

South Central Calhoun Community School District Employee Handbook



Have Pride in your work, in what you do, and in **YOURSELF!**
MAINTAIN A POSITIVE ATTITUDE toward your job, toward all students,
and toward all fellow staff.

Without these two things, we fail our community and ourselves, but worst of all - WE FAIL OUR STUDENTS! We are only as strong as our weakest link. None of us are strong in all things. We must work together toward -

ONE COMMON GOAL

2017-2018

It is the policy of the South Central Calhoun Community School District to not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, or socioeconomic status in its programs, activities or employment practices. Questions or grievances related to this policy may be addressed to the district's Equity Coordinator, Wendi Geno, at South Central Calhoun CSD, 1000 Tonawanda Street, Rockwell City, IA 50579 or call 712-297-7222.

Employees shall follow all policies and procedures as defined in the staff handbook. Copies of the classified handbook will be available on the school district web-page.

Updated July 17, 2017

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the *South Central Calhoun's* Employee Handbook available at *www.scc.k12.ia.us*. 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 *central office* 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.

Employee's Signature

Date

Employee's Name (Printed)

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

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OPENING STATEMENT

Welcome Letter

Welcome to the South Central Calhoun School District! As an administrative team, it is the board's hope you will find the year rewarding and enjoyable. If you cannot find information about district policies or rules within this handbook, please contact the central office at the MS building in Rockwell City.

The policies and rules as stated in this section shall be applicable to all personnel. The Board of Directors of the South Central Calhoun Community School, hereby called SCC, is committed to a philosophy of providing educational service to the people of the district. The SCC Board of Directors is entrusted with the community's most valuable resource – our students. We believe all students have the right to a quality education, which provides the skills to become a life-long learner.

The goals and objectives of the school district shall be designed to achieve the philosophy statement of the school district. An advisory committee of representatives of the school district community and the school district shall be appointed to make recommendations for the goals and objectives of the education program. Short-term and long-term objectives for the education program shall be established annually by the board. These objectives shall reflect the results of the needs assessment, recommendations of the advisory committee, recommendations from the superintendent, and changes in law. Annually, the board shall report to the committee regarding the goals and objectives of the education program.

The general philosophy of the SCC Community School District shall be consistent with that of the Iowa State Board of Education.

Any changed or newly adopted board policy supersedes this staff handbook.

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

Definitions

- “The district” means the South Central Calhoun Community School District.
- "Parent" also means "guardian" unless otherwise stated.
- An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.
- "School grounds" includes the school district facilities, school district property, and property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.

- "School facilities" includes school district buildings and vehicles.
- "School activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

School District Mission Statement

The mission of the South Central Calhoun School District is to partner with our communities to provide an environment rich with opportunities that challenge every student to master skills and understandings which will transfer into a successful future.

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, South Central Calhoun Schools, 1000 Tonawanda St, Rockwell City, IA 50579 or by phone at 712.297.7341.

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

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

School Calendar – 2017-2018 School Year

The School calendar is located on the school web-page at: <http://www.scc.k12.ia.us/2017-18%20SCC%20Calendar%20042417.pdf>

Map of District/School

A map of all school districts in Iowa is shown:

<https://www.educateiowa.gov/sites/files/ed/documents/IdoeStatewideSchoolDistrictMap1617.pdf>

District Contacts

School board and administrative contacts are listed on the school web-page:

<https://docs.google.com/a/scc.k12.ia.us/viewer?a=v&pid=sites&srcid=c2NjLmsxMi5pYS51c3xzY2Mtam9pbmQtYm9hcmQtY29tbXVuaWNhdGlvbnN8Z3g6NGY2OWNjOTczNjEyNWRjYQ>

Organizational Chart

Board policy 302.1 defines the role between the BOE and the administration:

<https://docs.google.com/viewer?a=v&pid=sites&srcid=c2NjLmsxMi5pYS51c3xzY2MtYm9hcmQtY29tbXVuaWNhdGlvbnN8Z3g6MTBhODUzNDM0YWYwMDE4OQ>

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 website at www.scc.k12.ia.us. Employees are expected to know existing board policies and know to refer to the policies when necessary.

If you have questions about board policies, please contact the Central Office at 712.297.7341.

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

Compensation and 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/.

Salary schedules for teachers, activity sponsors, and classified staff have been created and approved by the BOE. To view a schedule, please contact the district's central office or on district web-site.

Compensation for Extra Duty

ACTIVITY TICKETS

The board of education shall offer two free passes to all staff members for admission to home activities by meeting the following condition: All certified employees must agree to work two events in terms of ticket sellers, supervisors, etc., with reimbursement of \$25.00 per activity following the first two events worked for the two free passes. All classified employees may agree to work two events in terms of ticket sellers, supervisors, etc., with reimbursement of \$25.00 per activity following the first two events worked for the two free passes. Payment shall be paid at the end of the season. A staff member will not be issued a pass unless they agree to work two events.

Continued Education Credit for Certified Staff

Recognition of outside teaching experience will be granted by placing the new hires on the salary schedule at a similar step of current staff members.

Teachers qualifying for the BA +15, BA +30, MA, or MA +15 division must be enrolled in a graduate program in his/her field of teaching or on a program approved by the board. Only graduate hours shall apply.

Application - Any employee who plans to enroll in a course or seminar at an accredited college or university and who desires such course or seminar work to apply toward educational lane change on the salary schedule must file written notification of enrollment with the superintendent before May 1. It is best practice to receive administrative approval prior to enrolling to insure the course will be counted toward movement on the salary schedule.

Remuneration - Upon evidence of successful completion of any course or seminar, the employee shall notify the superintendent before September 1 that the employee is to receive appropriate credit toward an educational lane change on the salary schedule. A new contract will be issued with the appropriate changes.

National Certification – Upon evidence of successful completion of “National Certification” the employee shall receive two (2) hours of credit toward an educational lane change on the salary schedule.

Group Insurance Benefits for Certified Staff

1. The district agrees to provide a health and major medical insurance plan for full time employees as **defined under the Affordable Care Act. The district assumes up to 85 percent of the lowest cost single cost health plan up to \$475 per month.** This coverage will be available to those who work nine (9) months or more and who work a minimum of twenty (20) hours per week and will be pro-rated based upon full time equivalent (FTE). The district agrees to satisfy its obligation to bargain before making any changes in health and major medical benefits.
2. The Board will provide a group dental insurance program for all eligible employees. This coverage will be available to those who work nine (9) months or more and who work a minimum of twenty (20) hours per week and will be pro-rated based upon full time equivalent (FTE).
3. The payment of the single contracted premium for Disability Income will be limited to those employees who work nine (9) months or more, and who work a minimum of twenty (20) hours per week and is based on the employees’ salary.
4. The Board will provide a group life insurance program for all eligible employees. Benefits include twenty thousand dollars (\$20,000.00) life insurance, plus an accident death and dismemberment schedule, for all employees who work nine (9) months or more and who work at least twenty (20) hours per week.
5. The benefit will be provided over 24 payments and any employee share of the premium will be deducted from 24 pay periods. Coverage will start September 1 for new employees and run through August 31 of the year covered by this agreement.

