

# *Anamosa Community School District*

## Employee Handbook



# 2024-2025

(approved 6-17-2024)

### **NOTICE OF NONDISCRIMINATION**

Students, parents, employees, and others doing business with or performing services for the Anamosa Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, gender identity, religion, socioeconomic status, national origin, gender, marital status, sexual orientation, or disability in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school districts compliance with the regulations implementing Title VI, Title VII, Title IX, or the Americans with Disabilities Act (ADA), 504 is directed to contact: Superintendent, Anamosa Community School District, 319-462-4321, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, and the ADA, 504.

**Disclaimer:**

This handbook is a general source of information and may not include every possible situation that could arise. It is not intended, and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook are in conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall govern.

**Handbook Subject to Change**

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

*The requirements stated in the Master Contract between employees of Anamosa Teacher Association bargaining unit if appropriate will supercede any information listed in this handbook.*

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# Welcome Letter

July 2024

Greetings:

Anamosa Community School District is the place where amazing things happen each and every day. This only adds to the excitement and anticipation for the upcoming school year. We are in fact "Rooted in Excellence and Ready for the Future. Each of you has been working to build that strong foundation of excellence. That foundation will serve all associated with ACSD in realizing the great possibilities that the future can bring. Our trajectory is headed up and the future is full of endless possibilities. It is time to show our pride in being part of the Anamosa family.

Empowerment through our PLC's and Collaborative Teams is the key to our success. Together we can thrive regardless of the challenges we face. I think we all would agree that the challenges are real. They will require our best to navigate. When we stand together we can face any challenge and come out the other side better and stronger. We have amazing people at ACSD, that is what makes us so special. Nothing that we face needs to be shouldered alone, we have each other. Trust yourselves and trust your colleagues and all is possible. [We are Anamosa and We Are:](#)

- Engaged
- Driven
- Leaders
- Committed
- Excellent

Our theme for the 2024-2025 school year will be "We are Ready for the Future Because We Are Future Ready". Our vision is focussed towards the future, the future of each and every student. The diversity in our students must be reflected in the pathways we provide them. It starts with a strong foundation of skills in reading, listening, speaking, math, science, social studies, and social skills. We then need to provide them with the ability to identify and explore what they are passionate about. Finally we need to provide them the opportunity to experience those areas as possible career choices. I believe in the principle that "Form Follows Function." If our vision is on the future through building strong foundational skills and allowing students to discover and chase their passions, our school structure must align with that vision. It is time to set our sight squarely on this vision for the future and make it come to life!

Bring on the 2024-2025 school year, together we will embrace the challenge!!!!

We are Ready for the Future Because we are Future Ready!"

Go Raiders!!!!!!!



Darren D. Hanna  
Superintendent  
Anamosa Community School District

## **Definitions**

- “The district” means the Anamosa Community School District.
- "Parent" also means "guardian" unless otherwise stated.
- An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.
- "School grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.
- "School facilities" includes school district buildings and vehicles.
- "School activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.
- Certified Personnel shall include the following employees: Licensed Administrators, Licensed Teachers, and Licensed Nurses.
- Classified Personnel shall include the following employees: Directors, Maintenance/Housekeeping, Administrative Assistants, Paraeducators, Nutrition Services, Transportation, Daycare, Juvenile Liaison, part time personnel for any of the previous mentioned classifications.
- Classified employees shall be directly responsible to their immediate supervisor.

## **School District Mission Statement, Educational Goals and Expected Outcomes**

### **District Mission Statement - Board Policy 101.1**

The mission of the Anamosa Community School District is to provide all students educational opportunities to learn and achieve in a rapidly changing global society.

### **District Vision Statement - Board Policy 101.1**

Rooted in Excellence, Ready for the Future

## **District Beliefs and Student Learning Goals - Board Policy 101.4**

We believe:

- **Wellness:**  
We believe a healthy lifestyle and healthy, positive relationships where people feel safe, valued, and respected are vital to the long-term success of students.
- **Future ready:**  
We believe that all students should be future ready so they are able to engage with purpose as contributing members of society.
- **Student engagement:**  
We believe all students should develop into responsible, independent thinkers by engaging in complex and rigorous learning opportunities.
- **Student success:**  
We believe all students can achieve high-level goals through challenging learning opportunities.
- **Student ownership:**  
We believe students should acknowledge that the past doesn't have to determine tomorrow and students should embrace their capacity to shape their future.
- **Culture:**  
We believe a collaborative culture yields high-level outcomes through shared learning, critical thinking, and creativity.

## **Student Learning Goals - Board Policy 101.5**

- develop a respect for themselves, others and their environment.
- work cooperatively with others in a variety of settings.
- develop responsible citizenship skills.
- acquire the skills necessary to provide a foundation for lifelong learning.
- develop the necessary skills to communicate effectively.
- solve problems in creative and positive ways.
- use technology appropriately as a tool for everyday life.

## **Equal Opportunity Employment and Affirmative Action - Board policy 401.1**

The Anamosa Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district 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.

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

Advertisements and notices for vacancies within the district will contain the following statement: "The Anamosa 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, Anamosa Community School District, 200 S. Garnavillo Street, Anamosa, Iowa 52205; or by telephoning 319-462-4321.

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 Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669-6820.

<http://www.eeoc.gov/tield/milwaukee/index.cfm>

or the Iowa Civil Rights Commission, 400 E. 14<sup>th</sup> Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html>. 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 administrative office and the administrative office in each attendance center.

This notification must be included in major annual or general publications including but not limited to:

Student Handbooks	School Newsletters
Teacher Handbooks	Local Newspaper
Employee (Staff Handbook)	Employment Application Forms
Registration Handbook	Program Brochures & Publication
District Website	Agreement forms with labor organizations and businesses, which hold professional agreements with the school

## **Multi-Cultural, Non-Sexist, Equity Officer, Section 504 Coordinator**

Students, parents, employees, and others doing business with or performing services for the Anamosa Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, age, gender identity, religion, socioeconomic status, national origin, gender, marital status, sexual orientation, or disability in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school districts compliance with the regulations implementing Title VI, Title VII, Title IX, or the Americans with Disabilities Act (ADA), 504 is directed to contact Superintendent Darren Hanna, Anamosa Community Schools District, 200 S. Garnavillo Street, Anamosa, Iowa, 319-462-4321, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, and the ADA, 504.

# School Calendar

## Anamosa Schools 2024-2025 Academic Calendar

Approved 3/18/2024

Summary of Calendar:  
 Days/Hrs. in classroom:  
 First Semester..... 89/566.75  
 Second Semester ..... 87/551.25  
**TOTAL DAYS/HRS 176/1118.0**

### CALENDAR LEGEND

Prof. Dev.   
 Quarter   
 Early Dism.   
 Holidays   
 Vacation Days

Does not include Professional Development days/hours.

### HOLIDAYS:

Labor Day (9/2)  
 Thanksgiving Day (11/26)  
 Christmas Day (12/25)  
 New Year's Day (1/1)  
 Memorial Day (5/26)

### Teacher Days

174 Student Days  
 2 Comp. Days  
 3 Holidays  
 9 Prof. Dev. Days  
 1 Flex Prof. Dev. Day  
 189

\*More info on flex prof. dev. will be sent to teachers

If needed, April 21 will be weather make-up day and additional weather make-up days will be added to the end of the year.

August 2024					Student Days/Hours	
M	T	W	Th	F		
12	13	14	15	16		
19	20	21	22	23	1	6.75
26	27	28	29	30	6	38.5
September 2024						
2	3	4	5	6	10	63.5
9	10	11	12	13	15	95.25
16	17	18	19	20	20	127
23	24	25	26	27	25	158.75
30				26		165.5
October 2024						
	1	2	3	4	30	190.5
7	8	9	10	11	35	222.25
14	15	16	17	18	40	254
21	22	23	24	25	45	285.75
28	29	30	31		49	310.75
November 2024						
				1	50	317.5
4	5	6	7	8	55	349.25
11	12	13	14	15	60	381
18	19	20	21	22	65	412.75
25	26	27	28	29	67	426.25
December 2024						
2	3	4	5	6	72	458
9	10	11	12	13	77	489.75
16	17	18	19	20	82	521.5
23	24	25	26	27	82	521.5
30	31				82	521.5
January 2025						
		1	2	3	84	535
6	7	8	9	10	89	566.75
13	14	15	16	17	93	591.75
20	21	22	23	24	98	623.5
27	28	29	30	31	103	655.25
February 2025						
3	4	5	6	7	108	687
10	11	12	13	14	113	718.75
17	18	19	20	21	118	750.5
24	25	26	27	28	123	782.25
March 2025						
3	4	5	6	7	128	814
10	11	12	13	14	133	845.75
17	18	19	20	21	133	845.75
24	25	26	27	28	138	877.5
31					139	884.25
April 2025						
	1	2	3	4	143	909.25
7	8	9	10	11	148	941
14	15	16	17	18	152	966
21	22	23	24	25	156	991
28	29	30			159	1009.25
May 2025						
			1	2	161	1022.75
5	6	7	8	9	166	1054.5
12	13	14	15	16	171	1086.25
19	20	21	22	23	176	1118.0
26	27	28	29	30		
June 2025						
2	3	4	5	6		

