

RUTHVEN-AYRSHIRE  
CERTIFIED STAFF HANDBOOK  
2016-2017



Ruthven-Ayrshire Community School District  
[www.ruthven.k12.ia.us](http://www.ruthven.k12.ia.us)

**Administration**

Andrew Woiwood, Superintendent/Elementary Principal  
Jon Josephson, Secondary Principal/Activities Director  
Chris Myers, Curriculum Coordinator

**1505 Washington Street**  
P.O Box 159  
Ruthven, IA 51358  
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(Updated **June, 2016**)

## INTRODUCTION

This handbook is provided to the licensed staff of Ruthven-Ayrshire School as a guide to the policies and procedures of the school district and to the responsibilities of each member of the licensed staff. We realize that this book cannot cover every situation which may arise, but if used as a reference throughout the year most questions concerning your position and the position of the school system will be answered. Rules, regulations, and procedures which apply only to elementary personnel or only to secondary personnel will be related to the respective licensed staff members by their respective principals.

School policy is set by the Board of Education and is contained in the official Board Policy Book. This handbook is not intended to contain all policies pertaining to employees of the district. Employees are referred to the Board Policy Book, copies of which are located in each office of the school and in the Staff Workroom, for complete policy information.

The Elementary Student-Parent Handbook and the Secondary Student-Parent Handbook are considered part of this handbook and all licensed employees are responsible for knowing the contents of all three handbooks.

**Any changes in, additions to or deletions from the policies and procedures in this handbook will be given to staff as memos or in staff meetings.**

**Andrew Woiwood**, Superintendent/Elementary Principal

**Mr. Jon Josephson**, Secondary Principal/Activities Director

**Mr. Matt Borchers**, Equity Coordinator

**Mr. Chris Myers**, Curriculum Coordinator

## NOTICE OF NON-DISCRIMINATION

It is the policy of the Ruthven-Ayrshire Community School District not to illegally discriminate on the basis of **gender, race, color, national origin, sex, disability, religion, color, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices.** There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Matt Borchers, 1505 Washington Street, Ruthven, IA 51358, (712) 837-5211, [maborc@gt.ratitans.org](mailto:maborc@gt.ratitans.org)

## EQUAL EDUCATIONAL OPPORTUNITY

Children enrolled in the Ruthven-Ayrshire Community School District shall have an equal opportunity for a quality public education without discrimination regardless of their **gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, race, national origin, color, religion, and creed**. Equal opportunity, in compliance with state and federal laws, shall apply to all the programs and activities offered by the school district. Any questions regarding compliance with equal educational opportunity should be directed to the Equity Coordinator listed below.

1. The Ruthven-Ayrshire Community School District complies with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health, Education, and Welfare (45 CRF Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of the Act and Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.
2. The Ruthven-Ayrshire Community School District complies with the requirements of Title IX the objectives of which are to reduce stereotyping and to eliminate bias on the basis of **gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, race, national origin, color, religion, and creed**. High school students have access to all courses whether they are male or female; physical education classes are co-educational.
3. The Ruthven-Ayrshire Community School District is in compliance with section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794) and all guidelines and interpretations issued pursuant thereto. This guarantees our school district will not discriminate against the handicapped and we will do our utmost to provide adequate educational opportunities for the handicapped.
4. Students of the Ruthven-Ayrshire Community School District will be free from harassment (un-welcomed actions or language of a sexual nature or with demeaning intent related to a student's **gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, race, national origin, color, religion, and creed**.) Harassment of one student by another student will not be tolerated and is subject to full disciplinary action including suspension or expulsion. Complaints will be fairly investigated and retaliation taken against a student because of a harassment complaint will not be tolerated.

If any student or parent has concerns or grievances with regard to the assurances above, follow the regular grievance procedure (see page 5 of this handbook or Code No. 502.6 of the Board Policy Manual) or contact the Equity Coordinator or Superintendent of Schools listed below. The Affirmative Action Coordinator is the Superintendent and can be reached at (712) 837-5211. Inquiries may also be directed in writing to the Chicago Office for Civil Rights, U.S. Department of Education; 111 North Canal Street, Suite 1053; Chicago, Illinois 60606-7204; phone (312-886-8434); Web Site: <[\*\*Andrew Woiwood\*\*  
Superintendent of Schools](http://www.ed.gov/o>cr</a>.</p></div><div data-bbox=)

**Matt Borchers**  
Equity Coordinator  
Ruthven, Iowa 51358  
Telephone (712) 837-5211

## HOMELESS DEFINITION

Iowa Administrative Code defines “Homeless child or youth” as a child or youth from ages 3 – 21 years of age who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to the lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster care placement.
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus, or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs “1” through “3” above.

Procedures:

The Ruthven-Ayrshire Homeless Liaison will meet with district secretaries to review registration procedures to ensure the removal of all barriers which would hinder the enrollment of homeless students including:

- Immediate enrollment of a homeless child pending dispute resolution
- Immunization requirements
- Waiver of fees and charges
- Residency of homeless child or youth
- Transportation

R/A Homeless Liaison Poster Placement:

Ruthven – School lobby, Town library, Bank lobby

Ayrshire – Telephone Office, Café, Ayrshire Quick Stop

## ANTI-BULLYING/HARASSMENT POLICY (Board Policy - Code No. 106)

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

### Definitions

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

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status,

or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

- (1) Places the student in reasonable fear of harm to the student's person or property.
  - (2) Has a substantial detrimental effect on the student's physical or mental health.
  - (3) Has the effect of substantially interfering with a student's academic performance.
  - (4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
  - "Volunteer" means an individual who has regular, significant contact with students.

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

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

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or the superintendent's designee – Principal or Counselor (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.

### **Publication of Policy**

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- (other) on file at the main office

1505 Washington Street  
Ruthven, IA 51358

### **ROLE OF AND GUIDING PRINCIPLES FOR EMPLOYEES (Board Policy Code No.400)**

The personnel section of the board policy manual is devoted to the board's goals and objectives for employees in the performance and benefits of their jobs. Employees provide an important service for the children of the school district community. They may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with their individual needs. While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment by their dedication to their work, their actions and their manners. As role models for the students, employees shall strive to promote a cooperative, enthusiastic, and supportive learning environment for the students.

In striving to achieve a quality education program, the board's goal will be to obtain and retain qualified and effective employees. The board shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance.

Board policies relating to general employees shall apply to employees regardless of their position as a licensed or licensed employee. Board policies relating to licensed employees shall apply to position that require a teaching license or administrator's certificate or other professional license, certificate or endorsement. Licensed employees policies shall apply to positions that do not require a teaching or administrator's certificate.

### **EQUAL EMPLOYMENT OPPORTUNITY (Board Policy Code No. 401.2)**

The Ruthven-Ayrshire Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. 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 may take affirmative action in major job categories where women, men, minorities and persons with disabilities were underrepresented. Employees will support and comply with the district's established equal 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.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to **gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, race, national origin, color, religion, and creed**. In keeping with the law, the board will consider the veteran status of applicants.

Advertisements and notices for vacancies within the district will contain the following statement: "The Ruthven-Ayrshire Community School District is an equal employment opportunity/affirmative action employer (EEOC)". This 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, Ruthven-Ayrshire Community School District, Ruthven, Iowa; or by telephoning 712-837-5211.

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 Director of Region VII office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, Wisconsin, 53203-2292, (414) 291-1111 or the Iowa Civil Rights Commission, 211 E Maple, Des Moines, Iowa, 50309, (515) 281-4121. 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.

### **EMPLOYEE CONFLICT OF INTEREST (Board Policy Code No. 401.3)**

Employees' use of their position with the school district for financial gain shall be considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the 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 such solicitations as a condition of continued employment.

Employees shall not act as an agent or dealer for the sale of textbooks or other school supplies. Employees shall 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 to parents. Employees shall 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.

It shall also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not be limited to, any of the following:

- (1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district's badge, uniform, business card or other evidences of office to give the employee or the employee's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For the purposes of this section, a person is not 'similarly situated' merely by being related to an employee who is employed by the school district.
- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employees immediate family from

anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours during which the employee performs service or work for the school district.

- (3) The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the employee during the performance of the employee's duties.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment or activity. If the activity or employment falls under (3), then the employee must:

- Cease the outside employment or activity;
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit from the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It shall be the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

#### **EMPLOYEE COMPLAINTS (Board Policy Code No. 401.5)**

Complaints of teachers against fellow teachers or principals or other school employees shall be brought directly to the principal or superintendent and shall be made in a constructive and professional manner. Complaints shall never be made in the presence of other teachers, employees, students or outside persons. If a complaint or grievance regarding board policy or administrative regulation violations and other matters is not resolved satisfactorily by the administration, the employee may ask to have the matter placed on the board agenda of a regularly scheduled board meeting.

ANY CONCERNS OR COMPLAINTS SHOULD BE BROUGHT TO THE ADMINISTRATION IN A TIMELY MANNER SO THEY CAN BE RESOLVED BEFORE THEY BECOME A MAJOR PROBLEM.

#### **EMPLOYEE RECORDS (Board Policy Code No. 401.6)**

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

The records shall 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 considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files at a time mutually agreed upon between the superintendent and the employee. However, employees will not be allowed access to the employment references written on behalf of the employee. Board members will generally only have access to an employee's file when it is necessary because of an employee related matter before the board.

It shall be the responsibility of the superintendent to keep employees' personnel files current. The board secretary shall be the custodian of employee records. It shall be the responsibility of the superintendent to develop administrative regulations for the implementation of this policy.

#### **EMPLOYEE RELATIONS TO THE ADMINISTRATION AND TO THE BOARD (Board Policy Code No. 401.7)**

Employees are encouraged to attend school board meetings. Employees shall be available to provide information and assist in providing recommendations to the board upon request. Employees shall keep the board informed through the administration about educational trends and issues that may assist the board. It shall be the responsibility of the employees to keep the administration informed about the day-to-day occurrences in their work area.

It shall be the responsibility of the superintendent to develop avenues for communication between the board and the employees. These avenues of communication will not be construed as denying the right of any employee to appeal an action or decision of the superintendent to the board.

**EMPLOYEE INVOLVEMENT IN DECISION MAKING (Board Policy Code No. 401.8)**

Employees are encouraged to attend school board meetings. Employees shall be available to provide information and assist in providing recommendations to the board upon request. Employees shall keep the board informed through the administration about educational trends and issues that may assist the board. It shall be the responsibility of the employees to keep the administration informed about the day-to-day occurrences in their work areas.

