

Emmetsburg Community School District Certified Staff Handbook & Procedures



2023-24 School Year

(Approved July 19, 2023)

It is the policy of the Emmetsburg Community School District not to illegally 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 the district's Equity Coordinator, Cory Jenness, Superintendent, 205 King Street, Emmetsburg, Iowa. 712-852-3201 E-mail cjenness@e-hawks.org .

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OPENING STATEMENT

Welcome Letter

Welcome to the 2023-24 School Year at the Emmetsburg Community School District. We are excited to have you as a member of our E-Hawk Family. This handbook is a general source of information and may not include every possible situation that could arise. It is not intended and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall govern.

If at any time an employee has questions about policies and procedures within their role in the District, the employee should contact the Building Administrator for clarification.

Definitions

An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.

"The district" means the Emmetsburg Community School District.

"Online learning platform" means Zoom, Google Classroom, Seesaw or any other web application used to conduct virtual learning.

"Parent" also means "guardian" unless otherwise stated.

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

"School facilities" includes school district buildings and vehicles.

"School grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.

School District Vision and Mission Statement

VISION:

Core Beliefs:

- Quality instruction
- Engaging environments

- Positive relationships and culture
- Administrative support

What We Do:

- We add value to everything we do

How We Succeed:

- By continuing to find unique ways to connect students

MISSION:

The Emmetsburg CSD believes we will create an environment of promoting growth and serving others.

Equal Opportunity Employment

The district will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. The district does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, sexual orientation and gender identity in its employment and personnel practices. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Advertisements and notices for vacancies within the district will contain the following statement: *"The Emmetsburg Community School District is an EEO/AA employer."* The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Emmetsburg Community School District, 205 King St., Emmetsburg, Iowa or by phone at (712) 852-3201.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to:

- The Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-800-669-4000 or TTY 1-800-669-6820, www.eeoc.gov/field/milwaukee/index.cfm

OR

- The Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, <https://icrc.iowa.gov/>.

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

Board Policies

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available at <https://emmetsburg.iowaschoolfinance.com/>. Employees are expected to know existing board policies and know to refer to the policies when necessary.

If you have questions about board policies, please contact Alyssa Enderson, Board Secretary or Cory Jenness, Superintendent.

Handbook Subject to Change

Although every effort will be made to update the handbook on a timely basis, the district reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The district reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

General Information

Lesson Plans

Lesson plans should be completed as to the specifications of your building principal.

Substitute Folder

All teachers must have a folder prepared for their substitute teacher. This folder must contain at a minimum the following items: Current Class Lists, Seating Chart, Bell Schedules, Schedule for Current Semester, phone list, Emergency Procedures, and current week Lesson Plans either in written form or provide digital access.

Purchases

We use the Vista Iowa accounting software program. All purchases will need to have prior approval before purchasing. If prior approval is not given, the person who ordered the materials will be responsible for payment.

The process for purchase orders will be as follows:

1. Following prior approval, the person requesting the item(s) will create a purchase order in Vista Iowa.
2. After entering the correct information (vendor, fax numbers, ordering instructions, quantity, cost, account information, etc.), please remember to click on the release for approval button.
3. The purchase order will be sent for approval to the building level administrator for first approval and then to the district office for final approval.
4. When approved, the person who submitted the purchase order will receive an email back with the needed signatures.
5. The person who submitted the purchase order will then order the materials. Please indicate if you want the office to fax in the order. If the purchase order doesn't contain that information, the office will not place the order.

Inventory Sheets

Add new equipment and supplies to your inventories, and include textbooks. Notify the office with a list of any additions, transfers and deletions from your room inventory before you check out for the summer.

Key/Fob

Each of you has a room key, an outside key, key fob, and a key to the office. Please make sure you lock the office up if you are in there after hours or on the weekends.

Emergent 3

The district uses an app for notifications of emergency situations. The app is downloaded at <https://apps.apple.com/us/app/e3-safety/id1608627445>. The administration will add you as a user. Once you activate your account, you will have 7 applications to choose from:

- **ADMIN:** This sends a notification to the administration team notifying them that you need assistance where you are located. This could be due to a disruptive student, angry parent, or another emergency situation.
- **EVACUATE (Move to Another Location):** Evacuate is used when there is a need to move people from one location to another for safety reasons. Some examples would be mechanical failures, such as power outages, gas leak, potential fire, etc. The classroom teacher or administrator is usually responsible for activating an Evacuation.
 - **Fire Drills -** Go over escape directions with each class that meets during the day. Write out the evacuation route on the blackboard or point out any posted signs. All personnel are expected to participate. Teachers take your Emergency Procedures Flip Chart and gradebook/class list, as you will be expected to report attendance to your building secretary.
- **HOLD (In Your Room or Area):** There are situations that require students and staff to remain in their classrooms or areas. Some examples would be an altercation in the hallway, medical issue that needs attention, or some maintenance issue. Usually an administrator will activate a Hold call.
- **LOCKDOWN (Locks, Lights, Out of Sight):** Lockdown is called when there is a threat or hazard inside the school building. Some examples would be intruders in the building, disgruntled parents, or former employees, and a report of a weapon. Once activated, Lockdown demands locking classroom doors and moving occupants out of the line of sight of windows, turning off lights, and maintaining silence. The Lockdown can be made by anyone who feels their safety is threatened.
- **SECURE (Get Inside, Lock Outside Doors):** The Secure Action is called when there is a threat or hazard outside of the school building. The Secure uses the physical facility to act as protection. The Secure Action means that all people will be locking all outside access points. Classroom activities would continue uninterrupted. Secure is usually reported by local emergency dispatchers to the school office.
- **SHELTER (State the Hazard and Safety Strategy):** Shelter is called when specific protective actions are needed based on a threat or hazard. Some examples could include tornadoes, hazardous materials situations, flooding, or other localized threats.
 - **Tornado Shelter -** We will proceed to your designated location via intercom signal with all students being seated with arms and hands over the back of their neck protecting their faces. Teachers take your

Emergency Procedures Flip Chart and gradebook/class list, as you will be expected to report attendance to your building secretary.

