

# North Cedar CSD Teacher Handbook



2019-2020

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## **OPENING STATEMENT**

### **Welcome Letter**

Welcome to the North Cedar Community School District, home of the Knights! We are grateful to have you visit our “online home” and hope you will find just what you are looking for here on our district website. Whether you are just passing through our community or have a child attending one of our schools, you can learn more about us, check for important dates and upcoming events on our calendar, or find out the news about what our students are up to. If you need additional information about our district or have questions for us, please feel free to contact us. We are here to serve you!

For those of you who are not familiar with our district, you can find us in the rural areas of east-central Iowa, along Highway 30. Our district office is located in Stanwood, and our school district also serves students in Clarence, Lowden and Mechanicsville. Our four communities work together to raise the bright and ambitious leaders of tomorrow.

We hope you will take the time to get to know our schools and our district. We have so much going on within our halls – from outstanding academics to technology initiatives to exciting sports programs to wonderful extracurricular activities – to help grow our students into productive participants in the 21st century.

### **A Message from our Superintendent**

Thank you for your service to the North Cedar Community School District! We appreciate your commitment to our schools! My door is open to you, whether you are already a member of our supportive teachers or if you are new to our district. If you have any questions, please feel free to stop by!

Sincerely,

Mark Dohmen, Superintendent

### **Preface**

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 North Cedar CSD.
- "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, 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, Educational Goals and Expected Outcomes

The mission of North Cedar CSD, in partnership with its community and staff, is to ensure a safe and caring environment for each student, providing the essential knowledge, values, skills, and attitudes to create lifelong learners who are responsible, contributing, and productive citizens in a changing and increasingly diverse world.

## 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, North Cedar CSD, 102 North East Street, Stanwood, Iowa 52337 or by phone at (563) 942-3358

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-800-669-4000 or TTY 1-800-669-6820, [www.eeoc.gov/field/milwaukee/index.cfm](http://www.eeoc.gov/field/milwaukee/index.cfm) or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, [www.state.ia.us/government/crc/index.html](http://www.state.ia.us/government/crc/index.html). This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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

## School Calendar

2019-2020 Printable District Calendar and Events Calendar: <https://www.north-cedar.org/Calendar>

## Map of District



## District Contacts

Mailing Address:  
P.O. Box 247  
Stanwood, IA 52337

Physical Address:  
102 East North Street  
Stanwood, IA 52337

Phone: (563) 942-3358  
Fax: (563) 942-0014

## Board Policies

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available at [http://www.north-cedar.org/Board\\_Policies](http://www.north-cedar.org/Board_Policies). Employees are expected to know existing board policies and know to refer to the policies when necessary.

If you have questions about board policies, please contact Mark Dohmen, Superintendent, at our district office.

Mailing Address:  
P.O. Box 247  
Stanwood, IA 52337

Physical Address:  
102 East North Street  
Stanwood, IA 52337

Phone: (563) 942-3358  
Fax: (563) 942-0014

## **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**

### **Educational Philosophy of the District for the Board**

The North Cedar Community School District Board of Education meets regularly to ensure the district operates in the best interests of our students. The board consists of five community members who volunteer their valuable time and expertise well beyond the traditional work day.

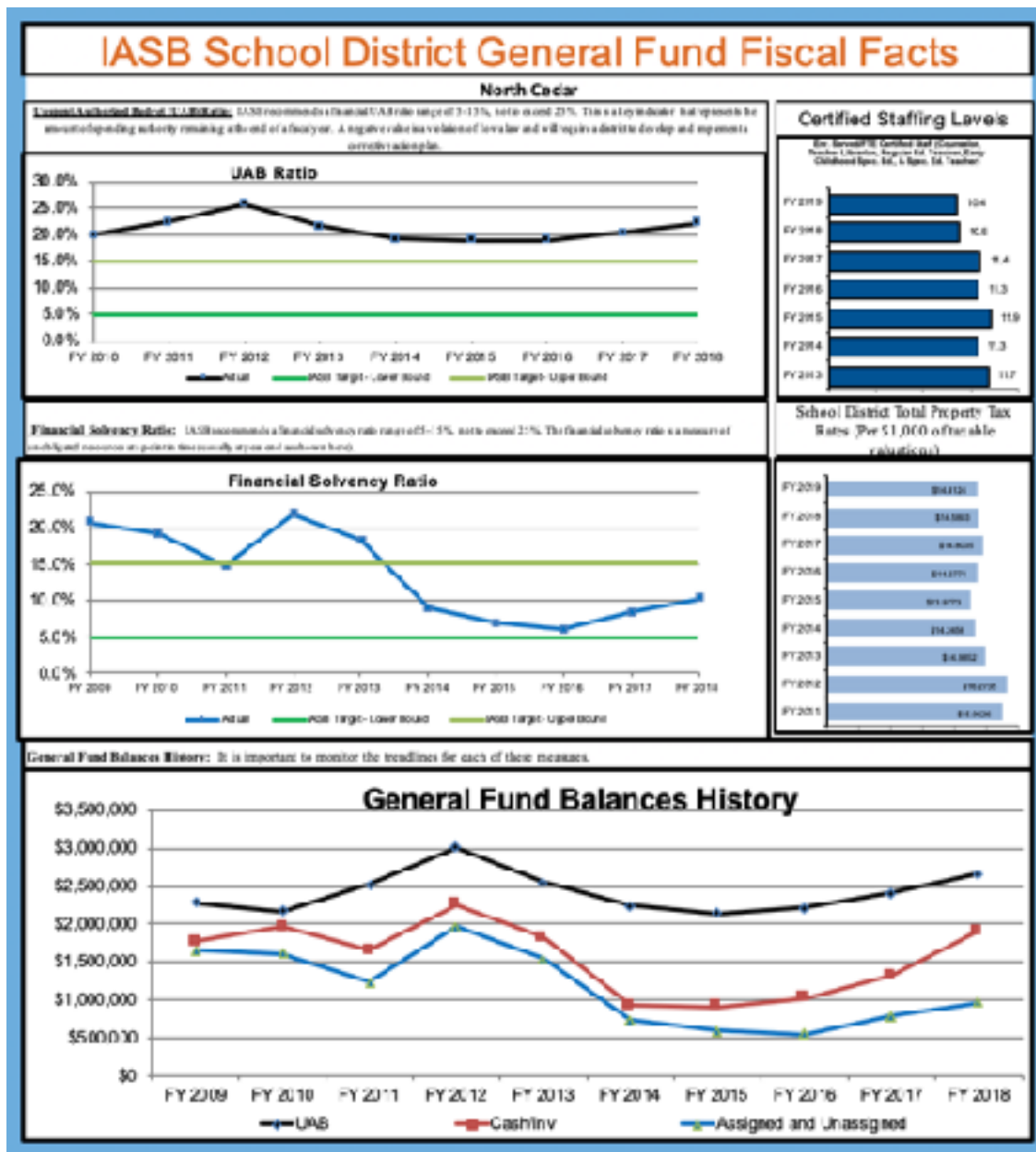
Our board meets on the third Monday of each month at 6:00 p.m. in the Stanwood district offices (unless noted differently).