### 176 Days/1118.0 Hours Calendar

Aug. 13 New Teacher Day  
 Aug 14-15 Professional Development  
 Aug. 20-21 Professional Development  
 Aug. 22 Teacher Workday  
**Aug. 23** Begin 1<sup>st</sup> Quarter & 1<sup>st</sup> Semester  
 Aug. 28 2 Hour Early Dismissal  
 Sept. 2 Labor Day (No School)  
 Sept. 4 2 Hour Early Dismissal  
 Sept. 11 2 Hour Early Dismissal  
 Sept. 18 2 Hour Early Dismissal  
 Sept. 25 2 Hour Early Dismissal  
 Oct. 2 2 Hour Early Dismissal  
 Oct. 9 2 Hour Early Dismissal  
 Oct. 16 2 Hour Early Dismissal  
 Oct. 22 Parent Teacher Conferences  
 Oct. 23 2 Hour Early Dismissal  
 Oct. 24 Parent Teacher Conf. Early Dismissal  
 Oct. 25 End 1<sup>st</sup> Qtr. (45 days)  
 Oct. 25 No School – Teacher Comp. Day  
 Oct. 28 Begin 2<sup>nd</sup> Quarter  
 Oct. 30 2 Hour Early Dismissal  
 Nov. 6 2 Hour Early Dismissal  
 Nov. 13 2 Hour Early Dismissal  
 Nov. 20 2 Hour Early Dismissal  
 Nov. 27-29 No School – Thanksgiving Holiday  
 Dec. 4 2 Hour Early Dismissal  
 Dec. 11 2 Hour Early Dismissal  
 Dec. 18 2 Hour Early Dismissal  
 Dec. 23 – Jan. 1 No School - Winter Break  
 Jan. 8 2 Hour Early Dismissal  
 Jan. 10 End 2<sup>nd</sup> Qtr. (44 days)  
 Jan. 10 End 1<sup>st</sup> Semester (89 days)  
 Jan. 13 No School – Teacher Workday  
 Jan. 14 Begin 3<sup>rd</sup> Quarter & 2<sup>nd</sup> Semester  
 Jan. 15 2 Hour Early Dismissal  
 Jan. 22 2 Hour Early Dismissal  
 Jan. 29 2 Hour Early Dismissal  
 Feb. 5 2 Hour Early Dismissal  
 Feb. 12 2 Hour Early Dismissal  
 Feb. 19 2 Hour Early Dismissal  
 Feb. 26 2 Hour Early Dismissal  
 Mar. 5 2 Hour Early Dismissal  
 Mar. 11 Parent Teacher Conferences  
 Mar. 12 2 Hour Early Dismissal  
 Mar. 13 Parent Teacher Conf. Early Dismissal  
 Mar. 14 End 3<sup>rd</sup> Quarter (44 days)  
 Mar. 14 No School – Teacher Comp. Day  
 Mar. 17-21 Spring Break  
 Mar. 24 Begin 4<sup>th</sup> Quarter  
 Mar. 26 2 Hour Early Dismissal  
 Apr. 2 2 Hour Early Dismissal  
 Apr. 9 2 Hour Early Dismissal  
 Apr. 16 2 Hour Early Dismissal  
 Apr. 18 No School  
 Apr. 21 No School – Prof. Dev Day (Snow MakeUp)  
 Apr. 23 2 Hour Early Dismissal  
 Apr. 30 2 Hour Early Dismissal  
 May 7 2 Hour Early Dismissal  
 May 14 2 Hour Early Dismissal  
 May 18 Graduation  
 May 21 2 Hour Early Dismissal  
 May 23 End 4<sup>th</sup> Qtr (43 days)  
 May 23 End 2<sup>nd</sup> Semester (87 days)  
 May 26 Memorial Day  
 May 27-28 Professional Development



## **Board Policies**

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available in administrative office, and school district website. Staff is responsible for carrying out the policies established by the board of education and the internal rules and regulations administered by the building principals/superintendent for the operation of the school.

If you have questions about board policies, please contact the District Administrative Assistant at 319-462-4321.

## **District Contacts – Compliance Coordinators**

### **Level One Child Abuse Investigators**

Josh Bentley	319-462-3594 Ext. 1610
Linda Vaughn	319-462-3553 Ext. 2107
Ellen Recker	319-462-3549 Ext. 1204

### **Alternative Level One Child Abuse Investigator**

Anamosa Police Department	319-462-4344
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### **Title IX and Title VI Education Equity Program Coordinator and Affirmative Action/Equal Employment Opportunity Compliance**

Darren Hanna, Superintendent	319-462-4321
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### **Section 504 Coordinator**

Eric Ries	319-462-3553 Ext. 2114
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### **Homeless Coordinator**

Ellen Recker	319-462-3549 Ext. 1204
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## **Organizational Chart**

Please refer to board policy 301.1E1 found on the Anamosa Community School District website for the current organizational chart.

## **COMPENSATION AND BENEFITS**

### **Activity Workers**

It takes many hands in many ways to provide opportunities for success to our students both inside and outside of the classroom. Students are more engaged in school and their learning when they believe staff care about them. One of the greatest ways to show them we care is by supporting them through the opportunities we provide and in which they choose to participate. Staff members are required to attend and assist at three student events. Staff members will receive an activities pass as appreciation for their support of student events. If the staff member's spouse works three events, they will also receive an activity pass as appreciation for their support of student events. Staff members helping with events as a ticket taker or at the scoreboard get paid \$15.00 for those worked beyond the three required events. Working at high school concession stands does not count toward events worked.

## **Coaches and Sponsors Not Under a Teaching or Other Regular Contract**

Coaches and/or sponsors not under a teaching contract or not working for the district in a classified position are considered at-will employees. As such, they receive no sick leave or other benefits.

The work agreement memorandum with classified personnel shall be issued in writing, shall state the length of time the agreement shall be in force, and shall state the rate of payment. This is an at-will work agreement. It is understood that unless otherwise stated in the employment agreement, the employer or the employee may terminate employment at any time upon 15 calendar days' written notice without cause.

## **Compensation and Licensure**

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

## **Employee Travel Compensation – Board Policy 401.04**

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs. (Please see following page for additional information regarding mileage reimbursement).

Travel outside of the school district must be pre-approved. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the superintendent, is approved by the superintendent.

Reimbursement for actual and necessary expenses may be allowed for travel outside the school district if the employee received pre-approval for the travel. (Reimbursement form available on district website under "Forms for Staff"). Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim.

Failure to have a detailed receipt will make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip are reimbursed by the employee to the school district no later than 10 working days following the date of the expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration are limited to the actual cost of the registration.

Pre-approved expenses for transportation within three-hundred miles of the school district administrative office will be by automobile. For pre-approved travel greater than three hundred miles, if the individual chooses to go by automobile, the maximum travel cost shall not exceed the cost of economy/coach class air travel. Employees shall use school vehicles to attend workshops, seminars, conferences, meetings or similar events outside of the district. If an employee decides to use his/her own vehicle when school vehicles are available, he/she will not be reimbursed for mileage. However, the employee shall be reimbursed mileage if there are no school vehicles available to attend such an event as described above and the employee has to use his/her own vehicle to attend the event. Superintendent and Principals choosing to use a personal vehicle when a school vehicle may be available will be reimbursed at the district mileage rate.

If a District car is not available on the designated date, an employee shall be reimbursed mileage at a rate that is eight (8) cents below the federal reimbursement rate, with a maximum amount allowed of 300 total miles. Personnel shall be reimbursed for travel from the building in which they normally begin their day of service. This does not include travel to and from work and home. Pre-approved expenses for transportation outside of three-hundred miles of the school district may be by public carrier. Pre-approved expenses for transportation in a rental car is limited to the cost of a Class "C" rental car at a medium-priced agency unless the number of people traveling on behalf of the school district warrants a larger vehicle.

All employees of the district and designated drivers of school vehicles are required to read and acknowledge the Procedures and Expectations for using School vehicles (9 passenger and under.) A current copy of their driver's license is also required on file in the Superintendent's office.

An itemized account of all expenses, including receipts for lodging and meals shall be submitted for reimbursement. For travel outside the state of Iowa, a guide or reference used for reasonable and customary expenses is the General Services Administration (GSA) web site at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem), which provides maximum per diem rates for meals, lodging, etc. for federal travelers.

Meal reimbursements are only allowed on occasions of overnight travel. A restaurant receipt or itemized credit card receipt must be submitted along with a completed expense reimbursement form to the Business Office. Failure to submit a detailed receipt will make the expense a personal expense. Reimbursement for meals shall not include costs for alcoholic beverages.

For travel within the state of Iowa, Meals shall be reimbursed at a rate not to exceed \$38 per day. When less than three meals per day are subject to reimbursement, the following maximum reimbursement rates will be paid: up to \$12.00 for breakfast, up to \$16.00 for lunch and up to \$25.00 for dinner.

## **Iowa Public Employees' Retirement System**

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

## **Pay Plan**

Staff in the following departments shall be paid biweekly: daycare, maintenance, transportation, and nutrition services. All other staff shall be paid on a monthly basis. Paychecks for staff paid on a monthly basis will be issued on the 18th of each month. If the 18th falls on a weekend or holiday, checks will be issued the last working day before the 18th. Although payment is made on the 18th, salaried employees are under work obligation until the end of the month. All new employees shall have their paycheck direct deposited.

## **Payroll Accountability**

The district believes in taking appropriate measures to ensure the accurate expenditure of district funds through payroll. All district employees shall be responsible for accurately and timely reporting their time worked. The School Business Official shall be responsible for the timely and accurate disbursement of payroll for the district. No individuals beyond the employees and the School Business Official shall have authority to alter timekeeping for employees without prior approval from the superintendent. The superintendent shall develop procedures to ensure the accurate recording of time worked and compensation disbursed for all district employees.

## **Workman's Compensation Benefits**

In case of absence due to injury or illness incurred in the course of the employee's employment for which workmen's compensation benefits are received, the employee may elect to supplement their pay received from the workers' compensation carrier by using 1/3 of a sick leave day for each day missed to the extent sick leave is available. This supplemental pay from the district will be subject to IPERS contributions.

# **CONDUCT IN THE WORKPLACE**

## **Employee Work Guidelines – Board Policy RP401.1A**

The following work rules relating to personal conduct are issued by the Anamosa Community School District to inform all employees of personal conduct considered unacceptable as a district employee. These rules are established so the district can attain its objectives in an orderly and efficient manner. The rules are not intended to restrict the rights of employees, but rather to advise employees of prohibited behavior.

### **I. Work Performance**

1. Intentionally giving any false or misleading information to obtain employment or a leave of absence.
2. Negligence in performance of assigned duties, or interfering with another employee's performance of duties.
3. Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
4. Falsifying records or giving false information to employees and agencies responsible for recordkeeping.
5. Failure to provide accurate and complete information and reports whenever an authorized person requires such information.
6. Unauthorized disclosure of confidential information or records.
7. Loafing, loitering, sleeping or engaging in unauthorized personal business.
8. Failure to comply with health, safety, and sanitation requirements, rules and regulations.

### **II. Attendance and Punctuality**

1. Failure to be at the work place, ready to work, at the regular starting time.
2. Leaving the work place before the scheduled quitting time without the specific approval of the supervisor.
3. Unexcused or excessive tardiness or absenteeism.

4. Failure to observe the time limits and scheduling of lunch, rest, or personal needs periods.
5. Failure to notify the supervisor promptly of unanticipated tardiness or absence.