MEDICAL (Student/Adult Medical Emergency):

The Medical is activated if the health/well-being of a student/staff member is in question. Some examples could be seizures, fainting, possible heart attack, etc.

The Emergent 3 program is accessible by either using the app or their webpage.

Mailboxes/Email

All personnel should check and clear their mailboxes/e-mail at least once each day. There may be messages for you or your students that are important and have a deadline. Your mailbox/email should not be used as a file or storage. Visit your mailbox/email daily and keep it cleaned out. Salespersons will not be allowed to arbitrarily pass out sales brochures, flyers, propaganda and pamphlets in the mailboxes. Do not forward email that will cause you or the district embarrassment or litigation.

Adding Activities to the School Calendar

All activities should be approved through the Central Office. The central office staff will then add the activity to the electronic, online calendar. Once the event is placed on the calendar, the central office will contact the building administrator to confirm. Many activities will need administrative and/or board of education approval. Be sure to receive such approval before final plans are made or publicized.

Curfew for Students in the Building

Practice sessions and organizational meetings should start no earlier than 6:00 a.m and end no later than 9:30 p.m., unless prior authorization is received by Administration. All students should be out of the building by that time. Fridays and Saturdays are included within this policy.

Collaboration Time

Teachers will be required to participate in at least 36 hours annually of teacher driven collaboration time to deliver educational programs and assess student learning, or to engage in peer review pursuant to section 284.8, subsection 1.

Designated professional development (as long as practitioner collaboration is a substantial component of this professional development) or professional learning community time shall count toward the requirement.

Individual educator preparation time shall not count as collaboration time.

In the case “collaboration time” legislation changes or is eliminated, this article will reflect those changes.

COMPENSATION AND BENEFITS

The following ECSD Board Policies are applicable to this section can be found at:

<https://emmetsburg.iowaschoolfinance.com/policy/board-policies>

- 401.07 EMPLOYEE TRAVEL COMPENSATION

Licensure

An employee required to hold a license, authorization or certification for his/her position is solely responsible for ensuring it is current. Failure to do so could, and likely will, result in termination because by law the district cannot pay an employee who does not have a current license, authorization or certification. Specific information regarding an employee's license, authorization, or certification may be obtained from the Iowa Board of Educational Examiners (BOEE). The BOEE may be contacted by calling (515) 281-3245 or by visiting their website, located at www.boee.iowa.gov/.

Compensation (A New Salary Schedule Created FY24)

The salary of each employee is covered by the regular salary schedule (a new schedule will be built during the 2023-24 school year).

- The basic salary guide shall be interpreted as a general basis for issuing employees' contracts.
- The Board of Education reserves the right to withhold a salary increment when the services of an employee are considered below standard or professional stipulations are not met. The Board reserves the right to pay above the basic schedule to obtain or keep specifically qualified employees and institute any merit pay desired by the Board which system will be non-grievable under this contract.
- Employees on the regular salary schedule may be granted an increment or vertical step on the schedule for each year of service until the maximum on the schedule for their educational classifications is reached.
- It is agreed that if additional state funds become available by an increase in the per pupil allowable growth appropriation, 55% of the additional funds will be applied to the salary schedule provided these funds are sufficient to generate an increase of fifty dollars on the BA base.
- Career increment: The employee will receive 2.0% of BA Step 1 and after, as longevity pay after one year on the top step of BA24 and MA30 educational lane. Teachers who are receiving longevity pay who move up to the next educational lane will move down to the next step (if available) and those that move down a step will not receive longevity pay for the

Compensation for Extracurricular/Extra Duty Positions

An employee may volunteer or be required, depending on a given situation, to take on an extra duty position(s), with the extra duty being secondary to the major responsibility of the employee.

Employee participation in extracurricular activities which extend beyond the regularly scheduled day are listed on *Schedule B* of the Master Contract. Employees shall be compensated according to the rate of pay set forth in the extra duty schedule. It is understood and agreed that in addition to teaching duties and supplemental pay duties the employees shall perform some additional duties that shall not involve additional compensation.

Request for Lane Change

Credits must be obtained after achieving the last lane advancement and must be graduate-level credit from an accredited institution. This form is the first request by an employee in requesting advancement in salary classification for the following year. This form must be filed with the Superintendent by January 15th of the preceding contract year in which the change will become effective. Official transcripts must be submitted by September 1st of the year of the change in order for the salary to be amended and paid.

Teacher Leadership and Compensation (New TLC plan will be created 2023-24)

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

- Hire, develop, and retain effective teachers and allow for leadership opportunities.
- Increase collaboration and support for the PLC Process to support Teachers in making instructional decisions.
- Provide support for teachers in meeting the social emotional and academic needs of students during a pandemic
- Establish the 80% threshold for students meeting Priority Standards following Core Instruction

[ECSD TLC plan](#)

Group Health Insurance

A. Health and Major Medical Insurance -- The district will provide each employee whose employment status qualifies him/her for group coverage a choice of two

policies. The first is a \$1,000 deductible health insurance plan. The other option is a monthly contribution towards a High Deductible Health Savings Account.

B. Term Life Insurance -- The district will provide and place each employee, whose employment status qualifies him/her for group coverage, a term life insurance policy of ten thousand dollars (\$10,000). Income Protection Insurance -- The district will provide and place each employee, whose employment status qualifies him/her for group coverage, income protection insurance beginning with the 91st day of sickness/accident at a rate of 60% of the Gross Wage payable for accident and for sickness to age 65.

C. Vision & Dental Insurance- Each employee whose employment status qualifies him/her for group coverage will have the option to purchase, at his or her own expense, vision and/or dental insurance with payroll deduction.