In the North Cedar Community School District, every child is valued and is the central focus of the district.

- We believe our schools must be a safe and encouraging learning environment for every child.
- We believe we have a responsibility to provide an individualized, innovative learning culture that supports our professional staff and every child.
- We believe a united community is essential for the success of every child.



## Financial Condition of the District



## 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/](http://www.boee.iowa.gov/).

## Wages and Salary

**Schedule:** The regular salary of each employee in the bargaining unit shall be as set forth in Schedule A and Schedule B, which are attached hereto and made a part thereof. The base salary for the 2019-20 school year will be \$29,950, with Teacher Supplemental Salary (TSS) integrated \$33,191.

**Education Lanes:** Employees who move from one educational lane to a higher educational lane on the salary schedule shall move to the corresponding eligible step on the higher lane. Employee educational advancement on the salary schedule shall only be graduate courses within an employee's assigned teaching area and/or those in pursuit of an advance degree in the assigned teaching area. Graduate courses outside the employee's assigned teaching area may be granted at the sole and exclusive discretion of the Superintendent or designee. The employee shall request in writing movement from one lane to another lane and file suitable evidence of additional educational credit with the Superintendent no later than the first day of school. No advances on the salary schedule shall be made during the school year.

### Methods of Payment

**Pay Period:** Each employee shall be paid in twelve (12) equal installments on or before the 20<sup>th</sup> of each month except for the month of June when July and August checks are also printed and distributed. All employees will be required to complete electronic deposit forms by September 1 of each year. During the summer months, employees will have the option of receiving three deposits in June or one check each in June, July and August. They will notify the business manager in writing prior to June 1 if they want the three check payments. Employees will receive their payroll receipts by electronic notice.

**Final Pay:** Employees leaving or retiring from the North Cedar Community School District shall have the option of receiving all or part of his/her earned contracted salary on the June 20<sup>th</sup> payroll. Each employee shall notify the Superintendent in writing, of his/her desire to exercise this option by April 30<sup>th</sup>.

**Summer Checks:** Summer checks shall be direct deposited or mailed to a specific address as designated by the employee. The checks shall be deposited on the 20<sup>th</sup> (payday) unless that day falls on a Saturday or Sunday in which case the checks will be deposited on the previous Friday.

<b>SCHEDULE A - 2019 - 2020</b>		<b>P2 Integrated</b>				
<b>SALARY SCHEDULE (.04 X .04)</b>						
<b>BASE=</b>	<b>29,950</b>					
	<b>BA</b>	<b>BA + 10</b>	<b>BA + 20</b>	<b>BA + 36</b>	<b>MA</b>	<b>MA + 12</b>
STEP 0	29,950 1.00	31,148 1.04	32,346 1.08	33,544 1.12	34,742 1.16	35,940 1.20
STEP 1	31,148 1.04	32,346 1.08	33,544 1.12	34,742 1.16	35,940 1.20	37,138 1.24
STEP 2	32,346 1.08	33,544 1.12	34,742 1.16	35,940 1.20	37,138 1.24	38,336 1.28
STEP 3	33,544 1.12	34,742 1.16	35,940 1.20	37,138 1.24	38,336 1.28	39,534 1.32
STEP 4	34,742 1.16	35,940 1.20	37,138 1.24	38,336 1.28	39,534 1.32	40,732 1.36
STEP 5	35,940 1.20	37,138 1.24	38,336 1.28	39,534 1.32	40,732 1.36	41,930 1.40
STEP 6	37,138 1.24	38,336 1.28	39,534 1.32	40,732 1.36	41,930 1.40	43,128 1.44
STEP 7	38,336 1.28	39,534 1.32	40,732 1.36	41,930 1.40	43,128 1.44	44,326 1.48
STEP 8	39,534 1.32	40,732 1.36	41,930 1.40	43,128 1.44	44,328 1.48	45,524 1.52
STEP 9	40,732 1.36	41,930 1.40	43,128 1.44	44,326 1.48	45,524 1.52	46,722 1.56
STEP 10	41,930 1.40	43,128 1.44	44,326 1.48	45,524 1.52	46,722 1.56	47,920 1.60
STEP 11	43,128 1.44	44,326 1.48	45,524 1.52	46,722 1.56	47,920 1.60	49,118 1.64
STEP 12	44,326 1.48	45,524 1.52	46,722 1.56	47,920 1.60	49,118 1.64	50,316 1.68
STEP 13	45,524 1.52	46,722 1.56	47,920 1.60	49,118 1.64	50,316 1.68	51,514 1.72
STEP 14	46,722 1.56	47,920 1.60	49,118 1.64	50,316 1.68	51,514 1.72	52,712 1.76
STEP 15					52,712 1.76	53,910 1.80
STEP 16					53,910 1.80	55,108 1.84
STEP 17						56,306 1.88

