

# Emmetsburg Community School District



## Support Staff Handbook 2023-24 School Year

## **TABLE OF CONTENTS**

|                                      |    |
|--------------------------------------|----|
| Equal Opportunity Employer Statement | 5  |
| Complaint Procedures                 | 5  |
| Anti-Bullying/Harassment             | 6  |
| Sexual Harassment Procedures         | 7  |
| Dress Code                           | 7  |
| Definition of Support Personnel      | 7  |
| Recruitment & Selection              | 7  |
| Qualifications                       | 7  |
| Letter of Assignment                 | 8  |
| Assignment & Transfer                | 8  |
| Insurance                            | 8  |
| Vacation                             | 8  |
| Evaluation                           | 8  |
| Support Personnel-Physical Exam      | 8  |
| Workman Compensation                 | 9  |
| Resignation                          | 9  |
| Suspension/Dismissal                 | 9  |
| Absenteeism                          | 9  |
| Personal Illness                     | 9  |
| Family Sick/Medical                  | 10 |
| Paternal Leave (Adoption)            | 10 |
| Bereavement Leave                    | 10 |

|                                       |    |
|---------------------------------------|----|
| Emergency Leave                       | 10 |
| Personal Leave                        | 11 |
| Jury Duty                             | 11 |
| Military Service                      | 11 |
| Leave of Absence w/o Pay              | 11 |
| Organizations                         | 11 |
| Relations to Professional Staff       | 12 |
| Fighting                              | 12 |
| Relations to Pupils & Public          | 12 |
| Replacements                          | 12 |
| Substitute                            | 12 |
| Hourly Rate                           | 12 |
| Employee Use of Cell Phone            | 12 |
| Appendix A: Working Guidelines        | 14 |
| Clerical                              | 14 |
| Paraeducator                          | 15 |
| Maintenance                           | 16 |
| Bus Driver                            | 17 |
| Food Service                          | 18 |
| Appendix B: Required Notices          | 19 |
| Abuse of Students by School Employees | 19 |
| Child Abuse Reporting                 | 19 |
| Directory Information                 | 19 |
| Drug Free Workplace                   | 19 |

|                                              |    |
|----------------------------------------------|----|
| Employee Right to Know Law                   | 20 |
| Multicultural Gender Fair                    | 20 |
| Public Record                                | 20 |
| School District Exposure Control             | 20 |
| Communicable Diseases                        | 21 |
| Appendix C: Transportation                   | 24 |
| Maintenance of Bus                           | 24 |
| Rules of Procedures for Bus Drivers          | 24 |
| School Bus Behavior Policy                   | 24 |
| Special Trip Procedures                      | 25 |
| Discipline on Special Trips                  | 26 |
| Gassing Bus on Special Trips                 | 26 |
| Expense Reimbursement                        | 26 |
| Emergency Procedures                         | 26 |
| School Delays/Cancellations                  | 26 |
| Early Dismissal                              | 26 |
| Blizzards                                    | 27 |
| School Bus Driver Liability for Pupil Injury | 27 |
| Appendix D: Job Descriptions                 | 28 |
| Buidling Secretary                           | 28 |
| AD Secretary                                 | 30 |
| Food Service Director                        | 31 |
| Cook/Server                                  | 33 |
| Paraeducator                                 | 35 |

|                               |    |
|-------------------------------|----|
| Library Associate             | 37 |
| Transportation Supervisor     | 38 |
| Bus Driver                    | 40 |
| Maintenance/Facility Director | 41 |
| Custodian                     | 43 |
| School Nurse                  | 46 |
| Transportation Secretary      | 48 |
| Central Office Assistant      | 50 |
| Human Resource Assistant      | 52 |
| Signature Page                | 54 |

### **EQUAL OPPORTUNITY EMPLOYER**

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](http://www.eeoc.gov/field/milwaukee/index.cfm)

OR

- The Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, <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

### **COMPLAINT PROCEDURES**

The purpose of this complaint procedure for support staff of the Emmetsburg Community School District is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the welfare or working conditions of the support staff. Nothing herein will be construed as limiting the right of any staff member having a complaint to discuss the matter informally with any appropriate member of the administration and having contained

herein will be construed as limiting the right of any staff member having a complaint to initiate informal and formal procedures concurrently.

For a complaint to be considered within this procedure the complainant(s) must initiate the procedure within twenty (20) working days of the occurrence of the alleged complaint by requesting an appointment with the staff member's supervisor or his/her designate for the purpose of discussing the alleged complaint. The staff member and the supervisor or his/her designate may each have another person present if they so choose.

The complainant's supervisor or his/her designate must grant an appointment within five (5) working days of the complainant's request.

Should the discussion between the complainant and his/her supervisor or his/her designate not result in a mutually satisfactory solution of the alleged complaint, the complainant shall file a written complaint with the Superintendent of the district within five (5) working days. Information copies shall be sent to the complainant's immediate supervisor or his or her designate. The written complaint shall specify the nature of the problem, consequences to the district or to the staff member, should the issue not be satisfactorily resolved in the complainant's perspective, the specific resolution of the complaint recommended by the staff member.

The complaint shall be heard by the Superintendent or his/her designate within ten (10) working days of his/her receipt of the complaint. Written notice of the time and place of hearing shall be given five (5) working days prior thereto to the complainant, his/her representative (if any), the supervisor of the complainant, or his/her designate, and the Personnel Office (if applicable).

Within five (5) working days of the hearing of the complaint, the Superintendent or his/her designate shall communicate in writing to the complainant and all other parties officially present at the hearing, his/her decision which shall contain supporting reasons therefore.

If the complainant finds the decision of the Superintendent or his/her designate unsatisfactory, he/she shall so notify the Superintendent or his/her designate in writing within five (5) working days of receipt of the Superintendent's or his/her designates decision. The Superintendent shall see that the complaint is placed as an item of business on the agenda at the next regular meeting of the Board of Education or at a special meeting called for that purpose. The complainant has the right to request either an executive session or public session, and shall have the right of representation before the Board. For district purposes, the decision of the Board of Education is final.

#### **General Provisions:**

No reprisals of any kind will be taken by the Board of Education or by any member of the administration against any party in interest or any participant in the complaint procedure by reason of such participation.

The filing or pendency of the complaint under this procedure shall in no way operate to impede, delay, or interfere with the right of the Board to take any action complained of subject, however, to the final decision on the complaint.

Failure at any step of this procedure to communicate decisions at several levels and in the manner required at the respective level shall permit the complaint to proceed to the next level. Failure at any step of this procedure to appeal a complaint to the next level within the specified time limits shall be deemed an acceptance of the decision rendered at that level and this procedure shall terminate for the given complaint.

All documents, communications and records pertaining to the complaint procedure shall be filed separate from the personnel files of participants.

#### **ANTI-BULLYING/HARASSMENT**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Board. The Board is committed to providing all students with a safe and civil school environment in which all members of

the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The Board prohibits harassment, bullying, hazing, or any other victimization of students based on any of the following actual or perceived traits or characteristics, including but not limited to, age (actual or perceived), 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. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

### **Emmetsburg Community School District Sexual Harassment Procedures Manual**

#### **DRESS CODE**

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.

#### **DEFINITION OF SUPPORT PERSONNEL**

The term support personnel of the Emmetsburg Community School District shall include the following employees whether full-time or part-time: (1) custodial and maintenance employees; (2) clerical employees; (3) teacher paraeducators; (4) lunchroom employees; (5) bus drivers; and (6) extra help or summer maintenance.

Job specifications and job descriptions shall be established by the School Administration for all positions that require support personnel. Job Descriptions and specifications will be listed in the appendix of the support staff handbook. The manual shall be reviewed and revised as part of the planned evaluation program within the school system. All job descriptions and job specifications shall be approved by the Board of Directors.

#### **RECRUITMENT AND SELECTION**

Recruitment and selection of support personnel for the Emmetsburg Community School District shall be the responsibility of the administration. Whenever possible, the preliminary screening of candidates shall be conducted by the director who will be directly in charge of the personnel being hired. The Superintendent of Schools shall have the authority to delegate recruitment and selection responsibilities to staff members. Names of recommended support staff will be presented at the next meeting of the board. Selection shall be based upon the merits of the candidates without regard to race, religion, or marital status.



### **QUALIFICATIONS**

Selection of candidates for Emmetsburg Community School District shall be determined on the following factors: (1) training, experience and skill; (2) nature of the occupation; (3) demonstrated competency; (4) suitability for the position; and (5) must possess or be able to qualify for state license if this is required by law.

### **LETTERS OF ASSIGNMENT**

Letters of assignment with full-time support personnel of Emmetsburg Community School District shall be in writing and shall state the school year of the contract and the rate of pay.

### **ASSIGNMENT AND TRANSFERS**

Personnel are hired to work for the School District, not a specific building. However, changes in assignment may be initiated by an employee submitting a request to his or her immediate superior or by the immediate superior initiating the request.

Whenever possible, vacancies in positions which carry a higher classification are filled by promotion of employees rather than by seeking new applicants outside the organization.

All re-assignments shall be made only after discussion by those principally concerned and with the full knowledge of all related parties. Final action on reassignments shall not be taken until approval has been given by the Superintendent of Schools.

### **INSURANCE**

Classified employees that work 30 or more hours per week, may be eligible for group insurance benefits as determined by the board and required by law. The board shall select the group insurance program and insurance company.

### **VACATIONS**

Full-time regular employees of Emmetsburg Community School District (who work 12 months during the year) are entitled to two weeks of vacation with pay. Full-time regular employees (who work 12 months per year) for ten (10) years or more are entitled to three (3) weeks of vacation pay. The superintendent has discretion to deviate from this process..

The Superintendent of Schools shall establish a vacation schedule for all support staff of the district.

Vacation time may not accrue from one year to the next and except in cases of emergency, employees may not be employed for extra wages during vacation periods.

Separate holidays--Every employee of the school district shall be entitled to be absent from work on Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, and Independence Day. See job specific variations.