Iowa Public Employees' Retirement System (IPERS)

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

EMPLOYEE RELATIONS

The following ECSD Board Policies are applicable to this section can be found at:

<https://emmetsburg.iowaschoolfinance.com/policy/board-policies>

- [401.02 EMPLOYEE CONFLICT OF INTEREST](#)
- [401.03 NEPOTISM](#)
- [401.05 EMPLOYEE RECORDS](#)
- [401.11 EMPLOYEE ORIENTATION](#)
- [402.1 RELEASE OF CREDIT INFORMATION](#)
- [405.2 LICENSED EMPLOYEE QUALIFICATIONS, RECRUITMENT, SELECTION](#)
- [405.9 LICENSED EMPLOYEE PROBATIONARY STATUS](#)
- [405.7 LICENSED EMPLOYEE TRANSFERS](#)

Background Checks

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

Evaluation

The purpose of teacher evaluation in the Emmetsburg Community School District is to determine effectiveness and promote continuous growth through the use of a meaningful evaluation process. Evaluation of employees on their skills, abilities and competences is an ongoing process supervised by the building principals and conducted by approved evaluators required by law.

[Emmetsburg Teacher Evaluation Manual](#)

Handbook Complaints

Handbook complaint procedures are a means of internal dispute resolution by which an employee may have their complaints addressed. The goal of the handbook complaint process is to, at the lowest level possible, secure equitable solutions to problems that arise.

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

- A. A grievance shall mean only a complaint that there has been an alleged violation of any of the specific provisions of this agreement not specifically excerpted from the grievance procedure.
- B. (1) Every employee covered by this agreement shall have the right to present grievances in accordance with these procedures.

(2) The failure of the grievant to act on any grievances within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

(3) It is agreed that any investigation or other handling or processing of any grievance by the grieving employee shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving employee or of the teaching staff.

C. (1) First Step: An attempt shall be made to resolve a grievance in informal, verbal discussion between the complainant and his or her principal. Complainants may also have an Association representative present for this and all subsequent steps of this procedure.

(2) Second Step: If the grievance cannot be resolved informally, the aggrieved employee shall file the grievance in writing, and, at a mutually agreeable time, discuss the matter with the principal. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the contract, and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within twenty (20) days from the date of occurrence of the event giving rise to the grievance or date of occurrence of the event giving rise to the grievance or when it should reasonably have been ascertained. The principal shall make a decision on the grievance and communicate it in writing to the employee and the superintendent within ten school days after receipt of the grievance.

(3) Third Step: In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved employee or local association shall file, within five school days of the principal's written decision at the second step, a copy of the grievance with the superintendent. Within ten school days after a written grievance is filed, the aggrieved and superintendent or his designee shall meet to resolve the grievance. This person shall not be the same person involved at the second step of the procedure. The superintendent or his designee shall file an answer within ten school days of the third step grievance meeting and communicate it to the employee and the principal.

(4) Fourth Step: Employees may appeal to the Board of Directors.

Mandatory Cooperation in Workplace Investigations

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

Mandatory Reporting of Post-Employment Arrests and Convictions

Any employee who is arrested or convicted of any criminal charges shall report such information to their Building Administrator within 24 hours. Failure to do so shall incur discipline, up to and including termination.

Transfers

Current protocol is as follows:

- A. The administration will notify current staff members of existing vacancies. The notification may be by posting or electronic methods such as an e-mail.
- B. A denial of the transfer to a vacancy existing at the time of such a request shall be in writing, followed up with a personal conversation with the Building Administrator.
- C. Any employee may apply for a voluntary transfer to another building by following the Emmetsburg CSD Standard Hiring Procedures.
- D. In the event that the Superintendent determines that involuntary transfers are necessary, the Superintendent shall give written notice to the affected employees by March 1. In the event of an administrative need arising after March 1, written transfer notice shall be delivered as soon as practicable.

Work Day

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

The school day shall be from 7:45am to 3:45pm, except that employees shall be able to leave on Fridays and holidays fifteen (15) minutes after dismissal of students. The policy regarding the length of the school day at each building should be implemented by the principal of each building, with the principal having authority to make minor changes for the building starting and dismissal time as practical, reporting these changes to the Superintendent of Schools. Faculty and staff meetings, if necessary, should be held during professional development/in-service times or from 3:20 pm-3:45 pm on a normal school day. An emergency meeting may be called at the discretion of the principals outside of the regular school hours; only in situations that could not have been pre-arranged or avoided. These meetings shall be held at the request of the building principal or the superintendent. The building administrator may adjust an individual's dismissal time at the administrator's discretion. The hours of part-time employees shall be proportionate to the fraction of the full-time contract under which they are employed.

This section does not apply to extra duty or committee assignments that receive a stipend or compensation.

We require school personnel; teachers and support staff to fill the positions needed for ticket selling/taking, supervision and parking at our numerous school activities throughout the year. In return for working at a minimum of three (3) events, school

personnel (and spouse if spouse works also) will receive an activity ticket good for full admission to all school sponsored events. These passes are not good for admission to events sponsored by the conference for state tournaments or meets.

Employees are to be in their assigned building during the work day. Employees need to notify the building office if they are going to leave the school building during the work day.

DISTRICT PROCEDURES AND GUIDELINES

The following ECSD Board Policies are applicable to this section can be found at:

<https://emmetsburg.iowaschoolfinance.com/policy/board-policies>

- [401.06 LIMITATIONS TO EMPLOYMENT REFERENCES](#)
- [408.1 LICENSED EMPLOYEE PROFESSIONAL DEVELOPMENT](#)
- [408.2 LICENSED EMPLOYEE PUBLICATION OR CREATION OF MATERIALS](#)
- [902.1 NEWS MEDIA RELATIONS](#)
- [902.2 NEWS CONFERENCES AND INTERVIEWS](#)
- [902.3 NEWS RELEASES](#)
- [902.4 LIVE BROADCAST OR RECORDING](#)

Child Labor

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

Copyright

The four tests for judging the "fair use" of copyrighted materials are: (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes, (2) the nature of the copyrighted works, (3) the amount and substantiality of the part used in relation to the copyrighted market for, or, value of, the copyrighted work. Time-Life Books and Encyclopedia Britannica have already filed suit against a copyright infringement because the agency was videotaping and making available educational television programs without the permission of the companies. More lawyers familiar with copyright laws are expecting a heavy volume of such cases because of the widespread use of photocopiers and recorders in the education business.