<b>INDEXED TSS</b>		<b>2018-20</b>				
<b>Years</b>	<b>BA</b>	<b>BA + 10</b>	<b>BA + 20</b>	<b>BA + 36</b>	<b>MA</b>	<b>MA + 12</b>
0	3,241 1.00	3,371 1.04	3,500 1.08	3,630 1.12	3,760 1.16	3,889 1.20
1	3,371 1.04	3,500 1.08	3,630 1.12	3,760 1.16	3,889 1.20	4,019 1.24
2	3,500 1.08	3,630 1.12	3,760 1.16	3,889 1.20	4,019 1.24	4,148 1.28
3	3,630 1.12	3,760 1.16	3,889 1.2	4,019 1.24	4,148 1.28	4,278 1.32
4	3,760 1.16	3,889 1.2	4,019 1.24	4,148 1.28	4,278 1.32	4,408 1.36
5	3,889 1.2	4,019 1.24	4,148 1.28	4,278 1.32	4,408 1.36	4,537 1.4
6	4,019 1.24	4,148 1.28	4,278 1.32	4,408 1.36	4,537 1.4	4,667 1.44
7	4,148 1.28	4,278 1.32	4,408 1.36	4,537 1.4	4,667 1.44	4,797 1.48
8	4,278 1.32	4,408 1.36	4,537 1.4	4,667 1.44	4,797 1.48	4,926 1.52
9	4,408 1.36	4,537 1.4	4,667 1.44	4,797 1.48	4,926 1.52	5,056 1.56
10	4,537 1.4	4,667 1.44	4,797 1.48	4,926 1.52	5,056 1.56	5,188 1.6
11	4,667 1.44	4,797 1.48	4,926 1.52	5,056 1.56	5,188 1.6	5,315 1.64
12	4,797 1.48	4,926 1.52	5,056 1.56	5,188 1.6	5,315 1.64	5,445 1.68
13	4,926 1.52	5,056 1.56	5,188 1.6	5,315 1.64	5,445 1.68	5,575 1.72
14	5,056 1.56	5,188 1.6	5,315 1.64	5,445 1.68	5,575 1.72	5,704 1.76
15					5,704 1.76	5,834 1.8
16					5,834 1.8	5,963 1.84
17						6,093 1.88

<b>SCHEDULE A INCLUDING INDEXED TSS - 2019-2020</b>						
<b>SALARY SCHEDULE (.04 X .04)</b>						
<b>YEARS</b>	<b>BA</b>	<b>BA + 10</b>	<b>BA + 20</b>	<b>BA + 36</b>	<b>MA</b>	<b>MA + 12</b>
0	33,191	34,519	35,846	37,174	38,502	39,829
	1.00	1.04	1.08	1.12	1.16	1.20
1	34,519	35,846	37,174	38,502	39,829	41,157
	1.04	1.08	1.12	1.16	1.20	1.24
2	35,846	37,174	38,502	39,829	41,157	42,484
	1.08	1.12	1.16	1.20	1.24	1.28
3	37,174	38,502	39,829	41,157	42,484	43,812
	1.12	1.16	1.20	1.24	1.28	1.32
4	38,502	39,829	41,157	42,484	43,812	45,140
	1.16	1.20	1.24	1.28	1.32	1.36
5	39,829	41,157	42,484	43,812	45,140	46,467
	1.20	1.24	1.28	1.32	1.36	1.40
6	41,157	42,484	43,812	45,140	46,467	47,795
	1.24	1.28	1.32	1.36	1.40	1.44
7	42,484	43,812	45,140	46,467	47,795	49,123
	1.28	1.32	1.36	1.40	1.44	1.48
8	43,812	45,140	46,467	47,795	49,123	50,450
	1.32	1.36	1.40	1.44	1.48	1.52
9	45,140	46,467	47,795	49,123	50,450	51,778
	1.36	1.40	1.44	1.48	1.52	1.56
10	46,467	47,795	49,123	50,450	51,778	53,106
	1.40	1.44	1.48	1.52	1.56	1.60
11	47,795	49,123	50,450	51,778	53,106	54,433
	1.44	1.48	1.52	1.56	1.60	1.64
12	49,123	50,450	51,778	53,106	54,433	55,761
	1.48	1.52	1.56	1.60	1.64	1.68
13	50,450	51,778	53,106	54,433	55,761	57,089
	1.52	1.56	1.60	1.64	1.68	1.72
14	51,778	53,106	54,433	55,761	57,089	58,416
	1.56	1.60	1.64	1.68	1.72	1.76
15					58,418	59,744
					1.76	1.80
16					59,744	61,071
					1.80	1.84
17						62,399
						1.88

**Longevity**

Lanes BA/BA+10/BA+20 - \$1,400

Lanes BA+36/MA/MA+12 - \$1,900

Begins with second year on last step.

## Compensation for Extra Duty

Teachers who give up their preparation time to cover the class of an absent teacher will be paid \$15 per period. Teachers at the Junior-Senior High School who cover another teacher's class will be paid \$15 per period.

TICKET SELLING.....\$15 PER EVENT  
SCORE-TABLE/CROW'S NEST (time, clock, announcer, stats panel, stats book).....\$15 PER EVENT  
LINE JUDGE (Varsity events).....\$15 PER EVENT

All day events will be divided and paid as AM and PM assignments.

Extra pay positions will be assigned on a voluntary basis. If the positions cannot be filled by voluntary sign-ups, they will be assigned by the administration from the staff. The person assigned will be paid.

Summer Driver Education instruction shall be paid at the rate of twenty-four dollars (\$24.00) per hour.

