

RUTHVEN-AYRSHIRE
CLASSIFIED STAFF HANDBOOK
2016-2017



Ruthven-Ayrshire Community School District
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
712-837-5211 - Supt/Elem
712-837-5212 - 5-12
712-837-5210 - Fax

INTRODUCTION

This handbook is provided to the classified 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 classified 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 classified 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 classified 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

Jon Josephson

Secondary Principal/Activities Director

Chris Myers

Curriculum Director

Matt Borchers

Equity Coordinator

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 race, creed, color, religion, sex, sexual orientation, gender identity, marital status, age, socioeconomic status, national origin or disability. 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 sex, sexual orientation, gender identity, color, creed, race, ethnicity, religion, and physical disability. 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 (unwelcomed actions or language of a sexual nature or with demeaning intent related to a student's race, creed, color, religion, sex, sexual orientation, gender identity, marital status, national origin or disability or age). 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. Inquires 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); WebSite: <[**Andrew Woiwood**](http://www.ed.gov/o>cr.</p></div><div data-bbox=)

Superintendent of Schools
Ruthven, Iowa 51358
Telephone (712) 837-5211

Matt Borchers

Counselor/Equity 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.

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 classified or classified employee. Board policies relating to classified employees shall apply to position that require a teaching license or administrator's certificate or other professional license, certificate or endorsement. Classified 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 are underrepresented. Employees shall be given notice of this policy annually.

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 shall 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.

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, shall be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Ruthven-Ayrshire Community School District, P.O. Box 159, Ruthven, Iowa 51358; 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 the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Avenue, Suite 800, Milwaukee, WI 53202-2292, (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.
- (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 employee's 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 for 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.

EMPLOYEE RELATIONS TO THE ADMINISTRATION AND TO THE BOARD (Policy 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 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 (Policy 401.10)

School materials are purchased and used for the delivery of the educational program. Employees may use school materials for internal communication between themselves when the communication is directly related to the education program. Communication distributed to or between employees, with the exception of select Teachers' Association communications relating to negotiations of the Master Contract, shall also be distributed to the building principal and 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.

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.

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 classified 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 classified 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 classified employee who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and that the classified 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

Classified 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. 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 educational environment.

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 classified 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.

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	<u>MATTHEW BORCHERS</u>	<u>837-5212</u>
LEVEL ONE ALTERNATE	<u>ANDREW WOIWOOD</u>	<u>837-5211</u>
LEVEL TWO INVESTIGATOR	<u>PALO ALTO COUNTY DEPUTY SHERIFF</u>	

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 received 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.

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)

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.

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 classified employees and the superintendent for unclassified employees.

c. Unsettled matters regarding classified 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 notified 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 TELEPHONE CALLS (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.

CHANGE FROM: It shall be the responsibility of the employee to exercise discretion in making and receiving telephone calls during working hours. TO: Employee cell phones shall be used only during break times and lunch times unless there is an emergency or urgent circumstance.

SOLICITATIONS FROM OUTSIDE (Board Policy Code No. 402.9)

No organization or individuals, including employees, may 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 as required by the state regulations, 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 each year. The cost of employee physical renewals as required every three years, and as required for bus drivers, 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 classified employee and the clinic will provide the form for bus drivers. 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 bloodborne 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 recordkeeping.

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 bloodborne 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.

HAZARDOUS CHEMICAL DISCLOSURE (Board Policy Code No. 403.4)

Each employee shall review information about hazardous substances in the workplace annually. When an additional hazardous substance enters the workplace, information about it shall be distributed and training shall be conducted for the appropriate employees. 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.

SMOKING AND NONSMOKING EMPLOYEE WORK AREAS (Board Policy 403.5)

School district buildings, including but not limited to school-sponsored events 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.

EMPLOYEE HARASSMENT IN THE WORK PLACE (Board Policy Code No. 403.7)

Harassment will not be tolerated in the school district. Harassment by board members, administrators, certified and classified 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 implicitly or explicitly 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 is the curriculum coordinator. 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 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, classified and classified employees, students, and others having business or other contact with the school district to act appropriately under this policy.