The agreement between publishers and educators also set forth guidelines for teachers on making single copies. The following are allowed:

- a chapter from a book;
- an article from a periodical or newspaper;
- a short story, essay, or poem;
- a chart, graph, diagram, cartoon, or picture;
- a short excerpt (up to 10 percent) of a unit of music such as a song or movement

A teacher may also make multiple copies, not to exceed one per pupil, for a classroom use of:

- a complete poem of less than 250 words;
- an excerpt of less than 250 words from a longer poem;
- a story, essay, or article of less than 2,500 words
- one illustration (chart, graph, picture, etc.) from a book or periodical up to 10 percent of a unit of music for academic purpose other than

performance;

A teacher may also copy a work, such as a score of music, in an emergency if one cannot be purchased in time, or may display a purchased copy of a copyrighted work through an opaque projector. However, a teacher may not do the following:

- copy in order to create anthologies or to substitute for them;
- copy from "consumable" works such as standardized tests, answer sheets, or class workbooks;
- copy on direction from higher authority;
- copy to substitute for the purchase of books, periodicals, or music;
- copy the same item from term to term without gaining permission.
- make multiple copies more than nine times in one term;
- copy more than one short work or two excerpts from one author's work in a term;
- make copies of music or lyrics for performance of any kind in the classroom or outside it;
- copy protected materials without inclusion of a notice of copyright.

Copyright Penalties Vary

A final point concerns penalties. If a court finds that a copyright has been infringed, it must award between \$250 and \$10,000 in damages for each infringement. Only if a teacher had "reasonable grounds" for believing the use was permitted by the copyright law can the damages be reduced.

A good source for further information is The New Copyright Law and Education, a 59-page booklet prepared by the Educational Research Service. Copies may be obtained for \$7. each from: Educational Research Service, 1800 Kent Street, Arlington, Va. 22209.

Discipline

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

The district uses progressive discipline procedures to prevent undesirable employee behavioral issues. In most cases, the district will follow the steps below. However, the

district may combine or skip steps depending on the facts of each situation and the nature of the offense.

Step One – Verbal Warning

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

Step Two – Written Warning

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

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

Step Three – Recommendation for Termination of Employment

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

Employee Recognition

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

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

Religious Holiday Celebrations in Public Schools

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

Prohibited Activities:

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

Permissible Activities:

- Including religious music selections during public holiday concerts if non-religious music is included
- Holding holiday concerts at religious sites if the concerts are also held at non-religious sites
- Displaying a “giving tree,” (e.g., a tree on which students hang donated items such as mittens, gloves, etc.)
- Displays of religious symbols when combined with other symbols of cultural and ethnic heritage such as Kwanzaa symbols, Frosty the Snowman, other festive figures, such as a “Happy Holidays” banner, etc.
- Displays of symbols representing many religious beliefs, even without non-religious symbols. But, just displaying symbols from Christianity and Judaism is an impermissible endorsement of dual beliefs. The display must present a message of pluralism and freedom to choose one’s own beliefs.

School Fees

Iowa law identifies the types of fees schools can charge. School districts only have the authority to charge fees for textbooks, school supplies, eye and ear protective devices, summer school, driver's education and transportation for students not eligible for free transportation. For those that are charged, the fees must be waived or reduced for those students who meet the eligibility requirements for free or reduced price meals. Students cannot be charged a fee for masks or other personal protective equipment.

Employees cannot charge a student fee for anything without prior consent of the Superintendent of Schools.

School Nutrition Program

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

School Publicity and Community Relations

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

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

CONDUCT IN THE WORKPLACE

The following ECSD Board Policies are applicable to this section can be found at:

<https://emmettsburg.iowaschoolfinance.com/policy/board-policies>

- **401.12 EMPLOYEE USE OF CELL PHONES**
- **401.12R1 EMPLOYEE USE OF CELL PHONES REGULATION**
- **401.04 EMPLOYEE COMPLAINTS**

Point of Emphasis

Employee Use of Cellphones (Board Policy 401.12)

The use of cell phones and other communication devices may be appropriate to provide for the effective and efficient operation of the school district and to help ensure safety and security of people and property while on school district property or engaged in school-sponsored activities.

The Board authorizes the use of cell phones as deemed appropriate by the superintendent. The use of cell phones in violation of board policies, administrative regulations, and/or state/federal laws will result in discipline, up to and including dismissal, and referral to law enforcement officials, as appropriate.

The superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cell phone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately owned cell phones for authorized school district business.

Employees may possess and use cell phones during the school day as outlined in this policy and as provided in the administrative regulation developed by the superintendent. Employees should not use cell phones for personal business while on-duty, including staff development times, parent-teacher conferences, etc., except in the case of an emergency or during prep time or break/lunch times. Employees, except for bus drivers, see below, are prohibited from using cell phones while driving except in the case of an emergency and any such use must comply with applicable state and federal law and district policies and regulations.

Cell phones are not to be used for conversations involving confidential student or employee information.

School bus drivers are prohibited from using any communication device while operating the bus except in the case of an emergency, or to call for assistance, after

the vehicle has been stopped. Any such use must comply with applicable state and federal law and district policies and regulations.

Employees violating the policy will be subject to discipline, up to and including discharge. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

401.12R1 Employee Use of Cell Phones Regulation

Cell phone Usage

1. Cell phones shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.
2. Cell phones should not be used to transmit confidential student or personal information either verbally or written.
3. Employees are prohibited from using a cell phone while driving as part of their work duties, unless in the case of an emergency, unless the vehicle has come to a complete stop and the gear is in park.