### **EVALUATION**

The Superintendent of the Emmetsburg Community School District or building principal shall be responsible for the continuous evaluation of the support staff of the district.

Supervisors of support staff shall submit such evaluations in writing to the Superintendent in such manner and at such times as may be determined by the Board of Directors and the Superintendent.

### **SUPPORT PERSONNEL--PHYSICAL EXAMS**

All full-time and regular part-time employees of the Emmetsburg Community School District are to present evidence of good physical health prior to their initial employment. Examination forms shall be provided by the School District and the expenses for the examinations shall be paid by the School District with a maximum allowable.

Bus drivers shall be required to take physical examinations annually at the expense of the district. The administration may request any employee to have a physical examination if it appears that the person's physical welfare is impairing his/her

performance. Food Service staff and Custodial staff will be required to complete a Physical Capacity Profile at Palo Alto County Hospital at the cost of the district to demonstrate that all tasks within their job classification can be met.

### **WORKMEN'S COMPENSATION**

Workmen's compensation is provided for all employees of the Emmetsburg Community School District for personal injuries arising out of and in the course of the employment of such persons. Compensation is made, within the limits of state law and regulations, for time lost and payment of medical hospital fees when an injury is suffered on the job. Because of strict state regulations, all accidents must be reported by the employee to his/her immediate superior or building principal and Superintendent's office immediately.

The First Report of Injury form will be completed at the Superintendent's Office with the assistance of the party involved. Medical attention should be obtained as soon as possible after the injury if such is necessary. The attending doctor will report his or her findings to the school board office.

### **RESIGNATION**

Resignations shall be in writing, signed by the resigning party and directed to the Superintendent of Emmetsburg Community School District and referred by him/her to the Board of Directors with his/her recommendations.

The Board recognizes that there are some circumstances which force an employee to request a release from a contract before the expiration date of the contract; therefore, personnel will be released from their contracts at any time that suitable replacements can be secured.

Each employee under contract is expected to fulfill his/her contractual obligations by notifying the superintendent or his/her designated representative of his/her intention to resign at least two weeks prior to the expected date of termination.

All employees serving under a Letter of Assignment are expected to give at least two weeks written notice.

### **SUSPENSION/DISMISSAL**

Employees of the Emmetsburg Community School District shall perform their assigned job, with respect to board policy and obey the law. The superintendent is authorized to suspend a support employee pending board action on a discharge, for investigation of charges against the employee, or for disciplinary purposes. It shall be in the discretion of the superintendent to suspend a support employee with or without pay.

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

### **ABSENTEEISM**

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday.

- If you know you are going to be gone in advance please complete the leave request in the Employee Self Service app. 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 your building administrator via text message or phone call. The building administrator will contact Angie. Please remember to enter your leave into Employee Self Service by the end of each work week.

**SICK LEAVE:**

Support personnel of Emmetsburg Community School District who work 20 hours or more per week, shall be granted leave of absence for personal illness or injury with full pay at the rate of:

|                                    |         |
|------------------------------------|---------|
| The first year of employment-----  | 14 days |
| The second year of employment----- | 11 days |
| The third year of employment-----  | 12 days |
| The fourth year of employment----- | 13 days |
| The fifth year of employment ----- | 14 days |
| The sixth year of employment-----  | 15 days |

The above amounts shall apply only to consecutive years of employment in the same school district and unused portions shall be cumulative to a total of 130 days. The school board shall, in each instance, require such reasonable evidence as it may desire confirming the necessity for such leave of absence.

An employee who is unable to work because of personal illness or disability and who has exhausted all sick leave available shall be granted a leave of absence without pay or benefits for the duration of such illness or disability through the end of the school year. All sick leave days requiring three (3) or more days of absence will be required to complete a Family Medical Leave Form. The form shall be completed prior to the absence when known and submitted to the Superintendent Office.

**FAMILY SICK/MEDICAL**

Each employee may request up to a total of (10) ten days per year, non-accumulative, which can be used in the event of serious illness, family illness of an employee's spouse, child, brother, sister, aunt, uncle, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandchild, stepmother, stepfather, nephew, niece, spouse's grandparents, and any other member of the immediate household. Serious illness is defined as hospitalization or extended home care following hospitalization. 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 this policy for family illness or serious illness shall be deducted from the regular sick leave days as identified under Section A., article II of this policy. In the event of the death of an employee or student in the school district, the principal or immediate supervisor of said employee, or student, may grant to an appropriate number of employees sufficient time to attend the funeral.

**MATERNITY/SURROGACY LEAVE**

Covered under Sick Leave Provisions and Family Medical Leave Act. Alerting the immediate supervisor as soon as possible will allow for adequate time to employ a temporary employee to cover for an employee in their absence.

**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.

**BEREAVEMENT LEAVE**

Each employee may request up to a total of (10) ten days per year. The following are covered under this policy, an employee's spouse, child, brother, sister, aunt, uncle, son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandmother, grandfather, stepmother, stepfather, nephew, niece, spouse's grandparents, and any other member of the immediate household. The superintendent may grant at his/her discretion up to one (1) day of the ten days per year of bereavement leave in the event of the death of a friend or relative outside the employee's immediate family as defined above. The employee may use the 1 day in hourly increments. Unused days cannot be carried over into subsequent years. The Superintendent has discretion in the event that an employee has more than one family member pass away or any other special circumstance.

### **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.

### **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.*

Each full time employee may request up to four (4), if available, days of personal leave per year. The request shall be made to the superintendent five (5) days in advance of the day requested for leave. This discretionary leave is for any purpose desired by the employee but will be subject to the following conditions: the administration may limit the number of employees leaving on the same day or during the first or last week of school and holidays.

### **JURY DUTY**

In the absence of extraordinary circumstances, support personnel in the Emmetsburg Community School System may be excused for jury duty. In order that no one shall suffer financial loss because of such absence, the difference between his/her normal salary and the compensation for jury duty shall be paid.

### **MILITARY SERVICE**

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

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.

### **LEAVE OF ABSENCE WITHOUT PAY**

The superintendent may grant leaves of absence without pay at the superintendent's or supervisor's discretion after all other leaves have been exhausted. The maximum number of days without pay will be two (2) days without special medical consideration.

## **ORGANIZATIONS**

Individual members of the staff of Emmetsburg Community School District are encouraged to participate in such organizational activities that are relative to their particular skill or training.

## **RELATIONS TO PROFESSIONAL STAFF**

The relationship of certificated and support employees of Emmetsburg Community School District should be that of partners working together to provide the best possible learning situation for the students of this District.

## **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.

## **RELATIONS TO PUPILS AND PUBLIC**

In general, students of the Emmetsburg Community School District are the responsibilities of the professional staff. Except as noted below, support personnel should assume no authority in this matter:

1. A bus driver is responsible for the students on his/her bus when he/she alone is in charge of the students.
2. Certain clerks and secretaries are designated to deal with students in attendance and related matters.
3. Teacher para-educators may be assigned duties which will necessitate them being in charge of students.
4. A custodian is in charge of a building during "off" hours when he/she is present.
5. When students are being destructive of public property and no professional staff member is immediately present.

## **REPLACEMENTS**

Personnel serving as a replacement shall meet the requirements of a full-time employee of the Emmetsburg Community School District. Every effort shall be made to fill the vacancy with personnel who have preparation equal to that of the regular contract personnel.

## **SUBSTITUTES**

Personnel serving on a substitute or temporary basis in the Emmetsburg School District shall meet the requirements of the particular position. Every effort shall be made to fill temporary positions with substitutes who have such persons are not available, employment of personnel is authorized on a purely substitute or temporary basis.

## **HOURLY PAY**

Support personnel will be paid on an hourly basis from time cards. The actual hours worked should be noted and will be paid on the 20<sup>th</sup> of the month following the time worked. The electronic Time Management System (TMS) will be the preferred method of choice for most employees. All support staff must check out on the TMS when leaving the building during the work day and check back in on the TMS when they return to the building.

## **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 purchase and employee use of cell phones as deemed appropriate by the superintendent. School district-owned cell phones shall be used for authorized school district business purposes, consistent with the school district's mission and goals.

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 district-provided cell phones devices are not to be loaned to others.

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.

## **APPENDIX A**

### **WORKING GUIDELINES**

#### **CLERICAL: SECRETARIES AND CLERICAL**

##### **FULL-TIME EMPLOYEES--DEFINITION:**

A full-time employee is one who works a minimum of thirty (30) hours per week for at least thirty-six (36) weeks during the fiscal year. Secretarial or clerical employees will be paid from a time card of actual hours worked. Secretaries' schedules are determined by the supervising Principal. Leave benefits will be paid at the regular secretarial day of 7 ½ hours defined as one day.

##### **HOLIDAYS:**

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

##### **LEAVES:**

May be granted leaves annually in the following areas: Sick, Bereavement, Emergency, Family, Personal, Maternity, Jury Duty, Military Service, and Leave of absence (without pay). Employees must work 20 hours or more per week to receive leave benefits.

##### **INSURANCE:**

The district will contribute an amount established annually by the Teacher's Master Contract, per year of the actual cost, for each full-time employee, to a school approved health insurance plan, a \$10,000 term life insurance policy and long term disability coverage.

##### **PAY SCALE:**

To be determined annually by the Board of Directors.

## **PARAEDUCATORS**

### **FULL-TIME EMPLOYEES--DEFINITION:**

A full-time employee is one who works a minimum of thirty (30) hours per week for at least thirty-six (36) weeks during the fiscal year. These employees will be paid from a time card for actual hours worked. Para-educators' schedules are determined by the supervising Principal. Leave benefits will be paid at the regular para-educator day of 7 hours defined as one day. The hours worked by the paraeducator may exceed 7 hours as approved by their supervisor, but all benefit days will be granted at 7 hours as 1 day.

### **LEAVES:**

May be granted leaves in the following areas: Sick, Bereavement, Emergency, Family, Personal, Maternity, Jury Duty, Military Service, and Leave of absence (without pay). Employees must work 20 hours or more per week to receive leave benefits.