It shall be the responsibility of the superintendent to develop avenues for communication between the board and the employees. These avenues of communication will not be construed as denying the right of any employee to appeal an action or decision of the superintendent to the board.

Input from employees regarding the students, the education program and other school district operations will be considered by the administration and the board. Employees may be requested to make a presentation to the board. The administration, in its discretion, may consult with employees about proposed changes in the education program and operations of the school district.

Employees having suggestions for changes or improvements in administrative procedure or policy should take such suggestions directly to the principal or the superintendent. The principal or superintendent will discuss the suggestion with the employee. After a final decision is made on any policy or procedure, employees will be expected to accept and support the decision in their subsequent actions, discussions and relations.

**USE OF FACILITIES AND EQUIPMENT BY EMPLOYEES (Board Policy Code No. 401.9)**

The primary purpose of the school district facilities and equipment is to deliver a quality education program. Resources for school equipment are limited, therefore each user must operate the equipment with the utmost care. Employees may use school equipment for any school purpose or activity held during the school day or for a school sponsored event. Employees may also use school equipment for events not sponsored by the school district with the permission of their building principal. The event must be educationally related. Employees may use the school facilities when it does not interfere with the delivery of the education program. Employees may use the school facilities for other than employee school related business with the permission of the principal. An employee's request will not supercede a prior request. The employee will be responsible for ensuring the building is in the condition it was found. For non-educational business, the employee will be responsible to meet the requirements set out by the principal when the request is granted.

Employees may use school district materials for internal communication between themselves when the communication is directly related to the education program. Communications distributed to or between employees shall also be distributed to the building principal and the superintendent. When the communication will involve unusual expense or use of materials, the employee must first have permission of the principal.

**USE OF SCHOOL MATERIALS FOR INTERNAL COMMUNICATIONS (Board Policy Code No. 401.10)**

School materials are purchased and used for the delivery of the education program. Employees may use school district materials for internal communication between themselves when the communication is directly related to the education program. Communications distributed to or between employees shall also be distributed to the building principal and the superintendent.

When the communication will involve unusual expense or use of materials, the employee must first have permission of the principal.

**TRANSPORTING OF STUDENTS BY EMPLOYEES (Board Policy Code No. 401.11)**

Generally, transportation of students shall be in a motor vehicle owned by the school district and driven by an employee. In some cases, it may be more economical or efficient for the school district to allow an employee of the school district to transport the students in the employee's motor vehicle or in a school district motor vehicle, other than a school bus.

Employees who transport students for school purposes must have the permission of the superintendent. This policy statement applies to transportation of students for school purposes in addition to the regular bus route transporting students to and from their designated attendance center.

### **SEAT BELT REQUIREMENTS FOR STUDENTS**

Legislation requiring child restraints for children under six does affect school transportation. If a school uses a vehicle such as a van, station wagon, or car to transport a child under age six "for any purpose other than to and from school transportation" the requirements of SF 2089 would apply. School buses are exempt from this act. All children six or under must have restraints when transported in vehicles which are not school buses. It is also recommended that when vehicles of less than 10,000 pounds weight are used to transport children of any age, for any reason, the restraints in the vehicle be used. This would include small buses (10-19 passengers) as well as vans, station wagons, and passenger cars.

### **TRANSPORTATION OF STUDENTS**

Teachers and sponsors of extracurricular activities are responsible for upholding the following transportation policy.

It is the policy of this school district that all participants ride to and from school sponsored activities in school-provided transportation. The participants will depart from a designated area and be returned to a designated area. The designated area will be either a location in Ayrshire or the Ruthven school grounds. No participant will be allowed to get off or on the provided transportation at any point between the pick up and delivery points. There will be one exception to this policy. A student may ride to and/or from an activity with his/her parent/guardian if prior clearance is made with the teacher or other authority in charge. Clearance to ride home from an activity with a parent/guardian must be made at the site of the activity with the person in charge. If a participant misses a bus the parent/guardian of the student must transport him/her to the activity and personally check him/her in with the teacher or other authority in charge of the activity if the student is to participate. These procedures apply to all students involved in the sponsored activity. Do not make or honor requests to make any other type arrangements than those listed above.

If a spectator bus for students is provided, the same rules will apply to the spectator bus as apply to the participant bus.

### **VEHICLE STORAGE IN BUILDING**

The school building cannot be used to store non-school owned vehicles. The only exception is for vehicles used in auto mechanics class for instructional purposes.

### **EMPLOYEE TRAVEL COMPENSATION (Board Policy Code No. 401.12)**

Employees traveling on behalf of the school district and performing approved school business will be reimbursed for their actual and necessary expenses. Reimbursement for expenses will be allowed only if the employee received authorization for the expenses from the superintendent prior to the trip.

It shall be the responsibility of the superintendent to determine whether the requested trip is appropriate school business for which actual and necessary expense should be reimbursed to the employee.

The school district shall pay the transportation costs for travel between school buildings during the performance of their duty.

### **EMPLOYEE POLITICAL ACTIVITY (Board Policy Code No. 401.15)**

Employees shall not engage in political activity upon property under the jurisdiction of the board. Activities including, but not limited to, posting of political circulars or petitions, the distribution of political circulars or petitions, the collection of or solicitation for campaign funds, solicitation for campaign workers, and the use of students for writing or addressing political materials, or the distribution of such materials to or by students, are specifically prohibited. Violation of this policy may be grounds for disciplinary action.

### **RELEASE OF CREDIT INFORMATION (Board Policy Code No. 402.1)**

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. Confidential information about the employee will be released to

an inquiring creditor with a written authorization from the employee. It shall be the responsibility of the board secretary or superintendent to respond to inquiries from creditors.

### **CHILD ABUSE REPORTING (Board Policy Code No. 402.2)**

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 encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse of which they become aware within the scope of their professional practice. The definition of child abuse is in the regulation quoted below. (Code No. 402.2R1)

When a reporter suspects a student is the victim of child abuse, the mandatory reporter shall orally or in writing notify the Iowa Department of Human Services. If the reporter believes the child is in immediate danger, the local law enforcement agency shall also be notified. Within forty-eight hours of the oral report, the reporter shall file a written report with the Iowa Department of Human Services.

Within six months of their initial employment, mandatory reporters shall take a two-hour training course involving the identification and reporting of child abuse. The course shall be re-taken at least every five years.

### **CHILD ABUSE REPORTING REGULATION (Board Policy Code No. 402.2R1)**

Iowa law requires licensed employees to report to the Iowa Department of Human Services (DHS) instances of suspected child abuse which they become aware of within the scope of their professional practice.

The law further specifies that a licensed employee who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and that the licensed employee may be subject to civil liability for damages caused by the failure to report.

Employees participating in good faith in the making of a report or in a judicial proceeding that may result from the report are immune from liability.

#### Child Abuse Defined

“Child Abuse” is defined as:

- Any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a person responsible for the care of the child.
- The commission of a sexual offense with or to a child . . . as a result of the acts or omissions of the person responsible for the child. . . . *Sexual offense includes sexual abuse, incest, and sexual exploitation of a minor.*
- The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing, or other care necessary for the child’s welfare when financially able to do so. A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child. . . .
- The acts or omissions of a person responsible for the care of a child which allow, permit, or encourage the child to engage in acts prohibited pursuant to *Iowa Code*, section 725.1 which deals with prostitution.

Teachers in public schools are not “persons responsible for the care of the child” under this definition. However, a teacher who abuses a child is subject to civil, criminal, and professional sanctions.

#### Reporting Procedures

Licensed employees, including teachers and school nurses, are required to report, either orally or in writing, within twenty-four hours to the Iowa Department of Human Services when the employee reasonably believes a child has suffered from abuse within the scope of employment. Within forty-eight hours of an oral report, a written report must be filed with the DHS.

Each report should contain as much of the following information as can be obtained within the time limit. However, the law specifies a report will be considered valid even if it does not contain all of the information.

- Name, age, and home address of the child;
- Name and home address of parents, guardians, or other persons believed to be responsible for care of the child;
- The child’s present whereabouts if not the same as the parent’s or other person’s home address;

- Description of injuries, including evidence of previous injuries;
- Name, age, and condition of other children in the same home;
- Any other information considered helpful; and,
- Name and address of the person making the report.

Board policy states it is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. The DHS is responsible to investigate the incident of alleged abuse.

**ABUSE OF STUDENTS BY DISTRICT EMPLOYEES (Board Policy Code No. 402.3)**

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator and alternate Level Investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The names of the investigators are listed in this handbook, in the student handbooks, and are posted in all school facilities. The superintendent is responsible for drafting administrative regulations to implement this policy.

(Following is a portion of Code 402.3R1)

In order for the school district to have jurisdiction over the acts and to constitute a violation of the law, acts of the employee must be alleged to have occurred on school grounds, on school time, at a school-sponsored activity, or in a school-related context. However, the student need not be a student in the school district. The student can be from another school district. To be investigable, the written report must include basic information showing that the victim of the alleged abuse is or was a student at the time of the incident, that the alleged act of the employee resulted in injury or otherwise meets the definition of abuse in these rules, and that the person responsible for the act is currently an employee. If the report is not investigable due to lack of jurisdiction, the investigator shall dismiss the complaint and inform the reporter of other options available. Other options available to the reporter include contacting law enforcement authorities, private counsel, or the Board of Educational Examiners in the case of a licensed employee.

If the Level I Investigator believes the student is in imminent danger if continued contact is permitted between the employee and the student, the Level I Investigator may:

- temporarily remove the student from contact with the employee;
- temporarily remove the employee from service; or
- take other appropriate action to ensure the student's safety.

The Level I investigator shall have access to the educational records of the student and access to the student for purposes of interviewing the student about the report.

When abuse is reported, the Level I investigator shall make copies of the report and give a copy to the person filing the report, the students' parents and the immediate supervisor of the employee named in the report. The employee names in the report shall not receive a copy of the report until the employee is initially interviewed. The Level I investigator shall use discretion in handling the information received regarding an investigation of abuse by an employee, and those persons involved in the investigation shall not discuss information regarding the complaint outside the investigation. The entire investigative procedure will be thoroughly explained, including the confidential nature of the proceedings, to the student and other persons involved in the investigation.