Group Insurance Benefits for Classified Staff

All 12-month full-time employees shall qualify for the district’s insurance benefits, **the district assumes up to 85 percent of the lowest cost single cost health plan up to \$475 per month.** The Board will provide a group life insurance program for all eligible employees. Benefits include twenty thousand dollars (\$20,000.00) life insurance, plus an accident death and dismemberment schedule, for all employees who work nine (9) months or more and who work at least twenty (20) hours per week.

All other employees working 20 hours or more per week on average calculated from the employee’s status sheet schedule start date shall qualify for a \$10,000 Life insurance and Accidental Death & Dismemberment coverage. Employees averaging between 30-39 hours per

week according to Affordable Care Act guidelines qualify to participate in the group health insurance program at the employee's expense.

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.

Travel Compensation – Inside the District

If an employee is required to travel between Rockwell City buildings during their teaching day to accomplish their normal teaching duties, they shall be reimbursed at the rate of \$75.00 per year per teacher upon submission of approved PO prior to the June board meeting. This does not include coaching activities. Payment will be made in the June 20 check. Employees who are allowed an in-school district travel allowance will have the amount of the allowance actually received during each calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code.

Employees required to travel in their personal vehicle between school district buildings between Rockwell City and Lake City to carry out the duties of their position may be reimbursed at the *federal reimbursement rate* per mile upon submission of approved PO prior to the end June. This does not include coaching or extra-curricular activities.

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 if the employee received pre-approval for the travel. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs reimbursed at one half the federal reimbursement rate unless a school vehicle is not available, lodging expenses, meal expenses if part of a registration fee, and registration costs. The district does not reimburse for credit expenses for licensure in excess of registration fees. Other meal expenses are not paid unless after an overnight is required. Breakfast is reimbursed at \$5.00, lunch at \$7.00, and dinner at \$10.00.

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.

Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, indicating the date, purpose, and nature of the expense for each claim item. Failure to have a detailed receipt will make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip are reimbursed by the employee to the school district no later than *ten (10)* working days following the date of the expense.

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.

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 *staff in the 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 **HR Director** and the employee. The school district may charge a reasonable fee for each copy made.

Employee Searches

Employees should have no expectation of privacy in their classrooms, desks, computers or other school district provided space or equipment. The school district may 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 for Certified Staff

IASB NOTE: Per the Iowa Department of Education (visit the "Teacher Evaluation" section of the Department's webpage located at www.educateiowa.gov/pk-12/educator-quality/teacher-evaluation), a local teacher evaluation plan must include the following:

- *The Iowa teaching standards and criteria*
- *A comprehensive evaluation of beginning teachers that includes a review of the teacher's progress on the Iowa teaching standards and the use of the Department of Education's comprehensive evaluation instrument*
- *A performance review of career teachers to be conducted once every three years and includes classroom observation of the teacher, a review of the teacher's progress on the Iowa teaching standards and additional standards and criteria, a review of the implementation of teacher's individual professional development plan, and supporting documentation from other evaluators, teachers, parents and students*
- *A peer review must be conducted annually*

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

A. Employee Evaluation Procedure:

1. Within four (4) weeks after the beginning of each school year employees shall be acquainted by a member of the administration staff with the evaluation procedures to be observed.

Tier One

2. All staff members new to the profession will be observed a minimum of two (2) times each school year and as deemed practical and necessary by the administration. The first (1st) evaluation shall be done within the first (1st) quarter and the second (2nd) evaluation shall be done before the end of the third (3rd) quarter. Procedures shall comply with provisions and practices under Iowa Code, Chapter 284.
3. All probationary staff will be observed a minimum of two (2) times each school year as deemed practical and necessary by the administration. The first (1st) evaluation shall be done within the first (1st) quarter and the second (2nd) evaluation shall be done before the end of the third (3rd) quarter. Procedures shall comply with provisions and practices under Iowa Code, Chapter 284.

Tier Two

4. All tenured staff members shall receive a minimum of one (1) written evaluation by April 15, every three years unless the teacher requests a yearly evaluation. The employee's signature on the evaluation form shall be understood to indicate the employee's awareness of the material, but in no instance shall said signature be interpreted to mean agreement with the content of the material. Procedures shall comply with the Career Teacher Evaluation Procedure which follows:

Career Teacher Evaluation Procedure

A. Evaluation In-Service

1. The district shall provide all employees with at least 4 hours of in-service/in-service time (2 hours in the fall and 2 hours in the spring). In-service time shall include necessary instruction on the Iowa Teaching Standards, criteria, and any district-adopted descriptions and/or requirements for the Individual Career Development Plans and/or Performance Reviews.

B. Orientation Procedures

1. For those individuals developing Individual Career Development plans, orientation to the procedures shall be conducted by September 15, or within 15 days of being hired by the superintendent/designee.
2. For those individuals completing performance reviews, orientation to the procedures shall be conducted by September 15 by the superintendent/designee.

C. Individual Career Development Plans

1. Each teacher shall draft an individual career development plan by October 15 of the school year following the conclusion of his/her previous plan.
2. The evaluator will meet with the teacher to review the plan, jointly modify the plan as needed, and approve the plan within 20 school days of its submission. Both the teacher and evaluator will have a copy of the plan.
3. Modification of the plan can be made at any time by mutual agreement. The teacher and evaluator shall sign and date the modification.
4. The evaluator and teacher shall establish a mutually-agreed-upon 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.