### **III. Use of Property**

1. Unauthorized or improper use of district property, tools, or equipment, including vehicles, telephones, computers, or mail service.
2. Unauthorized possession or removal of district or another person's private property.
3. Willfully damaging, destroying, or stealing property belonging to the district, student or fellow employees.
4. Unauthorized posting or removing of notices or signs from bulletin boards.
5. Unauthorized use, lending, borrowing, or duplicating of district keys or electronic access devices.
6. Unauthorized entry to district property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

### **IV. Personal Actions and Appearance**

1. Threatening, attempting or doing bodily harm, fighting, or engaging in horseplay with another person.
2. Intimidating, bullying, harassing, interfering with, or using abusive language towards others.
3. Unauthorized possession of firearms or other weapons.
4. Making false or malicious statements concerning other employees, supervisors, students, or the district.
5. Use or possession of alcoholic beverages or narcotics during working hours, or smoking on district premises.
6. Reporting to work under the influence of alcoholic beverages or illegal drugs.
7. Unauthorized solicitation for any purpose.
8. Inappropriate dress or lack of personal hygiene that adversely affects proper performance of duties or constitutes a health or safety hazard.
9. Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits.
10. Failure to exercise good judgment, or being discourteous, in dealing with parents, students, the general public or fellow employees.
11. Fraternizing with students, including but not limited to touching, excessive conversation, or other non-job related personal contact with students.

### **V. Ethics**

1. Failure to adhere to the district's curriculum and instructional policies, procedures, and guidelines.
2. Furnishing, other than to school personnel, any list of names or addresses of students and failure to limit the use of commercial advertising in the classroom to those items that have the advance approval of the building principal or immediate supervisor.
3. Failure to follow the district's policy on addressing concerns through the proper administrative channels of communication.
4. Personally benefiting from the sale of merchandise to any student.
5. Failure to report all arrests and convictions of a violation of law other than a minor traffic violation. (Exception: Bus Drivers shall report all moving traffic violations.)
6. Failure to comply with the Iowa Code of Professional Conduct and Ethics (Chapter 25 and 26)
7. Failure to fully cooperate with any internal or external district investigation.

Employees engaging in prohibitive behavior risk discipline up to and including a warning, counseling, oral or written reprimand, suspension with or without pay, or termination. Additionally, where warranted, employees engaging in certain prohibitive behavior risk having that behavior reported to the Board of Educational Examiners and/or local law authorities for possible criminal prosecution.

## **Employee Use of Cellphones**

School district and personal phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. All personal calls should be made during sanctioned breaks. District telephones are only for official school business.

Unless explicitly authorized, texting or cell phone use should not occur while the employee is on duty (classroom time, supervision time or any time the employee is working with or monitoring students). Texting or cell phone use is prohibited while operating a school owned vehicle (bus, van, or car) unless otherwise designated by the Superintendent. When using the cell phone in an emergency situation, the school vehicle will be at a complete stop.

The Anamosa Community School District prohibits unauthorized use of cameras in the workplace, including camera phones. This is believed necessary to protect employee and student privacy, student and staff records, and other business information. Do not allow students to use cell phones or cameras to take unauthorized pictures of other students or staff. The same is true for school district staff.

Failure to follow this guideline will result in disciplinary action, up to and including termination.

## **Fighting**

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

## **Fraud/Unlawful Gain**

Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement. The school district will also file a complaint with the Iowa Board of Educational Examiners as a violation of the employee's Code of Ethics and the district will also petition for license revocation.

## **Neglect of Duties**

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

## **Offensive or Abusive Language**

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

## **Performing Unauthorized Work While on Duty**

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

## **Personal Profit**

District employees and students are to be free of coercion to purchase or contribute to any product or cause that benefits any employee personally. Employees are not to engage in soliciting or selling for personal benefit or profit while on duty. For any licensed employee such behavior violates the Iowa Board of Educational Examiners' Code of Ethics and the district shall report such.

## **Use of School Facilities and Equipment**

The district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property only to be used for conducting school district business.

Abuse or misuse of school district or non-district owned property, including but not limited to district vehicles, computer, telephones and cell phones, teaching supplies and paper for non-school use without prior approval of administration, is to be reported immediately to the *Supervisor or Superintendent*. Failure to do so will limit district responsibility and/or increase employee responsibility. It is expected all employees will use care and caution when using district and non-district property.

Abuse or misuse or unauthorized use of district property, private property, materials and/or equipment is subject to disciplinary action.

- **Activity-Free Night/Sundays** - In keeping with community culture and family-related opportunities, Sunday and Wednesday evenings shall be reserved for non-school sponsored student activities. On Wednesdays during the school year, no Anamosa Community School District sponsored activity shall detain students after 5:45 p.m. In order for staff to appropriately maintain district facilities, a facility may be periodically closed for an evening.

District or conference events by the State may be exceptions to this policy.

No team or extracurricular group shall practice on Sunday or Memorial Day, July 4<sup>th</sup>, Labor Day or New Year's Day except by written permission of the Activities Director after consultation with the Superintendent. The students will be excused without consequences should a practice be granted. The Activities Director shall establish guidelines for this provision.

No team or extracurricular group shall practice on Thanksgiving, Christmas Eve, or Christmas Day. Building principals shall annually notify students, parents/legal guardians and coaches regarding the provisions of this policy and confirm that students will be excused without penalty.

The Anamosa Community School District is not responsible for activities scheduled by organizations outside the district.

- **Care of Furniture** - Do not allow students to sit on the top of tables and desks. Students should not be allowed to tip chairs back by leaning on the chair. This will eventually result in damage to the equipment and potential injury to students. All staff should set the example in this area.
- **Household Appliances in the Workplace** - Household appliances should not be used in any instructional or office workplace area. These appliances include, but are not limited to, items such as space heaters, coffee makers, coffee warmers, and microwave ovens. Appliances are only allowed to be operated in designated areas

such as the Staff Dining area, kitchen area, Family & Consumer Science classroom, Nurses Office, and Self-Contained Special Education classrooms. Administrators may designate additional areas as needed. There are many Federal, State, City and County regulatory codes in place for the public workplace. Generally, any item that is not provided by school district should not be in the workplace.

- **Open Gym** - Open gym is allowed on Sunday afternoon for sports not currently in season if prior permission is given by the Superintendent or Superintendent's designee and a coach/sponsor is available to supervise.
- **Property of the Anamosa Community School District** - No property belonging to the Anamosa Community School District shall be removed from the school premises without a release from the Superintendent or Board. Any loss or damage to such property shall be the full obligation of the borrower. School buildings, machines, and equipment belonging to the district are not to be used by school personnel for private use, unless permission is granted by the Superintendent or the School Board in advance.

The supervision of school property is the responsibility of every staff member within the classroom and throughout the school. This is true whether or not a supervisor has been officially assigned. Any time a staff member observes students in the process of mishandling school property, intentionally or unintentionally, it is the responsibility of that staff member to intervene to prevent damage or injury and to notify the administration.

- **Use of District Vehicles** - Only employees who possess a valid driver's license may operate a district vehicle in their work performance. All non-transportation employees who drive a school vehicle should have a copy of their current Driver's License and *Procedures and Expectations for using School Vehicles (9 Passenger and under)* on file in the District Office. This includes, but is not limited to, driving both in and out of town, taking a student(s) somewhere, going to the bank, getting classroom supplies from Anamosa merchants. Anytime you operate a vehicle that is owned by the school district, we must have a copy of your current driver's license and a signed *Procedures and Expectations for using School Vehicles- 9 Passenger and under. (This is included in the acknowledgement page at the end of this handbook)* on file in Central Office. If these items are not on file, you will not be able to drive a school vehicle, and will not be reimbursed for your mileage by the school district.
- **Vandalism** - Any school district employee discovering that a building or district property has been damaged, entered, or burglarized should immediately report to the principal in order that the local police department and Superintendent's Office may be notified.
- **Workplace Privacy** - The school district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property and are only to be used for conducting school district business.

As a part of their employment, the school district may make a desk or work space available to employees. The desk and the work space are school district property. Because the desk and the work space are district property, not the personal property of the employee, the desk and work space are subject to being inspected by the district at any time, with or without notice to the employee. The district assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to employees.

If the district conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection.



## **Whistleblower - Board Policy 401.5**

The board of education prohibits and will not tolerate any form of reprisal, retaliation or discrimination against any employee who in good faith, based on a reasonable belief, has made or intends to make a report to a member or employer of the general assembly, a state official, an official of the school district, law enforcement or any other public official that there has been a violation of federal, state or local law or rule, mismanagement, a gross abuse of funds, an abuse of authority, or a substantial and specific danger to public health or safety.

An employee who reasonably believes that any such violation exists may file a grievance in accordance with policy 104.0E1, Employee Complaint Policy, or a complaint in accordance with policy 104.0, Discrimination, Harassment and Bullying Complaint Policy.

The provisions of this policy apply only to those situations in which an employee brings the alleged unlawful activity, policy or practice to the attention of school officials or the board and provides school officials or the board with a reasonable opportunity to investigate and correct the alleged unlawful activity. If necessary, school officials or the board may specify reasonable steps to protect the complaining employee from retaliation.

## **DISTRICT PROCEDURES AND GUIDELINES**

### **School Business Procedures**

#### **Introduction**

This Handbook of School Business Procedures outlines the procedures to use in procuring merchandise, requesting reimbursement for travel expenses and issuance of school district checks.

Our school is a **BIG BUSINESS**. The central office receives and expends over \$20,000,000 annually. Over 7,500 checks are written from three bank accounts, utilizing more than 3,300 accounting codes and 1,500 vendors.

Auditors of public funds require a strict accounting of all school district funds. Central office has developed these procedures, which, if followed, will allow for a clear accounting trail.

Please keep in mind that we make every effort to handle things efficiently and simply while still following the stringent laws given to us in the Code of Iowa.

All forms referred to in these procedures may be obtained at the building level offices.

#### **Building Office Procedures**

- Checks payable to the Anamosa Community School District must be deposited to a school account at the financial institution that has been designated as the depository for District funds. Checks may not be cashed in the office. Staff/students must cash checks through one of the local banks or by some means other than school funds. Do not cash checks for staff/students using school funds.
- Checks written for "over the amount" must be deposited intact. No cash may be returned to the bearer. Apply any excess to their lunch account or some other account or return the check to the bearer asking them to make another check for the proper amount. Do not give cash for checks written for "over the amount".