### **INSURANCE:**

The district will contribute an amount established annually by the Teacher's Master Contract, per year of the actual cost, for each full-time employee, to a school approved health insurance plan, a \$10,000 term life insurance policy and long term disability coverage.

### **PAY SCALE:**

To be determined annually by the Board of Directors. All personnel who work less than a thirty hour work week are considered part-time employees and are not eligible for insurance benefits. Here is the current pay scale for paraeducators:

1. Regular classroom para: current hourly rate
2. Level 2 Para: This would involve working with students that are on an IEP and have a 2.21 weighting. The para would receive an additional \$0.25/hour when working with the student.
3. Level 3 Para: This would involve working with students that are on an IEP and have a 3.74 weighting. The para would receive an additional \$0.75/hour when working with the student.

Additional Pay Increase Options (please see your building principal for more information):

1. Certified Paraeducator (\$0.50/hour increase)
2. Sub Authorization (Receive sub pay for teaching a full or half day)
3. TPRA Grant (Allows you to earn a teaching degree while working fulltime as a para)



## **MAINTENANCE: HEAD OF BUILDING & GROUNDS; CUSTODIANS; TRANSPORTATION DIRECTOR**

### **FULL-TIME EMPLOYEE--DEFINITION:**

A full-time employee is one who works a minimum of thirty (30) hours per week for fifty-two weeks. These employees will be paid from a time card for actual time worked and trips driven, except for the transportation director. Custodians' schedules are determined by the Maintenance Director and Bus Drivers' schedules are determined by either the Transportation Director or Administration. Leave benefits for custodians will be based on an 8 hour work day. A physical capacity profile or fit test will be required prior to full-time or permanent part-time employment.

### **HOLIDAYS:**

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

### **VACATION DAYS:**

Full-time employees who have been with the district for one year but less than ten consecutive years will receive ten vacation days. Employees who have been employed by the district for at least ten years are eligible for fifteen vacation days.

Note: All vacation days for employees must have the prior approval of the Building Principal and Superintendent.

### **LEAVES:**

May be granted leaves in the following areas: Sick, Bereavement, Emergency, Family, Personal, Maternity, Jury Duty, Military Service, and Leave of absence (without pay). Employees must work 20 hours or more per week to receive leave benefits.

### **INSURANCE:**

The district will contribute an amount established annually by the Teacher's Master Contract, per year of the actual cost, for each full-time employee, to a school approved health insurance plan, a \$10,000 term life insurance policy and long term disability coverage; unless separate contract provisions have been negotiated for supervisors.

### **PAY SCALE:**

To be determined annually by the Board of Directors.

All custodial personnel who work less than a thirty hour work week are considered part-time employees and are not eligible for insurance.

**TRANSPORTATION: BUS DRIVERS**

Bus drivers who work at 20 hours or more per week may be granted leaves in the following areas: Sick, Bereavement, Business, Emergency, Family, Personal, Maternity, Jury Duty, Military Service, and Leave of absence (without pay) as per board policy. These employees will be paid from time cards and for actual hours worked and trips driven.

Bus drivers are not eligible for any paid holidays, paid vacation days, or insurance benefits. A bus driver may become eligible for insurance benefits if they average 30 hours per week over the current look-back period.

Bus drivers who are not assigned to a regular bus route or who work less than 20 hours per week are not eligible for insurance benefits, sick leave, bereavement leave, personal leave, paid holidays, or paid vacation days.

**PAY SCALE:**

To be determined annually by the Board of Directors.

## **FOOD SERVICE EMPLOYEES: FOOD SERVICE DIRECTOR, COOKS and SERVERS**

### **FULL-TIME EMPLOYEES--DEFINITION:**

A full-time employee in the food service department is one who works a minimum of thirty (30) hours per week for at least thirty-six (36) weeks. These employees will be paid from time cards and paid for actual hours worked. A physical capacity profile or fit test will be required prior to full-time or permanent part-time employment.

### **LEAVES:**

May be granted leaves in the following areas: Sick, Bereavement, Emergency, Family, Personal, Maternity, Jury Duty, Military Service, and Leave of absence (without pay). A Food Service employee must work 20 hours or more per week to receive any leave or other benefits.

### **INSURANCE:**

The district will contribute an amount established annually by the Teacher's Master Contract, per year of the actual cost, for each full-time employee, to a school approved health insurance plan and for a \$10,000 term life insurance policy and long term disability coverage; unless separate contract provisions have been negotiated for the director.

### **PAY SCALE:**

To be determined annually by the Board of Directors.

All food service personnel who work less than thirty (30) hours per week are considered part-time employees and are not eligible for insurance.

## **APPENDIX B**

### **ABUSE OF STUDENTS BY SCHOOL EMPLOYEES**

Iowa law prohibits the abuse of students by school employees. Chapter 102 of the Iowa Administrative Code provides the rules for implementation of this law.

Local school districts are required to appoint Level 1 and Level 2 investigators to implement the provision of statutes and IAC rules. Board Policy 107 specifies the procedures for filing and processing complaints. The designated Level 1 Investigator is our School Nurse, with Peter Hart, County Attorney, serving as the Level 2 Investigator.

### **ASBESTOS COMPLIANCE PLAN**

The health and welfare of students, employees, and visitors who study, work, and attend various school and/or community activities in Emmetsburg Community School buildings is very important indeed. As many of you know, forms of both friable and non-friable asbestos were commonly used in the construction of school buildings for many years. Since the early 1980's, the EPA has established regulations regarding the identification, encapsulation, and removal of asbestos-containing materials. Recently, the Federal government established much more stringent regulations regarding asbestos. These regulations are better known as the "Asbestos Hazardous Emergency Response Act" or AHERA.

Compliance procedures include an inspection of all buildings by a certified asbestos inspector, sampling and laboratory analysis of all suspected asbestos-containing material, and notification of all parents, students, and patrons that asbestos or suspected asbestos-containing materials may be present in the buildings. The regulations also require the District to prepare a detailed Asbestos Management Plan with very comprehensive record keeping requirements. The Management Plan was completed October 12, 1988.

The Emmetsburg Community School District contracts with the Institute for Environmental Assessment to provide inspection, sampling, and Management Plan development activities. As a result, all areas that contain asbestos or suspected asbestos-containing materials have been identified and are noted in the Management Plan. In addition, the Management Plan indicated the location, condition, and response act suggested to minimize the risk of asbestos exposure to inhabitants of each building. The District is taking immediate action in accordance with the Management Plan to maximize the safety of all students, employees, and visitors of our facilities.

Management Plan copies are available for inspection in each school building Principal's Office and the District Central Administration Office.

### **CHILD ABUSE REPORTING**

The Board believes child abuse should be reported to the proper authorities. School District personnel are encouraged, and the law requires certified employees to report to the State Department of Human Service within 24 hours when, in the course of their employment, they reasonably believe a child has suffered from abuse.

### **DIRECTORY INFORMATION**

The Emmetsburg School routinely publishes such information in sports programs, honor rolls, etc. As a result, Federal Law requires that we also release directory information to military recruiters upon request. However, if students or parents do not want their name, address and phone number released, then a written request stating the same must be filed with school officials. The school may then honor the parent's and/or student's request to withhold directory information for the school year.

### **DRUG-FREE WORKPLACE**

YOU ARE HEREBY NOTIFIED that it is a violation of the policy of this school district for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of

the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15 and Iowa Code Chapter 204.

"Workplace" is defined as the site for the performance of work done in the capacity as a school district employee. That includes a school building or other school premise; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; and off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment that you comply with the above policy or the school district will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace, no later than five (5) days after such conviction.

Any employee who violates the terms of the school district's drug-free workplace policy shall successfully participate in a drug abuse assistance or rehabilitation program approved by the Board. If the employee fails to successfully participate in such a program, the employee's contract shall not be renewed or the employee's employment may be suspended or terminated at the discretion of the Board.

#### **EMPLOYEE RIGHT TO KNOW LAW**

The "Right to Know Law" was enacted by Congress and is located in 29 CFR 1910 Subpart 2. The intent of the law is to inform employees of hazardous materials that they may come in contact with in the workplace. It is designed to inform, educate, and provide regulations regarding the use, storage, and disposal of hazardous substances in the workplace.

The Emmetsburg Community School District has adopted a Hazard Communication Program to comply with this Federal regulation. Copies can be found in each administrator's and supervisor's office in the school district.

#### **MULTICULTURAL GENDER FAIR**

The Emmetsburg Community School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 603.4. For information regarding civil rights or grievance procedures, contact Traci Christensen, Curriculum Coordinator.

#### **PUBLIC RECORDS**

The Code of Iowa, Chapter 22 gives each individual the right to examine and copy public records of the school district. Authorized school officials that may access these records include, but are not limited to, the superintendent, building principal, or board secretary. Requests to examine or copy public records should be made to one of these designated officials. Such requests shall be honored within a reasonable period of time as outlined in the law and a reasonable fee may be charged for the copying of public records. Those public records which deal with personnel covered under the Federal Family Education Rights and Privacy Act shall not be available for examination or copying. Other employees are instructed to refer requests for public records to the Central Administration Office.

#### **SCHOOL DISTRICT EXPOSURE CONTROL**

Exposure Control Plan - The Emmetsburg Community School District established this written control plan to eliminate or minimize district occupational exposure to blood-borne pathogens and to meet the requirements of the Department of Labor, Occupational Safety and Health Administration, 29 Code of Federal Regulations (CFR), Part 1910.1030. The district exposure control plan includes: exposure determination, schedule and method of compliance, provision for plan copies to be accessible and available upon request, and the review and updating of the plan.

Exposure Determination - The school district and each building have identified the following classifications of employees who in the performance of their duties may have; 1) reasonable anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials such as blood, semen, vaginal secretions, internal body fluids, and

body fluids visibly contaminated with blood, and 2) reasonably anticipated contact with all body fluids in situations where it is difficult or impossible to differentiate between body fluids. The exposure determination shall be made without regard to the use of personal protective equipment. The list of employees and tasks and procedures in this exposure plan include:

Category I. A list of job classifications in which district employees have probable occupational exposure (team members); A list of all tasks and procedures or groups of closely related tasks and procedures that are performed by employees in job classifications listed in which occupational exposure occurs. (Dissecting, blood typing, first aid, shop equipment: Coaches, PE, Trainers, Health Professionals, Custodians, Secretaries (one who is designated back-up should nurse be unavailable), Developmental Preschool Staff, science/lab teachers.