It is the responsibility of the Level I investigator to determine whether it is more likely than not that an incident of abuse as defined above took place between the student and employee. If the Level I investigator

determines the allegations of abuse are founded, the Level I investigator shall refer the case on to the Level II investigator or law enforcement officials.

If the Level II investigator's report or law enforcement officials conclude abuse occurred, or the employee admits the violation, or the employee has surrendered the employee's certificate or license, the Level I investigator shall file a complaint with the State Board of Educational Examiners. The Level I investigator shall also arrange for counseling services for the student if the student or student's parents request counseling services. Information of unfounded abuse at Level I or Level II shall not be kept in the employee's personnel file. If the Level I investigative report is founded but Level II is unfounded, then the Level I report shall be removed from the employee's permanent file.

**Physical abuse** is non-accidental physical injury to the student as a result of the action of an employee. Injury occurs when evidence of it is still apparent at least twenty-four hours after its occurrence. The following do not constitute physical abuse, and no employee is prohibited from:

- a. Using reasonable and necessary force, not designed or intended to cause pain:
  - (1) To quell a disturbance or prevent an act that threatens physical harm to any person.
  - (2) To obtain possession of a weapon or other dangerous object within a pupil's control.
  - (3) For the purposes of self-defense or defense of others as provided for in Iowa Code No. 704.3.
  - (4) For the protection of property as provided for in Iowa Code No.704.4, .5.
  - (5) To remove a disruptive pupil from class, or any area of school premises or from school-sponsored activities off school premises.
  - (6) To prevent a student from the self-infliction of harm.
  - (7) To protect the safety of others.
- b. Using incidental, minor, or reasonable physical contact to maintain order and control. In determining the reasonableness of the contact or force used, the following factors shall be considered:
  - a. the school employee.
  - b. The size and physical condition of the student.
  - c. The instrumentality used in making the physical contact.
  - d. The motivation of the school employee in initiating the physical contact.
  - e. The nature of the misconduct of the student, if any, precipitating the physical contact, and the extent of injury to the student resulting from the physical contact.

"Reasonable force" is that force and no more which a reasonable person, in like circumstances, would judge to be necessary to prevent an injury or loss and can include deadly force if it is reasonable to believe that such force is necessary to avoid injury or risk to one's life or safety or the life or safety of another, or it is reasonable to believe that such force is necessary to resist a like force or threat.

**Sexual abuse** is defined as including sexual acts involving a student, acts that encourage the student to engage in prostitution, as well as inappropriate, intentional sexual behavior or sexual harassment by the employee toward a student. "Sexual harassment" is defined as unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
2. Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or
3. The conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive education environment.

For complete details please refer to the Board Policy Book Code No. 402.3E1 for the complaint form, Code No. 402.3E2 for the Level I Investigator's Report form and Code No. 402.3R1 for the ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES REGULATION.

## **INVESTIGATORS FOR ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES**

### **IOWA CODE 280.17**

LEVEL ONE INVESTIGATOR     **MATTHEW BORCHERS**     837-5212  
LEVEL ONE ALTERNATE       **ANDREW WOIWOOD**     837-5211  
LEVEL TWO INVESTIGATOR   **PALO ALTO COUNTY DEPUTY SHERIFF**

### **GIFTS TO EMPLOYEES (Board Policy Code No. 402.4)**

Employee may receive a gift on behalf of the school district. Employees shall not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A "restricted donor" is defined as a person or other entity which:

- Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the employee's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:

- Contributions to a candidate or a candidate's committee;
- Information material relevant to an employee's official function, such as books pamphlets, reports, documents, periodicals or other information that is recorded in written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the employee;
- Items received from a charitable, professional, educational or business organization to which the employee belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;
- Actual expenses of an employee for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;
- Non monetary items with a value of less than three dollars that are receive from any one donor during one calendar day;

- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member or solicited by or given for the same purposes to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or education conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts which are given to an employee for the employee's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by the school district for the cost of attending a meeting of a subunit of an agency when the employee whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the employee is not entitled to receive compensation or reimbursement of expenses from the school district for attending the meeting; or
- Gifts other than food, beverages, travel and lodging received by an employee which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the employee.
- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not 'registration costs' under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, an employee as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of an employee for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities;
- A non-monetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the Iowa department of general services; or
- A payment made to an employee for services rendered as part of a private business, trade or profession in which the employee is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as an employee of the district, but, rather, because of some special expertise or other qualification.

It shall be the responsibility of each employee to know when it is appropriate to accept or reject gifts or an honorarium.

#### **PUBLIC COMPLAINTS ABOUT EMPLOYEES (Board Policy Code No. 402.5)**

The board recognizes situations may arise in the operation of the school district which are of concern to the parents and other members of the school district community. While constructive criticism is welcomed, the

board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

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

- a. Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee.
- b. Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for licensed employees and the superintendent for licensed employees.
- c. Unsettled matters regarding licensed employees from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- d. If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern regarding an employee, the individual may notify the board president in writing, who may bring it to the attention of the entire board, or the item may be placed on the board agenda of a regularly scheduled board meeting in accordance with board policy 214.1.

The board will address complaints from the members of the school district community if they are in writing, signed, and the complainant has complied with this policy.

#### **EMPLOYEE RELATIONS TO THE PUBLIC (Board Policy Code No. 402.6)**

Members of the school district community shall be treated with respect by employees. The board encourages active participation by employees in community activities and events.

It shall be the responsibility of employees as they participate in various community groups and events, to make a conscientious effort to make the school district and its events a real part of the community. Employees shall take advantage of their participation in the community to look for opportunities in which the community and school district can join forces for the betterment of the school district and the community.

#### **EMPLOYEE OUTSIDE EMPLOYMENT (Board Policy Code No. 402.7)**

The board believes the primary responsibility of employees is to the duties of their position with the school district as outlined in their job descriptions. The board considers an employee's duties as part of a regular, full-time position, as full-time employment. The board expects such employees to give the responsibilities of their position in the school district precedence over any other employment.

It shall be the responsibility of the superintendent to counsel employees, whether full-time or part-time, if in the judgment of the superintendent and the employee's immediate supervisor, the employee's outside employment interferes with the performance of the employee's duties required in the employee's position within the school district.

The board may request the employee to cease the outside employment as a condition of continued employment with the school district.

#### **EMPLOYEE USE OF SCHOOL TELEPHONES (Board Policy Code No. 402.8)**

The board recognizes the need of its employees to receive and make telephone calls during working hours. Telephone calls related to education program business will be paid by the school district.

Employees may receive and make personal telephone calls during lunches, breaks, or preparation periods. Employees may receive an emergency telephone call at any time.

The telephone in the administrative office is available for personal telephone calls. This telephone may only be used for local personal telephone calls.

It shall be the responsibility of the employee to exercise discretion in making and receiving telephone calls during working hours.

#### **SOLICITATIONS FROM OUTSIDE (Board Policy Code No. 402.9)**

Generally, employees should be free from solicitations at their place of employment. No organization or individuals, including employees, any solicit or distribute flyers or other materials within school district facilities or on school district grounds without the approval of the superintendent.

No employee shall be made responsible, or assume responsibility, for the collection of money or the distribution of fund drive literature within the school district unless such activity is voluntary and has been approved by the superintendent.

### **EMPLOYEE PHYSICAL EXAMINATIONS (Board Policy Code No. 403.1)**

Good health is important to job performance. In compliance with the regulations of the Iowa Department of Education, all employees shall be required to have any physical exam and only any physical exam required by the Department of Education.

School bus drivers will present evidence of good health every other year in the form of a physical examination report unless otherwise required by law or medical opinion. Employees whose physical or mental health, in the judgment of the administration, may be in doubt will submit to additional examinations, when requested to do so, at the expense of the school district.

The cost of the initial examination will be paid by the employee. The form, indicating the employee is able to perform the duties for which the employee was hired and that the employee did not test positive for tuberculosis must be returned prior to payment of salary. The cost of bus driver physicals will be paid by the school district up to a maximum of \$125.00 (One hundred twenty five dollars). Before payment, the employee must submit said physical cost to their insurance company. The school district will provide the standard examination form to be completed by the personal physician of the employee. Employees identified, as having reasonably anticipated contact with blood or infectious materials will receive the Hepatitis B vaccine or sign a written waiver stating that they will not take the vaccine.

It is the responsibility of the superintendent to write an exposure control plan to eliminate or minimize district occupational exposure to blood borne pathogens. The plan for designated employees will include, but not be limited to, scope and application, definitions, exposure control, methods of compliance, Hepatitis B vaccination and post-exposure evaluation and follow-up, communication of hazards to employees, and record keeping.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding physical examinations of such employees are followed.

### **EMPLOYEE INJURY ON THE JOB (Board Policy Code No. 403.2)**

When an employee becomes injured on the job, the building principal shall notify a member of the family, or an individual of close relationship, as soon as the building principal becomes aware of the injury.

The school district is not responsible for medical treatment of an injured employee. If possible, an employee may administer emergency or minor first aid. An injured employee shall be turned over to the care of the employee's family or qualified medical employees as quickly as possible.

It shall be the responsibility of the employee injured on the job to inform the superintendent within twenty-four hours of the occurrence. It shall be the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

It shall be the responsibility of the employee to file claims, such as workers' compensation, through the board secretary.

### **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.

### **COMMUNICABLE DISEASES – EMPLOYEES (Board Policy Code No. 403.3)**

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” shall 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 shall be included in the school district’s blood borne pathogens exposure control plan. The procedures shall 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. This plan shall be reviewed annually by the superintendent and health clerk.

The health risk to immuno-depressed employees shall be determined by their personal physician. The health risk to others in the school district environment from the presence of an employee with a communicable disease shall be determined on a case-by-case basis by the employee’s personal physician, a physician chosen by the school district or public health officials.

An employee shall notify the superintendent or the health clerk when the employee learns the employee has a communicable disease. It shall be the responsibility of the superintendent, when the superintendent of health clerk, upon investigation, has knowledge that a reportable communicable disease is present, to notify the State Department of Health.

Health data of an employee is confidential and it shall not be disclosed to third parties. Employee medical records shall be kept in a file separate from their personnel file.