D. Performance Review

1. Each career teacher shall have a performance review once every three years. When a teacher is assigned to more than one building, the teacher shall be assigned one evaluator.
2. The evaluator shall contact the teacher to establish a mutually agreed upon time to discuss the performance review.
3. Classroom Observations
 - a. All observations shall be conducted between October 1 and April 20. No observations shall be conducted the day before or after a day of vacation. Observations shall be for a continuous length of time no shorter than 30 minutes or longer than 90 minutes.
 - b. During the school year of the teacher's performance review, the evaluator and teacher shall mutually agree upon dates for a pre-conference, observation and post-conference. The optional pre-conference must be at least two days prior to the observation. The post-conference must be no later than 5 work days following the observation.
 - c. The evaluator's written observation comments shall be reviewed at the post-conference. The evaluator shall sign and date the comments. The teacher shall sign as having been given the opportunity to review the comments and date the comment sheet. The teacher's signature does not necessarily mean agreement with the comments. The teacher shall be provided a copy of the observation comments.
4. Summative Performance Review:

- a. The evaluator shall complete the Career Performance Review and arrange a mutually-agreed-upon date with the teacher to discuss the review. The evaluator shall provide the teacher with a copy of the complete Career Performance Review at least one day prior to the meeting.
- b. For a teacher meeting the Iowa Teaching Standards, the evaluator and the teacher will begin discussion of future career goals that might be included in the next career development plan. The conference can be included as part of the post-observation conference in those situations when the evaluator has no major concerns regarding the teacher's performance. Both the evaluator and the teacher shall sign and date the review.
- c. If an evaluator indicates that the teacher is not meeting the expectations of the Iowa Teaching Standards, then those standards not being met must be identified, and the information and evidence used to make this decision will be provided to the teacher. Both the evaluator and teacher shall sign and date the review. The teacher's signature does not necessarily indicate agreement. The teacher shall have the right to attach a written response to this review.
- d. By April 1 of the third year of the cycle, the evaluator shall make one of the following recommendations to the superintendent:
 1. The teacher has demonstrated growth in meeting his/her goal areas, has met the Iowa Teaching Standards; and no change is recommended to the teacher's continuing contract.
 2. The teacher has not demonstrated growth in goal areas and, as determined by the evaluator, will be classified as in need of intensive assistance.

Tier Three

E. Intensive Assistance

When the evaluator determines, at any time, the teacher is not meeting one of more of the following:

1. District expectations under the Iowa Teaching Standards 1-7 and Criteria (Standard 8 is excluded);
2. The Individual Career Development Plan; or
3. Any other standards and criteria that the district has established; the evaluator shall recommend to the superintendent that the teacher participates in the Intensive Assistance Plan. The process may begin at any time but is not to exceed six (6) months in duration.

The review of the teacher in Intensive Assistance shall be made by the evaluator. At the conclusion of the designated time frame, one of three recommendations shall be made:

1. The problem is resolved and the staff member is removed from Intensive Assistance.
2. Progress is noted, the timeline is extended, but may not exceed an additional six (6) months (i.e., total of plan not to exceed twelve months according to Iowa law) and work continues in the assistance phase.
3. The problem is not resolved and/or inadequate progress is noted. Action may then be taken by the district to terminate the teacher's contract.
4. Tier 3 is not grievable.
5. The teacher may have an Association representative present at any meeting involving the performance review or other evaluation.
6. All employees' evaluations are to be fair and accurate and conducted by a qualified evaluator.
7. The evaluator shall have a meeting with the employee within five (5) school days following the final formal observation and prior to the submission of the written evaluation instrument to the superintendent.

Evaluation for Classified Staff

The board of education recognizes that a thorough, regular appraisal of job performance is critical to the realization of district goals. An evaluation instrument has been developed and board approved for this purpose. You may request a copy of this instrument from the central office. These performance appraisals provide a systematic means for each employee to measure his/her job performance and to discuss it with the supervisor or superintendent.

Each employee will be evaluated at a minimum of once annually. Evaluations will cover such general areas as performance of job assignment, attitudes towards students, supervisors, teacher and fellow employees. This process also serves as an opportunity for an employee to improve themselves and their performance through frank discussion. Each employee will receive a copy of the evaluation and will sign the district's copy as evidence that they have seen it, and it has been discussed. A copy will be kept in the employees file.

Handbook Complaints

Complaints alleging the misinterpretation or misapplication of the district employee handbook are addressed in this section. Handbook complaint procedures are a means of internal dispute resolution by which an employee may have their complaints addressed. The goal of the

handbook complaint process is to, at the lowest level possible, secure equitable solutions to problems that arise.

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

Section 1 - A grievance shall mean only a complaint that there has been an alleged violation, misinterpretation, or misapplication of any of the specific provisions of the agreement.

Section 2 - A grievance may be filed by an individual teacher or the association as a whole. The failure of a teacher (or in the event of an appeal to arbitration, the association) to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an Administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement. It is agreed that any investigation or other handling or processing of any grievance by the grieving teacher may be conducted during the school day as long as it is not during class time.

Section 3 - First Step: An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his/her principal.

Second Step: If the grievance cannot be resolved informally, the aggrieved teacher shall file the grievance in writing, and at a mutually agreeable time, discuss the matter with the principal. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the grievance, and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within ten (10) school days from the date of occurrence of the event giving rise to the grievance. The principal shall make a decision on the grievance and communicate it in writing to the teacher and the superintendent within ten (10) school days after receipt of the grievance.

Third Step: In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved teacher shall file, within five (5) school days of the principal's written decision at the second step, a copy of the grievance with the superintendent. Within ten (10) school days after such written grievance is filed, the aggrieved and the superintendent or his designee shall meet to resolve the grievance. The superintendent or his designee shall file an answer within ten (10) school days of the third step grievance meeting and communicate it in writing to the teacher and the principal.

Fourth Step: If the grievance is not resolved satisfactorily at Step 3, there shall be available a fourth step of binding arbitration. The association may submit in writing, a request on behalf of the association and the grieving teacher to the superintendent within thirty (30) days from receipt of the Step 3 answer to enter into such arbitration. The arbitration proceeding shall be conducted by an Arbitrator to be selected by the two parties within seven (7) days after said notice is given. If the two parties fail to reach agreement on an arbitrator within seven (7) days, PERB will be requested to provide a panel of seven (7) arbitrators. Each of the two parties will alternately

strike one name at the time from the panel until one shall remain. The remaining name shall be the arbitrator. The decision of the arbitrator will be binding on both parties.

Expenses for the arbitrator's services shall be borne equally by the school district and the association.

The arbitrator, in his/her opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the agreement. His/Her authority shall be strictly limited to deciding only the issue or issues presented to him/her in writing by the school district and the association and his/her decision must be based solely and only upon his/her interpretation of the meaning or application of the express relevant language of the agreement.

The Schedule C form for filing a grievance is found at the end of this agreement.

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 **72 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 against board policy 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. Board policy 401.4:

<https://docs.google.com/a/scc.k12.ia.us/viewer?a=v&pid=sites&srcid=c2NjLmsxMi5pYS51c3xzY2MtYm9hcmQtcG9saWNpZXN8Z3g6ZTQzODlkOWFmOTMzZmY4>

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

Probationary Status Certified Staff

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 **one or two** year probationary period depending upon the terms of employment with the newly hired employee.

Probationary Status Classified Staff

The probationary period for classified employees is *one year* unless otherwise stated in an employee contract, letter of assignment or applicable collective bargaining agreement.

The first year of employment is considered to be a period of training and adjustment. New employees, regardless of experience, shall be subject to this probationary period.