Category II. Possible but very infrequent employees should have packets containing gloves, band aids, 4x4's available and at easy access. Personnel will give necessary first paraeducator equipment to students to attend to injury. (i.e., students with bloody noses will be given paper towels and instructed to pinch their noses together; students with scrapes will be asked to wash off and apply band aid and will be sent to the necessary personnel. (Bus drivers, special education teachers, para-educators, playground personnel, shop laundry.)

Category III. List of employees that should have no exposure: Administration, administrative clerical, dietary.

### **COMMUNICABLE DISEASES - EMPLOYEES**

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

Prevention and control of communicable diseases shall be included in the school district's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the superintendent and school nurse.

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

An employee who is at work and who has a communicable disease which creates a substantial risk of harm to a student, coworkers, or others at the workplace shall report the condition to the Superintendent any time the employee is aware that the disease actively creates such risk.

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

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

### **PRECAUTIONARY PROCEDURES**

(AIDS/HIV) - Blood and certain body fluids of all persons are considered potentially infectious for human immunodeficiency virus (HIV), Hepatitis B Virus (HBV), and other bloodborne pathogens. "Universal Blood & Body Fluid Precautions" should be consistently used regardless of any person's blood-borne infection status. These precautions are intended to prevent parenteral, mucous membrane, and non-contact skin exposures of workers to bloodborne pathogens.

Universal Precautions APPLY to blood and other body fluids containing visible blood. These precautions also apply to semen and vaginal secretions, although these have not been implicated in occupational exposures.

Universal Precautions DO NOT APPLY to feces, nasal secretions, sputum, sweat, tears, urine, or vomitus unless they contain visible blood.

**UNIVERSAL PRECAUTIONS REGULATION** - Universal precautions (UP) are intended to prevent transmission of infection, as well as decrease the risk of exposure for employees and students. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. UP pertains to blood and other potentially infectious materials (OPIM) containing blood. These precautions do not apply to other body fluids and wastes (OBFW) such as saliva, sputum, feces, tears, nasal secretions, vomitus and urine unless blood is visible in the material. However, these OBFW can be sources of other infections and should be handled as if they are infectious. The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. Based on the type of possible contact, employees and students should be prepared to use the appropriate precautions prior to the contact. Diligent and proper hand washing, the use of barriers, appropriate disposal of waste products and needles, and proper decontamination of spills are essential techniques of infection control. All individuals should respond to situations practicing UP followed by the activation of the school response team plan. Using common sense in the application of these measures will enhance protection of employees and students.

### **Hand Washing**

Proper hand washing is crucial to preventing the spread of infection. Textured jewelry on the hands or wrists should be removed prior to washing and kept off until completion of the procedure and the hands are rewashed. Use of running water, lathering with soap and using friction to clean all hand surfaces is key. Rinse well with running water and dry hands with paper towels.

Hands should be washed before physical contact with individuals and after contact is completed.

Hands should be washed after contact with any used equipment.

If hands (or other skin) come into contact with blood or body fluids, hands should be washed immediately before touching anything else.

Hands should be washed whether gloves are worn or not and, if gloves are worn, after the gloves are removed.

### **Barriers**

Barriers anticipated to be used at school include disposable gloves, absorbent materials and resuscitation devices. Their use is intended to reduce the risk of contact with blood and body fluids as well as to control the spread of infectious agents from individual to individual. Gloves should be worn when in contact with blood, OPIM or OBFW. Gloves should be removed without touching the outside and disposed of after each use.

### **Disposal of Waste**

Blood, OPIM, OBFW, used gloves, barriers and absorbent materials should be placed in a plastic bag and disposed of in the usual procedure. When the blood or OPIM is liquid, semi-liquid or caked with dried blood, it is not absorbed in materials, and is capable of releasing the substance if compressed,

special disposal as regulated waste is required. A band-aid, towel, sanitary napkin or other absorbed waste that does not have the potential of releasing the waste if compressed would not be considered regulated waste. It is anticipated schools would only have regulated waste in the case of a severe incident. Needles, syringes and other sharp disposable objects should be placed in special puncture-proof containers and disposed of as regulated waste. Bodily wastes such as urine, vomitus or feces should be disposed of in the sanitary sewer system.

### **Clean Up**

Spills of blood and OPIM should be cleaned up immediately. The employee should:

- Wear gloves.

- Clean up the spill with paper towels or other absorbent material.

- Use a solution of one part household bleach to one hundred parts of water (1:100) or other EPA-approved disinfectant and use it to wash the area well.

- Dispose of gloves, soiled towels and other waste in a plastic bag.

- Clean and disinfect reusable supplies and equipment.

### **Laundry**

Laundry with blood or OPIM should be handled as little as possible with a minimum of agitation. It should be bagged at the location. If it has the potential of releasing the substance when compacted, regulated waste guidelines should be followed. Employees who have contact with this laundry should wear protective barriers.

### **Exposure**

An exposure to blood or OPIM through contact with broken skin, mucous membrane or by needle or sharp stick requires immediate washing, reporting and follow-up.

- Always wash the exposed area immediately with soap and water.

- If a mucous membrane splash (eye or mouth) or exposure of broken skin occurs, irrigate or wash the area thoroughly.

- If a cut or needle stick injury occurs, wash the area thoroughly with soap and water. The exposure should be reported immediately, the parent or guardian is notified, and the person exposed contacts a physician for further health care.



## **Appendix C: TRANSPORTATION**

### **MAINTENANCE OF THE BUS**

All drivers must arrive at the bus barn fifteen minutes before their departure time. This extra time allows each driver sufficient time to check the bus properly before leaving. It is the responsibility of each driver to see that the bus can pass a rigid inspection at all times. Report any malfunction at once to the Transportation Supervisor.

1. Each driver must check the tires, brakes, flashers, brake lights, and headlights on their bus every time the bus leaves the lot. This is an absolute MUST.
2. At all times, the front and back windows, lighting equipment and mirrors should be kept clean by either the bus driver or supervisor. The cleanliness of the bus is a very important factor and we are asking for your cooperation in this matter. Students should be asked to scrape their shoes before entering the bus during the muddy season.
3. Each time a driver leaves and returns to the bus barn, they should walk back through the bus and check for cut seats, articles left on the bus and for broken windows.
4. When checking the bus before and after a route, if damage is found, report it at once to the Transportation Supervisor.
5. A driver should make sure that all electrical switches are turned off before leaving the bus.
6. Notify the Transportation Supervisor of needed services after each run.

### **RULES AND PROCEDURES FOR BUS DRIVERS**

1. Flashing warning lights should only be used to warn motorists that pupils are about to be picked up or discharged. These lights are not permitted to be used for any other purpose.
2. Be careful in giving the signal for discharged riders to cross a road. Motorists coming from the opposite direction may misinterpret it to mean they should proceed. Instruct debarking riders to check traffic from both directions before crossing a road and remind the riders not to step out in the road beyond a point protected by the bus. Use a warning signal, such as two short “beeps” of the horn to caution the bus riders of impending danger.
3. Bring the bus to a full stop before opening the door to pick up or discharge riders.
4. Unless they have special written permission from a parent, do not permit a pupil to leave the bus at any other point than their regular stop.
5. Drivers should require that all pupils remain in their seats until their stop is reached. Do not permit pupils to come up and stand by the door before the bus reaches their stop.

### **SCHOOL BUS BEHAVIOR POLICY**

Safety is the primary concern for every child that rides an Emmetsburg Community School District bus. Therefore, every precaution will be taken to see that children arrive at their destination safely. This can only be accomplished if we have the cooperation of both students and parents. Driving a bus is a difficult and responsible task. The attention of the driver must be on the driving responsibilities, at all times, and any deviation from this task could endanger the safety of all passengers. It is absolutely necessary that students assume responsibility for their behavior, and any infraction of procedures necessary for the safe transportation of students be reported immediately to the appropriate supervisor/principal. The following guidelines will be used to ensure the safe efficient operation of our buses.

### **Regulations Governing Pupils Riding School Buses**

1. Students are under the authority of the bus driver.
2. Students shall be on time.
3. Students shall remain seated while the bus is in motion.
4. Students will not swear while riding the bus.
5. Students will not take property from another bus rider.
6. Students will talk in a normal voice and not shout at another student or the bus driver.
7. After entering the bus, students will go directly to their seats and remain in those seats until leaving the bus.
8. Students will not destroy property belonging to another student, nor shall the student deface or destroy school property.

9. Students will keep their feet on the floor and not on the seats.
10. Students will not threaten or strike another student while on the bus.
11. Students will keep hands and arms inside the bus and will not throw items out of the bus windows.
12. Students will not throw or spit items while on the bus.
13. If an elementary student is to leave school by means other than his/her regular arrangement, a note from the parents will be necessary.
14. No student will be permitted to ride a school bus unless he/she has an assigned seat. (Exception: In-town shuttle students)

### **Unacceptable Behavior**

The following list of behaviors shall not be permitted on the Emmetsburg Community School District buses. This list shall include but is not limited to the following: hitting, spitting, profanity, out of seat, throwing objects, obstructing aisles, making loud noises, hanging out of windows, assault, fighting, vandalism, insubordination, possession of a weapon, possession or use of tobacco, and possession or use of alcohol and/or any other controlled substance.

If the infraction/behavior is a violation of the law, the proper authorities shall be notified and all riding privileges for the student shall be suspended for a period not to exceed the remainder of the school year. If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon before riding privileges are reinstated.

### **Consequences for Infractions**

**First Offense:** Driver conference with the student, identifies the infraction, and writes the behavior referral with copies to the parent(s) and the appropriate administrator.