Employee Use of District-Owned Vehicles

Certain district employment positions may require regular and extensive travel. Due to the required duties of these positions, the district may provide certain positions with use of district-owned vehicles. Employees who utilize district-owned vehicles during their job duties are fulfilling the public purpose of meeting the needs of the educational community in an efficient, and time-sensitive manner. District-owned vehicles are purchased and maintained with public money and must be used strictly in accordance with fulfilling a public purpose. These vehicles represent the district in carrying out its educational mission. Therefore, district-owned vehicles will always be clearly marked to identify the district.

After use, district vehicles will be sanitized by the Maintenance Department in accordance with public health guidelines.

Fighting

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

Fraud/Unlawful Gain

Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement. The school district

will also file a complaint with the Iowa Board of Educational Examiners' as a violation of the employee's Code of Ethics and the district will also petition for license revocation.

Neglect of Duties

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

Offensive or Abusive Language

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

Performing Unauthorized Work While on Duty

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

Employee Searches

Employees should have no expectation of privacy in their classrooms, desks, computers or other school district provided space, or equipment. The school district may examine these items when needed. Anything on the school district's computers, server, website, online learning platform, etc. and in school district files, etc. are considered a public record and open to public inspection. If the school district conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. Should the school district get a request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability for any items of personal property which are placed in the desk or workspace which is assigned to employees.

Use of School Facilities and Equipment

The district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. Employees and families supervised by employees are permitted to use school facilities after hours for personal use. These events must be scheduled through the Business Office . After use, school facilities and equipment are to be sanitized by the employee in accordance with public health guidelines.

Abuse or misuse of school district or non-district owned property is to be reported immediately to the building administrator. Failure to do so will limit district responsibility and/or increase employee responsibility. It is expected all employees will use care and caution when using district and non-district property.

Abuse or misuse or unauthorized use of district property, private property, materials and/or equipment is subject to discipline, up to and including termination.

[Facility Use Agreement Form](#)

Use of Time

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

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

EMPLOYEE STANDARDS OF CONDUCT

The following ECSD Board Policies are applicable to this section can be found at:

<https://emmetsburg.iowaschoolfinance.com/policy/board-policies>

- [401.09 EMPLOYEE POLITICAL ACTIVITY](#)
- [402.4 GIFTS TO EMPLOYEES](#)
- [402.6 EMPLOYEE OUTSIDE EMPLOYMENT](#)
- [404 EMPLOYEE CONDUCT AND APPEARANCE](#)
- [404.1R1 CODE OF PROFESSIONAL CONDUCT AND ETHICS REGULATION](#)
- [404.R2 CODE OF RIGHTS AND RESPONSIBILITIES REGULATION](#)
- [903.2 COMMUNITY RESOURCE PERSONS AND VOLUNTEERS](#)

Academic Freedom

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

Dress and Grooming

We want to be treated like professionals by students and parents, so we need to look the part. Fridays are spirit days, not casual days. You are reminded you can wear E-Hawk gear or black and gold. Please keep in mind, you should always look professional. If you choose not to wear spirit wear, then you should dress as if it were any other day.

Employee Conduct and Appearance (Board Policy 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, groom themselves and conduct themselves in a manner appropriate to the educational environment.

Employees will conduct themselves in a professional manner. Employees will 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 effect on the educational process.

Licensed employees of the school district, including administrators, will follow the code of ethics for their profession as established by the Iowa Board of Educational Examiners.

That provision is detailed in the “Political Leave” section of this handbook.

Ethics – Board of Educational Examiners

School district employees are expected to perform their jobs in an ethical and honest manner consistent with board policy and the Iowa Board of Educational Examiners (BOEE) rules. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Professional Conduct and Ethics of the BOEE. The BOEE’s Code of Professional Conduct and Ethics constitutes mandatory minimum standards of practice for all licensed employees. While classified employees, except coaches, are not subject to the BOEE Code of Ethics, it is good guidance for all employees and recommended reading for classified employees as well.

For a copy of the ethics code, please visit

https://boee.iowa.gov/sites/default/files/boee_brochure_two_page_handout_current_re_v.10.02.19.pdf

Emmetsburg Community School District Sexual Harassment Procedures Manual

Failure to Complete Reports

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

Iowa Gift Law for Public Employees

See Board Policy 402.4

For more information on Iowa’s gift law, please visit

<https://educateiowa.gov/resources/laws-and-regulations/legal-lessons/gift-law>.

Insubordination

Insubordination is the disobedience, failure or refusal to follow the written or oral instructions of supervisory authority or to carry out work assignments and will not be tolerated. Insubordination will result in discipline up to and including termination.

School district employees shall contact their principal or immediate supervisor if there are concerns regarding working conditions.

Staff Technology Use

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

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

Theft

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

Treatment of Patrons of the District

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

Community Resource Persons and Volunteers (Board Policy 903.2)

The board recognizes the valuable resource it has in the members of the school district community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or

to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of school district volunteers is the responsibility of the superintendent.

District Approved Social Media Accounts

ECSD approves the use of social media accounts for communication with parents, students, and community. Any communication by a staff member that is associated with their professional responsibilities at ECSD must be on a separate account designated as a school associated account. The majority of communication will be conducted through Rooms. This is part of the E-hawk App through Apptegy. The ECSD limits accounts to Facebook or Twitter. Staff School Designated Accounts must be separate from the staff members personal account and approved by the Building administrator.

STUDENT AND CLASSROOM ISSUES

The following ECSD Board Policies are applicable to this section can be found at:

<https://emmetsburg.iowaschoolfinance.com/policy/board-policies>

- 402.2 CHILD ABUSE REPORTING
- 402.3 ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES
- 408.3 LICENSED EMPLOYEE TUTORING
- 502.8 SEARCH AND SEIZURE
- 503.5 CORPORAL PUNISHMENT
- 503.6 Physical Restraint and Seclusion of Students
- 503.6E1 Use of Physical Restraint and/or Seclusion Document Form
- 503.6E2 Debriefing Meeting Document
- 503.6R1 Use of Physical Restraint and Seclusion With Students
- 504.5 STUDENT FUND RAISING
- 704.6 ONLINE FUNDRAISING CAMPAIGNS – CROWDFUNDING

Abuse of Students by a School District Employee (Board Policy 402.3)

School district employees are encouraged to create professional relationships with students to assist with their learning. Employees must not create relationships with students that are unhealthy or illegal. Adults must always be able to be trusted and caring for students, but the district will not tolerate any inappropriate relationships.