Salary increases after this probationary period is subject to recommendation of the supervisor and superintendent to the board of education. Only the board, in its discretion may waive the probationary period.

An employee will not qualify for insurance benefits for a minimum of 60 days following the date of hire by the board to the first day of the next month. This also includes leave benefits excluding sick leave.

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 certified job openings shall be submitted to the Iowa Department of Education for posting on TeachIowa, www.teachiowa.gov/, the online state job posting system. Additional announcements of positions may occur in a manner which the superintendent believes will inform potential applicants about the positions. 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 for Certified Staff

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

Vacancies shall be posted in all school buildings. Employees must submit an application to apply for a vacant position. When filling a vacancy, the district will consider the applicant's education, experience, previous evaluations, and years in the district.

Teachers shall not be involuntary transferred into a teacher leader and compensation position (TLC).

Transfer shall be defined as movement of an employee from building to building. Reassignment shall be defined as movement of an employee from grade level to grade level or subject area to subject area.

1. Voluntary Transfer/Reassignment

All requests for voluntary transfer or reassignment for the following year shall be in writing in the form of a letter sent to the superintendent or his/her designated representative within ten (10) days of posting the vacancies. This letter should contain specific reasons for requesting the transfer or reassignment.

The consideration of transfer or reassignment of a teacher will be based on qualifications and certifications.

Written notice of transfer or reassignment will be given to the teacher concerned as soon as possible.

Requests for transfer or reassignment shall be kept for only one (1) school year. Requests must be made each year.

Notice of certified staff vacancies will be posted in the three (3) educational buildings during the school year and as a courtesy an email may be sent to all employees. During the months of June, July, and August, the district shall provide notice of any certified staff vacancies to the association and all teachers who have submitted a written request for such notification to the superintendent.

2. Involuntary Transfer/Reassignment

Voluntary transfer or reassignment requests shall be considered prior to involuntary transfers or reassignments.

If an involuntary transfer or reassignment is necessary, the board will take into consideration, so far as practical, the teacher's training, experience, specific achievements, and service to the district. At a meeting between the employee involved, the superintendent, and an association representative, if requested by the teacher, the employee shall be given specific written or verbal reason(s) for the involuntary transfer.

The board of education shall have the final decision in all cases of any transfer or reassignment.

Transfers for Classified Staff

Changes in assignment may be initiated by an employee submitting a request to the employee's immediate superior or by the immediate superior initiating the request.

All reassignments shall be made only after discussion by those principally concerned, and with the full knowledge of all related parties. Final action on reassignments shall not be taken until approval has been given by the Superintendent of Schools. All assignment changes are to be reported to the Board.

Work Day for Certified Staff

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

Section 1 – The Board of Education shall set the normal work day starting and quitting times which shall not exceed eight (8) hours in duration. On Friday, days preceding holidays, vacation periods, and on days of early dismissal due to inclement weather, snow and ice, employees shall be allowed to leave at the close of the student day. Additional hours or parts of hours may be required by school administration for meetings or responsibilities assigned. When possible, adequate notice and an agenda for such meetings will be given.

Section 2 – The in-school work year shall not exceed 185. The in-school work year shall include days when pupils are in attendance, orientation days, and any other days when employee attendance is required. Non-attendance days are day's employees' attendance shall not be required whenever student attendance is not required due to inclement weather, snow and ice.

Section 3 – Holidays: The regular and extended contract of employees shall include five (5) paid holidays when they are inclusive in the work year calendar. Such holidays shall include Labor Day, Thanksgiving, Christmas, New Year's Day, and Memorial Day. No employee shall be required to perform any duties on any of the above holidays. The in-school work year with holidays shall not exceed 190 days.

Section 4 – All employees with assignments outside of the normal work day must remain with their assignment until all students for which they are responsible have left the building.

Work Day for Classified Staff

Normal working hours will vary with the nature of the position. The district reserves the right to establish work hours and work schedules that will ensure the most efficient operation of the district. Employees will be notified when hired as to the hours dictated by the position as noted on an employee's status sheet. Immediate supervisors will assign supervisory duties of all aides as appropriate, and notify employees of mandatory attendance at meetings or trainings. Employees will be paid for meetings or trainings that are held outside the normal working hours.

Work hours will be compensated as verified worked on the submitted time cards.

A full-time position shall consist of eight (8) hours per regular workday, forty (40) hours per regular work week, and fifty-two weeks per year.

Paid leave benefits will be based on the normal work schedule (excluding overtime) and will be paid at regular straight time rate of pay in effect at the time of the absence. Paid leave will not be used in calculating overtime hours. Assigned hours are used to calculate a daily/weekly leave pay-out.

All leaves must first be approved by the supervisor and then signed by the superintendent. The district reserves the right to schedule vacation requests in such a manner that the day-to-day operations of the district are not compromised.

DISTRICT PROCEDURES AND GUIDELINES

Business Office Procedures – Purchase Orders

Employees requiring supplies, contracted services, or materials in order to perform duties assigned to them are required to complete a Purchase Order (PO) prior to ordering or purchasing. Purchases made without proper prior approval may be denied for payment by the district and result in the employee responsible for payment. PO forms are available on the school website and should be submitted to the employee's supervisor for approval. The supervisor will send the PO to the central office for processing, including superintendent approval, assigning a number, ordering when applicable, and entering into the district accounts payable software.

Reimbursements for mileage and travel must be approved prior to the travel. Itemized receipts must be attached to the PO and mileage included on the PO. Reimbursement for travel is determined by policy (located in _____).

The district maintains credit cards for approved district purchases. Credit card purchases are only handled by central office staff. Contact the central office if a purchase requires the use of a credit card.

The district maintains charge accounts at some local businesses. Employees must have an approved PO prior to making the charge. Employees are not allowed to send students to make

purchases without supervision of a staff member. Employees are required to print their name on the receipt to ease tracking the purchase by central office staff. The majority of classroom supply orders are made in the spring; however it is understood that occasionally needs arise. Employees must follow purchasing procedures.

Employment, Payroll and Benefits

Employees are required to keep a current address, email, and phone number on file with the central office. Changes can be made by contacting the central office. Payroll is completed on the 5th and 20th of each month unless the date falls on a weekend or holiday, at which point pay will be completed the previous business day. Pay periods are the 5th-19th with pay on the next 5th and the 20th-4th with pay on the next 20th. Work performed will be paid when the date falls in the pay period.

Information on insurance, leave and other benefits is available by contacting the central office and from this handbook. Employees not qualifying for district-paid benefits may be eligible to participate in group benefits at their own expense; contact the central office for information. Open enrollment for insurance benefits is in May with coverage changing in July. Certified staff benefits begin the first day of the month following the start of the contract. Classified staff benefits begin the first day of the month following 60 days after hire.