## Curricular Improvement

At the direction of the administration, curriculum improvement shall be paid at the rate of fifteen dollars (\$15.00) per hour during the summer or for special projects during the school year.

## Schedule B Supplemental Pay Schedule

The following percentage figures are to be applied to the B.A. column of the current Schedule A. Schedule B extends to Step 15. The level will be determined by the number of years experience of the individuals involved in the area for which this pay is made.

### SPONSORS

SECONDARY YEARBOOK (DIVIDED BY # OF SPONSORS)	5
ELEMENTARY YEARBOOK	3
ONLINE/SHARED DISTRICT TEACHER	5
SECONDARY DANCE	4
SECONDARY CHEERLEADING	10
JUNIOR HIGH CHEERLEADING	4
SECONDARY STUDENT COUNCIL (DIVIDED BY # OF SPONSORS)	2.5
JUNIOR CLASS (DIVIDED BY # OF SPONSORS)	6
FUTURE FARMERS OF AMERICA	4
NATIONAL HONOR SOCIETY	2
FUTURE BUSINESS LEADERS OF AMERICA	2
FUTURE PROBLEM SOLVING	1
INVENT IOWA	1
MATH CLUB	2
MATH COUNTS	1
MOCK TRIAL	1
QUIZ BOWL	1
SPANISH CLUB	1
ROBOTICS – HEAD	6
ROBOTICS-ASSISTANT(SINGLE COACH OR SPLIT BETWEEN TWO COACHES)	2

## **FINE ARTS**

LARGE GROUP SPEECH	4
INDIVIDUAL SPEECH	4
SPEECH ASSISTANT - LARGE GROUP	2.5
SPEECH ASSISTANT - INDIVIDUAL	2
MUSICAL PRODUCTION	6
ASSISTANT MUSICAL PRODUCTION	3
ASSISTANT MUSICAL - VOCAL	1
ASSISTANT MUSICAL - PIT BAND DIRECTOR	1
MUSICAL ACCOMPANIST	1
DRAMA PRODUCTION	5
ASSISTANT DRAMA PRODUCTION	3
VOCAL MUSIC (SECONDARY)	9
INSTRUMENTAL MUSIC (SECONDARY)	10
ASSISTANT MARCHING BAND	1
ELEMENTARY BAND (EACH)	2
JH BAND (EACH)	2
MUSIC CONTEST ASSISTANCE	1
JH CHORUS (EACH)	1
ELEMENTARY VOCAL PERFORMANCE (EACH)	1

If there is not a Speech Assistant for Large Group, the Large Group Speech will receive 5%

If there is not a Speech Assistant for Individual Speech, the Individual Speech will receive 5%.

## **COACHING**

*HEAD VARSITY	10
ASSISTANT VARSITY	7
HEAD JUNIOR VARSITY/SOPHOMORE	7
ASSISTANT JUNIOR VARSITY/FRESHMAN	7
GIRLS GOLF	4
BOYS GOLF	4
JUNIOR HIGH HEAD COACH	5
JUNIOR HIGH ASSISTANT COACH	3

\*HEAD VARSITY COACH FOR CROSS COUNTRY WILL BE COMBINED GIRLS AND BOYS.

## **Continued Education Credit**

Employees who move from one educational lane to a higher educational lane on the salary schedule shall move to the corresponding eligible step on the higher lane. Employee educational advancement on the salary schedule shall only be graduate courses within and employee's assigned teaching area and/or those in pursuit of an advance degree in the assigned teaching area. Graduate courses outside the employee's assigned teaching area may be granted at sole and exclusive discretion of the Superintendent or designee. The employee shall request in writing movement from one lane to another lane and file suitable evidence of additional educational credit with the Superintendent no later than the first day of school. No advances on the salary schedule shall be made during the school year.

## **Group Insurance Benefits**

Employees who work 30 hours per week are eligible for group insurance and health benefits. Documents detailing the plan design and enrollment period will be provided to all eligible employees at a new

contract offer. For additional information, please visit our website at <http://www.north-cedar.org/Employment> or contact the business office.

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

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

## **Travel Compensation – Inside the District**

Employees traveling on behalf of the district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to transportation and/or mileage costs, lodging expenses, meal expenses and registration costs. Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at 45 cents per mile and must have the travel pre-approved by Superintendent.

## **Travel Compensation – Outside the District**

Employees traveling on behalf of the district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

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

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, indicating the date, purpose, and nature of the expense for each claim item. Failure to have a detailed receipt will make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip are reimbursed by the employee to the school district no later than 20 working days following the date of turning in the reimbursement form and receipts.

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



## **EMPLOYEE RELATIONS**

### **Background Checks**

Employees are subject to criminal, dependent adult abuse and child abuse background checks at least every five years. The background check will either be conducted by the school district or another agency.

### **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 business office which is located at the district office in Stanwood.

### **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 the Superintendent 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

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.

### ❖ Purpose

The Vision of the North Cedar Community School District is that of a district committed to total excellence. In achieving this excellence, a strong employee evaluation program is essential. The evaluation plan shall be a result of the joint efforts of the board, administration, and staff. The emphasis of evaluation shall be a cooperative effort designed to increase the effectiveness of all staff members.

### ❖ Instrument

The evaluation instrument used shall be developed by an Evaluation Committee composed of teachers, administrators, and a board member. This instrument shall be part of North Cedar Board Policy. Additionally, the state required standards-based teacher evaluation system that meets the expectations of the Iowa Teacher Quality Program will also be part of the program.

### ❖ Schedule

All employees shall be evaluated on a schedule developed by the Evaluation Committee. This evaluation schedule shall be part of North Cedar Board Policy.

