.

### 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 central office.

## **Employee Records**

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

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are generally considered confidential records and therefore are not open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent or non-confidential records such as an employee's salary, an employee's individual contract, or if the employee resigned in lieu of termination and the documented reasons why, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between central office 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 look into these items when needed. Anything on the school district's computers, server, website, etc. and in school district files, etc. are considered a public record and open to public inspection. If the school district conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. Should the school district get a request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to employees.

## **Evaluation**

The purpose of the evaluation and visitation is to improve instruction and student learning. Teachers are placed on a 3-year evaluation rotation with every third year being an intensive year. Evaluations are based on the Iowa Teaching Standards for which teachers must provide artifacts to support their implementation. After formal observations the principal and teacher will have a conference to review the evaluation. The Principal and teacher will both sign the evaluation sheet and it will be filed in the

teacher's permanent file. This file may be checked by the teacher at any time. A pre-observation conference may be held.

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

#### Number.

Employees shall be formally evaluated at least two (2) times during each of the first two (2) consecutive years of employment with the District. If needed, a 3<sup>rd</sup> year may be required. Beyond the third year of service, employees will be formally evaluated at least once every three years. Formal evaluations of extra-curricular coaching shall be conducted separately from other duties and shall be conducted as deemed practical and possible by the administration.

#### Observations

Each formal evaluation shall be preceded by at least one (1) formal observation of the employee's performance. Employees not assigned to classrooms for the majority of their duties (for example, counselors and media specialists) shall have a conference with the evaluator prior to completion of the formal evaluation.

#### Written, Formal Evaluation and Conference

A copy of the written formal evaluation shall be presented to the employee and a conference held with the employee within ten ( 10) days of the last formal observation (or conference) or at a later time as arranged with the employee. The employee shall be asked to sign the written formal evaluation. Such signature shall only indicate the employee's awareness of the contents and shall not be interpreted to mean agreement with the contents.

#### Response

The employee may respond to the written formal evaluation by filing a written response within five (5) school days of the formal evaluation conference.

#### Objection

An employee who has completed two (2) continuous years of service with the District (or three years of continuous service, if the employee agreed to a third year of probationary status), who receives a formal evaluation which concludes that the overall performance is unsatisfactory, shall have the right to challenge the formal evaluation as unfair, unjust, or inaccurate.

#### Complaints

Copies of complaints directed toward an employee which are placed in the employee's official evaluation file shall be given to the employee within ten (10) school days of placement in the file. The employee may respond to the complaint by filing a signed, written response within five (5) school days of receipt of the complaint by the employee.

#### Evaluation File

Employees shall have the right to review and copy formal evaluations and written complaints and responses contained in their official evaluation file.

## **Individual Professional Development Plans**

Each teacher shall draft an individual or group professional development plan by October 15 of the school year following the conclusion of his/her previous plan.

The evaluator will review the plan and may meet with the teacher to modify the plan to reflect the teacher's and the school district's needs, and approve the plan. This meeting will be held within 30 (school) days of its submission. Both the teacher and the evaluator will have a copy of the plan.

Modification of the plan can be made at any time upon mutual agreement of teacher and principal. The teacher and evaluator shall sign and date the modification. Per BOEE, successful completion of the Plan can receive recertification credit.

The evaluator and the teacher shall establish a time for an annual conference to review progress in meeting the goal(s) in the plan. At the conclusion of the meeting, a copy of the annual update shall be signed and dated prior to being placed in the teacher's personnel file.

## **Excused From Duty**

Please notify your respective principal by 6:00 a.m. if you cannot attend school that day because of illness. Don't wait to call. Be sure to visit with your respective principal personally. If you have to leave a message, it is your responsibility to make sure you follow up to ensure the message has been received. Staff members who become ill during the school day should notify the office and arrange for someone to cover the classroom. Do not leave students unsupervised.

Any time that you will be gone from school, please be sure to fill out the proper paperwork and turn back into the office as soon as possible. If you are gone unexpectedly, please be sure to turn your paperwork into the office the day you return to work.

Please let the office know prior to leaving when you plan on leaving the building and grounds.

All absences must be documented in Frontline, the absence management system.

## **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.

## **Mandatory Cooperation in Workplace Investigations**

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees. Employees may be disciplined, up to and including termination, for making any untrue statement or providing information that is dishonest, misleading, inaccurate or incomplete during the course of 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 the superintendent within 48 hours. 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 employee's contract is a probationary period unless the employee has already successfully completed the three-year probationary period in an Iowa school district. Newly licensed employees who have successfully completed a probationary period in a previous Iowa school district will serve a two year probationary period.