- Accept checks payable only to the Anamosa Community School District. Do not accept two-party checks.
- High School activity funds are taken directly to the bank with a completed deposit slip.
- All other funds are to be sent to the central office where they will be verified and deposited. Funds are to be turned in for deposit daily. A duplicate receipt should be provided for all cash taken in with a copy retained for auditing purposes.

Do not keep money in classrooms or offices overnight.

## **Book Orders**

Families should make checks payable to the book company so no cash is at risk of being lost. Keep the order time frame short, approximately one week so checks are not held for long periods of time. Funds may be turned in to the office for safekeeping until the order is placed.

## **Conference (Athletic)**

River Valley Conference. If you sponsor an activity that is on a conference basis, contact the Activity Director concerning questions about conference policy or procedure. The constitutions and regulations, along with the conference meeting minutes are in the activity director's office for your use.

## **Employee Absence Request**

Complete a Request for Leave of Absence each time you plan to be away from work or have missed work for any reason (requests for leave of absence are made in the time clock system for hourly employees. Teachers use Absence Management-Frontline. All other staff use Employee Self Service). If your position uses the time clock system, requests for time off should be entered in that system. It is necessary to have all absences documented.

## **Foundation Request (Anamosa School Foundation)**

Anamosa School Foundation request forms may be found at the following link: <https://tinyurl.com/ydbk5x77>  
 Foundation meetings are held the 2<sup>nd</sup> Monday of each month during the school year. Request forms must be approved by your administrator/supervisor and submitted to the district office by the 1<sup>st</sup> Monday of the month.

## **Grants**

Prior to applying for grants, approval must be obtained from the Superintendent or designee.

## **Handling of Money at Co-Curricular Events**

The following steps should be used when handling money at co-curricular events:

- As you are charging patrons and guests admission, checks may be written for the amount only. Do not allow guests to write a check for more than the amount to receive cash back.
- A pre-numbered ticket must be issued for each paid admission.
- At the conclusion of charging admission for school-sponsored events, two people will count the money and prepare the ticket tally sheet. This is for safe and accurate handling of district money.
- If admission is by donation, two people must count the funds, document the total and sign this documentation.
- Upon completion of counting the funds and preparing the ticket tally sheet, locate the building principal or activity director for placement of money in a locked area.
- The actual deposit of the money will be handled by the administrative assistant to the activity director.

## **Hotel Room Reservations**

When overnight accommodations are necessary for school business, please complete a three-part requisition form. Please indicate hotel name and phone number, check in and check out dates, number of rooms needed, staff traveling, etc. The central office will make the hotel reservation using the district credit card. Pursuant to Iowa Code 80.45A, if staying within the State of Iowa, the hotel you choose must be on the list of Iowa hotels that are certified in human trafficking prevention training. In the case of professional development travel, include estimated travel costs in the proposed budget section on the Professional Development Proposal form. Please see board policy 401.4 for out of state travel information/limits.

## **Issuance of Checks**

Activity fund checks are generally issued on a weekly basis throughout the school year. The cut-off for requesting Activity Fund checks is 4:00 p.m. Tuesday. Please plan accordingly.

General fund checks are distributed on the day following the monthly Board meeting. Board meetings during which bills are approved are normally scheduled the third Monday of each month. The cut-off time request for checks is 4:00 p.m. on the Tuesday prior to the board meeting.

## **Ordering Supplies and Equipment that will be paid for by an Outside Source**

The following steps should be used with ordering supplies and/or equipment that will be paid by an outside source:

- Always use a three-part requisition form.
- In the coding section of the requisition form, use the code to which your purchase would ordinarily be charged.
- If funded by a donation, on the body of the three-part requisition form indicate which outside source will be donating funds for payment of this purchase.
- Follow through with the purchase order procedures.
- When merchandise is received, a request for reimbursement will be sent from the central office to the donating agency, such as Anamosa School Foundation, Music Boosters or PTO.
- This procedure also applies to field trip fees.

## **Petty Cash Funds**

Buildings, staff, and/or students are prohibited from operating or managing Petty Cash funds or accounts.

## **Purchasing/Purchase Orders**

When ordering merchandise from a vendor, a three-part requisition form must be used. **ALL ORDERS MUST BE APPROVED IN ADVANCE BY ADMINISTRATOR SIGNATURE BEFORE THE ORDER MAY BE PLACED.** Steps in the purchase order process include:

- Completion of the three-part requisition form is necessary. Please fully complete all sections.
- Submit completed three-part requisition forms to the building principal for approval. Once approved the building principal will route the signed requisition to Central Office for preparation of the purchase order.
- The central office will separate the requisition and distribute the copies as follows: Pink Copy: Returned to staff member, Yellow Copy: Returned to originating building office, White Copy: Retained in central office with purchase order to match with invoice for payment
- Upon receipt of the invoice, the business office will match the invoice with the purchase order.

- Upon receipt of the merchandise, the employee who placed the order should turn in any packing slip to the building administrative assistant after checking in each item on the order and marking it received. The building level administrative assistant will send the packing slip to central office. Payment is not initiated until the invoice and accounting copy of the purchase order are matched and items are verified as received.
- Vendors have been notified to accept orders only with an approved district purchase order. Noncompliance of this requirement may result in the school district holding the employee responsible for the expenditure.

## **Request for Reimbursement**

When employees need to request reimbursement for a work-related cost incurred by the employee, please follow the steps outlined below:

- Obtain a Request for Reimbursement form from your building administrative assistant or on the District website - Staff Links > Forms for Staff.
- Complete the form and attach all receipts. You must have a detailed receipt showing specifically what was purchased. Expenses that have no receipt will not be reimbursed. A summary credit card receipt, a canceled check or a credit card statement is not a valid receipt.
- Submit completed Request for Reimbursement form with itemized receipts to the building administrative assistant who will secure the signature of the building principal.
- The Request for Reimbursement form will then be forwarded to the Central Office.
- The expense will be included for payment for the next regular Board meeting. Board meetings are normally scheduled for the third Monday of each month.
- Meal expenses for meetings or travel not requiring an overnight stay will not be reimbursed. According to IRS guidelines, this would be taxable income and therefore the district will not be reimbursing these meals.
- Please see Board Policy 401.4 regarding meal reimbursement.

## **Resale Accounts**

The following steps should be used in the management of resale accounts:

- Obtain approval from the building principal and/or athletic director to sell merchandise. Complete a fundraiser approval form.
- Contact vendor for total cost of items including shipping, silk screening and any additional charges. Get an estimate delivery date.
- Take orders from students/staff. Collect money at the time of order, giving a receipt to each person. DO NOT take checks from those individuals listed on the "Cash Only" listing. Check with the Business Office for an up-to-date listing before beginning any fund-raising activities.
- Complete a requisition form. The amount due to the vendor and the amount that has been collected must be the same.
- Route the requisition according to the purchase order procedure.
- Any difference in the amount of money collected and the amount of the invoice may be the responsibility of the employee who placed the order.

## **Student Activity Accounts**

Staff who oversee student activity accounts should adhere to the following guidelines:

- Student treasurers are responsible for accurate accounting records. Sponsors for each activity are responsible for monitoring the treasurer's records.
- Money that is collected must be turned into the building level office for safekeeping.

- Purchase orders must be used when ordering merchandise. Under no circumstance should a student be allowed to charge and pick up merchandise without a signed purchase order.
- All purchases and expenditures must show "public purpose". All activity fund money belongs to the public and is controlled by the Board of Directors. It is not personal spending funds of the individual group or sponsor. If you have questions as to the appropriate expenditures in activity funds, please contact the business manager.

## **Use of School Phones**

School phones are for school business. School employees may use school phones for personal reasons; however, school business calls have top priority. Anyone making personal long-distance calls should do so using a personal cell phone during lunch or prep time. Under no circumstances should a personal long-distance call be paid by the Anamosa Community Schools.

## **Fundraising and Student Funds**

### **Collection of Funds**

All funds will be deposited in the correct fund by office staff in each building. A record will be made of each deposit and each payment from this fund. A statement of each account is available from the business manager. It is the responsibility of each staff member in charge of an activity or organization handling funds to secure prior approval for an expense and a requisition form from the office. Be sure that the staff member or the student gets an invoice/receipt. Bring the invoices to the office to be paid. Do not keep money in an unsecured area. Turn all funds into the office. Do not keep funds in your classroom, including in your classroom area over night.

### **Club Sponsors**

Sponsors are in charge of and responsible for the activities of their organization. All calendar dates should be cleared through the principal's and activity director's office in advance, and all expenses should be cleared through the head class or club sponsor in advance. Contracts entered into by classes or clubs must be signed by the school board president or their designee.

All money handled by an organization should be locked in the principal's office or arranged for it to be deposited.

At least one sponsor is to be in attendance when your group is having an activity. Generally speaking, students attending an activity in the school building may not leave and return to the building. This is especially true for dances.

### **External Fundraisers**

If the funds are to be used for school purposes, the funds collected **MUST** be deposited through school accounting. If the school name is used in fundraising activities, the funds collected **MUST** be deposited through school accounting. All fundraisers for a school-related activity must be approved by the appropriate administrators and the school board. The Anamosa Athletic Booster Club and Anamosa Music Boosters have been endorsed by the Board of Directors as external fundraising groups and are exempt from school accounting.

## **Fundraisers**

The following procedures apply to employees, students, parents or community members who wish to do a fundraising project sponsored by the district:

- Obtain approval from your building principal.
- Before proceeding, the fundraiser must be Board approved. The Anamosa School Board approves fundraisers at the September and January board meetings.
- Follow school guidelines regarding depositing funds, using school purchase orders to order merchandise, and ensuring that invoices are paid in a timely manner.
- During fundraising, an accurate accounting of merchandise and funds must be maintained. No merchandise or funds will be given in trade for work or volunteer activities. All merchandise will be sold or returned to the vendor for credit.
- Deposit funds daily with the building level administrative assistant. Keep funds in a safe place as you may be personally responsible for shortfalls.
- Remember that you are acting as an agent of the Anamosa Community School District and are bound by Iowa law regarding handling of public funds.
- Do not store money in your classrooms overnight. Deliver the money to the principal's office of your building.
- Never put oneself in a position that creates suspicion.