### ❖ Right to Grieve

All employee evaluations are to be complete, accurate, and just. Any non-probationary employee who has received an overall unsatisfactory rating has the right to grieve said evaluations as incomplete, inaccurate or unjust through the grievance procedure set forth in this handbook. Any teacher who has received a notice of termination may not use the arbitration process but must defer the grievance to Iowa Code Chapter 279, teacher termination.

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

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

### **Evaluation: Tier I**

Prior to October 1 of each school year, the principal or immediate supervisor shall acquaint each employee under their supervision with the evaluation procedures, criteria and instruments used in evaluation. The evaluation orientation ensures employees have an understanding of the evaluation system. No formal evaluation shall take place until the evaluation orientation is completed.

There shall be a minimum of 3 formal evaluations. Every employee shall receive 2 days notification of when the first evaluation is to take place. All other formal evaluations shall be conducted with knowledge of the employee.

The formal evaluation shall be in writing. The employee shall meet with the principal or immediate supervisor within 20 days following the formal evaluation. The principal or immediate supervisor will review the evaluation with the employee. The employee shall sign the evaluation. The signature will indicate that the principal or immediate supervisor has discussed the results with the employee but does not necessarily imply the employee is in agreement with the evaluation results.

### **Evaluation: Tier II**

Prior to November 1 of each school year, the principal or immediate supervisor shall acquaint each employee under their supervision with the evaluation procedures, criteria and instruments used in evaluation. The evaluation orientation ensures employees have an understanding of the evaluation system. No formal evaluation shall take place until the evaluation orientation is completed.

There shall be a minimum of 1 formal evaluation in a three year period of time. Every employee shall receive 2 days notification of when the first evaluation is to take place. All other formal evaluations shall be conducted with knowledge of the employee.

The formal evaluation shall be in writing. The employee shall meet with the principal or immediate supervisor within 20 days following the formal evaluation. The principal or immediate supervisor will review the evaluation with the employee. The employee shall sign the evaluation. The signature will indicate that the principal or immediate supervisor has discussed the results with the employee but does not necessarily imply the employee is in agreement with the evaluation results.

### **Evaluation: Tier III**

The Specific Intensive Assistance Plan provides a good faith effort to support and guide the career teacher in meeting the expectations set forth in the Iowa Teaching Standards. This plan provides a more structured and intensive mode of supervision for the staff member who is not consistently demonstrating one or more of the Iowa Teaching Standards.

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

## **Evaluation: Resources**

Model Framework for Designing a Local Staff Evaluation System Based on the Iowa Teaching Standards:  
<https://www.educateiowa.gov/documents/educator-quality/2013/04/model-framework-designing-local-staff-evaluation-system-based>

Model Descriptors:

<https://www.educateiowa.gov/documents/educator-quality/2013/04/model-descriptors-2006-07-13>

Model Evidence for Iowa Teaching Standards:

<https://www.educateiowa.gov/documents/educator-quality/2013/04/model-evidence-iowa-teaching-standards-2007-08-07>

Comprehensive Evaluation Form for Beginning Teacher:

[https://www.educateiowa.gov/sites/files/ed/documents/0506\\_tq\\_evaluationform.pdf](https://www.educateiowa.gov/sites/files/ed/documents/0506_tq_evaluationform.pdf)

## **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.

### ***Step One***

Within 10 days after the alleged misinterpretation or misapplication of the handbook, an employee with a complaint shall privately discuss the complaint with their immediate supervisor and attempt to find a resolution. The immediate supervisor will respond within 7 days.

### ***Step Two***

If the complaint is not resolved at Step One, the employee alleging the complaint may submit a formal complaint with the immediate supervisor. The formal complaint must be submitted to the immediate supervisor within 7 days after the receipt of the immediate supervisor's Level One response.

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

The immediate supervisor will provide a written answer to the formal complaint within 7 days.

### ***Step Three***

If the complaint is not resolved at Step Two, the employee alleging the complaint shall submit the formal complaint to the superintendent within 5 days. The superintendent will provide a written answer to the formal complaint within 7 days. The superintendent's decision will be final.

## **Mandatory Cooperation in Workplace Investigations**

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

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

Any employee who is arrested or convicted of any criminal charges shall report such information to the Superintendent within 48 hours. Failure to do so shall incur discipline, up to and including termination.

## **Nepotism**

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

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

## **Probationary Status**

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

The probationary period for classified employees is 90 days unless otherwise stated in an employee contract, letter of assignment or applicable collective bargaining agreement.

## **Public Complaints about an Employee**

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

## **Qualifications, Recruitment and Selections**

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

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

The board will employ employees after receiving recommendations from the superintendent. 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**

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 by school email. Employees must submit a letter of interest to apply for a vacant position. When filling a vacancy, the district will consider the applicant's education, experience, previous evaluations, and years in the district.

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

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

Employees who are transferred will be notified, in writing, of the involuntary transfer and the reasons why at least 20 days before the transfer goes into effect. The employee may request a conference with the superintendent to discuss the reasons for transfer.

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

## **Work Day**

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

The school year for employees will contain 190 days of service. The work day for employees shall begin at 7:50 a.m. and end at 3:45 p.m.

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

Employees may be required to attend professional meetings before or after the regular work day without additional compensation.

On days preceding holidays and/or school vacations, employees may leave 10 minutes after student dismissal in their respective building or the end of the work day, whichever comes first.

## **DISTRICT PROCEDURES AND GUIDELINES**

### **Business Office Procedures**

Requested items such as reimbursements or leaves must be signed by the employee, building principal/supervisor, and the superintendent. These forms are located in each main office and the district office.

New employees should visit the district office before they begin work to ensure all the proper paperwork is completed and up-to-date.

### **Child Labor**

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

### **Committees**

Committees can be used by districts to research and/or address matters that are important to employees and the district (e.g. benefits advisory committees).