## **Public Complaints About an Employee**

The board recognizes situations may arise in the operation of the school district which are of concern to parents, employees, students and other members of the school district community. Public complaints about an employee shall be addressed as detailed in board policy 402.5.

## **Qualifications, Recruitment and Selections**

Job applicants for all positions will be considered on the basis of the following: training, experience, and skill; nature of the occupation; demonstrated competence; and possession of, or ability to obtain, state license if required for the position.

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

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

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

## 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

### Voluntary Transfers

A notice of an opening creating an opportunity to transfer shall be emailed to current staff and posted on Teach Iowa at least five (5) calendar days before the final date when applications must be submitted.

### Application

Any employee possessing the necessary qualifications may apply for consideration for any posted vacancy. Such application must be in writing and delivered to the Superintendent by the date specified on the notice. An application must be made each time an opportunity is posted, and applications shall not carry over from one opportunity to transfer to another.

### Determination

All applications for transfer shall be considered along with the applications from non employees. Written notice of the denial of a voluntary transfer shall be delivered or sent to the employee within ten (10) days of the filling of the position. Upon request by the employee, a conference shall be held between the administration and the employee to discuss why a transfer was not granted.

### Involuntary Transfers

An employee being involuntarily transferred (transferred without the consent of the employee) shall be notified of such action and the reasons therefore as soon as reasonably possible.

## Work Day

The length of the employee workday shall consist of not more than eight (8) hours including provisions for lunch. Each teacher shall have a 25-minute duty-free lunch.

The workday may be extended for a reasonable number of faculty meetings, other meetings, activities, conferences, or duties which necessitate employee attendance.

On Friday, employees may leave after student bus departure time and students are dismissed, unless special activities are scheduled. On days preceding holidays or vacations, employees may leave as soon as the buses have left the building. When school is dismissed due to concerns about safe driving conditions, the employees may leave as soon as the buses have left the parking lot.

Employees will each have at least thirty (30) minutes of planning time on each regularly scheduled (full) day during student-contact hours.

By mutual agreement of the supervisor and employee, these hours may be adjusted.

Work hours are from 7:35-3:35 or 7:45 to 3:45 or 8:00 to 4:00. At the beginning of the year, notify your building principal which start time you will be honoring. Be on time and fully engaged during work hours. Our students and staff count on you to bring your best each day.

Jr/Sr High Level: Teachers may be assigned additional duties. Make sure you check the schedules and be in your location on time.

# DISTRICT PROCEDURES AND GUIDELINES

## Announcements

If you have information you want listed in the announcements, please have the information to the office by 8:00 a.m. Announcements will be announced during the last 8-9 minutes of school each day. If something comes up during the day you need announced, please submit it to the office before 2:30 pm. Please send emails to your students, so we don't have to announce so many different events at the end of each day.

## Student Handbook

All staff shall be aware of the information within the student handbook and monitor those expectations.

## Assemblies

Elementary Level: Teachers will sit with their assigned class in the auditorium/gym. Additional staff members please fill in among the students to assist with behavior issues. Please review PBIS expectations prior to assemblies.

Jr./Sr. High Level: Class sponsors are to sit with their assigned class in the auditorium. Staff members that are not class sponsors, please fill in among the students to assist with behavior issues.

## Attendance

Elementary Level: Each morning attendance and lunch count must be taken on PowerSchool by 8:30. If a student arrives after the attendance has been submitted, he/she must report to the office for a tardy slip.

Jr./Sr. High Level: Attendance must be taken at the beginning of each period. Lunch count must be taken by beginning of 2<sup>nd</sup> hour.

Attendance **MUST** be taken at the beginning of each period, study hall, and homeroom. If a student comes in after attendance has been taken, take time to change the status of the student or call the office and advise of the change.

Attendance **MUST** be accurate for each period so parents are not contacted if students are counted absent, but are really in school or if the student is not counted absent and is not in school the parents need to be notified

## Books

Please keep an accurate inventory of textbooks and checked-out technology. All textbooks and checked-out technology shall be accounted for at the end of each year.

## Care of Building

It is the responsibility of each teacher to report to the office all cases of abuse to the building and equipment. This includes marks on walls, desks, chairs, or any other. Be sure to turn off lights to all rooms and shut windows when leaving. If you have an extra-curricular activity after school be sure all students are out of the building, all lights are turned off and all doors are locked.

