

# RUTHVEN-AYRSHIRE COMMUNITY SCHOOL DISTRICT STAFF HANDBOOK 2020-2021



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

#### **Administration**

Marshall Lewis, 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  
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(Updated July, 2020)

## INTRODUCTION

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

School policy is set by the Board of Education and is contained in the official Board Policy Book. This handbook is not intended to contain all policies pertaining to employees of the district. Employees are referred to the Board Policy Book, copies of which are located in the Superintendent's Office and online for complete policy information.

The Student-Parent Handbook is considered part of this handbook and all licensed employees are responsible for knowing the contents of the 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.**

**Marshall Lewis**, Superintendent/Elementary Principal

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

**Matt Borchers**, Counselor/Equity Coordinator

**Chris Myers**, Curriculum Coordinator

## NOTICE OF NON-DISCRIMINATION

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

**EQUAL EDUCATIONAL OPPORTUNITY - Code No. 103**

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

Matt Borchers – maborc@gt.ratitans.org  
1505 Washington Street  
Ruthven, IA 51358  
(712) 837-5211

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

**NON-DISCRIMINATION POLICIES**

**ANNUAL NOTICE OF NONDISCRIMINATION - Code No. 103E1**

The Ruthven-Ayrshire Community School District offers career and technical programs in the following areas of study:

- Business
- Industrial Technology
- Family Consumer Science
- Vocational Agriculture

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

Matt Borchers – maborc@gt.ratitans.org  
1505 Washington Street  
Ruthven, IA 51358  
(712) 837-5211

**CONTINUOUS NOTICE OF NONDISCRIMINATION - Code No. 103E2**

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

Matt Borchers – maborc@gt.ratitans.org  
1505 Washington Street  
Ruthven, IA 51358  
(712) 837-5211

**Marshall Lewis**  
Superintendent of Schools

**Matt Borchers**  
Equity Coordinator/Homeless Liaison  
Ruthven, Iowa 51358  
(712) 837-5211

## **CHAPTER 103 NOTICE: CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION**

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

State law also places limits school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined or detained, the school must maintain documentation and must provide certain types of notice to the child’s parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website:

[www.iowa.gov/educate](http://www.iowa.gov/educate).

### **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 - 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

## **BOARD POLICIES - 400 SERIES - EMPLOYEES**

The following Board Policies cover Licensed and Classified School Employees. These policies can be found in the Board Policy Book located in the Superintendent's Office and on the Ruthven-Ayrshire CSD Website - [www.ruthven.k12.ia.us](http://www.ruthven.k12.ia.us) - District - School Board - Board Policies.

- Code 400 - Role of and Guiding Principles for Employees
- Code 401 - Employees and Internal Relations
- Code 402 - Employees and Outside Relations
- Code 403 - Employees Health and Well-Being
- Code 404 - Employees Conduct and Appearance
- Code 405 - Licensed Employees - General
- Code 406 - Licensed Employees - Compensation and Benefits
- Code 407 - Licensed Employees - Termination of Employment
- Code 408 - Licensed Employees - Professional Development
- Code 409 - Licensed Employees - Vacations and Leaves of Absence
- Code 410 - Other Licensed Employees
- Code 411 - Classified Employees - General
- Code 412 - Classified Employees - Compensation and Benefits
- Code 413 - Classified Employees - Termination of Employment
- Code 414 - Classified Employees - Vacations and Leaves of Absence

### **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 unwelcome 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.

### **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. **Marshall Lewis, 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.

**INVESTIGATORS FOR ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES - IOWA CODE 280.17**

LEVEL ONE INVESTIGATOR	<u>MATTHEW BORCHERS</u>	<u>712-837-5211</u>
LEVEL ONE ALTERNATE	<u>MARSHALL LEWIS</u>	<u>712-837-5211</u>
LEVEL TWO INVESTIGATOR	<u>PALO ALTO COUNTY DEPUTY SHERIFF</u>	<u>712-852-3535</u>

**CONTRACT LANGUAGE**

**GRIEVANCE PROCEDURE**

**A. DEFINITIONS**

**1. Grievance**

A "grievance" shall mean only a claim that there has been a violation, misinterpretation, or misapplication of specific provision of this Agreement.