For purposes of this policy 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. Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain individuals and groups.

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.

SUBSTANCE-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.

DRUG AND ALCOHOL TESTING PROGRAM NOTICE TO EMPLOYEES (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 are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand, one pound or more. For purposes of the drug and alcohol testing program, "employees" also includes applicants who have been offered a position to operate a school vehicle. The employees operating a school vehicle shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate a school vehicle and continue to be subject to the drug and alcohol testing program.

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 shall 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.

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.

Classified employees of the school district shall follow the code of ethics for their profession as established by the Iowa Board or 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.

CLASSIFIED EMPLOYEE DEFINED (Board Policy Code No. 411.1)

Classified employees are employees who are not administrators or employees in positions which require a State Department of Education teaching license and who are employed to fulfill the duties listed on their job descriptions on a monthly or hourly basis. Classified employees shall include, but not be limited to, teacher and classroom aides, custodial and maintenance employees, clerical employees, food service employees, bus drivers, and temporary help for summer or other maintenance. The position may be full-time or part-time employment. Classified employees required to hold a license for their positions must present evidence of current license to the board secretary prior to payment of wages each year.

CLASSIFIED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION (Policy 411.2)

Persons interested in a classified employee position shall have an opportunity to apply and qualify for classified employee 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 classified employee 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 or other license or certificate if required for the position.

Announcement of the position shall be through whichever means 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 central administration office. Whenever possible, the preliminary screening of applicants shall be conducted by the employee who will be directly supervising and overseeing the position. The superintendent shall employ classified employees. Such employment shall be subject to the board's approval at its next meeting when the superintendent shall present the names and salaries of the employees to the board.

CLASSIFIED EMPLOYEE CONTRACTS (Board Policy Code No. 411.3)

The board will enter into written contracts with classified employees employed on a regular basis. The contract will state the terms of employment. Each contract shall include a thirty day cancellation clause. Either the employee or the board must give notice of the intent to cancel the contract at the end of thirty days. This notice will not be required when the employee is terminated during a probationary period or for cause. Classified employees shall receive a job description stating the specific performance responsibilities of their position. The contracts, after being signed by the board president, shall be filed with the board secretary.

CLASSIFIED EMPLOYEE LICENSING/CERTIFICATION, ASSIGNMENT AND TRANSFERS (Board Policy Code Nos. 411.4, 411.5, 411.6)

Classified employees who require a special license or other certification shall keep them current at their own expense. Licensing requirements needed for a position will be considered met if the employee meets the requirements established by law and by the State Department of Education for the position.

Determining the assignment of each classified employee is the responsibility of the superintendent and within the sole discretion of the board. In making such assignments each year the superintendent shall consider the qualifications of each classified employee and the needs of the school district. It shall be the responsibility of the superintendent to assign classified employees and report such assignments to the board.

Determining the location where a classified employee's assignment will be performed is the responsibility of the superintendent and within the sole discretion of the board. In making such assignments each year the superintendent shall consider the qualifications of each classified 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 transfer classified employees and report such transfers to the board.

CLASSIFIED EMPLOYEE EVALUATION (Board Policy code No. 411.7)

Evaluation of classified employees on their skills, abilities, and competence shall be an ongoing process supervised by the superintendent and conducted by approved evaluators. The goal of the formal evaluation of classified employees shall be to maintain classified employees who meet or exceed the board's standards of performance, to clarify each classified 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. **Classified employees may be placed on an improvement plan, which includes areas of concern, actions for improvement, and timelines for progress monitoring at any time by the Superintendent.** It shall be the responsibility of the superintendent to ensure classified employees are formally evaluated annually. New and probationary classified employees shall be formally evaluated twice a year.