## Child Labor

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

## Coaches and Sponsors

Coaches and sponsors need to make sure they have their students turn any money owed for items into the high school office directly and as soon as possible as orders will not be submitted until all money is collected. Coaches and sponsors should not collect any money. All orders of any kind should be submitted ahead of time to the principal or the activities director for approval. Coaches and sponsors shall maintain records of uniforms and equipment check in and out to students with an inventory turned in at the end of each season.

Payment for coaching is based on BA steps 1-10. If a coach is changing positions and staying within the sports field (and music) the years of service will be honored for step placement.

## Communication to the Office

Please notify the office when you are sending a student down for an illness/injury or disciplinary referral.

## Copies

The copier is available for staff usage for educational purposes. Please run and print copies in black and white unless color is required. If running off large amounts of materials, run before or after school or see the secretary. If you have a student aide and want them to run off materials for you, please have them check in at the office first before going into the copy room.

## 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.”

## **Credit Cards**

For purchases needing a credit card, you must first complete a purchase order and obtain approval from the building principal. Credit card requests should be made two days in advance of needing the card. The card may be obtained from the business manager with a signed purchase order. If you do not have a signed purchase order, no card will be issued.

## **Discipline**

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

## **Email**

Check your email during your prep time and also periodically during the day for messages and homework requests.

## **End-of-Year Checkout**

Each teacher shall complete the end-of-the year checkout procedures with the building principal.

## **Employee Recognition**

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

If the form of honor deemed appropriate by the administration and employees involves unusual expense to the school district, the superintendent will seek prior approval from the board.

## **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.

## **Extra Duties** (Cafeteria, Hallway, Parking Lot): Jr./Sr. High Level

All teachers will be assigned extra duties.

Check the Supervision Schedule, the Warhawk Weekly or the Daily Bulletin to make sure you are taking care of your assigned extra duties.

## **Mailboxes/Packages**

Check your mailboxes daily and also check in the office daily if you have ordered packages so they are not sitting in the office for an extended amount of time.

## **Parking**

Jr./Sr. High Level: Primary staff parking will be on the North side parking lot in the front row and the southwest end of the South parking lot. If you need to park by the shop or in front of the school to unload your vehicle, that is fine for a short time. Move your vehicle as soon as you are finished unloading to the designated parking area. Do not leave your vehicle parked by the shop.

## **Purchasing and Requisitions**

At different times throughout the year, you may need certain materials for your instructional program. Purchase orders will be completed on-line. Be sure to complete the following information:

1. Fill in Full Address, Fax and Phone Number of Vender.
2. Check the elementary or jr./sr. high address box
3. Fill out the date
4. Textbook, Consumable, General Supply... (Fund)
5. Your last Name (Employee)
6. How many of this product (Quantity)
7. Product, Item, or Catalog Number
8. Brief Item Description
9. Cost of Each Item
10. Total for all Items
11. Find shipping Costs
12. Total of Purchase Order

Do not order the product or submit the purchase order until it has been approved.

## **Religious Holiday Celebrations in Public Schools**

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

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

Prohibited Activities:

- Displays of religious symbols such as a crèche, an angel, a menorah, or a banner with a religious message (e.g., “Gloria in Excelsis Deo”)

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

#### Permissible Activities:

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

## Room Keys

Teachers will be provided with a room key to their room. Be sure to lock your room when leaving for the day, unless arrangements are made with the custodians. Please make sure your windows are properly secured when leaving. Be sure to turn off your room lights when leaving.

## Room Supervision

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.

Don't leave your classroom unsupervised. Make arrangements with a co-worker or the office if it is necessary for you to leave the classroom.

## School Fees

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

## **School Nutrition Program**

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

In order to eat or get milk you will have to have an account and money in the account.

Check your account frequently to prevent being turned down from eating in the lunch line. If you do not know how to check your lunch balance, please stop in the office and ask for help. Lunch money is to be turned into the office before school starts in the morning. Money will not be accepted when you go through the lunch line.

## **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.

## CONDUCT IN THE WORKPLACE

### **Employee Use of Cellphones/Phones**

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.

### **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.

### **Offensive or Abusive Language**

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

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

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

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

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

Abuse or misuse of school district or non-district owned property is to be reported immediately to central office. 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 disciplinary action up to and including termination.

## EMPLOYEE STANDARDS OF CONDUCT

### Academic Freedom

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

### Dress and Grooming

Dress professionally according to your position; follow the same guidelines established for students. This includes no low-cut shirts showing back or front, short shorts, tank tops, etc. Friday is a casual day. Dress casual but professional. Jeans will be allowed on Fridays and on designated days. This includes support staff also. A positive attitude and smile are an important part of your appearance. Thanks for your welcoming demeanor with the school staff, students and parents!