Physical or sexual abuse of students, including sexual behavior, by employees will not be tolerated. Employees found in violation of this policy will be subject to discipline, up to and including termination.

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 I investigator. The school district has also arranged for a trained, experienced

professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators shall be listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy.

Child Abuse Reporting

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties. The definition of child abuse is in the accompanying regulation.

When a mandatory 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 mandatory 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 mandatory reporter shall file a written report with the Iowa Department of Human Services.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous three years. After July 1, 2019, employees who have previously taken mandatory reporter training will be required to take the two-hour training course before the expiration of their current training certificate. Once the training course has been taken, the certificate will remain valid for three years. Employees who have taken the post-July 1, 2019 two-hour training course will take the one-hour follow up training course every three years and prior to the expiration of their certificate.

Child Abuse Reporting Regulation 402.2R1

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

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

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

Child Abuse Defined

"Child abuse" is defined as:

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

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

Reporting Procedures

Licensed employees, including teachers and school nurses, are required to report, either orally or in writing, within twenty-four hours to the Iowa Department of Human Services (DHS) 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 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 following information:

- name, age, and home address of the child;
- name and home address of the parents, guardians or other persons believed to be responsible for the 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. DHS is responsible for investigating the incident of alleged abuse.

Corporal Punishment, Restraint, and Detaining Students

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

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

Chapter 103 - Corporal Punishment, Restraint & Physical Confinement, Detention **(See Board Policy 503.6 for full policy)**

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 prevent harm to persons or property.

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and 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

Field Trips

The Building Principal is delegated the authority by the superintendent to approve local school activities and those activity trips within the state. Parental permission has been obtained at registration; however, we will still send home permission slips for trips that are out of town. All overnight trips require a parent permission slip.

Applications for out of state need Board approval and shall contain information about the nature of the activity, the purpose, the number of students involved, and the time required, the means of financing the event, and any other pertinent information. Only one group will be allowed to schedule field trips requiring transportation per day.

Individuals with Disabilities Education Act (IDEA)

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

Standardized Testing and Assessment

Assessment is an important part of the education process and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Board of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in discipline, up to and including termination.

Student Records

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

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

Transporting Students by Employees (Board Policy 904.01)

Generally, transportation of students is in a motor vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

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

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

HEALTH AND WELL-BEING

The following ECSD Board Policies are applicable to this section can be found at:

<https://emmetsburg.iowaschoolfinance.com/policy/board-policies>

- 507.2 ADMINISTRATION OF MEDICATION TO STUDENTS

Anti-Bullying and Anti-Harassment

The district is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. 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.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while in school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

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 regulation, 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.

Retaliation Prohibited

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.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

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” mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the individual in reasonable fear of harm to the individual’s person or property.
 2. Has a substantial detrimental effect on the individual’s physical or mental health.
 3. Has the effect of substantially interfering with the individual’s academic or career performance. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- **“Trait or characteristic of the individual”** 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

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 10 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or the superintendent's designee or name the position if not the superintendent] (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 as defined in board policy. Upon completion of the investigation, the investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

School Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the 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.

Individuals who knowingly file false bullying and/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.

Bloodborne Pathogens

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

Communicable Diseases – Employees

Employees who are ill are encouraged to stay home.

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term “**communicable disease**” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school district’s bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping.

Employee Injury on the Job

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

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

It is the responsibility of the employee injured on the job to inform the Building Principal within twenty-four hours of the occurrence. It is the responsibility of the employee’s immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

Employee Physical Examination

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

The cost of the initial examination will be paid by the District. The form indicating the employee can perform the duties, with or without reasonable accommodation, for which the employee was hired, must be returned prior to the performance of duties. The cost of bus driver renewal physicals will be paid by the school district. The school district will provide the standard examination form to be completed by the personal physician of the employee or a certified medical examiner for bus drivers.

Employees whose physical or mental health, in the judgment of the administration, may be in doubt must submit to additional examinations to the extent job-related and consistent with business necessity, when requested to do so, at the expense of the school district.

The district will comply with occupational safety and health requirements as applicable to its employees in accordance with law.

Hazardous Chemical Disclosure

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

Smoke and Tobacco Free Workplace

The district is committed to providing a safe and healthy workplace and to promoting the health and well-being of employees. As required by Iowa Code Chapter 142D, the Iowa Smokefree Air Act, and also motivated by a desire to provide a healthy work environment, the district prohibits smoking, and the use of tobacco and nicotine products as cited in board policy, on all school grounds and in school vehicles.

Substance Free Workplace

Alcoholic beverages, illegal substances, and legal substances used illegally shall not be consumed at any time during the employee's work shift. It is in violation of school district work rules for an employee to report to work in an unsafe condition, or in a

condition which impairs the employee's judgment or performance of job functions due to the use of alcohol or other substances. Unauthorized possession or use of alcoholic beverages or other substances during work hours, while on district time or property, or while engaging in district business will result in discipline, including termination.

It is a violation of the federal Substance-Free Workplace law for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 124.

"Workplace" is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes off school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who operate school vehicles are subject to mandatory random and scheduled federal drug and alcohol testing if a commercial driver's license is required to operate the vehicle and the vehicle transports sixteen or more persons including the driver. For regulations and forms please visit the Federal Motor Carrier Safety Administration website located at: <https://www.fmcsa.dot.gov/regulations>.

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

LEAVES AND ABSENCES

Absenteeism

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. The board has established an attendance goal for both students/staff at 95%. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday.

- If you know you are going to be gone in advance please complete the leave request in Employee Self Service. The number of substitutes available to the District is limited. Please submit leave requests with as much lead time as possible.
- Evening before/Morning of: contact please contact your building principal. All leave must be submitted in the Employee Self Service within the week of being gone.