CLASSIFIED EMPLOYEE PROBATIONARY STATUS (Board Policy Code No. 411.8)

The first year of a newly employed classified employee's contract shall be a probationary period. "Year" shall be defined as twelve months regardless of the full-time or part-time status of the employee. New employees, regardless of experience, shall be subject to this probationary period. "New" employees includes individuals who are being hired for the first time by the school district and those who may have been employed by the school district in the past, but have not been employed by the board during the school year prior to the one for which contracts are being issued. Only the board, in its discretion, may waive the probationary period. During this probationary period the board may terminate classified employee contracts at any time.

CLASSIFIED EMPLOYEE COMPENSATION (Board Policy Code Nos. 412.1, 412.2)

The board shall determine the compensation to be paid for classified employee positions, keeping in mind the education and experience of the classified employee, the educational philosophy of the school district, and any other considerations as deemed relevant by the board. It shall be the responsibility of the superintendent to make a recommendation to the board annually regarding the compensation of classified employees. The board may, based on the superintendent's recommendation, hold classified employees at their current salary level for disciplinary purposes.

The board recognizes non-exempt employees should be compensated for approved hours worked over forty hours in a workweek. This compensation shall be in the form of overtime pay. Each non-exempt employee compensated on an hour-by-hour basis, whether full-time or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt employee must work more than forty hours in a given workweek, the employee shall be compensated at one and one-half times their regular hourly wage rate. Overtime will not be permitted without prior authorization of the superintendent. Each non-exempt employee paid on an hour-by-hour basis must complete, sign, and turn in a daily time record showing the actual number of hours worked. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action. It is the responsibility of the board secretary to maintain records.

CLASSIFIED EMPLOYEE GROUP INSURANCE BENEFITS, TAX SHELTER PROGRAMS (Board Policy Code Nos. 412.3, 412.4)

Classified employees who have a twelve-month contract may be eligible for group health insurance benefits as determined by the board and included in the individual employee's contract. The board shall select the group health insurance program and the insurance company which will provide the program. This policy statement does not guarantee a certain level of benefits.

The board shall have the authority and right to change or eliminate group insurance programs for its classified employees.

The board authorizes the administration to make a payroll deduction for classified employee's tax sheltered annuity premiums purchased through an Iowa-classified insurance agent from an insurance organization authorized to do business in Iowa or from a securities dealer, salesperson, or mutual fund registered in Iowa.

Classified employees wishing to have payroll deductions for tax sheltered annuities shall make a written request to the superintendent.

CLASSIFIED EMPLOYEE TERMINATION OF EMPLOYMENT (Board Policy 413)

RESIGNATION: Classified employees who wish to resign during the school year shall give the board notice of their intent to resign and final date of employment and cancel their contract thirty days prior to their last working day. In its discretion, the board may choose to not accept a resignation of a classified employee prior to finding a suitable replacement. Classified 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 classified employee to pay these expenses may result in a cause of action being filed in small claims court. Notice of the intent to resign shall be in writing to the superintendent. (Code No. 413.1)

RETIREMENT: Classified employees who will complete their current contract with the board may apply for retirement. No classified employee will be required to retire at any specific age. Application for retirement will be considered made when the classified 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 employee's intent 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 must be at least twenty working days prior to the employee's retirement date. The board, in its discretion, may consider retirement applications that do not meet these requirements if special circumstances exist. It shall be within the discretion of the board to determine whether special circumstances exist. Board action to approve a classified employee's application for retirement shall be final and such action constitutes termination of the employee's contract effective the day of the employee's retirement. Employees who qualify for retirement benefits through IPERS shall receive those benefits in compliance with that program. Classified employees and their spouses and dependents that have group insurance coverage through the school district shall be allowed to continue coverage of the school district's group health insurance program, at their own expense, by meeting the requirements of the insurer. (Code No. 413.2)

EARLY RETIREMENT: The board may in its discretion offer an early retirement program. (Code No. 413.3)

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 1st.