### 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.

### 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:

1. 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.
2. 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.
3. Using classrooms, buildings or students for the purpose of 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.)
4. Using school equipment or materials for the purpose of 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 “Leaves and Absences” section of this handbook.

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

School district employees are expected to perform their jobs in an ethical and honest manner consistent with board policy and the Iowa Board of Educational Examiners (BOEE) rules. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Professional Conduct and Ethics of the BOEE. The BOEE’s Code of Professional Conduct and Ethics constitutes mandatory minimum standards of practice for all licensed employees. While classified employees, except coaches, are not subject to the BOEE Code of Ethics, it is good guidance for all employees and recommended reading for classified employees as well. For a copy of the ethics code, please visit [www.boee.iowa.gov/doc/ethHndot.pdf](http://www.boee.iowa.gov/doc/ethHndot.pdf).

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

## **Relationships with Co-Workers**

School district employees are encouraged to create an environment where co-workers’ collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. 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.

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.

Employee conflict should be handled at the lowest level.

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

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

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

## **Theft**

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

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

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

## **Volunteers**

The board recognizes the valuable resources it has in the members of North Mahaska 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. All volunteers need an approved background check.

## STUDENT AND CLASSROOM ISSUES

### **Abuse of Students by a School District Employee**

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

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

### **Child Abuse Reporting**

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

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

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

Within six months of their initial employment, mandatory reporters will take the required course involving the identification and reporting of child abuse, or submit evidence they have taken the course within the previous five years. The course will be re-taken at least every three years.

## Computers, Student Use

All students MUST be monitored by staff when using the computers so they don't go into inappropriate websites.

## Corporal Punishment, Restraint and Detaining Students

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

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

## Discipline of Students

NM Elementary will be implementing Positive Behavior Interventions and Supports. Please refer to the PBIS section of the student handbook for additional information.

For any student sent to the office for disciplinary reasons, a written report should be filled out and given to the office as soon as possible. Any major discipline problem(s) in the room should be reported to the principal. The authority of the teachers extends throughout the building and grounds to maintain good student conduct. In many playground student discipline problems, playground supervisor should inform the child's teacher on the infraction.

1. If you are having discipline problems in your class, discuss the problem with the principal. Contact the parents to inform them of the problem and involve them in the problem-solving process.
2. If a certain situation exists that you have to immediately remove a student from a class, or any other place during the day and send him to the office, contact the dean of students and/or office before sending them. The purpose of this is so that the principal will know why this student has been sent to the office as soon as the student arrives. Never send a student out of a class without a definite place to go.

### DISCIPLINE – ELEMENTARY

\*See PBIS Handbook –Premise Teach, practice, and reinforce expectations. Provide corrective consequences for students who choose not to follow behavior expectations.

School discipline is an issue everyone is concerned about. Parents, teachers, students, administrators - everyone wants learning to occur at our school. In order for that to happen, we need cooperation from everyone so there is a caring, orderly atmosphere in the classrooms, cafeteria, halls, gym and playground.

Basically, this means following The Golden Rule "Do unto others as you would have them do unto you". Our goal is to have students be courteous to one another and to adults and vice versa.

At North Mahaska Elementary some basic steps are followed to deal with behavior problems when they occur:

1. Our goal is to have the students recognize what they have done.
2. Determine if it was the right thing, and
3. Plan a better course of action in the future.

We want to help students learn they are responsible for their own actions. When they decide to do something that is wrong, they will learn there are natural consequences to their actions. At the same time, when they do what is right, our goal is to give them recognition for that behavior.

When a student misbehaves and disregards the school rules, the consequences may include:

- "Time out" in isolation in their classroom
- Professional verbal reprimand
- Behavioral contract with student
- Counseling
- Writing behavioral essays
- Withdrawal of privileges (as in no recess)
- Parent conference
- Referrals for evaluation
- Principal's "Time Out" area
- Detention
- Suspension

Other behavior modification activities may be used. The size of a consequence is related to the severity of the misbehavior and continuation of the misbehavior.

Persistent behavior problems with a youngster may warrant referrals to outside agencies for assistance, such as social workers, psychologists, and behavior design interventionists.

## DETENTION

Students may be retained by the staff after dismissal for disciplinary reasons. Parents should be notified if a student has been assigned detention. Since parents are responsible for transportation, they should be the detention. The school will not be held responsible for transportation of students who are retained. Unless there is an emergency, a town student may stay the same afternoon the problem occurs. A rural student may stay the same afternoon or the following school day afternoon if transportation needs to be arranged.