## **Fundraising to Support District Programs/Activities**

There shall be no school-sponsored fundraising or soliciting from students or employees within any school of the district without prior approval of the school board. No such fundraising or solicitation shall be permitted if the purpose for raising funds or collecting items of any type is not consistent with the mission of the district and if said purpose does not advance the curriculum of the district.

All money collected as a result of approved fundraising or solicitation activities shall be recorded in the accounts of the district and shall be subject to the annual district audit. The district shall provide the employee responsible for a particular fundraising or solicitation activity a complete accounting regarding said activity.

Approval can be secured only after filling out the appropriate application form available in the activities office.

## **Other District Procedures**

### **Child Labor**

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

## **Copyright**

Copyright is a form of intellectual property that protects original works of authorship including literary, dramatic, musical, and artistic works. The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use” doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of “fair use.”

For additional information about copyright and fair use, please visit the “Frequently Asked Questions about Copyright” section of the United States Copyright Office located at <https://www.copyright.gov/help/faq/>

## **Discipline**

- A. Employee violations of board policy and work rules may result in discipline, up to and including termination. Employees whose employment is terminated will be given the appropriate level of due process as required by law.
- B. Disciplinary Procedures:  
In accordance with Board Policy 401.1E1 (Employee Work Guidelines), all employees shall perform their assigned duties cooperatively and competently and in accordance with district policies, rules, regulations and directives. Administration may impose the following disciplinary sanctions for breach of expected behavior: verbal or written warnings or reprimands, disciplinary probation, and disciplinary suspensions not to exceed ten (10) work days (with or without pay).

The nature and duration of the disciplinary sanction shall depend upon the seriousness of the offense, extenuating or exacerbating circumstances and the employee's prior work record. The sanctions listed in this policy are not intended to provide a rank ordering of sanctions, and probation or suspension may be imposed without first imposing a warning or an employee may be discharged without first applying any of these sanctions.

- C. Procedure for Hearing and Review of Discipline – Board Policy 404.10 & 410.10  
Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons.
- D. A formal grievance procedure is contained in the Master Contract between the employee’s licensed bargaining unit and the board. This policy will not apply to a complaint that has been or could be filed at the employee’s discretion under that formal grievance procedure.

## **Employee Publication or Creation of Materials**

Materials created by employees and/or the financial gain therefrom are the property of the school district if school materials and/or time were used in their creation and/or such materials were created in the scope of the employee's employment unless prior arrangements are made. The employee must seek prior written approval of the superintendent concerning such activities.

## **Employee Recognition**

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

administration and employees involves unusual expense to the school district, the superintendent will seek prior approval from the board.

## **Gambling/Gaming**

Individual school district employees should refrain from gambling in any form on district property or during school activities, including (but not limited to) card games, bets, dice and on school activities. The school district has a gambling license for the purpose of conducting school sanctioned fundraising activities such as raffles, post prom activities, etc.

## **Parking**

School Staff will park their vehicles in designed areas indicated by their administrators.

## **Professional Development Learning**

High quality teaching is imperative for student success and professional development plays a key role in this success. Employees are expected to attend all professional development opportunities and staff meetings provided by the school district unless they are on leave or have been excused by the Superintendent.

Requests for attendance or participation in a development program, other than those development programs recognized by the school district, are made to Curriculum Director. Approval of Curriculum Director must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

## **Religious Holiday Celebrations in Public Schools**

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

### **Prohibited Activities:**

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

### **Permissible Activities:**

- Including religious music selections during public holiday concerts if non-religious music is included
- Holding holiday concerts at religious sites if the concerts are also held at non-religious sites
- Displaying a “giving tree,” (e.g., a tree on which students hang donated items such as mittens, gloves, etc.)



- Displays of religious symbols when combined with other symbols of cultural and ethnic heritage such as Kwanzaa symbols, *Frosty the Snowman*, other festive figures, such as a “*Happy Holidays*” banner, etc.
- Displays of symbols representing many religious beliefs, even without non-religious symbols. But, just displaying symbols from Christianity and Judaism is an impermissible endorsement of dual beliefs. The display must present a message of pluralism and freedom to choose one’s own beliefs.

## School Fees

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

## School Nutrition Program

The district operates a school nutrition program. Employees have use of a meal account, but will not be allowed to charge meals or a la carte items. An employee must have sufficient funds or cash to make a purchase.

<b>2024-2025 - Adult Single Day Price</b>	<b>Lunch 5.00</b>	<b>Breakfast \$2.75</b>
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## School Publicity and Community Relations

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

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

## Teacher Leadership and Compensation

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

- Attract able and promising new teachers by offering competitive starting salaries and offering short-term and long-term professional development and leadership opportunities.
- Retain effective teachers by providing enhanced career opportunities.
- Promote collaboration by developing and supporting opportunities for teachers in schools and school districts statewide to learn from each other.
- Reward professional growth and effective teaching by providing pathways for career opportunities that come with increased leadership responsibilities and involve increased compensation.
- Improve student achievement by strengthening instruction.

Source: Teacher Leadership and Compensation System, Iowa Department of Education.

The Anamosa Schools TLC plan can be found on the District website under District > Plans and Reports.

## Transportation

### Procedures and Expectations for Reserving School Vehicles - 9 Passenger and under

#### To request to use a School-owned vehicle:

- Request Use of a School Vehicle at your building's office.
- Make your request to your building Principal or Supervisor for approval. Make sure that a copy of your current driver's license is on file with the District Office. If not, please make sure this is done before you leave. Copies are required the first time you use a vehicle or a new copy if you have renewed your license. A signed acknowledgement of these procedures and expectations must be submitted annually.
- Please make all requests at least 5 business days before your trip to allow for Principal/Supervisor approval, Superintendent approval, and time for internal delays.

#### Trip Procedures:

- If your trip occurs on a regular business day from 6:30 am to 4 pm, you will be able to pick up the vehicle at the Bus Garage. If outside of regular hours or on a day the Garage is closed, you will need to pick up keys ahead of time. The vehicle must remain at the Bus Garage until departure unless you live outside of the District and your home is between Anamosa and your destination.
- When you arrive to get your vehicle, check in with the Transportation Director or Mechanic if available.

#### Rules for the Road:

- Your trip should be logged in with a starting mileage recorded on the vehicle's Log Sheet.
- Be sure you are familiar with all vehicle controls before you leave. Do this by checking the Vehicle Inspection list on the back of the mileage log sheet on the clipboard. If you have any questions, feel free to ask.
- Ask or look for the location of the med kit and fire extinguisher in the vehicle you are using. These are required in all school vehicles which may carry passengers on a regular basis.
- Speed limits are to be observed. Headlights are required at all times. Do not rely on automatic headlights. Seatbelts are required to be used by all passengers while the vehicle is in use. Remember that you are a representative of the Anamosa CSD, and the vehicle you are using is clearly identified. If you are violating the law or driving recklessly or dangerously, observers have been known to call the Superintendent to make a report. The safety of the driver and all passengers is of primary importance.
- Driver cellphone usage must be kept to Emergency Use Only when driving. If you must make a non-emergency contact with someone, safely pull off the road or ask a passenger to place a call for you. Texting or reading/responding to email is prohibited at all times by State Law.
- If you need fuel while on the road, make sure you get a receipt. Turn the receipt in to the Transportation Director or Central Office afterwards.

#### When you return:

- Log out on the vehicle's mileage sheet. Make a note on the log sheet if there are any problems with the vehicle. Remove any accumulated trash. A dumpster is available in the front of the Garage.
- Secure and lock the vehicle. If the Garage is open, drop the keys off with the Director or Mechanic if available. Otherwise, drop the keys in the black flapper door to the right of the front walk in door to the Garage.

## **EMPLOYEE RELATIONS**

### **Background Checks**

Employees are subject to criminal, dependent adult abuse and child abuse background checks at least every five years. The background check will either be conducted by the school district or another agency. Volunteers are also subject to background checks at least every two years. The depth of the background check is dependent upon the level of volunteering per board policy 905.1.

### **Conflict of Interest**

No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. Such actions may subject employee to disciplinary action, up to and including termination.

Employees will not act as an agent or dealer for the sale of textbooks or other school supplies to the school district. Employees will not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or parents. Employees will not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

Since employees have access to information and a captive audience that could present a conflict of interest, employees may only solicit other employees or students for personal or financial gain with the prior, advance approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days' notice, require the employee to cease approved solicitations as a condition of continued employment.

### **Consideration of Purchasing from Local Vendors**

It is the intent of the District to always strive to give local vendors an opportunity to bid or compete for our business. Please consider this in your purchases.

### **Employee Orientation**

Employees must know their roles and duties. New employees will participate in an orientation program. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the Business Manager or their designee.

### **Employee Records**

The district will maintain personnel records on employees. They are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements. The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are generally considered confidential records and therefore are not open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent or non-confidential records such as an employee's salary, an employee's individual contract, or if the employee resigned in lieu of termination and the documented reasons why, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the District Office and the employee. The school district may charge a reasonable fee for each copy made.

## **Employee Searches**

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

## **Handbook Complaints**

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

Board regulations 404.9R1 and RP410.9 outline the process to address personnel complaints against board policy or administrative rule and will be used to address handbook complaints as well.

## **Mandatory Cooperation in Workplace Investigations**

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

## **Personal Complaints**

If an employee claims a Board policy or an Administrative rule has been violated, within 5 days of the alleged violation, the individual shall first discuss the complaint with his/her immediate supervisor. If the complaint is unresolved at the supervisory level, the employee shall put the complaint in writing within five (5) days and send copies of the unresolved written complaint to both their supervisor and the Superintendent. An appointment shall be made to discuss the complaint with the Superintendent. If the complaint continues ten (10) days following the discussion with the Superintendent, the employee may ask to have the item placed on the agenda for the next meeting of the Board. The decision of the Board shall be final.

## **Personal Property**

Any personal property you have brought to school is your responsibility. The District is not responsible for lost, damaged or stolen personal property. Please use discretion when choosing to bring something to your workplace.

## **Public Complaints about an Employee**

The board recognizes situations may arise in the operation of the school district which are of concern to parents, employees, students and other members of the school district community. Public complaints about an employee shall be addressed as detailed in board policy **901.6 and 901.6R1**.

## **Release of Credit Information**

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income and number of years employed. This information will be released without prior written notice to the employee as it is all public information. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

# **EMPLOYEE STANDARDS OF CONDUCT**

## **Academic Freedom**

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

## **Break Including Meal Periods**

Leaving the place of duty during a work day without permission of *Supervisor*, except during unpaid break periods, is cause for discipline, up to and including termination. Employees are expected to return to work immediately upon completion of a paid or approved unpaid break.