It shall be the responsibility of the superintendent, in conjunction with the health clerk, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

### **HAZARDOUS CHEMICAL DISCLOSURE (Board Policy Code No. 403.4)**

The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

Each employee shall review information about hazardous substances in the workplace annually. Further, when a new employee is hired, the information and training, if necessary, shall be included in the orientation of the employee. When an additional hazardous substance enters the workplace, information about it shall be distributed and training shall be conducted for the appropriate employees. The superintendent shall maintain a file indicating when training and information sessions take place.

Employees who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals with which they will be working as part of the instructional program. Employees are required to disseminate the information when the materials are used in the instructional program.

It shall be the responsibility of the superintendent to develop administrative regulations regarding this program. The superintendent shall report annually to the board about the program.

It is the responsibility of the superintendent to write an exposure control plan to eliminate or minimize district occupational exposure to blood borne pathogens. The plan for designated employees will include, but not be limited to, scope and application, definitions, exposure control, methods of compliance, Hepatitis B vaccination and post exposure evaluation and follow-up, communication of hazards to employees, and record keeping.

### **SMOKING AND NONSMOKING EMPLOYEE WORK AREAS (Board Policy Code No. 403.5)**

School district buildings, including but not limited to school-sponsored events, school grounds, and school vehicles, shall be off limits for smoking and use of other tobacco products. Employees who violate this policy may be subject to disciplinary action.

It shall be the responsibility of the employees to enforce this policy.

**EMPLOYEE WELLNESS PROGRAM (Board Policy Code No. 403.6)**

The board recognizes the contribution of good health to the performance and well-being of the employee and the school district. The board supports and encourages a wellness program.

It shall be the responsibility of the superintendent to develop, oversee, and maintain a wellness program.

**HARASSMENT (Board Policy Code No. 403.7)**

Harassment will not be tolerated in the school district. Harassment by board members, administrators, licensed and licensed employees, parents, students, vendors, and others having business or other contact with the school district is prohibited. Persons found in violation of this policy will be subject to discipline, including, but not limited to reprimand, probation, demotion, suspension, or termination, or other sanction as determined appropriate by the board.

Harassment consists of unwelcomed actions or language of a sexual nature or with demeaning intent related to gender, race, national origin, disability, religion, or marital status made by one employee to another which is affecting work related decisions or performance or creates an intimidating, hostile, or offensive working environment. Harassment is one form of illegal discrimination.

Sexual harassment shall include, but not be limited to, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of the conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Employees who believe they have suffered harassment, sexual or other, shall report such matters to the Affirmative Action Coordinator or the Equity Coordinator, who shall be the coordinators for harassment complaints. The Affirmative Action Coordinator for the school district is the superintendent and the Equity Coordinator which shall be designated by the board of education. However, claims regarding harassment may also be reported to the secondary principal, who shall be the alternate coordinator for such complaints.

Complaints reported to a coordinator, shall be handled by the coordinator in a timely and confidential manner. Information regarding an investigation of harassment shall be confidential, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation.

It shall be the responsibility of the coordinator to promptly investigate claims of harassment and determine their validity. Upon receiving a complaint, the coordinator shall confer with the person making the complaint to obtain an understanding and a statement of the facts from the person. Once the coordinator has obtained a statement of the facts from the person filing the complaint, the coordinator shall attempt to meet with the person charged with harassment to obtain a response to the complaint. The coordinator may meet with the parties involved in the complaint as often as the coordinator determines to be necessary.

It shall be the responsibility of the Affirmative Action Coordinator to determine what further action should be taken on a complaint of harassment after investigating the complaint or receiving a report from the Equity Coordinator or alternate coordinator. If termination or expulsion is determined by the Affirmative Action Coordinator to be necessary, the Affirmative Action Coordinator shall make recommendation to the board regarding the termination or expulsion.

It shall be the responsibility of the board members, administrators, licensed and licensed employees, students, and others having business or other contact with the school district to act appropriately under this policy.

**Portion of Policy Code 403.7R1**

Harassment of employees and students will not be tolerated in the school district. School district includes school district facilities, school district premises, and non-school property if the employee or student is at any school-sponsored, school approved or school related activity 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.

Harassment includes, but is not limited to racial, religious, national origin, age, disability and sexual harassment.

Evidence uncovered in the investigation is confidential. Complaints must be taken seriously and investigated. No retaliation will be taken against any individual involved in the investigation process. Retaliators will be disciplined up to and including discharge.

If the investigator is the alleged harasser or a witness to the incident, the alternate investigator shall be the investigator. If the alleged harasser is the superintendent, the alternate investigator shall take the superintendent's place in the investigation process. The alternate investigator shall report the findings to the board.

For more details on procedure see Board Policy Code No. 403.7R1 and for the Complaint Form see Code No. 403.7E1.

### **DRUG-FREE WORKPLACE (Board Policy Code No. 403.8)**

The board expects the school district and its employees to remain substance free. No employee shall 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 alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises, or school district vehicles. "Workplace" also includes non-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.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee's supervisor of the conviction within five days of the conviction.

The superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination. An employee who violates this policy may be required to successfully participate in a substance abuse treatment program approved by the board. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

The superintendent shall oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs.

It is the responsibility of the superintendent to develop administrative regulations to implement this policy.

### **DRUG AND ALCOHOL TESTING PROGRAM NOTICE TO EMPLOYEES (Board Policy Code No. 403.9E1)**

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE HEREBY NOTIFIED they are subject to the school district's drug and alcohol testing program for pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing as outlined in the Drug and Alcohol Testing Program policy, its supporting documents and the law.

Employees who operate school vehicles classified as "commercial motor vehicles" by the U.S. Department of Transportation are subject to drug and alcohol testing. A "commercial motor vehicle" is a vehicle that transports sixteen or more persons including the driver or has a gross vehicle weight rating (GVWR) of 26,001 pounds or more. For purposes of the drug and alcohol testing program, "employees" also includes applicants who have been offered a position to operate a commercial motor vehicle owned by the school. Employees that will operate a school-owned commercial motor vehicle are subject to the drug and alcohol testing program

regulations beginning the first day they are offered a position to operate a school vehicle and continue to be subject to the drug and alcohol testing program until such time employment is terminated or the employee will no longer operate, at any time, a commercial motor vehicle for the school.

It is the responsibility of the superintendent to inform employees of the drug and alcohol testing program requirements. Employees with questions regarding the drug and alcohol testing requirements will contact the school district contact person.

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE FURTHER NOTIFIED that employees violating this policy, its supporting documents or the law may be subject to discipline up to and including termination.

EMPLOYEES GOVERNED BY THE DRUG AND ALCOHOL TESTING POLICY ARE FURTHER NOTIFIED it is a condition of their continued employment to comply with the Drug and Alcohol testing Program policy, its supporting documents and the law. It is a condition of continued employment for employees operating a school vehicle to notify their supervisor of any prescription medication they are using. Drug and alcohol testing records about a driver are confidential and are released in accordance with this policy, its supporting documents or the law.

#### **EMPLOYEE CONDUCT AND APPEARANCE (Board Policy Code No. 404)**

Employees are role models for the students who come in contact with them during and after school hours. The board recognizes the positive effect employees can have on students in this capacity. To this end, the board strongly suggests and encourages employees to dress themselves, from themselves, and conduct themselves in a manner appropriate to the educational environment. **Jeans and school spirit shirts are permitted on Fridays and on days preceding a break or vacation.**

Employees shall conduct themselves in a professional manner. Employees shall dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste. Discretion and common sense call for an avoidance of extremes which would interfere with or have an adverse effect on the educational process.

Licensed employees of the school district shall follow the code of ethics for their profession as established by the Iowa Board of Educational Examiners Commission.

It shall be the responsibility of the building principals to counsel employees assigned to their facility on appearance and conduct when the individual appearance may have a negative impact on the learning environment.

#### **EMPLOYEE LICENSES (Board Policy Code No. 405.1)**

Licensed employees are those employees required to hold an appropriate license from the State Department of Education for their positions as required by the State Board of Educational Examiners. Licenses required for a position will be considered met if the employee meets the requirements established by the State Department of Education.

It shall be the responsibility of the superintendent to establish job specifications and job descriptions for licensed employee's positions, other than the position of the superintendent. Job descriptions shall be approved by the board.

Licensed employees must present evidence of current license to the board secretary prior to payment of salary each year.

Up-to-date transcripts including most recent under-graduate and graduate work completed, along with the teaching license and approval statements must be kept on file in the superintendent's office.

#### **LICENSED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION (Board Policy Code No. 405.2)**

Persons interested in a licensed position, other than administrative position which will be employed in accordance with board policies in Series 300, "Administration," will have an opportunity to apply and qualify for licensed positions in the school district without regard to **gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, race, national origin, color, religion, and creed.** Job applicants for a licensed position shall 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 as required for the position.

Announcement of the position shall be in a manner which the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from and completed applications shall be returned to the school district administrative office. Whenever possible, the preliminary screening of applicants shall be conducted by the employee who will be directly supervising and overseeing the person being hired.

The board shall employ licensed employees after receiving a recommendation from the superintendent. However, the superintendent shall have the authority to employ a licensed employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

**LICENSED EMPLOYEE INDIVIDUAL & CONTINUING CONTRACTS (Board Policy Code Nos. 405.3, 405.4)**

The board will enter into written contracts with licensed employees, other than administrators, employed on a regular basis. It shall be the responsibility of the superintendent to complete the contracts for licensed employees and present them to the board for approval. For returning employees, after the contract has been signed by the board president, it shall be given to the employees for the employee's signature and then filed with the board secretary.

Contracts entered into with licensed employees, other than an administrator, will continue from year to year unless the contract states otherwise, if modified by mutual agreement between the board and the employee, or the contract is terminated by the board. The first three (3) years of a continuing contract issued to a newly employed licensed employee shall be considered a probationary period. The board may waive this period or extend it for an additional year upon the consent of the licensed employee. In the event of termination during this period, the board shall afford the licensed employee appropriate due process. The action of the board will be final. Licensed employees whose contracts will be recommended for termination by the board will receive notice prior to April 15. The superintendent shall make a recommendation to the board for the termination of the licensed employee contract. Licensed employees who wish to resign, to be released from a contract, or to retire must comply with board policies in those areas.

**LICENSED EMPLOYEE WORK DAY (Board Policy Code No. 405.5)**

The regular workday shall be determined by the administration and approved by the board. The regular employee in-school work day for full-time employees shall consist of eight consecutive hours per day starting at 8:00 a.m. and ending at 4:00 p.m. On Fridays and days preceding holidays or vacation periods, the work day shall end following the departure of buses from the school.