### **Copyright**

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

## **Discipline**

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

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

### **Step One – Verbal Warning**

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

### **Step Two – Written Warning**

If the issue in Step One is not corrected, the employee and the principal or immediate supervisor shall meet to review the existing behavioral issue and any additional incidents. The principal or immediate supervisor shall outline the consequences for failing to meet conduct expectations to the employee. Employees in Step Two shall be placed in an intensive assistance plan.

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

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

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

## **Employee Recognition**

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

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

## **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.



## Professional Development

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

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to the superintendent. Approval of the superintendent must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program. The licensed employee must provide the frequency with which the professional development occurs, the expectations at the professional development opportunities, and where the professional development opportunities will be held.

## Religious Holiday Celebrations in Public Schools

Public school officials need to be respectful of the religious beliefs of employees and students. The Iowa Department of Education has provided the following non-exhaustive checklist for prohibited and permissive activities related to religious holiday celebrations in public schools. This information may be located at [www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/religious-holiday-celebrations-public-schools](http://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/religious-holiday-celebrations-public-schools).

### Prohibited Activities:

- Displays of religious symbols such as a crèche, an angel, a menorah, or a banner with a religious message
- 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 Non-instructional-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 2019” 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 Superintendent.

## School Nutrition Program

The district operates a school nutrition program. Employees may purchase meals and other items, including milk. The cost of the school lunch program for employees is \$2.25 for breakfast and \$3.75 for lunch. The normal building procedure needs to be done to notify about their intention to have school breakfast or lunch for the day. Employees may pay for their breakfast or lunch by cash, check, or online through Total Access, <http://northcedar.totalk12.com/>. Employees can not carry a negative lunch balance.

## School Publicity and Community Relations

The district staff is the connection between the schools and the community. Employees are expected to work in a professional manner with parents and the community, when appropriate, for their positions. Teachers especially are expected to work closely with parents throughout the school year to ensure the success of all students, as parents are vital partners in the education of their children.

The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

## Staff Meetings

Staff meetings 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. Additional information detailing district staff meeting procedures shall be included by the building principal and/or superintendent.

## 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.

### **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 and communicated with 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.

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.

### **Meal Periods**

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

### **Dress and Grooming**

All employees are required to dress in a professional and appropriate manner. Any clothing that could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee. Questions about appropriate attire should be addressed to the building administrator or administrator delegate. Also, as role models for students, all staff members are expected to not only dress appropriately, but to practice good hygiene.

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

### **Employee Outside Employment**

The board believes that the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board expects that district employees will give the

responsibilities of their positions in the school district priority over any other employment. Employees with external employment must keep the two positions separate and the external job cannot impact the school district job. Should a supervisor believe the external position is impacting the internal one; the supervisor will address it with the employee.

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

## **Failure to Complete Reports**

In order to have the school district function in an efficient manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including but not limited to: time sheets, grade reports, student records, Individualized Education Plan (IEP) documentation and testing results. Failure to meet the required deadlines may result in disciplinary action.

## **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. Misuse of district technology may incur disciplinary action. Any unlawful use of district technology will be dealt with to the full extent of the law.

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 building administrator for approval. Once approved by the building administrator, the employee may work with the technology department in establishing and maintaining the site. District employees are urged to use great care and discretion when using social networking.

## **Theft**

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

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

Patrons of the district are to be treated with respect. 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 North Cedar 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. The building principal needs to approve all volunteers and extra guest speakers. Building check in procedures must be followed in each building. The North Cedar Community School District requires background check on all volunteers. The building principal along with staff will decide the activities that are acceptable for volunteers to complete and in which to participate. Volunteers and extra guest speakers do not have supervisory responsibilities.

## ***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.

### **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.

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

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

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

## **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 principal in advance. Remember to follow board policy on out of state and overnight trips.

## **Individuals with Disabilities Education Act**

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

## **Student Assessment**

Student assessments can be identified as formative and summative. The results of the assessments are used by all stakeholders to make program, staffing, professional development, instructional, financial, and personal decisions. They are an important component of both the Collecting/Analyzing Student data step and the On-going Data Collection step in the Iowa Professional Development Model. State-wide and district-wide summative assessments are mandated by Iowa Code (Chapter 12) and used for district accreditation and federal reporting, as defined by the Every Student Succeeds Act (ESSA) legislation.



Formative assessments are on-going and are used to inform the instructional process and develop student learning goals.

## Parent-Teacher Conferences

A parent-teacher conference is a great opportunity to: share academic progress and growth based on classroom observations, testing data, assessments, portfolios, and assignments. Learn from parents or guardians so you can be better informed about students' strengths, needs, behaviors, and learning styles. Parent-teacher conferences are held twice a school year during the Fall and Spring. These days are extended days and teachers receive a comp day due to the extended days. Letters to the parents or guardians along with permission from your building principal is expected if you plan to miss any part of the conferences.

## 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. Student lockers and search and seizure are addressed in **Policy Reference Manual-502.5** and **502.8**.

## Standardized Testing and Assessment

Assessment is an important part of the education process and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Board of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in disciplinary action up to and including termination. For additional information regarding the applicable standard in the Iowa Board of Educational Examiners Code of Professional Conduct and Ethics, please visit the Board of Educational Examiners website located at [www.boee.iowa.gov/doc/ethHndot.pdf](http://www.boee.iowa.gov/doc/ethHndot.pdf).

## Student Funds and Fundraising

Student fundraising for school activities may occur upon approval of the principal at least three 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.

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

## **Student Records**

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student information unless it is permitted by law. Please contact building administrator 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. 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 10 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 or designee (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.

For additional information, including applicable forms, please visit the “Anti-Bullying/Anti-Harassment” section of the North Cedar CSD website, at [https://tb2cdn.schoolwebmasters.com/acnt\\_13185/site\\_13186/Documents/100SeriesBoardPolicies\\_NorthCedar.pdf](https://tb2cdn.schoolwebmasters.com/acnt_13185/site_13186/Documents/100SeriesBoardPolicies_NorthCedar.pdf) and the “Bullying and Harassment” section of the Iowa Department of Education’s website, at [www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/bullying-and-harassment](http://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/bullying-and-harassment).