Observe all time limits for lunch breaks and any other authorized breaks. Classified employees who work at least five hours per day are required to take a 30-minute lunch/dinner break during their daily work shift. Classified personnel who are scheduled to work at least four (4) continuous hours in a single day may take one 15-minute break each workday. An employee is required to punch in and out if he/she finds it necessary to leave the building during the workday.

## **Conversations**

Be cognizant of your discussion topics when students are (or may be) present. Frame discussions as if every conversation is being recorded. What may be a legitimate conversation in its entirety may be misinterpreted by individuals hearing only a portion of the conversation.

## **Dress and Grooming**

All employees are required to dress in a professional and appropriate manner. Clothing deemed inappropriate will be discussed with the employee and action will be taken if necessary. Questions about appropriate attire should be addressed to *Supervisor*. Also, as role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene. The dress code for staff is professional, business casual attire. Days of "casual attire" may be designated by the building administrator. Jeans may be worn only on these days unless otherwise designated by your building administrator.

## **Employee Outside Employment**

The board believes that the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board expects that district employees will give the responsibilities of their positions in the school district priority over any other employment. Employees with external employment must keep the two positions separate and the external job cannot impact the school district job. Should a supervisor believe the external position is impacting the internal one; the supervisor will address it with the employee.

## **Employee Political Activity**

Employees have full equality with other citizens in the exercise of their political rights and responsibilities, but employees shall refrain from certain political activities in the workplace and on district property – or during any district activity. Such prohibitions include, but are not limited to:

1. Engaging in any activity for the solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation or other political action during work hours/while engaged in official duties and in the presence of any student.
2. Soliciting or receiving from any employee or other person any contribution or service for any political purpose during work hours/while engaged in official duties.
3. Using classrooms, buildings or students for the purpose of solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation, or other political action. This includes the use of decorations, posters, or displays in the classroom in violation of this policy, wearing clothing, buttons or other paraphernalia in violation of this policy while engaged in official duties, and distributing circulars or petitions in violation of this policy by the employee or through students. (This provision does not apply to employee use of district facilities if they are related to third-party events/activities authorized by the district that are outside the employee's scope of employment.)
4. Using school equipment or materials for the purpose of solicitation, promotion, election or defeat or any referendum, candidate for public office, legislation or other political action.

Engaging in prohibited political activities may be grounds for disciplinary action, up to and including termination.

Employees may request a leave of absence to run for public office. That provision is detailed in the “Leaves and Absences” section of this handbook.

Employees may engage in political activities of their choosing on their own time off District premises. Employees may attend political caucuses and other activities on District property which are open generally to the public.

## **Ethics – Board of Educational Examiners**

School district employees are expected to perform their jobs in an ethical and honest manner consistent with board policy and the Iowa Board of Educational Examiners (BOEE) rules. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Professional Conduct and Ethics of the BOEE. The BOEE's Code of Professional Conduct and Ethics constitutes mandatory minimum standards of practice for all licensed employees. While classified employees, except coaches, are not subject to the BOEE Code of Ethics, it is good guidance for all employees and recommended reading for classified employees as well. **For a copy of the ethics code, please visit: [www.boee.iowa.gov/doc/ethHndot.pdf](http://www.boee.iowa.gov/doc/ethHndot.pdf)**

## **Failure to Complete Reports**

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

## **Food**

Eat only in classrooms when no children are present unless it is a classroom activity.

## **Gifts**

Employees will not, either directly or indirectly, solicit, accept or receive any gift or series of gifts, unless the gift is valued at less than three dollars or has a negligible resale value. Honorariums may be received but must be turned over to the school district unless the employee was on his or her own time, the donor does not meet the definition of "restricted donor" or the gift or honorarium does not meet the definition of gift or honorarium.

The Iowa Gift Law, found in Iowa Code, section 688.22, applies to all public employees, which include administrators, teachers, support staff, and coaches at school districts. The gift law prohibits a public employee or that person's immediate family member from accepting or receiving, directly or indirectly, any gift or series of gifts from a restricted donor.

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

1. Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
2. Will be directly and substantially affected financially by the performance or nonperformance of the employee's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
3. Is a lobbyist or a client of a lobbyist with respect to matters within the school districts jurisdiction, Iowa Code Section 68B.2(24).

Exceptions to the prohibitions in the gift law include, but are not limited to the following:

1. Nonmonetary items with a value of \$3.00 or less that are received from any one donor during one calendar day. 68B.22(4)(j)
2. Informational material relevant to a public employee's official functions, such as books, pamphlets, reports, documents, periodicals, or other information that is recorded in a written, audio or visual format. 68B.22(4)(b)
3. Anything available or distributed free of charge to members of the general public without regard to the official status of the recipient. 68B.22(4)(c)

The consequences for violating the gift law are severe. Iowa Code Section 68B.34 states: "In addition to any penalty contained in any other provision of law, a person who knowingly and intentionally violates a provision of sections 68B.2A through 68B.8, sections 68B.22 through 688.24, or sections 68B.35 through 68B.38 is guilty of a serious misdemeanor and may be reprimanded, suspended, or dismissed from the person's position or otherwise sanctioned.

For a serious misdemeanor, there shall be a fine of at least three hundred fifteen dollars but not to exceed one thousand eight hundred seventy-five dollars. In addition, the court may also order imprisonment not to exceed one year. Iowa Code Section 903.1(1)(b).

The gift law specifically gives the public employer permission to fire the employee who takes a gift in violation of this law. Finally, violation of the gift law is a violation of the Board of Educational Examiners Code of Ethics. Therefore, the public employee who is also licensed by the BOEE could lose his or her license. For detailed information on the Iowa Gift Law, please visit:  
[http://www.state.ia.us/ethics/legal/adv\\_opn/2007/07/fao09.htm](http://www.state.ia.us/ethics/legal/adv_opn/2007/07/fao09.htm)

## **Insubordination**

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

## **Public Image**

Our district's public image starts with YOU! Because you work for our schools, your friends, neighbors and business contacts think- and rightly so - that you are the schools. Their attitudes can be formed or changed by what they see, hear and experience as they deal with you. These judgments and attitudes can have a direct relation to the level of financial and political support our schools receive from the community, as well as state and federal governments.

## **Relationships with Co-Workers**

School district employees are encouraged to create an environment where co-workers' collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. All employees must have a respectful attitude toward their job and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt or demean their work.

## **Solicitation**

Staff or outside sources should not use school district mailboxes, e-mail, bulletin board, etc. for solicitation purposes or to promote non-school activities unless approved by the administrator.

## **Computer Use**

- Computers and associated technology are the property of the district and are for the use of district-related activities. Misuse of district technology may incur disciplinary action. Any unlawful use of district technology will be dealt with to the full extent of the law.

## **Computer Use and Internet Safety Policy – Board Policy 605.4R1**

### **A. Educational Purpose**

Anamosa Community School District's internet system and network is limited to educational purposes. Activities that are acceptable include classroom activities and career development. It is not a public access service or a public forum. You may not use it for commercial purposes. You may not offer, provide, or purchase products without permission. Anamosa Community School District has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the expectations and rules set forth at each school, as well as the law, in your use of the Anamosa Community School District's internet system and network. School Equipment is not intended for personal use.

### **B. Internet Access**



The World Wide Web is a global database system providing access to information from around the world. Staff will have access to the web information resources through their assigned computer, classroom, library, or school computer lab.

E-mail is an electronic mail system, which allows personnel to communicate one-to-one with people throughout the world. All staff will have school provided e-mail accounts. Privileges of personal use of e-mail are extended to staff for communication with family and friends that does not interfere with the mission of the Anamosa Community School District, does not violate law, and complies with normal standards of appropriateness associated with public employment.

### C. Unacceptable Uses

The following uses of Anamosa Community School District's internet system and network are considered unacceptable:

1. **Personal Safety and Personal Privacy of Students.** You are cautioned about posting personal contact information about yourself and should not post personal contact information about students. Personal contact information includes address, telephone, school address, work address, etc. You are cautioned against meeting with someone you have met online. You will promptly disclose to your principal or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.
2. **Illegal Activities.** You will not attempt to gain unauthorized access to Anamosa Community School District's internet system and network or to any other computer system through the Anamosa Community School District's internet system and network, or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses, or by any other means. You will not use the Anamosa Community School District's internet system and network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in a criminal gang activity, threatening the safety of persons, etc.
3. **System Security.** You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify your principal or the system administrator if you have identified a possible security problem. Do not look for security problems, because this may be construed as an illegal attempt to gain access.
4. **Inappropriate Language.** Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause damage or a danger of disruption. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or organization.
5. **Respect for Privacy.** You will not repost a message that was sent to you privately without permission of the person who sent you the message. You will not post private information, including personal contact information, about another person.
6. **Respecting Resource Limits.** You will use the system only for educational and career development activities. You will not download files without permission. You will not post chain

letters or engage in "spamming". Spamming is sending annoying or unnecessary message to a large number of people.

7. **Plagiarism**. You will not plagiarize works that you find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
8. **Copyright**. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. If you have questions, ask the library/media specialist.
9. **Inappropriate Access to Materials**. You will not use the Anamosa Community School District's internet system and network to access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). If you mistakenly access inappropriate information, you should immediately tell your principal to assure filter adjustment. This will protect you against a claim that you have intentionally violated this policy.

#### **D. Disciplinary Actions**

You should expect only limited privacy in the contents of your personal files or record of web research activities on the Anamosa Community School District's internet system and network. Routine maintenance and monitoring of the Anamosa Community School District's internet system and network may lead to discovery that you have violated this policy or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy or the law. Your principal has the right to eliminate any expectation of privacy by providing notice to the staff.

The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Anamosa Community School District's internet system and network. In the event there is a claim that you have violated this policy in your use of the Anamosa Community School District's internet system and network, you will be provided with notice of the suspected violation and an opportunity to present an explanation.

#### **E. Limitation of Liability**

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system. You may be held financially responsible for any harm to the system as a result of the intentional misuse.