Employees shall not be required to report more than one-half hour before or remain after busses have departed on occasions of amended student attendance hours because of inclement weather. Employees shall not be required to report when student attendance is cancelled because of inclement weather. Licensed employees are to be in their assigned school building during the workday. Advance approval to be absent from the building must be obtained from the principal whenever the licensed employees must leave the school building during the workday.

The building principal is authorized to make changes in the workday in order to facilitate the education program. These changes shall be reported to the superintendent.

The workday outlined in this policy is a minimum workday. Nothing in this policy prohibits licensed employees from working additional hours outside the workday.

**PUNCTUALITY AND CLASSROOM SUPERVISION**

Punctuality on the part of the teacher is fundamental. We are highly irritated with students who are habitually late, yet there is nothing worse from the standpoint of school morale than teachers who are late to school or in meeting their classes.

Teachers are to be in their classrooms, or more preferably at their doors, when students arrive and when they are dismissed. Students are to be dismissed by their teacher rather than leaving when the bell rings.

If it is ever necessary for a teacher to leave his/her classroom during class time, provisions must be made to have someone, other than a student, supervise in the teacher's absence.

#### **LICENSED EMPLOYEE ASSIGNMENT AND TRANSFERS (Board Policy Code Nos. 405.6, 405.7)**

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 shall consider the qualifications of each licensed employee and the needs of the school district.

A transfer may be initiated by the employee, the principal, or the superintendent.

It shall be the responsibility of the superintendent to make recommendations to the board regarding the transfer of licensed employees.

Notice of each vacancy shall be posted for five (5) days before the position may be filled. Notices will be posted in all employee workrooms.

#### **VOLUNTARY TRANSFER PROCEDURE**

Employees who desire a transfer shall file a written request with the Superintendent for the position to which they seek to be transferred. The request for transfer shall be filed not later than the last date specified on the posting for the position. Any employee who applies for a transfer will be given an interview and will be notified, in writing, whether the transfer is granted or not.

The decision regarding a voluntary transfer shall be made by the Superintendent based upon the qualifications of the employee and the needs of the School District. An interview will be given to a voluntary transfer requesting the position and that person will be notified in writing if transfer is granted or not.

The district will not seek outside applicants until Voluntary transfer requests have been handled according to this agreement.

#### **INVOLUNTARY TRANSFERS**

An involuntary transfer is a transfer initiated by the Principal, or the Superintendent.

If involuntary transfer is necessary, the employee will be provided a meeting and written reasons for the transfer.

#### **LICENSED EMPLOYEE EVALUATION (Board Policy Code No. 405.8)**

Evaluation of licensed employees on their skills, abilities, and competence is an ongoing process supervised by the building principals and conducted by approved evaluators. The goal of the formal evaluation of licensed employees, other than administrators, but including extracurricular employees, is to improve the education program, to maintain licensed employees who meet or exceed the board's standards of performance, to clarify the licensed 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.

The formal evaluation criteria are in writing and approved by the board. The formal evaluation will provide an opportunity for the evaluator and the licensed employee to discuss the past year's performance and the future areas of growth. The formal evaluation is completed by the evaluator, signed by the licensed employee, and filed in the licensed employee's personnel file. This policy supports, and does not preclude, the ongoing informal evaluation of the licensed employee's skills, abilities, and competence. It is the responsibility of the superintendent to ensure licensed employees are evaluated. New and probationary licensed employees are evaluated at least twice each year. The formal evaluation will be completed during the second year of teaching. Third year teachers that are recommended for a third year of observation prior to issuance of a license a formal evaluation will be completed during the third year. Staff members with two or more years of experience will have a formal evaluation completed a minimum of every three years.

## EMPLOYEE EVALUATION PROCEDURES

### A. ORIENTATION

The building principal or appropriate supervisor shall acquaint each employee under his/her supervision with the evaluation procedures and instrument to be used in evaluation. No evaluation shall take place until this orientation has been completed.

### B. REQUIRED EVALUATIONS

Teachers new to the District shall be evaluated twice each year for the first two (2) years they are in the District. All other teachers will receive a performance review every three (3) years, which review will be for the purpose of determining their continuous improvement and their competence with regard to the Iowa teaching standards or to identify teachers in need of assistance.

### C. PERFORMANCE EVALUATION PROCEDURES:

Formal Evaluations for the teachers with a provisional license will include:

- Pre-observation conference and form; an interview conducted before the administrator observes in the classroom.
- Observation; An on-site visit where the administrator collects and records objective data.
- Post-Observation; An interview between the teacher and administrator held after the classroom observation in order to review data collected.
- Comprehensive Review; Documents prepared by the administrator and signed by the teacher emphasizing the professional growth of the teacher. Comments will attempt to improve instruction through the exchange of ideas.
- Portfolio development and review towards achieving standard licensure.

Professional Growth Evaluations teachers with Standard Licensure will:

- Promote continuous learning through the acquisition of knowledge and/or the improvement of instructional skills;
- Be specific, achievable and measurable;
- Include accountability and a formative monitoring process with a set of procedures and plan of action;
- meet performance criteria at the designated time;
- Provide an annual individual career development plan over the three-year Cycle, which may be an annual CDP or a total plan for the three years; and
- Provide for a Performance Review at the end of the three-year Cycle.
- No teacher on standard licensure will be required to use a portfolio, but a portfolio may be used by the teacher to show evidence of meeting Standards and Criteria established by the Board for evaluation purposes, or may be used in intensive assistance plans.

### D. CONFERENCE

The evaluator and the instructor shall meet within Ten (10) school days following an observation. A copy of the evaluation, signed by both parties, shall be given to the employee. The employee's signature does not necessarily mean agreement with the evaluation. The employee may put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file.

### E. INTENSIVE ASSISTANCE

In the event an employee is not meeting the standards of the District, the employee will be placed on intensive assistance and, in conjunction with his/her principal, will mutually develop an intensive assistance plan. The employee will have a minimum of 6 months and a maximum of 12 months to implement changes at which time the employee will be:

- a. Returned to the 3 year cycle;
- b. Mutually extended for additional intensive assistance; or
- c. Recommended for termination.

F. EVALUATION FILE

An employee shall have the right to inspect and copy contents of the employees personnel file under the supervision of the Superintendent or designee. Such inspections shall be limited to the contents placed in the file after the employment date. The file will contain all formal and informal written evaluations of the employee's performance. No formal or informal evaluation shall be placed in the file without a copy given to the employee in a reasonable time period to address any concerns raised.

G. INFORMAL EVALUATION

It is understood that informal evaluations may take place at other times. If such evaluations are reduced to writing, they will be placed in the employees file and the employee may respond in writing to any informal evaluation. This would include walkthroughs where no notes were taken.

H. EVALUATION FORM AND CRITERIA

The evaluation form and criteria shall be adopted by the Board.

I. RIGHT TO GRIEVE

All evaluations conducted under this Article shall be subject to the Grievance Procedure of this Agreement, as limited by Chapter 279 of the Iowa Code.

**LICENSED EMPLOYEE PROBATIONARY STATUS (Board Policy Code No. 405.9)**

The first three years of a new licensed employee's contract shall be a probationary period unless the employee has already successfully completed the probationary period in an Iowa school district. New employees who have successfully completed a probationary period in a previous Iowa school district will serve a one year probationary period. For purposes of this policy, an employee will have met the requirements for successfully completing a probationary period in another Iowa school district if, at the teacher's most recent performance evaluation, the teacher received at least a satisfactory or better evaluation and the individual has not engaged in conduct which would disqualify the teacher for a continuing contract.

Only the board, in its discretion, may waive the probationary period. The board may extend the probationary period for one additional year with the consent of the licensed employee. The board will make the decision to extend or waive a licensed employee's probationary status based upon the superintendent's recommendation. During this probationary period the board may terminate licensed employee's contract at year-end or discharge the employee in concert with corresponding board policies.

Licensed employees may also serve a probationary period based upon their performance. Such probationary period shall be determined on a case-by-case basis in light of the circumstances surrounding the employee's performance as documented in the employee's evaluations and personnel file.

**LICENSED EMPLOYEE COMPENSATION AND BENEFITS (Board Policy Code Nos. 406)**

A. SCHOOL YEAR

The number of days in the school year shall be determined by the Board at the outset of negotiations. The salary schedule is based upon a one hundred ninety (190) day contract Days (192 for new employees), inclusive of paid holidays. If the Board desires to increase this number of days the employee will be compensated per diem.

B. HIRING SALARY SCHEDULE

The Salary Schedule A will serve as the hiring schedule for new employees.

The salaries of part-time employees shall be at a ratio proportionate to their part-time service.

If the contract of an individual teacher provides for work on more than 190 days, then the additional days beyond 190 shall be compensated according to the per diem basis.

C. CONTINUING EMPLOYEE SALARY

For 2015-2016, employees continuing employment in the district shall have the same base salary as 2013-2014, pro-rated to their full-time equivalency. New staff will be placed pursuant to the contract. This base salary does not include TSS distribution.

D. TEACHER SALARY SUPPLEMENT

For 2015-2016, the TSS amount the district received will be equally distributed to full time equivalency for returning and new staff. The FICA and IPERS will first be deducted from the excess and the balance will be distributed monthly in the regular pay check. Any excess being evenly divided after deductions of FICA and IPERS.

E. PLACEMENT OF NEW HIRES

Upon initial employment, up to 8 years credit on the employee salary schedule shall be given for previous outside teaching experience in a duly accredited school, and full educational lane credit shall be given for undergraduate and graduate school credits earned. New hires without previous teaching experience shall be placed at the base step of the lane appropriate to their education. Educational lane placement will be in accordance with Board policy. No employee will be placed higher than a current employee with the same experience and training.

If the District demonstrates that it cannot find a suitable candidate for an open position, the District may hire at an initial salary greater than the hiring schedule. This applies only to initial hiring salary. Subsequent raises will be part of the negotiated agreements.

F. HORIZONTAL ADVANCEMENT AND COMPENSATION

Employees shall be granted \$1000 increments for advancement to Additional Educational Lanes. Those Educational Lanes are: BA 12; BA 24; MA; MA 12; MA 24.