Students may be retained by the staff after dismissal for disciplinary reasons. All detentions will be served by the teacher that issued the detention, so they can have time to discuss the situation, and work out a solution to deter further incidents unless other arrangements can be made

## **Field Trips**

Elementary: If you are taking your class on a field trip, or your class is not going to eat lunch for ANY reason, please notify the kitchen at least 2 weeks ahead of time, so they do not prepare food that they will not use. The state does not approve of pizza being served to students, please refrain from doing this. If you choose to do something at the last minute when you come to school in the morning that will keep your students from eating lunch, please notify the kitchen by 8:00 a.m. Teachers desiring to take classes on field trips of any kind away from the building and grounds must get the approval of the administration in advance (30 days preferred). Notes must be sent home to parents notifying them of the field trip when

transportation is involved and obtain written parent permission. Transportation requests and lunch forms are to be turned in two weeks in advance. Please remember, under most circumstances, we can no longer charge student fees for field trips.

Jr./Sr. High Level:

If you are taking your class on a field trip, or your class is not going to eat lunch for ANY reason, please notify the kitchen at least 2 weeks ahead of time, so they do not prepare food that they will not use. Teachers desiring to take classes on field trips of any kind away from the building and grounds, must get the approval of the administration in advance. Field Trip permission Slips must be turned into the office one (1) day prior to the field trip. Permission slips must be sent home to parents a week in advance notifying them of the field trip when transportation is involved and to get their permission. All teachers must sign off on the permission slips for their classes. Make sure the students are advised of the field trip far enough in advance that they get their permission slips, have time to get them signed and back to the office one (1) day prior to their trip. Students that have not turned their Field Trip Permission Slips into the office will not be allowed to participate.

## **Fundraising**

All fundraisers MUST BE APPROVED BY administration. Approval forms may be picked up in the office. When students participate in fundraising activities for classes or groups, it is of utmost importance to collect and turn in the money as promptly as possible. Sponsors and activity supervisors are responsible for detailed record keeping and for student promptness. Be sure to pick up a form and have it approved before ordering anything. All money must be turned in daily.

## **Individuals with Disabilities Education Act**

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 [www.idea.ed.gov/](http://www.idea.ed.gov/). Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students.

It is our goal to provide a continuum of services delivered in the least restrictive environment determined by the needs of the individual student, acknowledging that student's needs differ according to age, disability, severity, etc.

The identification of students with special concerns may be started when a teacher, parent, administrator, or student expresses concern of an ongoing problem.

Students may be referred to The Student Assistant Team. If you are considering a student in need, begin the process early. You should have an idea by early October.

Classroom interventions should be started immediately for students falling below grade level standards. If a student is AT the proficient level on ISASP they are really considered a year behind. The General Education Teacher is the teacher of record and responsible for student learning.

## **Grading**

The teacher must justify the grade given. The pupils should not receive a failing mark for a nine week period unless his parents or guardian has received adequate advance warning during the period if at all possible. If a student fails an assignment, it is recommended to have them redo the assignment. Failure should not be an option! Focus on learning; therefore, if a student fails an assignment, reteach.

Any grading scale other than the one already established must be approved by the principal.

Reports of student progress will go out mid quarter of each nine week period. They will likely be sent home with the students. This includes deficiencies, commendations and all other progress reports. You are encouraged to call parents any time through-out the year to inform them of student progress.

Student reports will go home to parents the Friday following the above midterm.

With the exception of 4<sup>th</sup> quarter, all quarter grades must be posted by noon Wednesday immediately following the end of the quarter/Semester. Report cards will go home with students the Friday immediately following the posted due date for grades.

Elementary Grading:

Kindergarten through sixth: Standards Based Reporting

- R: Reinforcement Needed
- P: Progressing Adequately
- M: Meets Grade Level Standard

North Mahaska Grading Scale for 7-12 Grade

GRADE

A (4.00)	93-100
A- (3.67)	90-92
B+ (3.33)	87-89
B (3.00)	83-86
B- (2.67)	80-82
C+ (2.33)	77-79
C (2.00)	73-76
C- (1.67)	70-72
D+ (1.33)	67-69
D (1.00)	63-66
D- (0.67)	60-62
F (0.00)	below 60

Jr./Sr. High Level: Grades on the Computer (PowerSchool): Please keep your grades entered into PowerSchool current. All grades MUST be entered within 5 days. Parents are checking the status of their students now and we need to make sure the grades are up to date.