**Second Offense:** Driver conference with the student, identifies the infraction, and writes the behavior referral with copies to the parent(s) and the appropriate administrator. The appropriate administrator contacts the parent(s), reviews the incident, and may suspend the student's riding privileges for a period not to exceed five (5) school days.

**Third Offense:** Driver conference with student, identifies the infraction, and writes the behavior referral with copies to the parent(s) and the appropriate administrator. The appropriate administrator contacts the parent(s), reviews the incident, and may suspend the students' riding privileges for a period not to exceed fifteen (15) school days.

Any succeeding violations shall result in suspension of all riding privileges for a period not to exceed the remainder of the school year.

If a student performs an act that obviously jeopardizes the safe operation of the bus and endangers the safety of others on the evening route, the driver may suspend the student from riding the bus the next morning. The driver must notify the parent(s) and the appropriate administrator of this action upon completion of the evening route. A written report shall also be filled with the administrator immediately following the next morning's route detailing the incident. Riding privileges can not be reinstated until a conference is held with the driver, parent(s), student and appropriate administrator.

### **SPECIAL TRIPS PROCEDURES**

Drivers for special trips are arranged by the Transportation Supervisor. The driver's time and the mileage for the bus begins when the bus leaves the bus barn and ends when the bus returns to the bus barn. The driver's time will be computed to the nearest half hour at his hourly rate of pay. The exception to this rule occurs when a trip is split, half run before a regular bus route and the other half run after the bus route. The time and mileage starts when the bus leaves the bus barn and ends when the bus arrives at the destination. The driver then runs his regular bus route. The time and mileage is picked up again when the bus arrives at the destination of the return trip to the school and ends when the bus arrives back at the bus barn when the trip is completed.

If a group of students is taken somewhere and the driver is to wait for them, the driver should make arrangements with the teacher in charge as to when and where they are to be picked up again. Drivers should not go off some place where they can't be found. If the driver has to leave the group, make sure the teacher knows where the bus and driver will be.

### **DISCIPLINE ON SPECIAL TRIPS**

It is the responsibility of the teacher or chaperone in charge of the special trip to maintain discipline on the bus, but if the teacher or chaperone fails to do this, the driver should do so. If the driver finds the teachers or chaperones are lacking in discipline on special trips, they should report this to the appropriate building administrator at the first available opportunity.

### **GASSING BUS ON SPECIAL TRIPS**

**NEVER GAS A BUS WITH PASSENGERS ON BOARD.** Always be sure your bus has sufficient gas in the tank before you leave. If you are on an out-of-town trip, gas your bus after you have delivered your passengers at their destination.

### **EXPENSE REIMBURSEMENT**

Drivers on activity trips and field trips are to abide by the following guidelines:

1. If the trip starts after 5:00 P.M. then no meal reimbursement will be allowed for an evening trip.
2. All requests for meal reimbursements must be accompanied by a cash register receipt or other legitimate receipt. Driver prepared notations do not represent a receipt!
3. All other expense reimbursement requests must be accompanied by receipts as well (lodging, parking, etc.)

### **EMERGENCY PROCEDURES**

Emergency Drills. Due to the increased number of pupils being transported in present-day traffic with a potential increase in accident hazards, there is a need to instruct pupils to vacate a school bus in case of an emergency. Since the bus driver is responsible for the safety of the pupils, they must direct the emergency drills.

Safety of children is most important and must be considered first. There is possible danger when a child jumps from the rear emergency door exit. Ensure that 2 students and/or adults assist students exiting from the rear door.

### **SCHOOL DELAYS OR CANCELLATIONS DUE TO INCLEMENT WEATHER**

1. Transportation Supervisor and Superintendent make a determination that weather conditions are too dangerous to safely transport students by personal observations, weather reports, other area school decisions, and contacts with other bus drivers and other residents in selected district locations.
2. Determine if conditions are likely to improve, worsen, or stay the same early in the school day.
3. At a minimum, call in a late start of 1 or 2 hours depending on the judgment of the weather situation using weather reports and best personal judgment.
4. Continue to monitor conditions and make a judgment whether to start late or cancel school for the day.
5. The area radio stations used for announcements are listed on the next page. We also post on our website – [www.e-hawks.org](http://www.e-hawks.org)
6. The Superintendent's next task is to initiate the phone tree to advise key personnel of the late start or cancellation.

### **EARLY DISMISSALS**

1. Early dismissals should be handled in much the same way as late starts or cancellations.
2. If it becomes obvious that high winds, blowing snow, and dangerous wind chills are on the way, we will send the students home as soon as bus drivers can get to the bus barn.

| <u>STATION</u>          | <u>CITY</u> |
|-------------------------|-------------|
| KEMB-LP 94.1 FM         | Emmetsburg  |
| KDWD 100.1 FM           | Spencer     |
| KICD 107.7 FM & 1240 AM | Spencer     |

|                        |                                                      |
|------------------------|------------------------------------------------------|
| KLGA 92.7 FM & 1600 AM | Algona                                               |
| KILR 95.9 FM & 1070 AM | Estherville                                          |
| Internet Website       | <a href="http://www.e-hawks.org">www.e-hawks.org</a> |

### **BLIZZARDS**

School bus drivers are faced many times with emergency situations during the winter months. Even with the most modern equipment and improved roads, winter weather can cause the most experienced driver much concern.

Precautionary measures:

1. Drivers should acquire knowledge of existing and possible weather conditions.
2. Drivers should acquire knowledge of weather bureau terminology.
3. If possible, start the trip with a full tank of gas.
4. Check the exhaust system for leaks.
5. If possible, notify parents when students will arrive home early.
6. Arrange for parents to call the next parents on the route and inform them of the bus location.
7. Do not change routes without notifying the Bus Transportation Supervisor or Superintendent.
8. NO ONE should be allowed to leave the bus at any time, including the driver, except at regular stops and when the destination of the student is visible.

### **SCHOOL BUS DRIVER LIABILITY FOR PUPIL INJURIES**

Conclusions Reached from the Study of Major  
Considerations Used in Determining Driver Negligence

1. The degree of care required ranges from “ordinary” and “reasonable” to “extraordinary” and “highest degree.” The tendency of the courts is to require more care with younger children.
2. The approximate age of a child considered to be capable of recognizing road danger, and therefore a prospect for contributory negligence, is ten to eleven years.
3. A district and the driver are both accountable for maintaining a safe vehicle.
4. More injuries and deaths to pupils occur as a result of accidents at places of boarding and alighting from a bus.
5. Most cases involving boarding and alighting from a bus use the “safe place” and “reasonable care” determinate.
6. The driver of a bus may not negate his own responsibility because of a third party.
7. A driver is expected to keep order on a bus and may use any normally accepted means.
8. A driver is no longer automatically guilty of negligence if injury occurs. The driver has the opportunity to refute the charge by proof that proper care was used.
9. NEGLIGENCE IS FOR JURY DETERMINATION.

**APPENDIX D**  
**JOB DESCRIPTIONS**  
**(job descriptions are subject to change based on the needs of the district)**

TITLE: BUILDING SECRETARY

QUALIFICATIONS:

1. High school diploma or equivalent
2. Skills, knowledge and experience in Google or Microsoft Office applications

REPORTS TO: Building Principal

ASSIGNMENT-PERIOD: 10 months

JOB GOAL:

1. To serve as office manager and delegate appropriate responsibilities to other members of the office clerical staff.
2. To serve as liaison between the building principal and personnel, students, public and others.
3. To create a pleasant, helpful, and positive atmosphere for students, school personnel, parents and others.
4. To fulfill those responsibilities as assigned by district administration.

PERFORMANCE/RESPONSIBILITIES:

1. Be a positive, contributing factor to an efficient and effective school district.
2. Serve as a building receptionist (mail, answer telephone, greets visitors, etc.)
3. Maintains student attendance records and contacts parents as needed.
4. Verifies eligibility of students participating in school activities.
5. Maintains student cumulative and permanent records (JMC).
6. Enter all student athletes in JMC and assign a coach
7. Provides secondary first aid and administers medication when a nurse is absent.
8. Prepares and types correspondence and reports.
9. Orders and receives office related school supplies and materials.
10. Contact substitute teachers as needed.
11. Processes and helps with adjustments in student schedules.
12. Provides assistance to visitors.
13. Receipts lunch money and credits student accounts.
14. Receipts money for various school accounts.
15. Student Reporting in Iowa (SRI)-verify correct information prior to state reporting
16. Enter SCED codes for state reporting
17. Enter and update student schedules
18. Assign student lockers
19. Schedule and enter information for shared Catholic School students
20. Collaborate with transportation on shuttle for Catholic School

21. Collect orders/money for various fundraisers or fees
22. Help supervise students sitting in office for suspension/detention
23. Performs other duties as assigned by the building principal

TERMS OF EMPLOYMENT: Salary and work year established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

TITLE: ACTIVITIES DIRECTOR SECRETARY

QUALIFICATIONS:

1. High school diploma or equivalent
2. Skills and experience in Google or Microsoft Office applications

REPORTS TO: AD

ASSIGNMENT-PERIOD: 10 months

JOB GOAL:

This position provides secretarial support for the Athletic Director. Responsibilities include management of student lists, all athletic scheduling, and athletic website content. Duties will also include arranging for transportation to athletic events and field trips; and maintaining a daily schedule of building use for school and community use purposes.

PERFORMANCE/RESPONSIBILITIES:

1. Be a positive, contributing factor to an efficient and effective school district.
2. Enter and update the District calendar throughout the year
3. Assist in organizing athlete/parent meetings for all sports
4. Assist in organizing pictures for each sport (MS/HS)
5. Update all rosters in Varsity Bound for each sport
6. Create worker schedules for all home sporting events
7. Create program for all home varsity athletic events
8. Assist in Senior Night activities (send invites to parents, order flowers, PA script, etc.)
9. Assist in end of year banquets (create/print certificates, assist in scheduling events, etc.)
10. Assist in other duties as assigned by the AD

TERMS OF EMPLOYMENT: Salary and work year as established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

TITLE: FOOD SERVICE DIRECTOR

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Certification of good health upon employment.
3. Ability to work cooperatively with school personnel, students, and the public.
4. Aptitude for successful fulfillment of assigned performance responsibilities (includes personnel management, understanding of National School Lunch and Breakfast Program, and dietary requirements).
5. Completion Basic Food Service Management – Short Course I/Ames.
6. Sanitation & Food Safety Course.
7. Such alternatives or additions to the above qualifications as the Board of Education may find appropriate.