SUSPENSION: Classified employees shall perform their assigned job, respect board policy and obey the law. The superintendent is authorized to suspend a classified employee with or without pay 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 classified employee with or without pay. In the event of a suspension, appropriate due process will be followed. (Code No. 413.4)

DISMISSAL: The board believes classified employees should perform their jobs, respect board policy and obey the law. A classified employee may be dismissed upon thirty days notice or immediately for cause. Appropriate due process procedures shall be followed. A classified employee may be dismissed for any reason, including, but not limited to, incompetence, willful neglect of duty, reduction in force willful violation of board policy or administrative regulations, or a crime against the laws of Iowa or the United States. (Code No. 413.5)

REDUCTION IN FORCE: It is the exclusive power of the board to determine when a reduction in classified employees is necessary. Employees who are terminated due to a reduction in force shall be given thirty days notice. Appropriate due process will be followed in terminations due to a reduction in force. It shall be the responsibility of the superintendent to make a recommendation for termination to the board. The superintendent will consider the relative qualifications, skills, ability and demonstrated performance through evaluation procedures in making the recommendations. (Code No. 413.6)

CLASSIFIED EMPLOYEE VACATIONS AND LEAVES OF ABSENCE (Policy 414)

VACATIONS – HOLIDAYS – PERSONAL LEAVE: Classified employees are not eligible for vacation, holiday or personal leave unless their individual contract provided otherwise. (Code No. 414.1)

FAMILY ILLNESS LEAVE: Classified employees will be allowed to take a maximum of two days family illness leave per school year. Family shall be defined as spouse, parent, child, brother or sister. In the event of a life-threatening illness in the employee's immediate family, sick leave may be used by the employee with an exchange rate of two days of sick leave equaling one day of family illness leave. Requests for family illness leave shall be made to the superintendent. The superintendent has the discretion to grant additional family illness leave. In making this determination, the superintendent shall consider the financial condition of the school district, the effect of the classified employee's absence on the education program and the school district operations, and other factors the principal deems relevant. Classified employees who wish additional family illness leave may be required to pay the costs of substitute employees necessary to carry out their duties. (Code No. 414.2)

PERSONAL ILLNESS/DISABILITY LEAVE: Classified employees shall be granted ten days of sick leave in their first year of employment. Each year thereafter, one additional day of sick leave will be granted to the employees up to a maximum of fifteen days. "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new employee shall report for work at least one full work day prior to receiving sick leave benefits. A returning employee will be granted the appropriate number of days at the beginning of each fiscal year. Sick leave may be accumulated up to a maximum of ninety days for classified employees. Should the personal illness occur after or extend beyond the accumulated sick leave, the employee may request a leave of absence without pay. Evidence may be required regarding the mental or physical health of the employee when the administration has a concern for the employee's health. Evidence may also be required to confirm the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It shall be within the discretion of the board and the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than five consecutive days, the employee shall comply with board policy regarding extended illness leave. If an employee is eligible to receive workers' compensation benefits, the employee shall contact the board secretary to implement these benefits. (Code No. 414.3)

EXTENDED ILLNESS LEAVE: Classified employees advised of a health condition which may require absence for more than five days, shall inform the superintendent upon learning of the condition to allow arrangements to be made for an effective transition of responsibilities with "day" being defined as one work day regardless of full-time or part-time status of the employee. Evidence may be required about the mental or physical status of the classified employee to confirm the employee's illness, the need for an extended illness leave of absence, and the ability of the employee to continue work until the date on which the employee goes on leave. Employees on extended sick leave should report for work as soon as they are capable of performing their duties. Upon returning to work, the employee must present medical evidence that the employee is physically capable of return to and performing the duties required at work. At any time the school district may require additional statements from the classified employee's physician or other evidence the board deems necessary. Pay provisions for extended illness leave will be coordinated with sick leave. If the illness extends beyond the employee's accumulated sick leave, the employee may request a leave of absence without pay. It will be within the discretion of the board or superintendent the type and amount of evidence necessary. Should employee's illness occur after or extend beyond the sick leave accumulated allowance, the employee may request a leave of absence without pay. (Code No. 414.4)