**2. Grievant**

A "grievant" is the employee, group of employees or the Association making the complaint. If the Association files a grievance, it shall be filed at the 3<sup>rd</sup> step with the Superintendent.

**3. Days**

As used in this Article, the term "days" means employee working days.

**B. GENERAL PROCEDURES**

**1. Time Limits**

The number of days indicated at each level shall be considered as a maximum. However, the time limits specified may be extended by mutual written agreement. The failure of a grievant to act on any grievance within the prescribed time limits will act as a bar to any further appeal, and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step.

**2. Year-End Grievances**

If a grievance is filed or if a grievant has a right to file a grievance at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits set forth herein shall be proportionately reduced so that an arbitrator is selected prior to the end of the school year, or within a maximum of twenty-one (21) calendar days thereafter.

If a grievant fails to meet the deadline set forth in this paragraph for reasons, which are not attributable to the grievant, then the grievant shall not be barred from processing the grievance.

**3. Superintendent Level Decision**

Whenever the decision giving rise to a grievance was made by the Superintendent, the grievant must file the grievance beginning at the Second Step and must do so within fifteen (15) days of the decision.

**4. Right to Representation**

The grievant shall have the right to Association representation at all levels of the grievance procedure. If an individual grievant does not continue the grievance, the Association may continue the grievance to the succeeding levels.

**5. Continuity of Instructional Program**

It is agreed that any investigation or processing of any grievance by the grievant shall be conducted so as to result, insofar as possible, in no interference with or interruption of the instructional program of the grievant or of the teaching staff.



**C. PROCESSING GRIEVANCES**

**1. First Step (Informal)**

An attempt shall be made to resolve any grievance in informal, verbal discussion between the complainant and his/her principal. This meeting shall take place in the administrator's office. During the course of the meeting the grievant shall identify that the grievant feels there has been a violation of the contract and identify the specific portion(s) of the contract the grievant feels has been violated.

**2. Second Step (Principal)**

Within ten (10) days of the act, which gave rise to a grievance, the grievant shall complete, deliver, and file with the principal the written Grievance Report form set forth in Appendix "B. Within ten (10) days following the filing of the written report, the principal shall make a decision on the grievance, enter such decision on the Grievance Report form, and communicate such decision in writing to the grievant, the Association, and Superintendent. If the Principal and the Superintendent are the same person, the response shall be deemed the response to Step three and the grievance may be moved to Step Four.

**3. Third Step (Superintendent)**

In the event a grievance has not been satisfactorily resolved at the Second Step, the grievant shall file a copy of the grievance with the Superintendent within five (5) days of the Principal's written decision at the Second Step. Within ten (10) days after such written grievance is filed the grievant and Superintendent shall meet to resolve the grievance. The Superintendent shall file an answer within ten (10) days of the Second Step grievance meeting and communicate it in writing to the grievant, the Association and the principal.

**4. Fourth Step (Board)**

In the event a grievance has not been satisfactorily resolved at the third step, the aggrieved employee shall file a copy of the grievance within five (5) school days of the superintendent's written decision at the third step with the board of education. After a copy of the grievance is filed with the board of education and within (5) school days after such written decision is filed from step 3, the aggrieved and board of education shall meet to resolve the grievance. The superintendent or the board of education shall file a written decision within (5) school days of the fourth step grievance meeting between the aggrieved employee and board of education. The decision of the board of education is final and binding.

**D. EXCLUSIVE GRIEVANCE PROCEDURE**

A grievance shall be presented on the Grievance Report form, Appendix "B", attached hereto.

**E. GRIEVANCE FILES**

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

**EMPLOYEE EVALUATION PROCEDURE**

**A. ORIENTATION**

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

**B. REQUIRED EVALUATIONS**

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

competence with regard to the Iowa teaching standards or to identify teachers in need of assistance.