In order to change from one education lane to another, employees must file their request to do so with the Superintendent on or before the March 1 of the school year preceding the year in which the employee seeks advancement. Such request shall include the education lane in which the employee will be placed. The employee shall file evidence of the courses to be used for such advancement by August 15 of the school year in which the employee seeks advancement. Transcripts of grades of the courses to be used for such advancement shall be provided by November 1 of the school year in which the employee seeks advancement.

Credits for educational lane advancement shall be governed by Board policy.

If the employee fails to file a transcript of grades by November 1, then the employee shall be placed in the same salary schedule lane as the preceding school year, until such time that the transcript is provided.

G. METHOD OF PAYMENT

1. Pay Periods

Each employee shall be paid in twenty-four (24) equal installments by the 5th and 20<sup>th</sup> calendar day of each month. Each employee shall receive his/her checks mailed or by electronic deposit. The District will cover employee costs if such deposits are not made timely.

Each employee may elect to have one payment per month made on the 20<sup>th</sup>.

2. Exceptions

When a pay date falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day.

3. Final School Year Pay

Each employee shall have the option of receiving all or any part of his/her earned contracted salary on the June pay period if the school is notified by June 1.

4. Summer Checks

Summer checks shall be mailed to the address designated by the employee or be available at the District office on or before the pay period days listed above.

#### H. Teacher Salary Supplement

The Teacher Salary Supplement Authority is fully incorporated into the Salary Distribution set forth in this agreement.

#### **LICENSED EMPLOYEE TERMINATION OF EMPLOYMENT (Board Policy Code No. 407 Series)**

Policy 407.1 RESIGNATION: 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.

The board may, however, require an individual who has resigned from an extracurricular contract to accept the resigned position for the subsequent school year when the board has made a good faith effort to find a replacement and the licensed employee is continuing to be employed by the school district.

Policy 407.2 RELEASE FROM CONTRACT: Licensed employees who wish to be released from an executed contract must give at least twenty-one days notice to the superintendent. Licensed employees may be released at the discretion of the board. Only in unusual or extreme circumstances will the board release a licensed employee from a contract. The board shall have sole discretion to determine what constitutes unusual or extreme circumstances. Release from a contract shall be contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires will be required to pay the board for expenses incurred to locate and hire a suitable replacement. These costs may include advertising, postage, telephone, administrator's time in conducting interviews and any clerical costs involved. The employee may receive an itemized list of the costs involved. Payment of these costs shall be a condition for release from the contract in the discretion of the board. Failure of the licensed employee to pay these expenses may result in a cause of action being filed in small claims court.

The superintendent is authorized to file a complaint with the Board of Educational Examiners against a licensed employee who leaves without proper release from the board.

Policy 407.3 RETIREMENT: Licensed employees who will complete their current contract with the board may apply for retirement. No licensed employee will be required to retire at any specific age.

Application for retirement will be considered made when the licensed 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 shall be within the discretion of the board to determine whether special circumstances exist.

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

Licensed employees who retire under this policy may qualify for retirement benefits through the Iowa Public Employees Retirement System.

Licensed employees and their spouse and dependents shall be allowed to continue coverage in the school district's group health insurance program at their own expense by meeting the requirements of the insurer.

#### **Policy 407.4 LICENSED EMPLOYEE EARLY RETIREMENT INSURANCE PROGRAM**

The district may offer an early retirement plan, based on current district circumstances. For those full-time licensed employees who qualify for early retirement, the Ruthven-Ayrshire Community School District will provide a % of the continuing coverage premiums under the school's group health insurance plan. This coverage will continue until the early retiree reaches age sixty-five, however, the early retiree must meet the requirements of the insurer and the school district to continue coverage under this plan. Any premium amount not paid by the district under this policy is the responsibility of the early retiree.

Upon retirement from district, district shall pay a \$20/day stipend, for a maximum \$1,800.00 for unused sick leave – to be paid for from Management Fund. Retirement is defined as: 1) Having reached the minimum age of 55 and 2) having proof that you are filing for IPERS.

In order to qualify for early retirement, the licensed employee must be full-time, working 40 hours per week, and currently performing his/her assigned duties within the school district. A licensed employee is eligible for early retirement when that employee:

- Is at least 55 years of age on or before June 30 of the year in which the licensed employee wishes to retire;
- Completes a total of 15 years of service as a full-time licensed employee to the district;
- Has met the Rule of 88 (IPERS) on or before July 1 of the year in which the licensed employee wishes to retire;
- Submits an application to the superintendent for participation in the plan on or before February 15 of the year in which the licensed employee wishes to retire. Applications submitted after February 15 may be considered at the discretion of the board depending on the circumstances of the late application;
- Submits a written resignation. The resignation may be contingent upon approval by the board of participation in the voluntary early retirement program; and
- Receives board approval of the licensed employee's application for participation in the early retirement plan, of the licensed employee's resignation and of the disbursement of the applicable early retirement incentives to the licensed employee. Board approval will be contingent upon finding an acceptable replacement for the retiring licensed employee. This approval grants the applicant's request under this policy; failure of the board to approve the application shall make the employee's contract with the board continue in full force and effect.

The board has complete discretion to offer or not to offer an early retirement plan and to amend the plan as needed. The board may discontinue this early retirement plan at any time.

**Policy 407.5 SUSPENSION:**

Licensed employees shall perform their assigned job, respect board policy and obey the law. The superintendent is authorized to suspend a licensed employee pending board action on a discharge or during investigation of charges against the employee, or for disciplinary purposes. It shall be within the discretion of the superintendent to suspend a licensed employee with or without pay.

In the event of a suspension, appropriate due process will be followed.

**Policy 407.6 REDUCTION IN FORCE: STAFF REDUCTION PROCEDURES**

The board has the exclusive authority to determine the appropriate number of licensed employees. A reduction of licensed 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.

A reduction of licensed employees may occur as a result of, but not be limited to, changes in the educational program, staff realignment, changes in the size or nature of the student population, financial considerations, or other reasons deemed relevant by the board.

1. The Superintendent shall first attempt to make all staff reduction through attrition.
2. If attrition fails to accomplish the reduction in staff, then the superintendent shall recommend employees to be laid off using the following criteria:
  - Available staff to do the available work;
  - Endorsements and educational preparation;
  - Relative skills, ability, and competence; and
  - Seniority in the District

**RECALL PROCEDURES**

1. Employees who are reduced for staff reduction purposes shall have the opportunity for recall for fifteen (15) months from the effective date of layoff. This recall shall be subject to the Board of Directors and the Administration reaching an affirmative decision that the recall applicant has the ability to fulfill the open position in a manner consistent with the standard desired by the Board and Administration.

Employees who are recalled under the provisions of this Article will be placed on the salary schedule at the last step which they attained at the time of their layoff and their sick leave benefits accumulated as of the effective date of their layoff shall be restored.

### **RETIREMENT (Regular or Early)**

Staff members who are considering retirement need to consult with IPERS, district administration, and review the district policy. Present IPERS rules may require payroll adjustments to avoid reduction in benefits due to spiking regulations that are now being enforced. The district and district personnel are not responsible for individual planning for retirees. This responsibility is that of the employee. Any adjustment in payroll must be completed by August 1<sup>st</sup>.

### **LICENSED EMPLOYEE GROUP PROFESSIONAL GROWTH** (Board Policy Code No. 408 Series)

#### **Policy 408.1 LICENSED EMPLOYEE PROFESSIONAL DEVELOPMENT:**

The Ruthven-Ayrshire Community School, together with parents and the community, will provide a supportive and challenging environment in which students will have a variety of opportunities to acquire knowledge and skills, to learn to think creatively, and to act responsibly in order to live successfully in our changing world.

An essential part of achieving this mission is through fostering a learning culture which continues to develop the instructional skills of staff in ways that result in improved student learning. The district is committed to enhancing the instructional skills of all staff members through quality, ongoing professional development that is aligned with the greatest student learning need and involves staff in collaborative teams to accomplish the district's instructional improvement effort.

Professional development in the Ruthven-Ayrshire Community School District should result in the following:

1. Improved achievement for all students
2. More effective teaching in the area of focus
3. Ensure implementation of research-based/effective strategies in classrooms.
4. All instructional staff members are engaged in professional development and participating in collaborative teams to support implementing the teaching techniques.
5. Strong leadership among board, administration, leadership team, and teachers that is providing guidance and support for the improvement effort.
6. An ongoing monitoring plan that the board/superintendent team and staff use regularly to review progress and make adjustments in response to:
  - a. student learning needs (based on student assessment data), and
  - b. implementation of the district's professional development aligned to the greatest student learning need

**Policy 408.2 LICENSED EMPLOYEE PUBLICATION OR CREATION OF MATERIALS:** Materials created by licensed employees and the financial gain therefore shall be the property of the school district if school materials and time were used in their creation and/or such materials were created in the scope of the licensed employee's employment. If the work or activity may interfere with the licensed employee's primary responsibility, the licensed employee must seek prior written approval of the superintendent.

**Policy 408.3 LICENSED EMPLOYEE TUTORING FOR A FEE:** Every effort will be made by the licensed employees to help students with learning problems before recommending parents engage a tutor. By maintaining a high quality instructional staff and providing a rich and varied program of studies, the need for individual tutoring is minimized. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring 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. Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent.

### **IN-SERVICE MEETINGS**

In-Service meetings are scheduled on the school calendar. Other in-service meetings may be scheduled at the discretion of the administration.

### **LICENSED EMPLOYEE VACATIONS–HOLIDAYS–PERSONAL LEAVE** (Board Policy Code No. 409 Series)

The board shall determine the amount of vacation, holidays, and personal leave that will be allowed on an annual basis for licensed employees.

Regular full-time employees shall be granted two (2) days of personal leave to accomplish personal business which cannot be conducted outside the school day. Personal Leave may not be used the first 10 days of the school year or after May 10, except in cases of significant family events, including, but not limited to, as weddings, graduations, participation in state sponsored events, etc. Unused Personal Leave shall be reimbursed at the rate of \$50 per day, payable in the first summer check.

Employees desiring to use personal leave shall submit a request for the leave in writing to the Superintendent at least three (3) working days prior to the requested leave day.

The vacation may be taken during the school year provided the vacation will not disrupt the operation of the school district. The employee must submit a vacation request to the superintendent, who shall determine whether the request will disrupt the operation of the school district. In the case of the superintendent's request, the board shall make the determination.