All teachers will stand in the hall while students are passing and watch for pushing, shoving, running, or other inappropriate behavior. Report any inappropriate behavior to the principal. Students do not pass through the double doors before school starts unless a pass has been given to them by a teacher.

## Lesson Plans

All teachers will need to have their lesson plans (in the Google Folder) to their respective principal by 8:00 a.m. each Monday. . We will be checking lesson plans to assure curriculum alignment.

Lesson Plans One Week At A Time: Lesson plans should be prepared a week at a time in case a substitute would be needed on short notice. Lesson plans should be kept in your sub folder and be easy to follow.

## **Parent/Teacher Conferences**

Parent/Teacher Conferences are held twice a year with the expectation of attendance by teachers.

## **School Nurse and/or Injury to Students**

The school will have a school nurse available. The nurse is scheduled from 7:30 to 3:30 Monday through Friday.

If any serious injury or accident occurs on the school premises, please notify the nurse, secretary or principal immediately with full details. If the injury is serious enough, accident reports will be filled out. Blood spills - see the blood borne section of the Faculty Handbook.

Jr./Sr. High Level: All students MUST sign out in the high school office before going to the nurse's office.

## **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 disciplinary action up to and including termination. For additional information regarding the applicable standard in the Iowa Board of Educational Examiners Code of Professional Conduct and Ethics, please visit the Board of Educational Examiners website located at [www.boee.iowa.gov/doc/ethHndot.pdf](http://www.boee.iowa.gov/doc/ethHndot.pdf).

The ISASP will be scheduled annually. Please review last year's test results to help determine areas of strength and weakness and to help students set academic goals. All students should achieve at least one year of growth on the ISASP.

### Screening Data:

FAST will be administered at the elementary level three times a year in the identified assessment windows for fall, winter, and spring. All students who are substantially deficient and/or at-risk are to be provided an intervention and their progress is to be monitored on a weekly basis using the FAST system.

MAP will be administered at the jr./sr. high level two times a year. All students who are substantially deficient or at-risk should be provided an intervention during Success Period, study hall, or during their regularly scheduled class.

## **Student Absences**

Students must bring a written excuse or parents must call the school if they miss school. Students are expected to make up work missed. Document assignments not turned in from missing school. Students should notify the teacher if they are leaving town and should try to get their work completed before leaving. When a student has accumulated 5 days or more of absences, parent contact should be made. When a student accumulates 8 or more absences, attendance letters will be sent notifying the parents of the number of absences and encouraging student attendance.

## **Student Cell Phones**

Students are permitted from using cell phones in school. If students have their cell phones in class, ask them to turn them off and return them to their school bag.

## **Student Passes**

When a student leaves a classroom to go to the office or another classroom, the teacher MUST sign on the student's passport as to where they are going and the time that they left. The teacher should also check the passport upon the student returning to see that they are accurately returning back to class in a timely manner.

## **Student Reading Time**

Elementary:

Try to allow sometime during the school day (30 minutes) for student reading time.

## **Student Restroom Breaks**

Monitor students closely when students ask for a restroom break. When they NEED to go, send them. You should continue to use a monitoring system when they leave the room. High school students should have a pass.

## **Student Visitors**

We will encourage parents not to send non-registered children to school to visit. Student visitors may be sent home if disruptive to the school program. Parents/friends wanting to send children to school to visit must contact the teacher and principal for prior approval.

## **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 central office 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 disciplinary action, up to and including termination, and expose the employee to personal liability for violation of Iowa's privacy law.

## **Suspensions and Expulsions**

Students may be suspended by the principal or superintendent for a reasonable time. Only the Board of Education can exclude or expel a student from school. The following are some of the actions that may lead to suspension or expulsion:

- A. Damage to school property
- B. Profanity, obscene actions
- C. Truancy, unexcused absences
- D. Use of tobacco, alcoholic beverages or narcotics on or about the school premises
- E. Disrespectful language or actions toward staff.

## **Substitute Teacher Folder**

Please complete substitute information by September 1 and have it in your room or on your desk available for a substitute. It should include emergency info, seating charts/class rosters, current lesson plans, and daily schedule.

## **Transporting of 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 not 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. 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.

Any student requiring medication should have a written form from the parent. If the student is 18, they can fill out their own form to provide consent. If a student brings medication to school, they are required to take the medicine to the office. Medication will be dispensed from the office, with a properly signed release from the parent or guardian. Students are permitted to carry inhalers.