**C. PERFORMANCE EVALUATION PROCEDURES:**

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

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

Professional Growth Evaluations teachers with Standard Licensure will:

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

**D. CONFERENCE**

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

**E. INTENSIVE ASSISTANCE**

In the event an employee is not meeting the standards of the District, the employee will be placed on intensive assistance and, in conjunction with his/her principal, will mutually develop an intensive assistance plan.

The employee will have a minimum of 6 months and a maximum of 12 months to implement changes at which time the employee will be:

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

**F. EVALUATION FILE**

An employee shall have the right to inspect and copy contents of the employee's personnel file under the supervision of the Superintendent or designee. Such inspections shall be limited to the contents placed in the file after the employment date.

The file will contain all formal and informal written evaluations of the employee's performance. No formal or informal evaluation shall be placed in the file without a copy given to the employee in a reasonable time period to address any concerns raised.

**G. INFORMAL EVALUATION**

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

**H. EVALUATION FORM AND CRITERIA**

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

**I. RIGHT TO GRIEVE**

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

**SENIORITY**

**A. DEFINITION**

Seniority is defined as the number of years of continuous employment in the Ruthven-Ayrshire Community School District or its predecessors.

**B. SENIORITY DETERMINATION**

Seniority shall be District-wide and shall be computed from the date on which the employee signed his/her initial individual contract. Employees who work more than half-time or who work full-time for more than one-half the school year shall receive full seniority. Employees who work half-time or less shall receive pro-rated seniority. One full year of seniority equals full-time employment for a school year. If two or more employees have the same seniority date, then, for purposes of this Agreement, the relative order of seniority shall be determined by drawing lots.

**C. SENIORITY LIST**

No later than September 30 of each school year, the District shall post in each building and deliver to the Association a list showing the seniority of each employee employed by the Board.

**STAFF REDUCTION PROCEDURES**

**A. LAYOFF PROCEDURES**

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

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

- Relative skills, ability, and competence; and
- Seniority in the District

**B. RECALL PROCEDURES**

1. Employees who are reduced for staff reduction purposes shall have the opportunity for recall for fifteen (15) months from the effective date of layoff. This recall shall be subject to the Board of Directors and the Administration reaching an affirmative decision that the recall applicant has the ability to fulfill the open position in a manner consistent with the standard desired by the Board and Administration.
2. Employees who are recalled under the provisions of this Article will be placed on the salary schedule at the last step which they attained at the time of their layoff and their sick leave benefits accumulated as of the effective date of their layoff shall be restored.

**TRANSFER PROCEDURES**

**A. DEFINITION**

As used in this Article, the term “transfer” shall mean movement to a new grade level or curricular area of teaching.

**B. NOTIFICATION**

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

**C. VOLUNTARY TRANSFER PROCEDURE**

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

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

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

**D. INVOLUNTARY TRANSFERS**

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

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

**WAGES AND SALARIES**

**A. SCHOOL YEAR**

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

**B. HIRING SALARY SCHEDULE**

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

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

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

**C. CONTINUING EMPLOYEE SALARY**

**D. TEACHER SALARY SUPPLEMENT.**

From 2016-2017:

- TSS distribution will be equally distributed to all FTEs

**E. PLACEMENT OF NEW HIRES**

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

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

**F. HORIZONTAL ADVANCEMENT AND COMPENSATION**

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

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

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

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

**G. METHOD OF PAYMENT**

1. Pay Periods

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

- Each employee may elect to have one payment per month made on the 20<sup>th</sup>.
2. Exceptions  
When a pay date falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day.
  3. Final School Year Pay  
Each employee shall have the option of receiving all or any part of his/her earned contracted salary on the June pay period if the school is notified by June 1.
  4. Summer Checks  
Summer checks shall be mailed to the address designated by the employee or be available at the District office on or before the pay period days listed above.

#### **H. Teacher Salary Supplement**

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

### **INSURANCE**

#### **A. COVERAGE**

Board-provided insurance programs shall be twelve (12) consecutive months (beginning September 1st and ending August 31st). Employees new to the District shall be covered by Board-provided insurances no later than September 1 or the first day of the month of their initial employment, whichever comes last, as allowed by the Insurance carrier.