Employees shall receive unpaid vacation on the following days:

1. The Friday following Thanksgiving
2. From December 23 through at least January 1, and
3. On the Friday before and the Monday following Easter Sunday.

Employees shall receive five (5) paid holidays:

- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Memorial Day

No employee shall be required to perform duties on any of these holidays, except that the Band Director and vocal director may be required to perform duties on Memorial Day and shall be paid one-half of the employee's regular contract per diem rate of pay for such work.

### **LEAVES OF ABSENCE**

#### **A. ACCUMULATION BENEFITS**

Each employee shall be provided ten (10) sick leave days the first year of employment as of the first official work day of said school year whether or not he/she reports for duty on that day. In the second year Eleven (11) days shall be credited. In years three through six, the number of days credited shall be increased by one (1) each year. Thereafter, fifteen (15) days shall be credited. Unused sick leave shall be accumulated from year to year with a maximum accumulation of 100 days, exclusive of the current year's allotment.

#### **B. NOTIFICATION**

Notification of sick leave accumulation will be provided to employees on the employee's pay stub after the conclusion of the work year.

#### **C. USE OF SICK LEAVE**

Sick leave is granted for medically related disability and is intended to be used only when an employee's physical or mental illness or injury prevents him/her from performing his/her normal duties.

D. PROOF OF ILLNESS

The Superintendent may require the employee to furnish a doctor's statement to substantiate illness or injury for which sick leave benefits are requested.

E. EXTENDED LEAVE

An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave and personal leave available shall be granted a leave of absence for the duration of the school year. This leave shall be renewed for one additional year upon mutual agreement by the Board and the employee. Insurance benefits shall be continued at the expense of the Board until the completion of the school year in which the leave was initially granted. Thereafter, insurance benefits may be continued at the employee's expense subject to the approval of the insurance carrier.

F. PERSONAL LEAVE

Regular full-time employees shall be granted two (2) days of personal leave to accomplish personal business which cannot be conducted outside the school day. Personal Leave may not be used the first 10 days of the school year or the last 10 days of the school year, except in cases of significant family events, including, but not limited to, as weddings, graduations, participation in state sponsored events, etc. Unused Personal Leave shall be reimbursed at the rate of \$50 per day, payable in the first summer check.

Employees desiring to use personal leave shall submit a request for the leave in writing to the Superintendent at least three (3) working days prior to the requested leave day.

G. PROFESSIONAL LEAVE

One day of leave may be granted by the Superintendent each school year to each regular full-time employee for the purpose of attending professional meetings. Professional leave may be accumulated to a total of two (2) days. Additional days may be approved by the Superintendent for the improvement of classroom instruction. Expenses relating to the professional meetings granted by the Superintendent shall be paid by the Board for actual incurred expenses for registration, lodging and gas.

H. BEREAVEMENT LEAVE

An employee shall be excused from duty without loss of pay for five (5) days per occurrence in event of a death in the employee's immediate family (parent, spouse, child, sibling, parent-in-law, or sibling-in-law, son or daughter-in-law, grandparent, grandchild, including step and other legal relationships). Up to two (2) days per occurrence will be granted in event of the death of other relatives. One day per year will be granted for the death of a friend.

I. JURY DUTY LEAVE

Any employee who is summoned for jury duty during the school hours, or who is subpoenaed to testify as a witness in a judicial or administrative proceeding to which he/she is not a party shall be provided leave with pay for such duty or testimony and shall return to work upon completion of their jury duty or testimony.

J. FAMILY ILLNESS

Employee shall be allowed to take a maximum of five (5) days per school year for family illness. "Family" shall be defined as spouse, parent, sibling or child, or others in custodial care. Days 3-5 shall be deducted from the employee's sick leave.

K. GOOD CAUSE LEAVE

Other leaves of absence, with or without pay, may be granted by the Superintendent for good cause.

L. PARENTAL LEAVE

Ten (10) days adoption leave shall be available to employees for the adoption of a child less than school age. The leave shall be taken in the first four (4) weeks of receipt of the child and shall be shared by parents if both parents are employed by the District. The leave shall be deducted from sick leave and if there is not sufficient sick leave available, the leave shall be unpaid under FMLA.

If leave in excess of 10 days is requested, it shall be granted according to the provisions of FMLA.

M. **MILITARY LEAVE**

Leave of absence shall be granted for any period of active state or federal military service. Such military leave shall be without loss of status or efficiency rating and without loss of pay or benefits during the first thirty (30) days of such leave. On completion of such military service, the employee shall be entitled to resume the position formerly held without loss of salary schedule placement or benefits which the employee had occurred prior to taking such leave.

**TEACHER RELATIONSHIPS**

Members of a staff may be ever so competent as individuals, yet, if there is friction and conflict among staff members, they cannot measure up to the demands of their jobs. Some simple reminders for maintaining sound staff relationships are as follows:

1. Professionals are ethical in all dealings with fellow staff members.
2. Friction between teachers causes unpleasant working conditions for all.
3. Differences which occur between teachers should be resolved by the teachers themselves in a professional manner.
4. Discussion of differences with other staff members is unproductive and unprofessional for others cannot solve the problem.
5. Discuss situations which you need help in understanding and solving with the respective principal before carrying it further.
6. Differences between teachers should never be discussed with **or in the presence of** students. They are quick to sense tensions and parents are the first to know about them, real or imaginary. Such discussion with students compounds the problem by implicating them in a situation with which they have no business being involved.

**TEACHER-STUDENT RELATIONSHIP**

Keep in mind a teacher is a teacher and a student is a student. Each teacher is a professional educator with the total responsibility to implement the educational goals for each student in order to achieve the educational objectives of this school district. Therefore, it is imperative to maintain a professional approach in our daily dealings with each and every student in this school system.

**WEATHER NOTICES**

In case of inclement weather or other appropriate reasons, announcements for a late start, early out, or no school listen to KICD107.7 FM/1240 AM (Spencer), Y100 FM (Emmetsburg/Spencer), KUOO 103.9 FM (Spirit Lake), KILR 95.9 FM (Estherville) or watch KTIV (NBC) – Channel 4, KCAU (ABC) – Channel 9 and KMEG (FOX) - Channel 15. When school is dismissed for weather reasons there will be no student activities in the building until such time as the weather permits school to be in session. Classified employees duties during such times are according to the individual contract. IOWA ALERT will also be utilized. The district's student management system, Infinite Campus, will put out also put out alerts. All staff will need to notify administration if they are not receiving messages from Infinite Campus.

**MULTICULTURAL NONSEXIST APPROACH**

It is essential that the multicultural, nonsexist approach be followed in all areas of the educational process. It is our responsibility to make sure there is no deviation from this approach.

**CAREER EDUCATION**

Career education should be a part of each class as it fits the content of the material being covered. In addition all teachers should take time to tell students about possible career opportunities related to their academic area.

## **INFUSION TOPICS**

In addition to multicultural, nonsexist and vocational/career education the following skills are required by state standards to be infused into all curricula: communication skills, higher order thinking skills, learning skills, and technology skills. Global education and human growth and development are also to be infused throughout the curriculum. **Local curricula will be aligned with the Iowa Core/Core Content essential skills and concepts and 21<sup>st</sup> Century Skills.**

## **RESPONSIBILITIES TO PATRONS**

Less than one-half of the people in our school district are involved in school. However, we have a definite responsibility to this non-school group. As a group of educational leaders we have an opportunity and an obligation to these out-of-school citizens. The needs of this group are many and varied. We believe we can assist them in meeting their needs. We also believe that these people are eager for consideration. Any reasonable program of education for adults, whether initiated by citizens or school personnel, will be supported and sanctioned.

## **REPORTS**

Reports are sometimes necessary, will be requested. It may possibly be that time will have to be taken by teachers after school or during their evening hours to compile the needed information. These reports are to be turned in when requested.

## **HIRING OTHERS TO WORK AT SCHOOL'S EXPENSE**

Make sure you contact the superintendent in advance of hiring others to do work at school at the school's expense.

## **MATERIALS AND SUPPLIES**

Orders for materials or supplies must be cleared with the administration. After securing such clearance for the order, use a Purchase Order form and have it signed by the respective principal and superintendent. Send the white copy with your order, keep the goldenrod copy for your records, and give the remaining copies to the Superintendent's Secretary.

When you wish to obtain supplies we have on hand make out a requisition and turn it into the Main Office in advance of the time you need the supplies, preferably a day in advance. Office personnel will get the supplies for you and have them delivered to you. Never send a student to the office to get supplies.

## **MATERIAL PREPARATION FOR CLASS USE**

Materials for your classes should be prepared and run off prior to your class. Do not take class time to do this work. Do not send students to use the copy machine and do not ask or expect office personnel to type, duplicate, or prepare in any way materials needed for your teaching or supervising duties.

## **MEETING SALES PERSONS**

A teacher should never take academic class time to meet with a sales person.

## **EMPLOYEE WORK ROOM/BREAK ROOM**

The employee workroom/break room will be designated. Copy machines are located in the workroom/break room and also in the main office. The laminating machine is located in the workroom/break room. Students are not to use the copy or laminating machines. Coffee and a microwave oven are available in the workroom/break room. Smoking is not allowed in this area. Students are not to be in the workroom/break room under any circumstances.

## **USING MATERIALS FROM OTHER DEPARTMENTS**

No materials or equipment from another department within the school should be taken, borrowed, or used unless permission has been secured from the person in charge of the materials or equipment. Remember, the person responsible for the materials or equipment must account for them at the end of each school year.

### **WORKING IN OTHER DEPARTMENTS**

No teacher should do work in another department until first checking with the person in charge of that department. When work in another department is finished it should be left the way it was before the work.

### **LESSON PLANS**

We believe lesson planning is paramount to effective teaching. The respective principals may or may not require written plans to be submitted to them. However, all teachers should have such plans in place so as to allow a normal continuation of class if the teacher is absent. **Lesson plans are to be updated on an on-going basis.**

### **TEACHER ABSENCES**

Regular attendance by teaching staff is vital to student learning and success. When a teacher will be absent from school, he/she should notify the respective principal as soon as possible so a replacement can be secured. When the need to be absent is not known until the morning of the absence, Sofia Benedict (712) 301-2196 should be called as early as possible. (School telephone number: 837-5211 or 837-5212) Teachers should also notify their respective principal as to their expected time of return.

When the absence is known in advance, the teacher is responsible to make sure all materials and assignments are prepared and given to the respective principals so they can be given to the substitute teacher.