Personal Illness (Sick) Leave

Personal illness leave ensures that employees can take care of health needs. Employees who are ill are encouraged to stay home.

Fourteen (14) days sick leave for the first year to any employee new in the system. The schedule for sick leave each consecutive year for all teaching personnel until the maximum of one hundred thirty (130) days is reached is as follows:

First Year of Employment	14 days
Second Year of Employment	11 days
Third Year of Employment	12 days
Fourth Year of Employment	13 days
Fifth Year of Employment	14 days
Sixth Year of Employment	15 days

- (1) Employees will verify their sick leave through the Employee Self Service application.
- (2) An employee who is unable to work because of personal illness or disability and who has exhausted all available sick leave shall be granted a leave of absence without pay for the duration of such illness or disability through the end of the school year.
- (3) In the event that a teacher of the Emmetsburg Community School District should be medically disabled and have no sick leave days remaining, which shall after the passage of time, ninety (90) days and shall be eligible for Long Term Disability, the following procedure shall be implemented:

- a. The teacher shall receive the difference between his/her salary and the substitute's pay. This shall be enforced until the teacher reaches the ninety-one (91) day limit for Long Term Disability to be initiated.

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness or family member'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 is within the discretion of the board or the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee will comply with appropriate policies and procedures on employee leave.

Parental Leave (Adoption)

Ten (10) days adoption leave shall be available to employees for the adoption of a child. The leave shall be taken the first four weeks of the receipt of the child. The leave shall be deducted from sick leave. If there is not sufficient leave available, the leave shall be unpaid under FMLA.

Personal Leave

At the beginning of every school year each employee shall be credited with three (3) days for the employee's personal use. An employee planning to use a personal leave day shall notify the building principal at least three (3) days in advance, except in cases where such notice is impractical. The three (3) days will be at no cost to the teacher. "Personal Leave during the first five (5) days of the school year or the last five (5) days of the school year is discouraged. In order for the personal leave to be granted during those days a meeting must be set with your administrator to discuss reasoning for the personal leave." No more than (3) requests per building per day will be granted by the building principal except in the case of exceptional circumstances. One (1) day may be used either the day preceding or the day after the following vacation periods: Thanksgiving, Christmas and Easter. Any personal days may be used when medical circumstances are at issue. Personal days may be accumulated to a maximum of (4) days in one year if one is available from the previous year to carry over. Any unused personal leave days will be reimbursed to the employee's per diem rate of pay. If an employee has three (3) personal days remaining at the end of the year, two (2) of those days will be reimbursable and one (1) will carry over. If an employee has two (2) days of unused personal leave, one (1) day will be carried over to the next year and one (1) day will be reimbursable. If an employee has one (1) day of unused personal leave, one (1) day will be carried over to the next year and no days reimbursable.

Special provision Leave: For a school-sponsored event, personal leave may be used directly before or after a holiday or in the first five days or the last five days of school.

Serious Illness/Family Medical/Bereavement Leave

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

Each employee may request up to a total of ten (10) days per year, non-accumulative, which can be used in the event of serious illness or death of an employee's:

- *spouse, child, brother, sister, parents
- *grandchild, aunt, uncle, son or daughter-in-law
- *father or mother-in-law, brother or sister-in-law, grandfather, grandmother, stepmother, stepfather, nephew, niece, spouse's grandparents
- *any other member of the immediate household

Serious illness is defined as hospitalization or extended home care following hospitalization.

Bereavement-In the event of the death of an employee or student in the district, the principal or immediate supervisor of the employee or student, may grant to an appropriate number of employees' sufficient time to attend the funeral. The Superintendent may at his/her discretion grant up to one (1) day, per year, of paid bereavement leave in the event of the death of a friend or relative outside the employee's family as defined above. If the employee requests additional days to attend a funeral any unused personal days must be used, if the employee has no remaining personal days, a day may be granted where the employee receives their normal daily pay less the current rate for a substitute.

Family Illness: Employees may request up to ten (10) days permitted in this section to be used for the illness of the employee's spouse, children and/or any other member of the family. Illness includes ailments not requiring hospitalization. Family is defined as a spouse, child or parent not necessarily living in the employee's home and also to include members of an employee's household.

Leaves used under family or serious illness shall be deducted from the regular sick leave days as identified under Section A.

Emergency Leave

Each employee may request up to two (2) emergency leave days per school year. To be eligible for an emergency leave, the request must be for an extraordinary and unique circumstance and all other leave categories are not applicable. The superintendent may at his/her discretion grant this leave, however, such leave shall be non-presidential and shall not be grievable under this contract.

An Emergency Leave Bank is available to certified employees covered by this contract. A certified employee may use days from the Emergency Leave Bank after the employee has used all allowable days as stated in Article II, Section A and E and all

allowable personal days as stated in Article II, Section 1. The days may be used for emergency situations under this Article. No teacher may use more than fifteen (15) days in one (1) contract year from the bank.

Emergency Sick Leave Bank

Each certified employee covered by this contract may contribute up to ten (10) days to the Emergency Leave Bank. The days shall be deducted from the employee's accumulated sick leave at the end of the school year and the employee must notify the Business Office at the time of the check-out of his/her desire to donate to the bank and how many days the employee will donate. The Emergency Leave Bank accumulation maximum is one hundred (100) days. The Business Office will provide the Association with the verification of the bank's total number of available days no later than September 15th of the current school year.

Family and Medical Leave

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

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

Jury Duty

The board will allow licensed employees to be excused for jury duty unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist.

Employees who are called for jury service shall notify the direct supervisor within twenty-four hours after notice of call to jury duty and suitable proof of jury service pay must be presented to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Licensed employees will receive their regular salary. Any payment for jury duty shall be paid to the school district.

Military Service

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

(1) Leaves of absence are granted for military purposes but are not to exceed the enlistment or draft period. On completion of the military service, the individual is entitled to reinstatement at the same salary he would have received had not he taken such leave, but subject to the following conditions: that the position was not abolished; that he is physically and mentally capable of performing the duties of the position; that he makes written application for reinstatement to the Superintendent of Schools within ninety (90) days after termination of military service and that he submits an honorable discharge from the military service.