### Anti-Bullying and Anti-Harassment

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

#### Definitions

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

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

### Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within [state number of days - 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.

School employees, volunteers and students shall not engage in reprisal, retaliation or false accusation against a victim, witness or an individual who has reliable information about an act of bullying or harassment.

### Investigation

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

### Decision

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

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

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

## **Bloodborne Pathogens**

Blood borne pathogen training is required annually. Please be sure to update your staff file each year verifying you have received this training. Make sure you use the universal precautions that were presented at the blood borne pathogens meeting. This could be a matter of life and death.

## **Communicable Diseases – Employees**

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term “communicable disease” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

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

## **Employee Injury on the Job**

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

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

It is the responsibility of the employee injured on the job to inform the nurse and administration 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. A pre employment physical is required and shall be paid by the employee.

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. [Insert name and position title] 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 immediate dismissal.

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

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

Employees who operate school vehicles are subject to mandatory random and scheduled federal drug and alcohol testing if a commercial driver's license is required to operate the vehicle and the vehicle transports sixteen or more persons including the driver. For regulations and forms please visit the Federal Motor Carrier Safety Administration website located at [www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm?](http://www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm?)

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

## Vehicle Requests

Requests for district vehicles should be submitted at least two days in advance of the event (one week is preferred). Requests are to be turned into the building principal for approval. If there is not a vehicle available for staff to drive to a school related activity or professional development, staff may take their own vehicle and be reimbursed at the district mileage reimbursement rate. Please fill out the mileage log and please clean the inside of the vehicle out before you leave it back at the bus barn. Also, please notify the transportation director if you notice any problem with the vehicle.

## **Work Assignments**

The activities will be making a schedule for staff to work the gates for sporting events, concerts, and other activities that he needs assistance with. Everyone will be contacted or an email sent requesting volunteers to help with these events. Keep track of the final schedule you are given. Make sure you attend or find someone to take your place, notify the activity director of the change and be on time.

## FAMILY MEDICAL LEAVE 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 complete the on-line ASOP leave request program for absences. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. 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 disciplinary action even if the employee has not yet exhausted available paid leave.

### Family and Medical Leave

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

For additional information regarding the Family and Medical Leave Act (FMLA) please contact [insert name, position, and contact information] or visit the "Family and Medical Leave Act" section of the United States Department of Labor's website, at [www.dol.gov/whd/fmla/](http://www.dol.gov/whd/fmla/).

## 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 the central office to report any security/safety hazard(s) or condition(s) they identify.

### Drills and Evacuations

(Chapter 100.31, Code of Iowa) Post fire and tornado drill procedures through-out each classroom.

The FIRE drill signal is one long blast of the siren. The TORNADO drill will be announced through the intercom.

TORNADO WARNING: A tornado has been sighted. Take shelter. Danger Signs: Severe thunderstorms (strong winds, thunder, lightning, heavy rains.)

Protect yourself and students; Have students lie face down, draw your knees up under you, and cover the back of your head with your hands.

Please be sure to take your class lists with you when you hear the fire or tornado sirens and double check to ensure you have each student.

It is required to post tornado and fire drill procedures in each classroom. Staff is expected to participate in the drills and know the proper procedures to ensure safety for all. The teachers need to do this at the beginning of the school year. These should be posted in your classroom for everyone to see.

An Emergency Response Drill will be conducted annually as required per Iowa Code.

## **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 stations to broadcast a school closing announcement.

The teachers are expected to arrive 1/2 hour before school starts on school delays for inclement weather days. Teachers may leave right after the buses leave in an early dismissal inclement weather situation.

## **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 disciplinary action if the threat impacts the orderly and efficient operation of the school. Employees engaging in threatening behavior will face disciplinary consequences up to and including termination.

## **Visitors/Guests**

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

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

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

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

## **Weapons**

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

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

## TERMINATION OF EMPLOYMENT

### Contract Release – Licensed Employees

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

The licensed employee may resign without penalty provided notice to the employing board is given no later than the latest of the following dates:

1. The licensed employee's last work day of the school year;
2. The date set for return of the contract as specified in statute; or
3. June 30.

Release from a contract after June 30 may be made contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the board the cost incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, the costs may be deducted from the employee's salary. When required, payment of these costs will be a condition for release from the contract. Failure of the licensed employee to pay these expenses when required may result in the district filing a cause of action in small claims court against the employee.

### Resignation – Licensed Employees at Year End

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

### Reduction in Force

Reduction is defined as less than the current contract. The Board, in making a reduction, shall follow the procedures specified within each category.