REPORTS TO: Superintendent

CONTRACT PERIOD: 190 Day Contract (5 Holidays Included, approximately 6 1/2 hrs. per day - Approx. 1235 hrs)

JOB GOAL:

1. To provide students and school personnel with appealing and nutritious food efficiently in an atmosphere of cleanliness and cheerfulness.
2. To interpret to the administration, students, staff, and public the state and federal standards and guidelines regarding the school food service program.
3. To administer, supervise, and promote food service in each building while working in cooperation with the building principal.

PERFORMANCE/RESPONSIBILITIES:

1. Plans and supervises the preparation and serving of menus at all schools.
2. Plans and supervises the preparation of special meals requested for school district events.
3. Purchases and maintains an inventory of all food, supplies, and equipment.
4. Reviews and evaluates all requests and recommendations for purchase of new and replacement equipment.
5. Prepares and administers the food service budget. Standardizes cafeteria accounting procedures in cooperation with the district's controller's office. Arranges for audits of cafeteria accounts through approved auditors.
6. Assists the administration in the recruitment and selection of food service personnel to be recommended to the Board of Education.
7. Provides in-service training for food service personnel.
8. Ensures that standards for diet, health, and safety are maintained.
9. Administers personnel policies and evaluates food service personnel.
10. Submits applications for subsidies and payments.



11. Consults, as needed, with school planners and architects for new or renovated food preparation centers.
12. Prepares bid specifications for all items required by law or board policy and assists with interpretation of such bids and makes recommendations to the Board of Education.
13. Informs students, staff, and public of the menus and services provided by the food service department.
14. Visits all lunchrooms and cafeterias as often as possible, checking that high standards of health and safety are maintained, and observing possible improvements in operations.
15. Reviews and evaluates all requests and recommendations for purchase of new and replacement equipment.
16. Administers personnel policies and evaluates cooks.
17. Makes all applications for federal subsidies.
18. Makes distribution of all federal funds to various school lunch and school milk programs.
19. Makes application for government surplus food for school cafeteria use, and directs its distribution and transfer.
20. Plans disposition of government commodities as part of the ongoing food service program.
21. Checks all government reimbursements.
22. Performs other such duties as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year as established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

TITLE: COOK/SERVER

QUALIFICATIONS:

1. Certification of good health upon employment.
2. Ability to work cooperatively with school personnel, students, and the public.
3. Aptitude for successful fulfillment of assigned performance responsibilities which may include one or more of the following: baking, preparation of main dish, fruit/vegetable, soup, sandwich, dessert, and breakfast.
4. Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable.
5. Must also meet Level 2 on the Physical Capacity Profile showing that they can exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. Required walking or standing to a significant degree; or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls.

REPORTS TO: Food Service Director

ASSIGNMENT PERIOD: 9 months

OBJECTIVES:

1. To prepare appealing and nutritious food efficiently in an atmosphere of cleanliness and cheerfulness.
2. To develop a thorough understanding of the National School Lunch and Breakfast Program.
3. To fulfill responsibilities as assigned from those listed.

PERFORMANCE/RESPONSIBILITIES:

1. Be a positive, contributing factor to an efficient and effective school district.
2. Prepare menu items.
3. Prepares and replenishes serving counters as needed.
4. Serves proper portions at the counter at meal time.
5. Stores or disposes of food items properly.
6. Maintains inventory of food supplies and equipment.
7. Loads transport carts with proper quantity of food as determined for other school buildings.
8. Determines proper temperature for heated transport carts.
9. Assists in loading and/or unloading carts to and/or from vehicle.
10. Reloads transportation carts for return to high school following meals.
11. Cleans and sanitizes serving counters and lunch tables following lunch periods.
12. Cleans and maintains equipment (including refrigerators, stoves, ovens, etc.) and storerooms at assigned sites.
13. Sweeps and mops the kitchen floor daily.
14. Washes and sanitizes serving trays, silverware, utensils, and serving containers.
15. Washes floor mats weekly.

16. Operates computer for recording of sales at meals.
17. Performs other duties as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year as established by the Board of Education.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board of Education's policy on Evaluation of Support Personnel.

TITLE: PARAEDUCATOR

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Certification of good health upon employment.
3. Ability to work cooperatively with school personnel, students, and the public.
4. Aptitude for successful fulfillment of assigned performance responsibilities.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

ASSIGNMENT PERIOD: 9 months

JOB GOAL: To assist the teacher in maintaining appropriate classroom activities, environment, and general supervision; to assist in conducting intensified learning experiences for students in assigned areas of study; to perform a variety of clerical and supportive tasks for certified personnel; and to perform related work as required.

PERFORMANCE/RESPONSIBILITIES:

1. Be a positive, contributing factor to an efficient and effective school district.
2. Participates in daily and long-range lesson and classroom activity planning.
3. Assists instructional personnel with the development and presentation of learning materials and instructional materials.
4. Tutors students individually or in small groups to reinforce and follow-up learning activities.
5. Oversees and supervises students during classroom activities, playground, in the library and on field trips.
6. Assists in the development of a variety of instructional materials, as well as room materials.
7. Performs a variety of regular clerical duties, such as filing, typing, duplicating of materials.
8. Maintains student records, attendance and files.
9. Operates a variety of instructional media.
10. Listens to student(s) in recitation, reading, and other curriculum tasks.
11. Assists with hygiene situations.
12. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed personnel.
13. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
14. Assists with lunch, snack and cleanup routines.
15. Assists with wash-up and toilet routines.
16. Alerts the regular teacher to any problem or special information about an individual student.
17. Serves as the chief source of information and help to any substitute teacher assigned in the absence of the regular teacher.
18. Participates in in-service training programs, as assigned.

19. For a Special Education paraeducator

- a. Assist the student(s) to whom assigned in such physical tasks as putting on and taking off of outerwear, moving from room to room, using the bathroom, and so on.
- b. Hears the students(s) in recitation, reading, and other curriculum tasks, guiding and helping them but not teaching them.
- c. Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about one of the students to whom assigned.
- d. Willingly carries out housekeeping chores without reminders.
- e. Utilizes pertinent skills in meeting needs for specific disabilities (example: signing, handling and positioning, emotional considerations, etc.)
- f. Encourages independence rather than dependence.
- g. Displays a professional attitude towards all responsibilities.
- h. Displays initiative (example: ensuring child safety or meeting child/class needs without teacher directive).

20. Performs other duties as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

TITLE: LIBRARY ASSOCIATE

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Certification of good health upon employment.
3. Ability to work cooperatively with school personnel, students, and the public.
4. Aptitude for successful fulfillment of assigned performance responsibilities.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

ASSIGNMENT PERIOD: 9 months

JOB GOAL: To assist the teacher in maintaining appropriate classroom activities, environment, and general supervision; to assist in conducting intensified learning experiences for students in assigned areas of study; to perform a variety of clerical and supportive tasks for certified personnel; and to perform related work as required.

PERFORMANCE/RESPONSIBILITIES:

1. Be a positive, contributing factor to an efficient and effective school district.
2. Assists with the development and presentation of learning and instructional materials.
3. Assists in the development of instructional materials, as well as room materials.
4. Performs a variety of regular clerical duties, such as filing, typing, and duplicating of materials.
5. Operates a variety of instructional media.
6. Assists with the supervision of students during emergency drills.
7. Participates in in-service training programs, as assigned.
8. Processing all books, vertical file material, indexes and audio-visual materials. This includes typing shelf list and catalog cards, covering when needed and filing, and checking out materials.
9. Assisting students and teachers in locating needed materials.
10. Care for books. This includes checking in, repairing, and correctly shelving.
11. Care of magazines and audio-visual aids.
12. Assist with inventory, records, etc.
13. Performs other duties as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

TITLE: TRANSPORTATION SUPERVISOR

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Must have good health and be literate.
3. Must be a high school graduate. Prefer some formal training in auto/bus mechanics.
4. Must hold CDL with passenger rating, must take and pass pre-employment Drug and Alcohol test.
5. Have a clean driving record.

REPORTS TO: Superintendent

SUPERVISES: Bus drivers

JOB GOAL: Responsible for the adequate, efficient and economical management of transportation of the school district.

DUTIES: Drive when needed.

HOURS/DAYS: School Days- 6:30 a.m. to 4:30p.m. One hour lunch break,

PERFORMANCE/RESPONSIBILITIES:

1. Maintains all buses in safe and proper condition.
  - a. Diagnoses, assigns, and repairs district automotive equipment.
  - b. Establishes an efficient and effective system of routine automotive maintenance and preventive care.
2. Responsible for washing all bus exteriors, keeping windows clean and sees that all interiors are cleaned by drivers.
3. Conforms to all state laws and regulations regarding school transportation.
4. Recruits, trains, and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion, and release.
5. Advises superintendent on road hazards for decision on school closing during inclement weather.
6. Cooperates with school principals and others responsible for planning special school trips.
7. Develops and administers a transportation program and extracurricular activities.
8. Prepares bus routes for all public and nonpublic schools in the district.
9. Attends appropriate committee and staff meetings.
10. Approves and forwards transportation service invoices to the accounting department.
11. Maintains all district owned equipment and develops plans for preventive maintenance.
12. Takes an active role solving discipline problems occurring on school buses.
13. Reviews annually the advisability of a district owned transportation system.
14. Procures all driver education cars for use in the district.