#### **B. DESCRIPTIONS**

The plan to be in effect is the plan in effect for the 2010-11 School year or its equivalent. Changes in plan **are not subject to negotiations.**

#### **C. SELECTION OF CARRIERS**

All insurance program carriers shall be selected by the Board. There shall be opportunities for summer pre-enrollment and other open enrollment as provided by the carrier. No reduction in benefits shall occur because of a change in carriers.

#### **D. BOARD-PROVIDED INSURANCE PROGRAMS**

##### 1. Health

Each employee covered by this agreement will be provided a single Health Insurance Plan. The Board will pay 83.5% of the single premium. The employee may elect a family plan. Premiums for the family plan will be deducted from the employee's monthly check.

### **SUPPLEMENTAL PAY**

#### **A. EXTRA-CURRICULAR ACTIVITIES**

##### 1. Approved Activities

The extra-curricular activities listed in Schedule B are official school-sponsored activities.

##### 2. Rates of Pay

Employee participation in extracurricular coaching or sponsorship, which extends beyond the contracted work day or during the employee's break time during the work day shall be compensated according to the rate of pay and/or other stipulations in Schedule B.

## **LEAVES OF ABSENCE**

### **A. ACCUMULATION BENEFITS**

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

### **B. NOTIFICATION**

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

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

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

### **D. PROOF OF ILLNESS**

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

### **E. EXTENDED LEAVE**

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

### **F. PERSONAL LEAVE**

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

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

### **G. PROFESSIONAL LEAVE**

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

**H. BEREAVEMENT LEAVE**

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

**I. JURY DUTY LEAVE**

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

**J. FAMILY ILLNESS**

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

**K. GOOD CAUSE LEAVE**

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

**L. PARENTAL LEAVE**

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

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

**M. MILITARY LEAVE**

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

**WORK DAY**

**A. WORK DAY**

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



**B. LUNCH PERIOD**

**C. PREPARATION/BREAK TIME**

**D. INCLEMENT WEATHER**

Employees shall not be required to report more than one-half hour before or remain after busses have departed on occasions of amended student attendance hours because of inclement weather. Employees shall not be required to report when student attendance is cancelled because of inclement weather.

**E. DUTIES OUTSIDE THE REGULAR WORK DAY**

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

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

**VACATIONS AND HOLIDAYS**

**A. VACATIONS**

Licensed Employees shall receive unpaid vacation on the following days:

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

**B. HOLIDAYS**

Licensed Employees shall receive five (5) paid holidays:

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

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

## **HEALTH AND SAFETY PROVISIONS**

### **A. PHYSICAL FITNESS**

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.

### **B. UNSAFE AND HAZARDOUS CONDITION**

Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being, as defined by federal and state statutes, rules, regulations, and recommendations in regard to employee health and safety.

## **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.

## **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.

### **PUNCTUALITY AND CLASSROOM SUPERVISION**

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

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

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

### **IN-SERVICE MEETINGS**

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

### **TEACHER RELATIONSHIPS**

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

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

### **TEACHER-STUDENT RELATIONSHIP**

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

### **WEATHER NOTICES**

In case of inclement weather or other appropriate reasons, announcements for a late start, early out, or no school listen to KICD107.7 FM/1240 AM (Spencer), Y100 FM (Emmetsburg/Spencer), KUOO 103.9 FM (Spirit Lake), KILR 95.9 FM (Estherville) or watch KTIV (NBC) – Channel 4, KCAU (ABC) – Channel 9 and KMEG (FOX) - Channel 15. When school is dismissed for weather reasons there will be no student activities in the building until such time as the weather permits school to be in session. Classified employees duties during such times are according to the individual contract. Gov Delivery will also be

utilized. The district's student management system, Infinite Campus, will put out also put out alerts. All staff will need to notify administration if they are not receiving messages from Infinite Campus.