BEREAVEMENT LEAVE: In the event of a death of a member of a classified employee's immediate family, bereavement leave may be granted. Bereavement leave granted will be for a maximum of five days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence for the death of a member of the immediate family. The immediate family includes child, spouse, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandparent of the employee. A maximum of one day of bereavement leave will be granted per occurrence of the death of a close friend or other relative not listed above. It shall be within the discretion of the superintendent to determine the number of bereavement leave days to be granted. (Code No. 414.5)

POLITICAL LEAVE: The board will provide a leave of absence to classified employees to run for elective public office. The superintendent shall grant a classified employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave. The classified employee will be entitled to one period of leave to run for the elective public office, and the leave may commence any time within thirty days of a contested primary, special, or general election and continue until the day following the election. The request for leave must be in writing to the superintendent at least thirty days prior to the starting date of the requested leave.

JURY DUTY LEAVE: The board will allow classified employees to be excused for jury duty unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist. Classified employees will receive their regular salary. Any payment for jury duty shall be paid to the school district. When the classified employee is dismissed from jury duty, the employee shall report to the superintendent. The employee shall be required to perform the employee's duties remaining to be completed that day. (Code No. 414.7)

MILITARY SERVICE LEAVE: The board recognizes classified employees may be called to participate in the armed forces, including the National Guard. If a classified employee is called to serve in the armed forces, the employee shall have a leave of absence for military service until the military service is completed. The leave shall be without loss of status or efficiency rating, and without loss of pay during the first thirty days of the leave. (Code No. 414.8)

UNPAID LEAVE: Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies. Unpaid leave for classified employees must be authorized by the superintendent. Whenever possible, classified employees shall make a written request for unpaid leave fifteen working days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary shall be made unless they are waived specifically by the superintendent. The superintendent shall have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent shall consider the effect of the employee's absence on the education program and school district operations, their length of service, previous record of absence, the reason for the requested absence, the financial condition of the school district and other factors the superintendent believes are relevant in making this determination. If unpaid leave is granted, the duration of the leave period shall be coordinated with the scheduling of the education program whenever possible, to minimize the disruption of the education program and school district operations. (Code No. 414.9)

STUDENT HARASSMENT IN SCHOOL (Board Policy Code No. 507.9)

Harassment of a student or group of students by another student or group of students is prohibited in the school district. Students found in violation of this policy will be subject to discipline, including, but not limited to, removal from the classroom or activities, detention, suspension, probation, and or expulsion.

Harassment consists of unwelcomed actions or language of a sexual nature or with demeaning intent related to a student's gender, race national origin, disability, religion, marital status, or age made by one student to another or from an employee intimidating, hostile, or offensive learning environment. Harassment is one form of illegal discrimination.

Students who believe they have suffered harassment shall report such matters to the Equity Coordinator, who shall be the coordinator for harassment complaints. The Equity Coordinator for the district is the curriculum coordinator. However, claims regarding harassment may also be reported to the secondary principal, who shall be the alternate coordinator for such complaints.

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 student 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 Equity Coordinator to determine what further action should be taken on a complaint of harassment after investigating the complaint. If suspension or expulsion is determined by the Equity Coordinator to be necessary, the Equity Coordinator shall make a recommendation to the appropriate principal who will follow the prescribed procedure regarding suspension or expulsion.

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

The following administrative regulation and exhibits from the 400 series policies concerning personnel will also pertain to harassment of students:

Harassment Investigation Procedures (Code No. 403.7R1)

Harassment complaint Form (Code No. 403.7E1)

Witness Disclosure form (Code No. 403.7E2)

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

(Refer to Student Handbook)

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated **Matthew Borchers** at (712) 837-5212 as the Level I Investigator. **Andrew Woiwood, Superintendent**, may also be contacted directly.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

ORIENTATION OF NEW STAFF MEMBERS

All employees new to the school district will be required to attend a new employee orientation. In addition, we hope the employees who have been in the system for a period of time will help in the orientation of new staff personnel.