15. Prepares and maintains all vehicle accident reports.
16. Prepares and reports the payrolls for all bus drivers.
17. Maintains those records necessary to perform the responsibilities of the position effectively and efficiently and such other duties as the Board of Education or Superintendent may direct.
18. Prepares and maintains all reports and forms from the Division of Transportation of the Department of Education.
19. Responsible for keeping the bus barn clean including rest rooms.
20. Makes recommendations regarding the purchase of new equipment and disposing of old equipment.
21. Conducts bus evacuation drills.
22. Other Duties as assigned

TERMS OF EMPLOYMENT: Twelve month contract. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

\*The Transportation Director will develop and drive an in town shuttle to reduce stops made by route buses.

\*\* Catholic school shuttle duties for each year will be split with a current driver and transportation director. Schedule to be arranged.



TITLE: BUS DRIVER

QUALIFICATIONS:

1. Be able to obtain a CDL.
2. Be able to obtain a bus permit.
3. Demonstrate aptitude or competence for assigned responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
5. Must submit to required drug and alcohol tests.

REPORTS TO: Director of Transportation

CONTRACT PERIOD: 9 months

JOB GOAL: To provide safe and efficient transportation so that students may enjoy the fullest possible advantage from the district's curriculum and extra-curricular program.

PERFORMANCE/RESPONSIBILITIES:

1. Be a positive, contributing factor to an efficient and effective school district.
2. Obeys all traffic laws.
3. Observers all mandatory safety regulations for school buses.
4. Maintains discipline when students are on the bus.
5. Reports undisciplined students to the proper authority.
6. Keeps the assigned bus clean interior and exterior.
7. Keep to the assigned schedule.
8. Check the bus before each operation for mechanical defects.
9. Notifies the proper authority in case of mechanical failure or lateness.
10. Discharges students only at authorized stops.
11. Exercises responsible leadership when on out-of-district school trips.
12. Transports only authorized students.
13. Reports all accidents and completes required reports.
14. Enforces regulations against smoking and eating on the bus.
15. Performs other such duties as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

TITLE: MAINTENANCE/FACILITY DIRECTOR

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Certification of good health upon employment.
3. Ability to work cooperatively with school personnel, students, and the public.
4. Aptitude for successful fulfillment of assigned performance responsibilities.
5. Such alternatives or additions to the above qualifications as the Board of Education may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

CONTRACT PERIOD: 12 months

JOB GOAL:

1. Supervision and/or coordination of the proper maintenance of buildings and grounds.
2. Promote safety, health, and comfort of students, school personnel, and public.

PERFORMANCE/RESPONSIBILITIES:

1. Supervision and coordination of custodial and maintenance personnel:
  - a. Recommends maintenance, grounds keeping, security, and custodial requirements for each facility.
  - b. Assists in the evaluation of personnel (recruitment, assignment, transfer, promotion, demotion, or dismissal).
  - c. Monitors work schedules and time cards of personnel.
  - d. Maintains personnel records as stipulated.
  - e. Provides in-service on proper operation and maintenance of school equipment and facilities.
  - f. Coordinates vacation schedules.
2. Supervision and coordination of purchasing for custodial and maintenance supplies and equipment:
  - a. Assists in the preparation and administration of the budget.
  - b. Selects, recommends for purchase, and maintains a sufficient inventory.
  - c. Receives and issues supplies and equipment.
  - d. Keeps informed as to the latest trends, developments, and products.
3. Supervision and coordination for maintenance of facilities:
  - a. Plans and schedules maintenance and repairs to maintain cleanliness and safety.
    - i. Inspects facilities on a scheduled basis.
    - ii. Establishes a preventative maintenance program.
    - iii. Inspects and maintains fire alarm systems and fire extinguishers.
    - iv. Oversees the lubrication, cleaning, and firing of boilers.
  - b. Develops a plan for addressing emergency repairs.
    - i. Establishes and recommends priorities.

- ii. Estimates cost of repair projects.
    - iii. Recommends “in-house” repairs or “outside” assistance.
  - c. Schedules personnel for special projects as needed.
    - i. Summer cleaning projects and floor crews.
    - ii. Preparation of playing fields, grounds, and other facilities for athletics and other school activities.
    - iii. Snow removal.
- 4. Supervision for repair, remodeling, or construction:
  - a. Assists in writing specifications.
  - b. Advises on the hiring of contractors to perform maintenance or repair services.
  - c. Supervises, inspects, and verifies that repair, renovation, or construction has been completed satisfactorily or is on schedule.
- 5. Coordination with school administration:
  - a. Cooperates with building principals in maintaining schedules for work in each building.
  - b. Assists principals in establishing emergency procedures.
  - c. Performs other duties as assigned by the superintendent.
- 6. Maintains such personnel and other records as are required.
  - a. Right-to-Know in service for school personnel and necessary record keeping.
  - b. Asbestos compliance and necessary record keeping.
  - c. Any other environmental issues may occur.
- 7. Performs other such duties as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year as established by the Board of Education

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of personnel.

TITLE: CUSTODIAN

QUALIFICATIONS:

1. Certification of good health by a licensed physician.
2. High school graduate.
3. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.
4. Must be able to meet Level 3 on the Physical Capacity Profile completed at PACH. Custodians must be able to exert 20-50 pounds of force occasionally, and/or 10-25 of force frequently, and/or greater negligible up to 10 pounds of force constantly.

REPORTS TO: Building Principal and/or Facilities Director

ASSIGNMENT PERIOD: 12 months

JOB GOAL: To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

PERFORMANCE/RESPONSIBILITIES:

1. Be a positive, contributing factor to an efficient and effective school district.
2. Keeps buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times.
3. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and ensure economical usage of fuel, water, and electricity.
4. Shovel, plow, and sand walks, driveways, parking areas, and steps, as appropriate.
5. Raises the United States flag at or before 8:00 a.m. on each school day and lowers it at or after 3:30 p.m.
6. Reports immediately to the Facilities Director or Principal any damage to school property.
7. Remains on the school premises during school hours, and during non-school hours when the use of the building has been authorized and attendance is required by the principal.
8. Assumes responsibility for the opening and closing of the building each school day and for checking, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
9. Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian of their duties.
10. Conducts an ongoing program of general maintenance, upkeep, and repair.
11. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
12. Cleans, clips snags, and repairs carpet as needed.
13. Cleans all classrooms and learning areas at night, including the physical education area.
  - a. Empties wastebaskets and trash containers.

- b. Dusts cabinets and bookcases.
- c. Washes chalkboards and cleans erasers at least once a week.
- 14. Cleans restrooms and physical education locker rooms and shower areas.
  - a. Empties wastebaskets and trash containers.
  - b. Replaces toilet tissue and paper towels as needed.
  - c. Cleans and flushes all stools.
  - d. Cleans wash basins.
  - e. Scrubs floors as needed.
- 15. Inside building maintenance.
  - a. Strips and waxes tile floors as needed.
  - b. Washes windows inside and outside as needed.
  - c. Replace all burned out light bulbs in the building.
  - d. Turn lights on and off to conserve energy.
  - e. Reports building damage to principal.
  - f. Repairs broken glass, if possible.
  - g. Repairs furniture, if possible.
  - h. Repairs broken doors, if possible.
  - i. Cleans and refinishes the gymnasium floor as needed.
  - j. Helps clean boilers and other major equipment if qualified.
  - k. Assists in general repair and renovation work.
- 16. Outside building and grounds maintenance.
  - a. Cuts grass and trims edges as needed.
  - b. Shovels or plows snow; sands or salts walks and steps as needed.
  - c. Empties outside waste containers.
  - d. Picks up paper and other litter on the grounds.
  - e. Maintains and cares for school grounds.
  - f. Assists with preparing seeding or transplanting beds by cultivating soil and adding fertilizeR or chemicals (if certified), if needed
  - g. Prunes trees and trims hedges to promote growth and improve appearance.
  - h. Adjusts and repairs such equipment as lawnmowers, sprinklers and hedge shears.
- 17. Works all sporting events in the gymnasium.
- 18. Keeps areas clean and checks under bleachers for lost articles and turns them into the lost and found department.
- 19. Reports the need for tools and supplies to the Facilities Director or Principal.
- 20. Readies the cafeteria for banquets and other events.
- 21. Sets up a library for meetings as requested by the Facilities Director or Principal.
- 22. Sets up for Board meetings, conference room for District principal's meeting, and other meetings as requested.
- 23. Assists in moving equipment to operate a quality, on-going educational program.
- 24. Check all fire and safety equipment on a weekly basis.
- 25. Periodically inspect the exterior of the building, including the roof, for any defects or damages that may be in need of repair.
- 26. Performs overtime duties and assignments.

27. Maintains a professional and congenial relationship with the students, public, and staff in all contacts. This shall include appearance and general attire.
28. See that school equipment, including mail boxes, are properly delivered within the system. Specific custodial positions will include delivery of postal items.
29. See that the students are provided clean towels and related items. Specific custodial positions will include both delivery and laundry of these items.
30. Assist with the hot lunch program as prescribed by the principal. Specific custodial positions will include the delivery of food and hot lunch equipment between buildings.
31. Perform other duties that may be assigned by the principal or Facilities Director or Principal.

GROUNDKEEPER DUTIES WILL BE INCLUDED WITH CUSTODIAL DUTIES

TITLE: SCHOOL NURSE

QUALIFICATIONS:

1. Certification of good health upon employment.
2. Ability to work cooperatively with school personnel, students, and the public.
3. Aptitude for successful fulfillment of assigned performance responsibilities.
4. A licensed registered nurse or LPN with Basic Life Support (BLS) training.
5. Basic computer knowledge/experience.

REPORTS TO: Superintendent/Building Principals

CONTRACT PERIOD: School Nurse (Hours and number of days to be set by the Superintendent.)

JOB GOAL: To provide health care services to students and act in an advisory capacity to the district staff for both classroom health instruction and staff wellness.