## **Communication/Social Networking Between Staff and Students**

When considering out of class communication with students, one should determine if the communication is necessary, or whether it could wait until the next school day or practice. In most cases, communications should be general information or an announcement that is needed by all of the students in the class or co-curricular activity. It should be the rarest of instances when a school employee should initiate communication outside of class with a student. If it is necessary to make a phone call, be sure to talk to the parent first, before talking to the student. If the staff member is utilizing text messages or e-mails, be sure to send a copy of the message to the parents and/or administration. Keep all individual communications to official matters.

Staff members are discouraged from including or being included on internet social networking websites (Twitter and Facebook) with students personally. 282 Iowa Administrative Code (IAC) 26.3(6) states "The educator shall not use professional relationships with students for personal advantage." 282 Iowa Administrative Code (IAC) 25.3(1) Standard I states "Violations of this standard includes: . . . . Student abuse. Licensees shall maintain professional relationships with all students, both inside and outside the classroom. The following acts or behavior constitutes unethical conduct without regard to the existence of a criminal charge or conviction: . . . (3) Committing or soliciting any sexual or otherwise indecent act with a student or any minor; (4) Soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student". 282 Iowa Administrative Code (IAC) 25.3(6) Standard VI states "unethical practice toward other members of the profession, parents, students, and the community." Violations of this standard include: . . . d. Conducting professional business in such a way that the practitioner repeatedly exposes students or other practitioners to unnecessary embarrassment or disparagement. District employees are urged to use great care and discretion when using social networking and blogging venues such as Facebook, Twitter, etc. District-issued technology is subject to inspection at any time.

## **E-Mail Communication and Iowa's Open Records Law**

Iowa Code Chapter 20 is Iowa's Open Records Law. A public record includes e-mail messages sent and received by a school district employee on a school owned computer. Because e-mails to and from a district employee on a school computer comes under the jurisdiction of the Open Records Law, it is important that school district employees exercise a high level of responsibility when using e-mail as a communication tool.

## **Staff Technology Use/Social Networking**

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

Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external websites. Employees shall not use the school district logos, images, iconography, etc. on external websites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee's job. Employees, students and volunteers need to realize that the internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who do not want school administrators to know their personal information should refrain from exposing it on the internet.

## **Theft**

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

## **Treatment of Patrons of the District**

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

## **Volunteers**

The board recognizes the valuable resources it has in the members of the *Anamosa* community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers.

No individuals other than district employees may be in contact or work with students without appropriate volunteer forms and training completed. Forms include: Volunteer Disclosure Statement (background check waiver) and Volunteer Statement of Confidentiality. See Board Policies: 905.1, 905.1R1, 905.1E1, 905.1E2. Contact your building administrator if you have questions.

## **HEALTH AND WELL-BEING**

### **Administering Medication**

The supervision of any medication distribution to students shall be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

### **Anti-Bullying/Anti-Harassment Policy Code No. 104.0**

The Anamosa Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

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

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

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

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

### **Retaliation Prohibited**

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

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

### **Definitions**

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

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic

of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:

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

### **Publication of Policy**

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- Annual Notification in Anamosa, Iowa newspaper

Supporting forms to *Anti-Bullying/Anti-Harassment Policy Code No. 104.0* (Investigation Procedures; Complaint Form; Witness Disclosure Form; Disposition of Complaint Form) may be found at:  
<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=150085>

### **Communicable Diseases**

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

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

### **Drug, Alcohol & Tobacco Policies for Employees – Board Policy 403.4**

The board expects the school district and its employees to remain substance free. No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of, in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicle, also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

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

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

The superintendent is responsible for publication and dissemination of this policy to each employee. In addition, the superintendent will oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs. It is the responsibility of the superintendent to develop administrative regulations to implement this policy.

### **Employee Injury on the Job – Board Policy 403.5**

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

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

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

### **Employee Physical Examination**

School Bus Drivers will present evidence of good health, in the form of a physical examination report, prior to their employment with the school district. The cost of bus driver initial exam and renewal physicals will be paid by the school district up to a maximum of what the local health clinic charges for that physical. The school district will provide the standard examination form to be completed by the personal physician of the employee. Employees identified as having reasonably anticipated contact with blood or infectious materials will receive the Hepatitis B vaccine or sign a written waiver stating that they will not take the vaccine.

### **Health Provisions**

The district may require a physical examination when, in the district's judgment, such an examination is relevant to the employee's continued employment. The district may select the examining physician, and the district shall pay the cost of the required examination.

## **Safety**

### **Reporting Assaults**

Employees shall immediately report cases of assault, as defined in Iowa Code, suffered by them in connection with their employment to their principal or other immediate supervisor as well as the school nurse. Employees may call the police. Such notification shall be immediately forwarded to the Superintendent by the principal. Physical contact between staff and students guidelines are outlined in Board Policy 403.6.

### **Bomb Threats**

In the event of a bomb threat, employees may be asked, but not required, to search for a bomb.

## **Smoke and Tobacco/Nicotine Free Workplace**

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

## **Tobacco/Nicotine Free Environment - Board Policy 905.4**

In an effort to provide a healthy learning and working environment for employees, students and visitors; all District buildings, school grounds, property and vehicles shall be kept tobacco and nicotine\* free. No student, staff member or school visitor is permitted to use or display any Tobacco/Nicotine\* product at any time:

- In any building, facility, or vehicle owned, maintained, leased, rented or chartered by the district.
- On any school grounds or property owned, maintained, leased, rented or chartered by the district, including athletic fields, sidewalks and parking lots.
- At any school-sponsored or school-related event on-campus or off-campus.

Examples of prohibited tobacco and nicotine products include, but are not necessarily limited to, cigarettes, nicotine chew, snus, dissolvables, any simulated smoking devices such as electronic cigarettes, any electronic devices that can be used to deliver nicotine to the person inhaling from the device, any other look-alike products in which the original would include tobacco and/or nicotine and/or other nicotine products that are not approved by the Federal Drug Administration for tobacco cessation.

The policy may permit tobacco products to be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

### Enforcement of Tobacco/Nicotine\* Free School Environment

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of tobacco and non-tobacco users. All employees on school premises share in the responsibility for adhering to and assisting in compliance with this regulation.

Persons failing to abide by the policy shall be required to extinguish and/or dispose of the tobacco/nicotine\* product in a safe manner and/or leave the school grounds and property immediately.

Students who willfully violate the policy will be treated in accordance with Good Conduct Regulation and Procedure RP502.1A and/or Possession and use of Controlled Substances, Code No. 502.3.

Employees who willfully violate the policy will be considered as demonstrating insubordination. Their conduct will be treated through due process procedures.

Visitors or Community members who rent school facilities will be required to sign a statement indicating their assumption of the responsibility to adhere to the tobacco free school environment policy as required in Guidelines for Community Use of District Facilities, 904.1. It will be their responsibility to supervise their own activities to accomplish a Tobacco/Nicotine\* free environment. Violation of this policy by the members of a group may affect adversely that group's future utilization of school grounds and property.

\*"Nicotine products" means any product containing nicotine or other preparation of tobacco and any product or



formulation of matter containing biologically active amounts of nicotine. "Nicotine product" does not include any cessation product specifically approved by the United States Food and Drug Administration (FDA) for use in reducing, treating, or eliminating nicotine or tobacco dependence.

### **Smoke/Nicotine-Free School Environment**

State Law prohibits tobacco or nicotine use in and on the school district's property. School district facilities and grounds, including school vehicles, are off limits for tobacco or nicotine use. This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material, dispose of the tobacco product or leave the school district premises immediately.

It shall be the responsibility of all school personnel or persons responsible for nonschool-sponsored events to enforce this policy.

### **Substance Free Workplace**

Alcoholic beverages, illegal substances, and legal substances used illegally shall not be consumed at any time during the employee's work shift. It is in violation of school district work rules for an employee to report to work in an unsafe condition, or in a condition which impairs the employee's judgment or performance of job functions due to the use of alcohol or other substances. Unauthorized possession or use of alcoholic beverages or other substances during work hours, while on district time or property, or while engaging in district business will result in discipline, including immediate dismissal.

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

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

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

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

### **Substance-Free Workplace Notice to Employees – Board Policy 403.4E1**

**EMPLOYEES ARE HEREBY NOTIFIED** it is a violation of the Substance-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the

workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and IOWA CODE Chapter 124.

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

Employees who violate the terms of the Substance-Free Workplace policy may be required to successfully participate in a substance abuse treatment program approved by the board. The superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy. If the employee fails to successfully participate in such a program the employee is subject to discipline up to and including termination.

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

## **Workplace Hazards**

### **Asbestos Notification**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools.

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in July 1988 inspections were performed in our school buildings for asbestos containing building materials. The inspection findings and asbestos management plans have been on file in the school administrative office since that time.

The EPA requires us to perform re-inspections of the asbestos materials every three years. Haasco LTD has been contracted to provide environmental services, which includes maintaining compliance with Federal regulations regarding asbestos and other regulated environmental concerns.

The results of the most recent re-inspection are on file in the Management Plan in the school's administrative office. Everyone is welcome to view these during normal school hours (7:30 a.m. – 4:00 p.m.). Our Asbestos Program Manager, Tom Haas, Haasco Co, is available to answer any questions you may have about asbestos in our buildings at 563-875-8300.

### **Bloodborne Pathogens**

Annually, all employees will be given the opportunity to take the bloodborne pathogens training and **all job titles** will be required to take the training. For new employees, within two months of their initial employment,

employees will take a training course involving bloodborne pathogens, or submit evidence they have taken the course within the previous year. The course will be re-taken every year. The training is available online at: <http://training.aeapdonline.org/login.php>

Job safety and health posters are located in staff workrooms in each building.

## **Bloodborne Pathogen/Universal Precautions**

Universal Precautions/Best Health Practices:

### **I. Use of Protective Barriers**

- A. Gloves should be worn for touching blood or body fluids containing visible blood, mucous membranes or non-intact skin, and for handling items or surfaces soiled with blood or body fluids that contain visible blood. Gloves should be changed after each individual contact.
- B. Masks and protective eyewear prevent exposure of the mucous membranes of the eye, nose and mouth. They should be worn if the procedure or care given is likely to produce droplets of blood or fluids contaminated with blood.
- C. Hands, skin surfaces and clothing should be washed thoroughly and as soon as possible if they become contaminated with blood or body fluids containing visible blood.

Precautions should be taken to prevent injuries caused by needles or sharp instruments or devices:

1. When cleaning instruments.
2. During disposal of needles, they should not be recapped, bent, or broken by hand or removed from disposable syringes.
3. Needles and sharp objects should be immediately placed in puncture resistant containers, which are located as close as practical to use area.