(2) A leave of absence will be granted for reservists for training purposes but not a period exceeding a total of thirty (30) days in any calendar year. Leaves for training purposes are granted without loss of pay, but employees are expected to take such training during times when school is not in session whenever possible.

Political Leave

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

The licensed employee will be entitled to one period of leave to run for the elective public office, and the leave may commence 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 of schools at least thirty days prior to the starting date of the requested leave.

Unpaid Leave

Unpaid leave may be used to excuse an absence not provided for in other leave policies of the board. Unpaid leave for employees must be authorized by the superintendent. Leaves of absences without pay are not encouraged and such requests will generally be denied.

Unpaid leave may be granted with Board or their designee approval when a substitute replacement is available for the following purposes:

(a) Educational improvement leave of up to two (2) years, with appropriate application at an accredited college or university, reasonably related to professional responsibilities

(b) Family illness for up to one (1) year for the purpose of caring for a sick or injured member of employee's immediate family

(c) Parental leave, for purposes of child care, not to exceed the balance of the school year, beyond the time of medical confinement for childbirth or for the time taken for adoption

(d) Other temporary leaves for good and sufficient reasons

Upon return from unpaid leave the employee shall receive training lane advancement for additional credits earned during such leave.

When a leave application is rejected, the employee will be given a written notice of reason(s) promptly.

An employee granted an unpaid leave of absence under 1.(a) or 1.(b) above must reaffirm his or her intention to return to the district by giving written notification to the Superintendent of Schools during the January preceding the commencement of the school year in which the employee intends to return.

Professional Leave

SAFETY AND SECURITY

Asbestos Notification

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

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

Building Security

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

Employees are to notify the building office when there is a concern about anyone they observe in the building that may constitute a threat or be a disruption to the learning environment.

Employees are to notify the building administration immediately if they have lost their keys or fob.

School personnel are not to loan keys, fobs or codes to students or non-school persons.

Your room or area should be **locked** when not in use. Ensure all student information protected under FERPA is secured at all times. Before leaving for the day the projector is shut off, computer locked/logged out, and lights turned off

Drills and Evacuations

Periodically the district holds emergency fire and tornado drills. Specifically, two fire drills and two tornado drills in each school building before December 31 and two fire drills and two tornado drills in each school building after January 1 of each school year. In addition, the district will hold one emergency operations drill. At the beginning of each semester, teachers must notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas must be posted in all rooms. When drills are staged, every staff member and student must follow proper procedures.

Emergency Closings, Inclement Weather and Other Interruptions

Because of severe weather, it is necessary to establish personnel and activity policies relative to procedures to be followed if school is canceled or dismissed early to maintain consistency throughout the school system. It is recognized that the primary purpose of school is to provide a margin of safety, especially for those rural students to ride school buses or drive.

A. If school is canceled for the day prior to the time that buses are dispatched to their routes or if buses are dispatched but are turned around to take students home before classes begin:

1. Teachers will not be expected to report for duty within their building unless they are told to do so.
2. Status of classroom aides will be the same as for teachers above.
3. Office personnel will not be expected to report to duty unless notified to do so.
4. All activity practice or performance sessions scheduled for the morning shall be canceled.
5. Additional practice sessions for the morning shall not be scheduled. A decision will be made later in the day relative to afternoon and evening practices and performances by the school administration.

B. If it is announced that the morning session will begin two hours late:

1. Teachers will be expected to report by 9:45 a.m.
2. Status of classroom aides will be the same as for teachers above.
3. All practice sessions scheduled for that morning will be canceled.

C. If school is dismissed early:

1. Afternoon and evening activity practice sessions shall be canceled. An announcement will be made as soon as possible relative to performance or competitive activities that are scheduled for that evening.

Staff Identification Badges

An identification badge shall be issued to each employee. Badges shall be worn when the employee is on duty and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard. If an employee comes to work without the

permanent badge, The loss of a permanent badge shall be immediately reported to building administration, who will issue a replacement badge at a cost to the employee. Badges remain the property of the district and shall be returned to building administration at the time of resignation, retirement or termination.

Threats of Violence

All threats of violence - whether oral, written or symbolic - against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for discipline if the threat impacts the orderly and efficient operation of the school. Employees engaging in threatening behavior will face discipline, up to and including termination.

Visitors/Guests

The board welcomes the interest of parents and other members of the community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must notify the principal of their presence in the facility upon arrival.

Individuals who wish to visit a classroom, whether in person or remotely, while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and class disruption can be minimized.

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

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

Weapons

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

Employees are prohibited from bringing weapons and other dangerous objects on school grounds. Weapons under the control of law enforcement officials or other

individuals specifically authorized by the board are exempt in accordance with law and board policy.

TERMINATION OF EMPLOYMENT

Contract Release – Licensed Employee

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

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

Resignation – Licensed Employee at Year End

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

Reduction in Force/Furlough (Board Policy 407.5)

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

The reduction in licensed employees, other than administrators, will be done through normal attrition if possible. If normal attrition does not meet the necessary reduction in force required, the board may terminate licensed employees.

It shall be the responsibility of the superintendent to make a recommendation for termination to the board. The process for reduction in force shall be as follows:

- Endorsements and educational preparation within the grade level and subject areas in which the employee is now performing;
- Relative skills, ability and demonstrated performance;
- Qualifications for co-curricular programs; and

- Number of continuous years of service to the school district. This will be considered only when the foregoing factors are relatively equal between licensed employees.

Due process for terminations due to a reduction in force shall be followed.

Retirement (Board Policy 407.3)

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

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

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

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

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

APPENDIX

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the ECSD Employee Handbook . I understand the employee handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult building administration with any questions I have about the contents of the employee handbook or any questions that I feel were not addressed.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended and does not constitute a contract between the district and any one or all of its employees.

Employee's Signature

Date

Employee's Name (Printed)

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