## **Blood-borne Pathogens**

Annually, all employees will be given the opportunity to take the blood-borne pathogens training and teachers and coaches will be required to take the training. Information regarding how employees can take the training will be shared with our employees annually by the district nurse or district office. The mandatory posters will be displayed in the district office.

## **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 blood-borne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping.

## **Employee Injury on the Job**

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

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

It is the responsibility of the employee injured on the job to inform the building administrator and the district office within twenty-four hours of the occurrence and to fill out a incident report. It is the responsibility of the employee’s immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

## **Employee Physical Examination**

The district believes good health is important to job performance. School bus drivers will present evidence of good health upon initial hire and every other year in the form of a physical examination report, unless otherwise required by law or medical opinion. All other employees shall present evidence of good health, in the form of a post-offer, pre-employment physical examination report.

The cost of the initial examination will be paid by the employee. The form indicating the employee is able to perform the duties, with or without reasonable accommodation, for which the employee was hired, must be returned prior to the performance of duties. The school district will provide the standard examination form to be completed by the personal physician of the employee. New employees shall return the completed examination form to the Superintendent’s office not later than August 22. The School District shall not be required to reimburse any employee for further examination or subsequent treatment where the required examination discloses a health problem.

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. will maintain a file indicating which hazardous substances are present in the

workplace and when training and information sessions take place. The mandatory poster for Job Safety and Health may be located at [www.osha.gov/Publications/poster.html](http://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](http://www.iowadivisionoflabor.gov/iowa-osha-safety-and-health-poster-0). This mandatory poster is also displayed in the Superintendent's Office.

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

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

## Other Health and Safety Information

The Employer will provide a reasonable break time for an employee to express breast milk for her nursing child each time such employee has a need to express breast milk. The employer will provide a place that is private and free from intrusion, other than a bathroom, which may be used by an employee to express breast milk. It shall be the employee's responsibility to notify the employer, in advance, of the need to express breast milk during the workday, including the employee's preferred schedule for the expression of breast milk. The employer shall not require any break to be less than fifteen (15) minutes in length.

The employer will provide a designated refrigerator to be used for the safe and proper storage of breast milk expressed during the work day. The employee must provide all necessary equipment and containers and must properly label any container stored within the refrigerator designated by the employer.

## 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 supervisors or building administrator of all times when they will be absent or to submit leave requests. Absences arranged in advance (vacations and personal days) do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent for three consecutive workdays, without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated. Misuse of leave procedures or misrepresentation of reasons for leave may lead to 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.

Teachers will need to use Frontline to find a sub. If you realize later than 6:30 that you need to stay home, you are responsible for finding a sub. Associates are responsible for finding their own sub. Also, please contact the office and spec education teacher(s) to whom you are assigned. Send the building secretary an email about your absence along with your sub plans or attach your sub plans to the Frontline application. A substitute folder is an essential resource that all teachers should have prepared and clearly labeled on their desk in case they are absent. This folder should provide the substitute with important information to help them teach your students throughout the day. The following is a list of general items to include in your substitute packet.

Items to Include:

- Class List - Provide a class list and place a star next to the students that can be trusted to help the substitute with any questions they may have.
- Teacher Schedule - Provide a schedule of any duties that the teacher may have (bus duty, hall duty). Attach a map of the school and mark the spots where they're assigned to go.
- Class Schedule/Routine - Include a copy of the daily routine. Provide information such as how attendance is taken and where it should go, how student work is collected, when students are able to use the restroom, how students are dismissed, etc.
- Classroom Discipline Plan - Provide your classroom behavior plan. Inform substitutes to follow your plan and leave you a detailed note if any student has misbehaved.
- School Policies- Include a copy of the school behavior plan, what to do in case of an early dismissal, lunch room rules, tardy procedure, computer usage and rules, etc.
- Seating Chart - Provide a copy of the class seating chart clearly labeled with each student's name and any important information about each child.

- Emergency Procedures/Fire Drills - Include a copy of the school's emergency procedures. Highlight escapes routes and exit doors in case of an emergency the substitute will know exactly where to take the children.
- Important Student Information - Provide a list of students food allergies, medical information (such as medicine) and any other special needs.
- Emergency Lesson Plans - Select at least a week's amount of emergency plans in case you are not able to complete a lesson for them. Include spare worksheets and review sheets with enough copied for the whole class. These plans need to be shared with the administrative assistant and principal to ensure availability for the substitute.
- Colleagues Contact Information- Include a list of names and numbers of the surrounding classroom teachers and faculty.

## **Bereavement Leave**

The district understands that employees may need time off to mourn the loss of a family member or close friend. Bereavement leave will be granted per each occurrence with full pay for the following: five (5) days for spouse, child, parent; three (3) days for parent-in-law, sister, and brother; and one (1) day for grandparent, brother-in-law, and sister-in-law. One (1) additional day or two (2) half days per year will be given for relative/friend.

## **Employee Holidays and Personal Leave**

The school work year shall be a total of 190 days, of which 175 shall be student contact days and fourteen (14) non-contact days. The fourteen (14) non-contact days shall include the following paid holidays: Labor Day, Thanksgiving, Christmas, New Year's, Presidents' Day, and the remaining days shall be in-service days.

Each employee is entitled to two (2) days each year of personal leave. Unused personal leave shall accumulate up to a total of four (4) days. Only two (2) certified teachers per building will be given personal leave on any one (1) day. Those applying first shall have priority. On the day preceding or following holidays or vacations only one (1) certified teacher per building will be given personal leave except in emergency cases upon the sole discretion of the Superintendent. Employees are encouraged to give notice to the Superintendent or designee at least five (5) days in advance of the date of leave requested.