### **STUDENT SUPERVISION**

Student supervision before school, during recess, and at noon periods is highly important. A schedule for the playground, lunchroom and other areas needing supervision has been worked out. Each teacher assigned to this schedule will follow the established plan for supervision. Weather permitting; all students are to be outside during recess time or at noon. Teachers need to be firm about this policy.

When students are under the supervision of a teacher that teacher is responsible to be with them at all times. This includes during assemblies, during fire and emergency drills, when students go to other classrooms, etc. In addition all teachers are responsible to supervision whenever and wherever they see that supervision is needed. Elementary teachers have the same responsibility for secondary students as for elementary students and secondary teachers have responsibility for elementary students.

### **PARTIES**

Parties for students and teachers, while desirable in many ways, present numerous problems when held during school hours. It is considered logical to permit students in kindergarten through sixth grade, to observe birthdays and certain other days with brief parties. In grades seven through twelve parties will not be held. No exceptions are to be made in this regard. Incentive parties do not fall under this guideline, but should have prior approval of the administration.

### **SECURING CLASSROOMS FOR THE DAY**

The last TEACHER using a room or other area at the end of the day is responsible to make sure it is left in proper order and secured for the night (door locked, windows closed, lights turned off, shades uniform, etc.).

### **SENDING STUDENTS TO TOWN**

Teachers are not to send a student to town, or anywhere outside the building, during the school day without permission from the superintendent or principal.

### **FIRE AND EMERGENCY DRILLS AND PROCEDURES**

1. Drill procedures are posted in each room in the school. In addition a copy is to be kept in each teacher's desk for ready reference.
2. All personnel are responsible for informing students under their direction about the Fire and Emergency Drill Procedures and Signals during the first day or two of school.
3. All personnel are responsible for knowing the content of these regulations.
4. The FIRE ALARM is a high pitched on and off alarm. Students and teachers are to follow the procedures posted in the room they are in at the time the alarm sounds. This must be done in a quiet and orderly fashion for the health and safety of all persons.
5. The EMERGENCY WARNING SIGNAL is a constant sound of the emergency alarm. Students and teachers will follow the procedures posted in the room they are in at the time the alarm sounds. As with the fire procedures these must be carried out in a quiet and orderly fashion for the health and safety of all persons.
6. Fire and Emergency Drills will be held periodically throughout the school year.

### **PARTICIPATION IN SALES OR DISTRIBUTION OF PAMPHLETS AND/OR BROCHURES**

Students are allowed to participate in the sale of materials that are directly related to raising funds for a specific class or school organization. No private solicitors, no matter how worthy a cause, will be allowed to use school students to solicit funds. The superintendent or his designee must give prior approval before any specific class or club within the school sponsors a sale or fund raising campaign in the name of the school district. Teachers and sponsors should not discuss fundraisers with students before discussing it with the superintendent. It is best not to raise student expectations of a project and then have to explain that the project was not approved.

All monies generated through fundraising activities shall be turned over to the board secretary. Prior approval must be received before money earned by the fundraisers can be expended.

Pamphlets and brochures may be distributed if they are of educational value and are not being used to promote the financial interests of private enterprise. However, no pamphlets and/or brochures will be allowed to be distributed unless they have been cleared by the superintendent or a committee of his designees.

### **STUDENT BULLETINS**

All regular and special bulletins should be read to classes when received or at the time directed in the bulletin. Students need to know those things which concern them.

### **STUDENTS IN THE BUILDING AFTER SCHOOL HOURS**

Teachers must obtain prior approval from the administration to have a student group in the building after school hours. Teachers or sponsors must be with such a group the entire time they are in the building. After the students have left, the teacher or sponsor in charge is responsible for securing the building before leaving.

### **ACCIDENTS, INJURIES, AND UNUSUAL HAPPENINGS**

Teachers and activity sponsors must report any accident, injury or unusual happenings to the office as soon as possible after such an occurrence. Notify the health clerk as soon as possible concerning any accident or injury to a student or students.

### **PUBLICITY**

Teachers need to sound their own horns about happenings in their classrooms or activities. Parents and patrons like to know what is happening at school. Let's take advantage of the opportunity for positive publicity at every opportunity. Make frequent use of the local papers and the school newsletter.

### **OUTSIDE SPEAKERS**

Prior to scheduling any guest speaker, approval of the administration must be obtained. Such approval will be exercised in a manner consistent with the principles of free inquiry and expression. Approval will be withheld

when the administration has reason to believe the appearance of a guest speaker would be disruptive to other individuals or to the educational process of the institution.

### **SELECTION OF INSTRUCTIONAL MATERIALS**

The selection of instructional materials will be done according to Board Policy Code No. 605 series and administrative rules and regulations pertaining thereto.

### **ISSUING TEXTBOOKS**

Teachers are to assign a specific numbered textbook to each student in their classes in which textbooks are used. When the student receives a textbook the teacher should request that the student leaf through the book and report any damage to the book. The teacher will keep a record of such damage so the student will not be assessed a fine when returning the book.

### **DISPENSING PRESCRIPTION AND NON-PRESCRIPTION DRUGS**

Refer to the student-parent handbooks for rules regarding dispensing of drugs by school personnel. Any employee who dispenses medications to students must complete the Medication Administration training.

### **EXTRA DUTY SCHEDULES**

Extra duty schedules will be given to each teacher and staff member having extra duties. In fulfilling the extra duties assigned the employee must:

1. Be on time for the assignment.
2. Find a replacement if he/she cannot be present. This can usually be done by trading duties with another person on the duty schedule. If a replacement cannot be found, notify the principal.
3. Remain on duty as assigned.
4. Report any problem situations that occur while on duty to the respective principal or person in charge of the activity.

### **DUTIES OUTSIDE THE REGULAR WORK DAY**

It is recognized that the total school program includes such events and activities as open-houses, faculty meetings and all other similar school type functions. It is understood that teachers may be required to attend or participate in these functions and programs. The administration will make an effort to schedule the meetings within the regular school day. Faculty meetings will not extend the work day by more than 30 minutes before school or 30 minutes after school. In no event should there be over 10 such meetings per year.

Employees shall be required to work no more than Four (4) events such as athletic contests. Employees will receive a pass to all district events for themselves and their spouse. Employees may be assigned up to two extra events and they will be compensated for these required duties at \$15 per duty. If employees volunteer for additional duties beyond 6, they will be compensated for these duties at \$15 per duty. A schedule of work assignments shall be provided at the beginning of the school year, at which time employees may sign up for extra events. It is understood that the schedule is subject to being changed, if necessary. Events rescheduled to Saturday, Sunday, a Holiday or scheduled vacation will not be mandatory as work assignments.

### **STUDENT LISTS**

Do not give out student names or other information about students for any reason without first checking with the respective principal.

### **ACTIVITY SCHEDULE**

A master activity schedule is developed by those directing activities for this school system. In scheduling activities other than those on the master schedule teachers or activity sponsors must clear the activity with the

superintendent or principal in order to eliminate conflicts. Also consult the respective principal or the athletic director before making any marked changes in class or activity schedules.

### **USE OF AUDIO-VISUAL EQUIPMENT AND MATERIALS**

The school has audio-visual equipment and materials for the use of teachers in the educational program. All are strongly urged to use this equipment and materials when it is appropriate to your program. When ordering films, video tapes, etc. from the AEA 8 Media Center use the order form provided and forward it to the AEA via the AEA van. Whenever the equipment malfunctions report it to the principal immediately so it can be checked and fixed if needed. **Teachers who wish to take school-owned computers and other technology hardware outside of the school building must check the equipment out through the district technology coordinator.**

### **EDUCATIONAL FIELD TRIPS**

All field trips must be approved by the administration. Out-of-district field trips must be approved by the Board of Education. A request for board approval should be in the hands of the superintendent two weeks before the scheduled meeting date of the board. In order for a field trip to be approved it must have educational value. The respective principal will determine if a field trip is of educational value. All field trips must be between the hours of 5:00 AM and 9:00 PM. Only the board can make exceptions to this rule. In all cases chaperones (number to be determined by the administration) shall accompany the student group on field trips.

### **DISCIPLINE**

To satisfy the requirements of school standards the Board of Education has adopted the following statement:

“The Board of Education of the Ruthven-Ayrshire Community School affirms its intent to support the school discipline policies, its intent to support school staff that enforces the discipline policies, and its intent to hold school staff accountable for implementing the discipline policies.”

All personnel are responsible for enforcing the discipline policy and procedures as outlines in the Student-Parent Handbooks. In addition, adhere to the following:

1. All teachers imposed discipline has student self-discipline as its goal.
2. Student-teacher relationships are of the utmost importance in a good school climate. We do not approve of a military type discipline or one where teachers are yelling rather than telling students what is expected of them. Most problems can be solved with a common sense approach and by treating students as thinking human beings. We, as teachers, must meet the students' needs and motivate them so they may become responsible and productive students.
3. In all our dealings with students we must keep in mind that in a well managed school, as in an organized society, there must be rules and regulations for the welfare of all involved. It is mandatory that each teacher insists these rules and regulations be followed.
4. Never handle a discipline problem in anger.
5. No teacher or other employee is to strike a student.
6. Sarcasm, threats, etc. do not solve problems. Think how degraded these tactics make one feel. This approach only compounds the original problem and often creates further problems much more difficult to solve than the original problem.
7. Each teacher is responsible for correct student behavior throughout the school or at school activities, whether at home or away. If a problem arises which the teacher cannot handle, he/she should contract the principal or the person in charge at the time.
8. Many discipline problems develop when students do not have a specific assignment to accomplish throughout the class period. Academic classes are not to be used as study halls or a place of visitation.
9. Insist that students come to class prepared so it is not necessary for them to leave during the period in order to secure needed materials.

10. Never tell a student they are suspended or expelled from a class, study hall, homeroom, etc. This determination is not the teacher's to make. In order for this to happen, board procedures must be followed.
11. Teachers are not to send students to study hall for discipline purposes. If a problem cannot be solved within the classroom then the student(s) should be sent to the office.
12. Before assigning after school time to a student for discipline reasons, make sure it is the best possible solution to the problem. When after school time is assigned, the teacher assigning the time must make sure arrangements have been made with the parent/guardian regarding transportation. The teacher is also required to be with the student assigned the after school time. Otherwise it has little effect.