### **MULTICULTURAL NONSEXIST APPROACH**

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

### **CAREER EDUCATION**

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

### **INFUSION TOPICS**

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

### **RESPONSIBILITIES TO PATRONS**

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

### **REPORTS**

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

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

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

### **MATERIALS AND SUPPLIES**

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

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

### **MATERIAL PREPARATION FOR CLASS USE**

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

### **MEETING SALES PERSONS**

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

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

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

### **USING MATERIALS FROM OTHER DEPARTMENTS**

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

### **WORKING IN OTHER DEPARTMENTS**

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

### **LESSON PLANS**

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

### **TEACHER ABSENCES**

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

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

### **STUDENT SUPERVISION**

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

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

### **PARTIES**

Parties for students and teachers, while desirable in many ways, present numerous problems when held during school hours. It is considered logical to permit students in kindergarten through sixth grade, to

observe birthdays and certain other days with brief parties. In grades seven through twelve parties will not be held. No exceptions are to be made in this regard. Incentive parties do not fall under this guideline, but should have prior approval of the administration.

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

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

### **SENDING STUDENTS TO TOWN**

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

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

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

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

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

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

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

### **STUDENT BULLETINS**

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

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

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

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

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

### **PUBLICITY**

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

### **OUTSIDE SPEAKERS**

Prior to scheduling any guest speaker, approval of the administration must be obtained. Such approval will be exercised in a manner consistent with the principles of free inquiry and expression. Approval will be withheld when the administration has reason to believe the appearance of a guest speaker would be disruptive to other individuals or to the educational process of the institution.

### **SELECTION OF INSTRUCTIONAL MATERIALS**

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

### **ISSUING TEXTBOOKS**

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

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

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

### **EXTRA DUTY SCHEDULES**

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

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

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

It is recognized that the total school program includes such events and activities as open-houses, faculty meetings and all other similar school type functions. It is understood that teachers may be required to attend or participate in these functions and programs. The administration will make an effort to schedule the meetings within the regular school day. Faculty meetings will not extend the work day by more than

30 minutes before school or 30 minutes after school. In no event should there be over 10 such meetings per year.

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

### **STUDENT LISTS**

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

### **ACTIVITY SCHEDULE**

A master activity schedule is developed by those directing activities for this school system. In scheduling activities other than those on the master schedule teachers or activity sponsors must clear the activity with the superintendent or principal in order to eliminate conflicts. Also consult the respective principal or the athletic director before making any marked changes in class or activity schedules.

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

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

### **EDUCATIONAL FIELD TRIPS**

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

### **DISCIPLINE**

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

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

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

1. All teachers imposed discipline has student self-discipline as its goal.
2. Student-teacher relationships are of the utmost importance in a good school climate. We do not approve of a military type discipline or one where teachers are yelling rather than telling students what is expected of them. Most problems can be solved with a common



sense approach and by treating students as thinking human beings. We, as teachers, must meet the students' needs and motivate them so they may become responsible and productive students.

3. In all our dealings with students we must keep in mind that in a well managed school, as in an organized society, there must be rules and regulations for the welfare of all involved. It is mandatory that each teacher insists these rules and regulations be followed.
4. Never handle a discipline problem in anger.
5. No teacher or other employee is to strike a student.
6. Sarcasm, threats, etc. do not solve problems. Think how degraded these tactics make one feel. This approach only compounds the original problem and often creates further problems much more difficult to solve than the original problem.
7. Each teacher is responsible for correct student behavior throughout the school or at school activities, whether at home or away. If a problem arises which the teacher cannot handle, he/she should contact the principal or the person in charge at the time.
8. Many discipline problems develop when students do not have a specific assignment to accomplish throughout the class period. Academic classes are not to be used as study halls or a place of visitation.
9. Insist that students come to class prepared so it is not necessary for them to leave during the period in order to secure needed materials.
10. Never tell a student they are suspended or expelled from a class, study hall, homeroom, etc. This determination is not the teacher's to make. In order for this to happen, board procedures must be followed.
11. Teachers are not to send students to study hall for discipline purposes. If a problem cannot be solved within the classroom then the student(s) should be sent to the office.
12. Before assigning after school time to a student for discipline reasons, make sure it is the best possible solution to the problem. When after school time is assigned, the teacher assigning the time must make sure arrangements have been made with the parent/guardian regarding transportation. The teacher is also required to be with the student assigned the after school time. Otherwise it has little effect.