By May 15 of each year, any teacher who has not used all of his/her personal days may notify his/her principal and request to be paid for one (1) to three (3) unused personal days. The building principal will fill out a purchase order listing all the teachers in his/her building who are making requests for payment of unused personal days. The district will pay at the current substitute pay rate for unused personal days. The pay will be added to either the June or July payroll.

## **Family and Medical Leave and Family Emergency Leave**

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



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

A maximum of five (5) sick leave days per year shall be granted for a family member’s illness, injury or medically related appointments. Other emergencies may be granted at the discretion of the superintendent. Family members are defined as spouse, children, mother, father, siblings, mother-in-law, and father-in-law. These days will be deducted from the employee’s sick leave accumulation.

## Jury Duty Leave

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

Any employee called for jury duty during school hours or who is required to appear in court by a subpoena shall be provided such time without the loss of pay. Any per diem fees the employee receives during such leave shall be turned over to the North Cedar School District.

When an employee is excused from jury duty, either temporarily or permanently on any working day, the employee shall return to work and shall complete any remaining hours of the working day, if required.

## 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 (Sick) Leave

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

“Sick Leave” shall be defined as personal illness or disability of the employee and not members of the employee’s family.

Each employee shall be entitled to sick leave as follows:

- 1<sup>st</sup> year in district 10 days
- 2<sup>nd</sup> year in district 11 days
- 3<sup>rd</sup> year in district 12 days
- 4<sup>th</sup> year in district 13 days

- 5<sup>th</sup> year in district 14 days
- 6<sup>th</sup> year in district 15 days
- Each year thereafter 15 days

Unused sick leave, which includes the current year’s allowance, shall accumulate up to a total of 120 days. For employees hired after the 2016-17 school year, the maximum total accumulation of sick leave days will be 90 days. The minimal unit of usage of sick leave shall be one-half day. Once a person has met the maximum of 120 days, he or she will start the following year with 135 days. However, he/she will only carryover a maximum of 120 days to the following year.

In case of suspected misuse of sick leave by an employee, the Board or its designee may require such person to furnish reasonable evidence as it may desire confirming the necessity for sick leave.

All sick leave benefits shall terminate and/or be forfeited upon termination of employment for any reason. Sick leave shall not be granted for employee elective surgery unless employee’s physician certifies such surgery is necessary.

## 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.

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

A leave of absence after seven (7) years on staff, without pay or benefits for one (1) school year, may be granted to any certified employee for the purpose of engaging in study at an accredited college or university in a field reasonably related to his/her professional responsibilities or to be employed by VISTA, the National Teachers Corps or to serve as a teacher in any domestic or overseas program or institution providing a suitable replacement can be found and contracted on a one (1) year interim basis. Upon return from such leave, an employee shall be placed in the teaching position at the next step on the salary schedule and maintain the same fringe benefits as he/she would have accrued had he/she taught in the system during such period. A one (1) year leave of absence without pay may be requested once following the end of the seventh (7th ), fourteenth (14th), twenty-first(21st ),and twenty-eighth(28th )year of employment.

Any person hired to replace a certified teacher on this leave (Article VI-F) will be given notice of impending termination according to provision in the Code of Iowa, Chapter(s) 279.12 through 279.18.

## SAFETY AND SECURITY

### Asbestos Notification

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

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

### Building Security

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

Employees, students and visitors must use the main entrances for accessing the building once the school day starts. Identification badges are to be worn at all times by employees and visitors. Report lost keys to the building administrator immediately. Students are to be picked up and signed out from the main office.

### Drills and Evacuations

Periodically the school holds emergency fire, tornado, security drills. At the beginning of each semester or trimester, 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.

**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.

Specific procedures will be communicated by the building administrator or their delegate. Also district procedures can be found at [https://sites.google.com/s/1P7-igUf8GevCRvOwdUTRrd9V92QUbTB/p/1Vh9GthuT9wQEuEdPVehd\\_NbbvvEgXrFa/edit](https://sites.google.com/s/1P7-igUf8GevCRvOwdUTRrd9V92QUbTB/p/1Vh9GthuT9wQEuEdPVehd_NbbvvEgXrFa/edit).

### Emergency Closings, Inclement Weather and Other Interruptions

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/television stations to broadcast a school closing announcement along with the district's all call system. Employees will report at their normal timeframe within the schedule adjustment of the school start time (eg. 10:20 start time; Teachers report at 9:50). Building administrators will inform employees when they are permitted to leave following a non-routine dismissal.

## **Staff Identification Badges**

An identification badge shall be issued to each employee. Badges shall be worn when the employee is on duty, and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard. If an employee comes to work without the permanent badge, a temporary badge may be obtained from main office. The loss of a permanent badge shall be immediately reported to the building administrator, who will issue a replacement badge at a cost to the employee of \$5.00. The identification badge provides free entrance into district athletic and extracurricular events. Badges remain the property of the district and shall be returned to district office at the time of resignation, retirement or termination.

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

### **Reduction in Force**

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

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

When a reduction is deemed necessary, the district shall first attempt to accomplish the necessary reduction by normal attrition. If further reductions are needed, the superintendent will identify designated groups for further evaluation. Employees within the designated groups will be evaluated. Probationary teachers deemed necessary to maintain a program or teach a subject area should be identified and may not be considered for reduction. If further reductions are needed, the superintendent shall consider the following criteria in making the recommendations:

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

## Retirement

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

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

Board action to approve an employee's application for retirement is final and such action constitutes non-renewal of the employee's contract for the next school year.

## Appendix

### Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the North Cedar CSD's Teacher Handbook available at on our website (under Employees-Human Resources). I understand the teacher 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 district 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 teacher handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Teacher Handbook is not intended, and does not constitute a contract between the district and any one or all of its employees.

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Employee's Signature

Date

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Employee's Name (Printed)

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