In addition to health and dental coverage provided to eligible employees by the district, other option coverage is available at the employee's expense through payroll, including but not limited to vision, accident, disability, and life insurance.

The district participates in the State of Iowa Retirement Investors' Club (RIC) for pre-tax 403b and ROTH 403b accounts to enable employees to invest for retirement at their own expense. A list of current providers and plan provisions is available in the central office.

Employees may have dues for the fitness center in Lake City deducted from payroll at their own expense. Other in-district facilities if available will be considered for payroll deductions. Lunch balances are expected to remain positive for meals of an employee and employee's family. For convenience, the employee may have lunch deducted from payroll to keep balances positive. The lunch program will also report negative balances to the central office for payroll deductions which repeated remain negative. Any negative balances at the end of the school year or employment will be deducted from payroll.

Request to be Absent Sheets

All employees are required to fill out an absence sheet for any time the district scheduled you to work but you were absent. It is not the responsibility of the building secretary. Employees know the reason for the absence where the building secretary may not. Mark the appropriate leave box for your leave even if you don't think you have any leave remaining; the central office will change if needed.

Timeclock

All hourly employees are required to use the district online timeclock to accurately record worked time. Any break spent off school grounds requires the employee to clock out for the break. Employees are expected to work assigned hours according to the status sheet. Procedures for timeclock use and payroll submission will be reviewed annually with staff.

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.

Committees

Board policy 208 discusses the use of Ad Hoc committees:

<https://docs.google.com/viewer?a=v&pid=sites&srcid=c2NjLmsxMi5pYS51c3xzY2MtYm9hcmOtcG9saWNpZXN8Z3g6NzE5MGVhNmZhNDQxMDlmNA>

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.”

IASB NOTE: For additional information about copyright and fair use, please visit the “Frequently Asked Questions about Copyright” section of the United States Copyright Office located at copyright.gov/help/faq/index.html.

Discipline

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

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

Step One – Verbal Warning

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

Step Two – Written Warning

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

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

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

Step Three – Recommendation for Termination of Employment

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

Employee Recognition

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

Service recognition will be presented to those employees who have completed five years of service to the SCC Community School District. Additional recognition will be presented at five-year intervals (i.e., 10, 15, 20, . .).

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.

Parking

Each building has designated parking areas assigned to staff. Staff are expected to follow building rules related to parking.

Professional Development

High quality teaching is imperative for student success and professional development plays a key role in this success. Employees are expected to attend all professional development opportunities and staff meetings provided by the school district unless they are on leave or have been excused by the **building principal**.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to the **district superintendent**. Approval of **superintendent** must be obtained prior to attendance by a licensed employee in a

professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

The district from time to time may require the employee to attend training to enhance or develop certain skills necessary for the completion of responsibilities and to keep abreast with technology. The employee will be provided transportation, registrations fees, meals if part of the registration fee, and lodging as deemed necessary. Pre-approved expenses paid by the employees will be reimbursed upon the presentation of an expense voucher and accompanying receipts.

Parent-Teacher Organization (or other parent organization)

Board policy 904.1 describes parent-teacher organizations working in conjunction with the district:

<https://docs.google.com/a/scc.k12.ia.us/viewer?a=v&pid=sites&srcid=c2NjLmsxMi5pYS51c3xzY2MtYm9hcmQtcG9saWNpZXN8Z3g6NGJhMzEyYTljMmUyMDg0Yw>

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.

Prohibited Activities:

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

Permissible Activities:

- Including religious music selections during public holiday concerts if non-religious music is included
- Holding holiday concerts at religious sites if the concerts are also held at non-religious sites
- Displaying a “giving tree,” (e.g., a tree on which students hang donated items such as mittens, gloves, etc.)

- Displays of religious symbols when combined with other symbols of cultural and ethnic heritage such as Kwanzaa symbols, *Frosty the Snowman*, other festive figures, such as a “*Happy Holidays*” banner, etc.
- Displays of symbols representing many religious beliefs, even without non-religious symbols. But, just displaying symbols from Christianity and Judaism is an impermissible endorsement of dual beliefs. The display must present a message of pluralism and freedom to choose one’s own beliefs.

School Fees

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

School Nutrition Program

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

Hot lunches are served on student attendance days. The same rules that apply to student lunch accounts also apply to staff members – payment in advance. If a staff member’s account exceeds \$15.00 owed, the staff member will receive a notice in his/her mailbox. If the account exceeds \$25.00 owed, the staff member will not be allowed to eat hot lunch until the bill is paid.

Employees may request to have lunch payments paid through payroll by contacting the central office. Any unpaid lunch balance for an employee or employee’s family member at the end of the school year will be held from the last paycheck.

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.

Keep in mind that the education of the students is the only reason for the operating of the school. This is the image school employees should portray to the public at all times.

All school employees have an equal responsibility in maintaining excellent public relations. With this in mind, all staff members are expected to exhibit proper conduct on the job. This conduct includes, but is not limited to:

1. Appropriate language is expected at all times. Profanity and vulgar language is not acceptable.
2. Staff members will not discuss school problems on a personal basis with students.
3. Staff members will graciously accept decisions made in the best interest of the school system. If there are differences of opinion, those are to be addressed through the chain of command.

Deficiencies in any of the above areas, or in any area of conduct, will be notated in and be part of the annual evaluation of the staff member.

PRIDE AND POSITIVE ATTITUDE is your best tools to do your part in projecting the public relations program for the school.

Staff Meetings

Staff meetings provide an opportunity for the communication of important school district information to be shared between administration and employees. Employees are expected to attend staff meetings unless they are on leave or excused by an administrator.

Teacher Leadership and Compensation

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

- Attract able and promising new teachers by offering competitive starting salaries and offering short-term and long-term professional development and leadership opportunities.
- Retain effective teachers by providing enhanced career opportunities.
- Promote collaboration by developing and supporting opportunities for teachers in schools and school districts statewide to learn from each other.
- Reward professional growth and effective teaching by providing pathways for career opportunities that come with increased leadership responsibilities and involve increased compensation.
- Improve student achievement by strengthening instruction.

Source: [Teacher Leadership and Compensation System](#), Iowa Department of Education.

CONDUCT IN THE WORKPLACE

Employee Use of Cellphones

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

The board recognizes the need of its employees to receive and make telephone calls and send text messages during working hours from time to time. Employees may receive and make personal calls/messages during lunch, breaks, and/or preparation periods. Employees may receive an emergency call at any time. It is the responsibility of the employee to exercise discretion in making and receiving telephone calls and text messages during working hours. While in a supervisory role with students, the use of a cell phone is not allowed except for an emergency.

While transporting students or using a school vehicle, drivers are prohibited from using their cell phones or other communication devices.