CLASSIFIED EMPLOYEE STAFF DEVELOPMENT

Staff development opportunities will be made available for all staff members as deemed necessary and/or as required by law. Some training sessions will be during the employee's regular work day. Others will require the employee to attend training at times outside the regular work day. Employees are encouraged to keep abreast of new trends and developments in their work area.

STAFF 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. Be ethical in all dealings with fellow staff members.
2. Friction between staff members causes unpleasant working conditions for all.
3. Differences which occur between staff members should be resolved by the staff members themselves in a courteous manner.
4. Discussion of differences with other staff members in unproductive for others cannot solve the problem.
5. Discuss situations which you need help in understanding and solving with the respective supervisor before carrying it further.
6. Differences between staff members should never be discussed with students. Such discussion with students compounds the problem by implicating them in a situation with which they have no business being involved.

STAFF-STUDENT RELATIONSHIPS

It is important that each staff member be friendly and courteous to all students. We are all here to help implement the educational goals and objectives of the school district. We are each professionals in our position. 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. Govconnect 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.

REPORTS

Reports are sometimes necessary, will be requested, and are to be turned in when requested.

MATERIALS AND SUPPLIES

Orders for materials or supplies must be cleared with the superintendent. After securing such clearance, follow the procedure outlined by the superintendent.

WORK ROOM

The work room will be designated. Coffee and a microwave oven are available in the room. Smoking is not allowed in this area. Students are not to be in the 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.

STAFF ABSENCES

When a staff member will be absent from work, he/she should notify the respective supervisor as soon as possible so a replacement can be secured, if necessary. When the need to be absent is not known until the morning of the absence, the school secretary should be called as early as possible. (School telephone number: 837-5211 or 837-5212) Staff members should notify their supervisor as to the expected time of return.

SUPERVISION OF STUDENTS

Classified employees, other than teacher's aides and bus drivers, do not normally have responsibilities for the supervision of students. However, we are all responsible for taking action if we witness students fighting, running in the halls, name calling, using profanity, etc. Refer the student to his/her teacher, principal, or the superintendent. Students are to obey the instruction of all employees. If a student refuses to follow your instructions, report the incident to the principal or superintendent.

SECURING WORK AREAS FOR THE DAY

The last employee 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 (windows closed, lights turned off, shades uniform, etc.). If you are the last employee to leave the building, be sure all lights are off and the doors are locked.

FIRE AND EMERGENCY DRILLS AND PROCEDURES

1. Drill procedures are posted in each room in the school.
2. All personnel are responsible for knowing the content of the Fire and Emergency Drill Procedures.
3. The FIRE ALARM is a high pitched on and off alarm. Students and all employees 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.
4. The EMERGENCY WARNING SIGNAL is a constant sound of the emergency alarm. Students and all employees 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.
5. Fire and Emergency Drills will be held periodically throughout the school year.

ACCIDENTS, INJURIES, AND UNUSUAL HAPPENINGS

All employees must report any accident, injury or unusual happening 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.

DISPENSING PRESCRIPTION AND NONPRESCRIPTION DRUGS

No employee is to dispense drugs of any type to students except as provided by the rules stated in the student-parent handbooks.

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 respective principal.
3. Remain on duty as assigned. **While on duty, no cell phones may be used and diligence in supervision is required.**
4. Report any problem situations that occur while on duty to the respective principal or person in charge of the activity.

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 outlined in the Student-Parent Handbooks. In addition, adhere to the following:

1. All staff imposed discipline has student self-discipline as its goal.
2. Students-staff relationships are of the utmost importance in a good school climate. We do not approve of a military type discipline or one where staff members 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 staff members, 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 staff member 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 staff member is responsible for correct student behavior throughout the school or at school activities, whether at home or away. If a problem arises which the staff member cannot handle, he/she should contact the principal or the person in charge at the time.