The categories are:

<u>Elementary (K-6)</u>	<u>Secondary (7-12)</u>
Regular Classroom Teacher	Driver Education
Art	Art
Vocal Music	Vocal Music
Instrumental Music	Instrumental Music
Physical Education	Physical Education
Media	Media
Resource	Resource
Special Reading	Special Reading

Counselor  
Special Education  
Health Services  
Other

Counselor  
Special Education  
Health Services  
Language Arts  
Social Studies  
Mathematics  
Science  
Foreign Language  
Family and Consumer Science  
Industrial Arts  
Business Education  
Agriculture  
Other

The order of reduction within each category shall be pursuant to the procedures specified below:

Step 1: Normal attrition resulting from employees retiring, resigning, or voluntary reduction will be relied upon to the extent it is administratively feasible.

Step 2: Staff members with emergency and/or temporary certification shall be reduced first, unless needed to maintain a program.

Step 3: Staff members currently on probation, or who were held on the same step of the salary schedule the previous year, may be reduced next.

Step 4: Employees within their first year of service in the District will be reduced next, unless needed to maintain a program.

Step 5: The remaining employees to be reduced will be determined by the following seniority ranges:

(a) Within each category, the following ranges of seniority shall apply: 1-2 years, 3-5 years, 6-8 years, 9-11 years, 12 or more years. No employee shall be dismissed unless all the employees in the same category in the lower range(s) have been dismissed. (For example, an employee in the K-6 Regular classroom teacher category with three (3) years of seniority shall not be dismissed as long as there are employees in the K-6 Regular classroom teacher category in the 1-2 years range.)

(b) The Administration shall determine within each category which employee shall be reduced and notify the employee according to the provisions provided in this Article.

The following criteria may be used in the determination of reduction within the seniority ranges:

- 1) Professional preparation within the category.
- 2) Teaching experience within the category.
- 3) The District's ability to maintain programs.
- 4) Evaluations.

6. Extra duty assignments may be a relevant and an important factor used by the Board to determine if an employee is needed to maintain a program or if the Board needs to make a choice between two or more employees.

7. During a Reduction in Force: Full-time employees who are not on Intensive Assistance and who has teaching certification or district experience in a category, may reduce an employee with less seniority within a category not affected by the initial reduction.

8. Seniority shall be defined as an employee's length of full-time continuous service with the employer since the employee's last date of hire. A part-time employee shall accrue seniority on a pro rata

basis. Administrators who are in positions not covered by the bargaining unit shall, in the event of a layoff or reduction in force at the administration level, nevertheless, retain bargaining unit seniority, as defined by section 8 above, in their major teaching area which can be used by them if they are reassigned by the Board to the bargaining unit.

9. When the number and names of the employees to be reduced has been determined by the Board, it will notify the employees and the Association in writing, stating the reasons for such reduction. The reduction of each employee shall commence on the date specified by the Board in the notice of reduction to the affected employee and the Association.

10. Laid off employees shall advise the Superintendent of their current address and other employment during layoff. Employees shall have recall rights, for two years, to any position which becomes available within the category from which the employee was laid off. If two years has elapsed since the employee's layoff, they shall have no recall rights. Any employee employed by another District during the recall period shall forfeit all recall rights and benefits. Any employee reemployed by exercising their recall rights shall maintain all unused accumulated sick leave and shall be placed on the proper step of the salary schedule. An employee on recall shall not accrue any sick leave, seniority, or experience on the salary schedule. If an employee fails to notify the Superintendent of a change of address, any recall rights shall terminate.

11. An employee shall be notified of recall in writing, specifying the vacancy and the date of recall. Any and all recall rights shall terminate unless, within five (5) calendar days after the employee receives notice of reemployment, he/she advises the Board in writing that he/she accepts the position offered in such notice and he/she will be able to commence employment on the date specified in the notice. Notice of recall or acceptance of recall shall be considered received when mailed by registered mail, return receipt requested, to the last known address of the party in question as shown on the School District's records. Notice shall also be effective if personally delivered to the employee, the employer or Secretary of the Board or a person designated by the notice.

12. In the event of realignment of any employee between categories, that has been approved by the Superintendent, the employee shall retain his/her seniority.

Employees employed to fill a vacancy created by the awarding of a leave of absence or employed after September 1, shall not be eligible for the benefits of this Article and no matter concerning staff reduction of such employees or any employee with less than two years of seniority shall be subject to the grievance procedure.

## **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 North Mahaska Licensed 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

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Employee's Name (Printed)

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