Fighting

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

Fraud/Unlawful Gain

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

Neglect of Duties

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

Offensive or Abusive Language

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

Performing Unauthorized Work While on Duty

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

Use of School Facilities and Equipment

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

Abuse or misuse of school district or non-district owned property is to be reported immediately to the *superintendent*. Failure to do so will limit district responsibility and/or increase employee responsibility. It is expected all employees will use care and caution when using district and non-district property. Abuse or misuse or unauthorized use of district property, private property, materials and/or equipment is subject to disciplinary action.

Use of Time

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

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

EMPLOYEE STANDARDS OF CONDUCT

Academic Freedom

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

Break of Meal Periods

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

Classified staff members may be granted a 15 minute break for every 4 hours of work per day. If an employee leaves the grounds during their break, it will be unpaid and the employee must clock-out for the break. A non-paid lunch period of 30 minutes is also granted if the employee is given the option to leave the district, and a paid lunch is provided if the employees duties requires them to stay on school grounds, but the employee must be available if needed. The district will establish if your position meets the requirement for breaks and a paid lunch period.

Dress and Grooming

All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate

will be discussed with the employee. Tank tops, tube tops, sleeveless shirts, short shorts and halter tops are not considered professional attire. Questions about appropriate attire should be addressed to the *central office*. Also, as role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene.

Board Policy 404 outlines dress:

<https://docs.google.com/viewer?a=v&pid=sites&srcid=c2NjLmsxMi5pYS51c3xzY2MtYm9hcmQtcG9saWNpZXN8Z3g6MTI0Y2YwZjdkODM0NWU0Ng>

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.

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.

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. All employees must have a respectful attitude toward their job and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt or demean their work.

Staff Technology Use/Social Networking

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

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

Treatment of Patrons of the District

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

Volunteers

The board recognizes the valuable resources it has in the members of the *South Central Calhoun* 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. Background checks are required for volunteers to work in the district and obtained through the central office.

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 discharge.

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.

In general, students are the responsibility of the certified staff. Classified personnel may assume authority in certain instances, including but not limited to:

1. A bus driver is responsible for the students on the bus when the driver alone is in charge of the students.
2. Certain clerks and secretaries are designated to deal with students in school related matters.
3. A custodian is in charge of a building during “off” hours when certified staff is not present.
4. An associate is in charge of monitoring students as assigned in cooperation with the teacher.
5. When students are being destructive of public property.

In all other instances, classified personnel are responsible to report student related problems to the immediate building principal and/or in the emergencies, call for assistance from other nearby school employees.

***IASB NOTE:** This is a reflection of current Iowa law regarding abuse of students by school district employees. Refer to the Iowa Department of Education training manual for supporting materials and forms. The training manual can be located at: www.educateiowa.gov/chapter-102-level-i-investigator-manual-january-2011-school-leader-update-legal-lesson*

Child Abuse Reporting

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

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

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If

the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

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

IASB NOTE: *This reflects the current status of Iowa law regarding child abuse reporting. For more information and to access a guide for mandatory reporters, please go to the Iowa Department of Human Services website at: www.dhs.iowa.gov/sites/default/files/Comm164.pdf*

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.

Field Trips

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

Individuals with Disabilities Education Act

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/. Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students. The district’s delivery plan is attached: <http://www.scc.k12.ia.us/DDS%20Plan%202014.pdf>.

Homework and Grading

Building student handbooks describe homework and grading procedures. If you have questions, contact the building principal.

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

Parent/Teacher Conferences

Parent-Teacher conferences are scheduled generally twice per year and included on the district’s master calendar. Each building follows rules and procedures for establishing conference expectations. If you have any questions, please contact the building principal.

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. Board policy 502.10 describes search and seizure procedures.

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.

Student Funds and Fundraising

Student fundraising for school activities may occur upon approval of the principal at least 3 weeks prior to the fundraising event or the start of a fundraising campaign and with an employee overseeing the fundraising. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must identify a specific purpose for fundraising and secure the approval of the principal prior to spending the money raised. Board policy 504.6 – Student Fund Raising:

<https://docs.google.com/viewer?a=v&pid=sites&srcid=c2NjLmsxMi5pYS51c3xzY2MtYm9hcmQtcG9saWNpZXN8Z3g6NDVhZTdhY2Q3ZTZkZDgwNw>

Student Records

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

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

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 or school employee. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

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

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

Tutoring

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

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

HEALTH AND WELL-BEING

Administering Medication

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

Anti-Bullying and Anti-Harassment

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 **180 days** 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 ***building principal will investigate student bullying and harassment issues; the superintendent will investigate employee issues*** (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

IASB NOTE: For additional information, including applicable forms, please visit the "Anti-Bullying/Anti-Harassment" section of the Iowa Department of Education's website, at www.educateiowa.gov/pk-12/learner-supports/anti-bullyinganti-harassment and the "Bullying and Harassment" section of the Iowa Department of Education's website, at www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/bullying-and-harassment.

Bloodborne Pathogens

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

***IASB NOTE:** The mandatory poster for Job Safety and Health may be located on the United States Department of Labor's website www.osha.gov/Publications/poster.html and the Iowa specific poster may be located on the Iowa Workforce Development website www.iowadivisionoflabor.gov/iowa-osh-safety-and-health-poster-0. School districts should also include in this item where the mandatory poster will be displayed.*

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 injured on the job, the employee's supervisor and employee shall contact EMC OnCall Nurse 24 hour work injury nurse hotline at 844-322-4668. In case of a serious injury, the employee's supervisor or designee 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 *supervisor* immediately following the injury. It is the responsibility of the employee's immediate supervisor to call EMC OnCall Nurse to file the accident report immediately after the report of the injury.

The district reserves the right to designate providers for work-comp. claims.

Employee Physical Examination

The district believes good health is important to job performance. School bus drivers and any other employees required for their position will present evidence of good health upon initial hire

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

The cost of the initial examination will be paid by the district for bus drivers upon completion of the required certification. The form indicating the employee is able to perform the duties, with or without reasonable accommodation, for which the driver was hired, must be returned prior to the performance of duties. The cost of bus driver renewal physicals will be paid by the school district up to a maximum set by the BOE on an annual basis.

Employees whose physical or mental health, in the judgment of the administration, may be in doubt must submit to additional examinations to the extent job-related and consistent with business necessity, when requested to do so, at the expense of the school district. The district will comply with occupational safety and health requirements as applicable to its employees in accordance with law.

Hazardous Chemical Disclosure

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

***IASB NOTE:** The mandatory poster for Job Safety and Health may be located at www.osha.gov/Publications/poster.html and the Iowa specific poster may be found at www.iowadivisionoflabor.gov/iowa-osha-safety-and-health-poster-0. School districts should also include in this item where the mandatory poster will be displayed.*

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 Smoke free 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?