PERFORMANCE/RESPONSIBILITIES:

1. Conducts medical case findings, screenings, and referral activities related to health facts and defects of students. (Scoliosis, vision screening, height, weight, lice, etc.)
2. Refers parents of pupils needing medical care or welfare assistance to appropriate private or community resources.
3. Write understandable legally binding Individual Health Care Plans.
4. Provides health counseling services for students, parents, and school personnel.
5. Assists in identification of safety and health hazards on school sites.
6. Maintains an immunization and health record for each student.
7. Informs teachers of physical or health liabilities of students.
8. Provides emergency nursing service for sick or injured students at each school.
9. Notifies parents of students about illnesses, physical defects, and potential health problems and provides appropriate health counseling.
10. Assists with verification of selected student absences by home or telephone contacts with parents.
11. Assists medical personnel in immunization and staff wellness programs conducted in the district.
12. Prepares and distributes appropriate health topic bulletins to students, staff members, and parents.
13. Prepares mandated health and developmental workups and updates as requested on all special education students.
14. Conducts annual AIDS update to students and staff, and clinic on breast and testicle self-exam to high school students.
15. Presentation of bloodborne pathogens to staff.
16. Certify medication administration certificates to all building office staff.
17. Level I investigator for the District.

18. Check absentees and notes from parents. Conference with office staff on illnesses, absences, medications, and other situations deemed appropriate by the staff.
19. Conference with students concerning illnesses, injuries, etc.
20. Complete case history health information deemed necessary by the Individual Education Plan (IEP) process of the Area Education Agency (AEA).
21. Oversee the medications, forms, procedure for dispersal, and anything else related to the medications kept in the office for students.
22. Assist teacher in any requested health education instruction. Some examples:
  - a. West Elementary
    - i. Kindergarten cleanliness activities (brushing teeth)
    - ii. Kindergarten Round-Up Parent Meeting
    - iii. Grade One: Personal hygiene, brushing teeth, sun safety (Slip, Slop, Slap program)
    - iv. Grade Two: Eye safety, ear safety, prevention of injury.
    - v. Grade Four: Puberty and female menstruation, personal hygiene
  - b. Middle School: Grade Six: Puberty, menstruation and personal hygiene.
  - c. High School
    - i. Vital signs programs
    - ii. Plan and attend tour of OB unit at PACH for parenting class
    - iii. First OB visits expectations for parenting class.
23. Complete the height, weight, vision, and scoliosis screening/evaluations for the district.
24. Coordinate and assist with Public Health within school vaccinations.
25. Coordinate any staff wellness program endorsed by the District.
26. Investigate any reported abuse cases.
27. When requested, assist the principal or designated staff member, in any harassment or other kind of investigation.
28. Complete appropriate state reports.
29. Keep the principal informed of any pertinent medical or health situations/concerns and make appropriate recommendations concerning them. (Examples: head lice, flu)
30. Maintain adequate first aid medical supplies including ice packs and order for upcoming year.
31. Complete a detailed report of any accident or injury brought to your attention/services as a nurse that occurred to a student during the school day. A copy of these reports shall be given to the principal.
32. Keep anecdotal records on student contacts/conferences.
33. Keep records/lists of pertinent student medical concerns and share with appropriate staff.
34. Serve as a medical advisor to the principal.
35. Serve on appropriate study/search committees appointed by the principal or superintendent.
36. Performs other duties as assigned.

**TERMS OF EMPLOYMENT:** Salary and work year as established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.



TITLE: TRANSPORTATION SECRETARY

QUALIFICATIONS

1. High School diploma or GED
2. Proficient keyboarding and file maintenance skills
3. Proficient skills to update/maintain state portal page
4. Proficient knowledge of software applications: JMC, Word/Docs, Excel/Numbers
5. Knowledge of correct English usage, grammar, spelling and punctuation
6. Basic math skills
7. Strong communication skills

EXPERIENCE

1. Preferred three years secretarial experience
2. Public education environment preferred

REPORTS TO: Transportation Director

DEPARTMENT: Transportation

CONTRACT: 10 month

JOB GOAL: Assist with daily operation of the transportation department and provide clerical services to the Director of Transportation and Business Office.

PERFORMANCE /RESPONSIBILITIES

1. Assist or handle assignments of bus drivers, bus routes, vehicles, and substitutes for morning and afternoon routes.
2. Assist with or coordinate extracurricular activities transportation.
3. Prepare data required to plan bus routes and post schedule.
4. Maintain file maps.
5. Prepare correspondence, memorandums, forms, requisitions, and reports for the Business Office. This will include monthly transportation log reports.
6. Receive and process transportation requests.
7. Compile pertinent data to prepare various required state and local reports.
8. Maintain physical and computerized departmental files on transportation issues, including

9. Keep up-to-date files for all transportation employees including driver's certifications,
10. Comply with all district policies as well as state and federal laws and regulations.
11. Receive, schedule and inform drivers of random drug testing.
12. Maintain the Federal Motor Carrier Safety Administration Drug & Alcohol Clearinghouse Website and perform their annual queries.
13. Ensure upon hiring of any regular or substitute driver that all forms for acknowledgement and acceptance of drug testing policies are submitted and pre-employment drug tests are performed.
14. Use 2-way radio to communicate with drivers.
15. Notify drivers, parents, and school personnel of any changes in a student's bus service Such as address change, change in pick-up and drop-off location, change in time or bus change.
16. Maintain a positive and cooperative relationship with colleagues and others.
17. Process any incoming/outgoing mail.
18. Keep the vehicle listing up to date on the state portal-Vehicle Information System.
19. Record vehicle listing for insurance purposes and report any changes to the local Insurance agent.
20. Input student information in the computer.

SUPERVISORY RESPONSIBILITIES: None.

EQUIPMENT USED: Radio communication equipment, computer, printer, copier, calculator.

WORKING CONDITIONS: Mental Demands/Physical Demands/Environmental Factors:  
Repetitive hand motions; prolonged use of computer; work with frequent interruptions; work both inside and outside; moderate exposure to extreme temperatures and vehicle fumes.

**TITLE:** CENTRAL OFFICE ASSISTANT

**REPORTS TO:** Superintendent

**QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Skills, knowledge and abilities related to office policies and procedures.

**ASSIGNMENT-PERIOD:** 12 months

**JOB GOAL:**

Performs a range of basic office support activities for the SBO/Superintendent, such as answering phones and directing calls, greeting and directing visitors, answering questions and performing routine clerical work, data entry, and/or word processing work as assigned.

**PERFORMANCE/RESPONSIBILITIES:**

1. Answers telephones, routes calls, takes messages, and provides general information; greets and directs visitors; answers routine inquiries; maintains log of inquiries as required.
2. Opens and routes incoming mail; distributes correspondence and other material to department staff/faculty
3. Performs a variety of routine assignments as appropriate to the position; may operate a personal computer to draft basic correspondence, enter data, and print letters, labels, reports, and/or other materials; types and mails from letters.
5. Establishes, maintains, processes, and/or updates files, records, and/or other documents.
6. May perform specialized services of a routine clerical/administrative nature in strict accordance with established procedural guidelines, as appropriate to the position.
7. May schedule or assist in scheduling appointments, meetings, and/or conferences, as appropriate to the position.
8. May order, stock, and distribute office supplies.
9. May run various routine errands, as required, for the unit/department.
10. Performs miscellaneous job-related duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year as established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

**TITLE: HUMAN RESOURCE ASSISTANT**

**REPORTS TO:** School Business Official

**ASSIGNMENT-PERIOD:** 12 months

**DETAILS:**

1. Days: Monday-Friday
2. Hours: 8:00-3:30 (½ hour unpaid lunch break) or adjusted hours approved by SBO

**JOB GOAL:**

The job of Human Resources Assistant is done for the purpose/s of providing secretarial support within the Human Resources Department by processing employee leave information, benefit information, new employee paperwork, and workers compensation information; assists with the coordination of the districts substitute employees; ensures accurate employment records; communicates with district employees and other entities.

**PERFORMANCE/RESPONSIBILITIES:**

1. Assists personnel, vendors, and prospective employees by phone, letter or in person (e.g. presentation of benefit information, processing of new employee information, general employment questions, certification questions and issues, etc.) for the purpose of verifying employee eligibility, conveying information and/or processing of information
2. Compiles data from a variety of sources for the purpose of complying with financial, legal, and/or administrative requirements related to the school district's operation
3. Distributes documents (e.g. enrollment packets, employment status forms, flyers, identification cards, etc.) for the purpose of providing information
4. Informs employees and applicants regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action, and/or complying with established guidelines
5. Maintains employee records in both physical and electronic formats (e.g. leave, enrollment information, etc.) for the purpose of ensuring records are current and accurately reflect employee benefit eligibility
6. Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions
7. Prepares written and electronic materials (e.g. reports, memos, letters, forms, surveys, etc.) for the purpose of documenting activities, providing written reference and/or conveying information
8. Processes a variety of employee information (e.g. district benefit plan, state retirement system, workers compensation procedures, leave policies and practices, etc.) for the purpose of supporting the Human Resources Department in meeting its goals
9. Reconciles enrollment forms and billings to employee records (e.g. health, dental, flexible spending accounts, etc.) for the purpose of ensuring accurate eligibility and payment information in accordance with contract provisions

10. Responds to inquiries regarding a variety of human resources related issues (e.g. application procedures, leave status, benefits, etc.) for the purpose of assisting in the provision of services provide by Human Resources Department
11. Schedules a variety of activities (e.g. interviews, meetings, travel arrangements, etc.) for the purpose of assisting in meeting staff needs and efficient utilization of personnel
12. Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions
13. Assists other personnel as may be required for the purpose of supporting them in the completion of their job functions.

TERMS OF EMPLOYMENT: Salary and work year as established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

## 2023-24 School Year

### SIGNATURE PAGE

I have been informed of harassment policies and have read the Support Staff Handbook. I have also been informed that the Handbook is available at [www.e-hawks.org](http://www.e-hawks.org) under Teacher Resources. By signing this page I state that I have read and understand the policies within and agree to abide by them.

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Employee Signature

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Date

\*Please turn the signed signature page into the Superintendent's Office to be placed in your file.

\*\*You will be required to read and sign the Support Staff Handbook annually.