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.

Other Health and Safety Information

N/A

LEAVES AND ABSENCES

Absenteeism

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must notify their *immediate supervisor* of all times when they will be absent and to submit leave requests. Absences arranged in advance (vacations and personal days) do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent for *one workday* without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated. Misuse of leave procedures or misrepresentation of reasons for leave may lead to 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.

Bereavement Leave

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

Five (5) days may be granted for the death of an immediate family member of the employee to include spouse, children, grandchildren, mother, father, brother, and sister.

Two (2) days may be granted for the death of the employee's grandparents.

Two (2) days may be granted for the death of an immediate family of employee's spouse to include mother, father, brother, sister, and grandparent.

One (1) day may be granted for the death of an extended family member to include aunt, uncle, (i.e. siblings of employee's parent) and first cousin of the employee for one day per academic year.

In exceptional cases, the superintendent has the authority to increase the length of the emergency leave. Funeral leave is not cumulative.

Employee Holidays and Personal Leave Certified Staff

The certified staff holidays are as follows:

Holidays: The regular and extended contract of employees shall include five (5) paid holidays when they are inclusive in the work year calendar. Such holidays shall include Labor Day, Thanksgiving, Christmas, New Year's Day, and Memorial Day. No employee shall be required to perform any duties on any of the above holidays. The in-school work year with holidays shall not exceed 190 days.

Personnel Leave: Certified personnel shall be granted three (3) days of personal leave each year, to be granted upon request. Teachers will be reimbursed the single daily rate of a substitute for each unused personal day. Employees may elect to carry over one (1) unused personal leave day into the next year instead of seeking reimbursement of that day with a maximum of four (4) personal days per year and with no more than three (3) reimbursed unused personal days per year. One (1) unpaid personal day shall be granted with the district paying the cost of the substitute. In exceptional cases the Superintendent has the authority to increase the number of days granted.

No more than five (5) teachers using personal leave may be absent for personal leave on any one day. No more than two (2) teachers using personal leave may be absent on the day prior to or following a holiday, vacation or break.

Employee Holidays and Personal Leave Classified Staff

Holidays - Classified staff does not receive paid holidays. Classified staff members will not be expected to work on Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, or the 4th of July.

Personal Leave - Twelve month employees will be granted (4) days of personal leave; employees who work less than twelve months will be granted three (3) days of personal leave. This day will not be taken the day after holidays and vacations. Any unused personal days will be paid to the employee at one-half of the employee's per diem at the end of the school year. In exceptional cases the superintendent has the authority to increase the number of days granted. Requests for personal leave with less than 72-hour notice will be given at the superintendent's discretion only.

Employee Vacation Classified Staff

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

A new full-time (12-month contract) employee will be granted five (5) days of paid vacation with one additional day added for each year of service up to a maximum of fifteen (15) days per year. Although vacation time is tentatively accrued from the start of employment, employees are not eligible to receive any payment for vacation time until having completed six (6) months of service. If employment is terminated during the first six months accrued, vacation is forfeited. If employment is terminated after six months of service for any reason other than misconduct, all unused accrued vacation time will be paid proportionately to the amount of time served under current contract. Vacation days must be used by June 30 of the current school year.

Family and Medical Leave

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

For additional information regarding the Family and Medical Leave Act (FMLA) please contact the **central office** or visit the "Family and Medical Leave Act" section of the United States Department of Labor's website, at www.dol.gov/whd/fmla/.

Jury Duty Leave

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

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

Military Service Leave

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

The leave is without loss of status or efficiency rating and without loss of pay during the first thirty calendar days of the leave. **(IASB Policy Reference Manual-409.7)**

Personal Illness Leave and Family Leave for Certified Staff

Personal illness leave ensures that employees can take care of health needs. The district's personal illness leave procedures are as follows: Personnel shall be granted leave of absence for personal illness or injury with full pay for one hundred five (105) days accumulated as follows:

1st year of employment.....	10 days
2nd year of employment	11 days
3rd year of employment	12 days
4th year of employment	13 days
5th year of employment	14 days
6th and subsequent years of employment	15 days

At the conclusion of each school year, the District shall inform each employee as to the number of leave days used during the year, and the number being accumulated for use in the following year.

Employees can be required to provide a note from a doctor's office at any given time upon the districts' request.

FAMILY ILLNESS

Certified personnel shall be permitted to use one-third (1/3) of their cumulative sick leave days for illness of the following members of their immediate family: spouse, minor children, mother and father. Five (5) days of this cumulative sick leave per year may be used each year for the illness of extended family members. Extended family members shall be defined as adult children, brother, sister, grandparents of employee and spouse, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law.

Personal Illness Leave and Family Leave for Classified Staff

Classified staff shall be granted leave of absence for personal illness or injury with full pay for one hundred five (105) days accumulated as follows:

1st year of employment.....	10 days
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2nd year of employment	11 days
3rd year of employment	12 days
4th year of employment	13 days
5th year of employment	14 days
6th and subsequent years of employment	15 days

At the conclusion of each school year, the District shall inform each employee as to the number of leave days used during the year, and the number being accumulated for use in the following year.

Unused days of sick leave in any one-year shall be credited for use in subsequent years with a maximum of 105 days so accumulated.

Three or more sick days in succession require a doctor’s permit to return to the workplace. The district retains the right to require a doctor’s note at any time.

One-third (1/3) of their cumulative sick leave days may be used for illness of the following members of their immediate family: spouse, minor children, mother and father. Five (5) days of this cumulative sick leave per year may be used each year for the illness of extended family members. Extended family members shall be defined as adult children, brother, sister, grandparents of employee and spouse, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law.

Days are pro-rated according to the number of hours normally worked each day.

Political Leave

The board will provide a leave of absence to employees to run for elected public office. The superintendent will grant an employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

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

Unpaid Leave

Unpaid leave may be used to excuse an absence not provided for in other leave policies of the board. Unpaid leave for employees must be authorized by the superintendent. Leaves of absences without pay are not encouraged and such requests will generally be denied. Absence without pay may be authorized by the Superintendent, or Superintendent’s designee, for purposes which he/she considers urgent and necessary. For such absences, deductions from the employee’s salary will be made in accordance with the School District’s pay deduction regulations. The employee shall made application for authorization at least ten (10) days in advance of the occurrence, or if advance application is not possible, not later than ten (10) days after the

occurrence. The Superintendent or Superintendent's designee decision shall be final and not subject to the grievance procedure.

Unpaid leave can only originate from the building principal or supervisor and approved at the superintendent's discretion. Employees will be required to take eligible forms of paid leave before unpaid leave is approved. The administration retains the right to approve or not approve unpaid leave requests.

SAFETY AND SECURITY

Asbestos Notification

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

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

***IASB NOTE:** Federal law requires a school district to notify students and parents about the school district's asbestos management plan annually. While there isn't a requirement to notify employees, it is recommended. Each school building must have a plan 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 **immediate supervisor**, to report any security/safety hazard(s) or condition(s) they identify. All employees are granted an access FOB at initial employment and are expected to report to the office if it is lost or stolen.

Drills and Evacuations

Periodically the school holds emergency fire, tornado drills. At the beginning of each semester, teachers must notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas must be posted in all rooms. When drills are staged, every staff member and student must follow proper procedures.

***IASB NOTE:** Fire and tornado drills are required by law. School districts must have two fire and two tornado drills before December 31 and two fire and two tornado drills after January 1 for a total of eight such drills each school year.*

Emergency Closings, Inclement Weather and Other Interruptions

When the superintendent decides a school delay or cancellation is appropriate, the district will utilize the following notifications: 1. School Alerts, 2. Local radio and TV stations. School employees who request to receive a text message will be notified by the superintendent's designee.

Staff Identification Badges

N/A

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 principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and class disruption can be minimized.

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

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

Weapons

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

Employees are prohibited from bringing weapons and other dangerous objects on school grounds. Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy. For more information, visit the Iowa Department of Education Legal Lesson on Firearms on School Grounds at <https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/firearms-school-grounds-january-2013-school-leader>.

TERMINATION OF EMPLOYMENT

Contract Release – Licensed Employees

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

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

Resignation – Licensed Employees at Year End

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

Resignation – Classified Employees

Classified employees who wish to resign mid-year or mid-assignment must give the school district at least **15** days advance notice. Those resigning at year end or at the end of an assignment must give notice by **June 15**.

Reduction in Force Certified Teaching Staff

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

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

When the BOE deems it necessary to reduce the number of employed staff members, the following procedure shall be followed:

1. Employees with emergency or temporary certification shall be laid off first.
2. Fully certificated and properly endorsed employees with the least seniority shall be laid off secondly. This shall be accomplished in the following pools. An employee is considered in a curricular area if that employee spends at least a majority of their teaching assignment in that area.
 - a) Pre-K-6 elementary classroom teachers including Title I, G/T, Reading Recovery, and Special Education. In those situations where external funding is no longer available to continue programs which exist on external budget funding, i.e. Title I, G/T, Reading Recovery, Learning Disabilities or Special Education, those employees with correct certification shall have the right to Pre K- 6 employment based on their seniority within the Pre-K – 6 pool.
 - b) Pre-K-12 Physical Education
 - c) Pre-K-12 Music Education
 - d) Pre-K-12 Nurse
 - e) Pre-K-12 Librarian
 - f) Pre-K-12 Art
 - g) Pre-K-12 Counselor
 - h) 7-12 Special Education and At-Risk Alternative School Program
 - i) 7-12 Foreign Language
 - j) 7-12 English
 - k) 7-12 Social Studies
 - l) 7-12 Math
 - m) 7-12 Vocational Agriculture
 - n) 7-12 Family Consumer Science
 - o) 7-12 Industrial Arts
 - p) 7-12 Business Education
 - q) 7-12 Journalism
 - r) 7-12 Science
 - s) 7-12 Other (including School-to-Career)
3. Seniority is defined as "all years teaching in this school system not interrupted for more than two consecutive years due to staff reduction." Seniority shall be the basis for reduction within the pools except where it is necessary to retain a less senior teacher who has the certification required for maintenance of program. The necessity for the retention of a less senior teacher shall be determined on the date of issuance of the staff reduction notice that is, no certifications provided to the district after the issuance of a staff reduction notice will be considered.
4. The Superintendent will provide the Association a finalized list to be verified between the staff and the district on or before September 30. The seniority list shall be final for all purposes. The Board and the Association will meet upon verification between the staff and the district.

5. If seniority is equal, then non-probationary teachers with the greater number of supplemental endorsements will be retained.
6. In those situations where seniority cannot be the sole criterion, the immediate supervisor's evaluation shall be considered along with the teachers' certifications.
7. If all of the above are still equal, ties will be broken by the employees having the lowest last four digits of his or her social security number being deemed to have greater seniority.
8. No teacher may be prevented from securing other employment during the period he or she is laid off under this subsection.

Recall Rights:

Any fully certificated personnel terminated pursuant to this policy shall have recall rights to all staff positions for which he/she is certificated and qualified for two years from the effective date of his/her termination, and shall be recalled in inverse order of termination. The effective date of the termination is defined as the last school day of the current school year.

Notification:

All personnel who are to be terminated shall be notified in writing of the intent to recommend termination by April 30. The written notice shall contain reasons for this decision, as well as their order of recall for all positions for which they are qualified.

Any employee re-employed by exercising his/her recall rights shall be given full salary related benefits, and experience as if continuously employed by the school district.

If the employee has not been employed by another school district, they shall be given full salary, related benefit, and experience that they had accumulated prior to their termination.

Reduction in Force Classified Staff/At-Will Employees

It is the exclusive power of the board to determine when a reduction in classified personnel is necessary. Employees who are terminated due to a reduction in force shall be given thirty (30) days notice. Appropriate due process will be followed in terminations.

It shall be the responsibility of the superintendent to make a recommendation for termination to the board giving consideration to relative qualifications, skills, ability, and demonstrated performance through evaluation procedures.

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 *South Central Calhoun's* Employee Handbook available at *www.scc.k12.ia.us*. 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 *central office* 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.

Employee's Signature

Date

Employee's Name (Printed)

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

SCHEDULE C
GRIEVANCE REPORT

SOUTH CENTRAL CALHOUN COMMUNITY SCHOOL DISTRICT PERB # _____

Name of Grievant: _____

DISTRIBUTION OF FORM

- 1. Employee
- 2. Appropriate Supervisor
- 3. Superintendent
- 4. Association

1. EMPLOYEE

Date grievance occurred: _____

Section(s) of Contract grieved: _____

Statement of Grievance: _____

Relief Sought: _____

Signature of Grievant

Date

2. APPROPRIATE SUPERVISOR PRINCIPAL OR IMMEDIATE SUPERVISOR

Disposition by Principal or Immediate Supervisor: _____

Signature of Principal or Immediate Supervisor

Date

3. SUPERINTENDENT (OR DESIGNEE)

Signature of Grievant

Date

Date received by Superintendent or Designee: _____

Disposition by Superintendent or Designee: _____

Signature of Superintendent

Date

4. ASSOCIATION

Signature of Grievant

Date

Date submitted to Arbitration: _____

Date received by Arbitrator: _____

Disposition and award of Arbitrator: _____

Signature of Arbitrator

Date of Decision