### **II. Minor Scrapes and Cuts**

When possible, students should be encouraged to take care of their own minor injuries. They can wash the cuts and apply bandages. Employees who help clean minor cuts and scrapes should remember that getting blood on their own- unbroken skin is not a risk. HIV cannot penetrate unbroken skin; however, it is a recommended best practice to wear gloves; and hands should be washed afterwards.

### **III. Large Blood Spills** (as from serious nosebleeds or cuts)

Employees should provide a barrier between the skin and the blood of others. This can be done with rubber gloves. Teachers or coaches can also encourage students to apply pressure with their own hand over a bloody nose or wound, and the teacher can press down on the students hand. A thick layer of paper towels or cloth can also provide a barrier.

### **IV. Cleaning and Decontaminating Spills of Blood**

All spills of fluids containing visible blood should be promptly cleaned up using an EPA-approved germicide or a 1:100 solution of household bleach in the following manner while wearing gloves.

- A. Visible blood should first be removed with disposable towels or other appropriate means that will ensure against direct contact with blood.
- B. If splashing is anticipated, protective eyewear should be worn along with an impervious gown or apron which provides an effective barrier to splashes.
- C. The area should then be decontaminated with an appropriate germicide.
- D. Hands should be washed following removal of gloves.

- E. Soiled cleaning equipment should be cleaned and decontaminated or placed in an appropriate container and disposed according to school policy.
- F. Non-reusable contaminated items should be placed in a plastic bag and disposed as conventional garbage.
- G. Plastic bags should be available for the removal of contaminated items from the site of the spill.

#### V. **Disposing of Soiled Linen**

Blood contaminated linen should be handled as little as possible. The linen should be placed and transported in bags that prevent leakage. Normal laundry cycles should be used according to the washer and detergent manufacturers' recommendations. Hot water is not necessary for decontamination.

#### VI. **Summary**

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

### **Hazardous Chemical Disclosure**

Chapter 89D of the Iowa Code deals with the Hazardous Chemical Risks/Right-to-Know Act.

The federal standard, 29 CFR 1910.1200, requires that employers communicate information concerning hazards and appropriate protective measures to employees, and states that any business which manufactures/transportes chemicals or has chemicals on the premises or requires the handling of chemicals in the workplace may implement an annual employee in-service to inform employees of possible hazardous chemical risks and what to do in the case of an emergency situation involving hazardous chemicals.

- A **hazardous chemical** is any substance that has a chemical or health hazard.
- A **physical hazard** is anything that is flammable, explosive, unstable, or compressed.
- A **health hazard** is anything that has a short or long term health effect.

Information about the hazardous chemicals in your building can be located in the maintenance office. This information is in the form of MSDS (Material Safety Data Sheets) which are in a three-ring binder. Current and up-to-date inventories should be maintained on all hazardous chemicals in your teaching area.

#### **MSDS information sheets contain the following information:**

1. Identification of the product.
2. Physical symptoms of exposure.
3. Signs of exposure.
4. Precautions for safe handling.
5. Emergency leak or spill procedures.
6. Waste disposal procedures.
7. Protective equipment that must be worn.
8. Possible routes into the body.
9. First aid procedures.
10. Name, address, and phone number of manufacturer.
11. Permissible exposure limit.
12. List of cancer causing ingredients.
13. Precaution for safe handling.
14. Physical hazards- fire, explosion, reactivity.
15. Physical characteristics of the chemical.
16. Fire and explosion material

**NFPA (National Fire Prevention Association) sign requirements:**

1. 7.5 inches per side.
2. Divided into four quadrants.
3. Posted near building entrance if 5,000 sq. ft. or less
4. Posted at storage area if 5,000 sq. ft. or more.

**Other Health and Safety Information**

**Expectations of Student and Staff Conduct for Transportation**

Board Policy 702.9R1

All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

1. Bus riders will be at the designated loading point before the bus arrival time.
2. Bus riders will wait until the bus comes to a complete stop before attempting to enter.
3. Riders must not extend arms, legs or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. All bus riders will load and unload through the right front door. The emergency exits are for emergencies only.
6. A bus rider will depart from the bus at the designated point unless a bus pass from the office to get off at a different location is given to the driver.
7. A rider may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Waste containers are provided on all buses for bus riders' use.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the bus.
13. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and respectfully.
14. Students will assist in looking after the safety and comfort of younger students.
15. A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
16. Students will not throw objects about the vehicle nor out through the windows.
17. Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
18. Students will keep feet off the seats.
19. Roughhousing in the vehicle is not allowed.
20. Students will refrain from crowding or pushing.

21. The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
22. The Good Conduct Rule is in effect.
23. All three-point lap-shoulder belts available on buses will be used by passengers when the vehicle is in any non-stationary gear. Drivers are not responsible (i.e. liable) for passengers wearing seat belts while riding. Drivers are responsible for instructing passengers to put on seat belts prior to the bus leaving a school or school event.

## **Bus and Other Vehicle Trip Rules**

1. The sponsor or sponsors will be in charge of all discipline during the actual driving time. However, the driver has the final determination of matters concerning student safety and/or other situations impacting the safe travel of the vehicle.
  - A. Determination of noise level.
  - B. Student *iPods, MP3 players, and other electronic devices* must be used with earphones or volume level must be low to allow the driver to hear normal operation of the bus and surroundings of the bus. Use without earphones also must not invade the rights of other students. Sponsors may choose not to allow use of radios.
  - C. General discipline of students as defined in board policy 702.9 and board regulation 702.9R1.
2. No students will use the back door, except to load and unload equipment or in emergency situations.
3. If additional transportation is required, an additional vehicle will travel with the bus or buses.
  - A. **The additional vehicle will stay with the bus – no stops.**
  - B. No more than the legal capacity of the vehicle, including the driver, in the vehicle.
  - C. If a sponsor driving the vehicle fails to stay with the bus, he or she may not drive the vehicle on future trips.
4. All trips will have at least one sponsor or adult, besides the driver, on the bus.
5. Sponsors and students will aid the driver in cleaning up the bus after returning from a trip (apple cores, cans, wrappers, etc.) and close all windows.
6. The bus driver will stay with the teams at all contests unless he or she notifies the sponsors where he/she is going and when he/she will be back (driver will provide cell phone number to sponsor, in case of an emergency the driver will need to be contacted).
7. All bus requests must be made in a timely fashion.
8. Between the time the bus arrives to load students and the actual leaving time, the driver will supervise the students. If problems arise, the driver will attempt solution to the problem or a sponsor will be present while students are loading. This will also apply to return trips.
9. Students will not be allowed to remain on the bus unsupervised during events.
10. Upon arrival home, or at a home event, sponsors are responsible for supervising students until all students are returned to the care of their parent(s). The driver may be requested to stay for unique or emergency situations.

## **Driving Personal Vehicles**

Prior to driving personal vehicles on company business, and annually thereafter, employees traveling outside of the Anamosa city limits should be required to show proof of insurance of at least \$300,000 Combined Single Limits (CSL) on their personal auto policies. Anamosa Community School District does have employees that commute between school buildings for their position, these employees traveling within Anamosa city limits will not be required to show proof of insurance.

## **SAFETY AND SECURITY**

### **Building Care**

Teachers are asked to cooperate with custodians by leaving their rooms in proper order, closing windows, adjusting shades, turning off all lights, and closing doors before leaving each day. Staff also has a responsibility to report any abuse of the building or equipment to their immediate supervisor immediately.

### **Building Security**

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

All outside doors and windows are to be kept locked during non-school hours. Staff members are expected to share responsibility for keeping the building secure during non-school hours by taking initiative to turn off all lights, lock all exit doors, clear the building of all students, and never give keys or key fobs to students or unauthorized individuals. Students are never to be allowed access to the building without direct supervision by a staff member.

Security plans and procedures for during school hours will be detailed by your building administrator.

### **Drills and Evacuations – Emergency – Board Policy – 504.9**

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters are conducted each school year. Fire and tornado drills are each conducted regularly during the academic school year with a minimum of two of each before December 31 and two after January 1.

In addition, one active intruder drill and one bus evacuation drill will be conducted per semester. Each attendance center will develop and maintain a written plan containing emergency and disaster procedures. The plan will be communicated to and reviewed with employees. Employees will participate in emergency drills. Licensed employees are responsible for instructing the proper techniques to be followed in the drill.

### **Emergency Closings, Inclement Weather and Other Interruptions**

When school is canceled due to inclement weather prior to the start of the school day, you will be notified by the district alert system. The missed day may have to be made up at a later date. Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. Please listen to the following television stations for inclement weather announcements: KCRG (channel 9), KWWL (channel 7) or KGAN (channel 2). Staff, parents, and students may also check our school website for related announcements: <http://www.anamosa.k12.ia.us>

Emergency notifications are received through NOAA radios and other devices. Each building principal will provide a plan of action for his/her building and familiarize you with it. In addition, each principal will discuss with you the procedure to follow in the event of any emergency.

### **Keys/Fobs**

District-issued keys/fobs are used to gain access to district property solely for legitimate, job-related purposes. All school keys must be recorded with the administration. Loss of keys/fobs should be immediately reported to the administration. It is important to remember that no one other than school employees are to have access to any school keys. Do not duplicate or lend such keys/fobs to other individuals (including school employees) without the express permission of the administration. Students should NEVER be given keys/fobs to the school.

## **Threats of Violence**

All threats of violence - whether oral, written or symbolic - against students, employees, visitors, or to school facilities are prohibited and will not be tolerated. Acts deemed violent, even if not covered specifically in Board policies, may incur discipline. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Employees engaging in threatening behavior will face disciplinary consequences up to and including termination.

## **Visitors/Guests**

The board welcomes the interest of parents and other members of the community and invites them to visit the school buildings and sites. Any visitor to a building will be asked to “ring in” at the entry door before admittance to building. Visitors may also be asked for identification.

Individuals who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and class disruption can be minimized. Parents should make arrangements through the office to meet with teachers during school time. Teachers are not expected to disrupt a scheduled class to meet with a concerned parent.

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

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

## **Weapons**

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

Employees are prohibited from bring weapons and other dangerous objects on school grounds. Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy. Refer to Board Policy 502.8 for more details.

# **STUDENT AND CLASSROOM MATTERS**

## **Abuse of Students by a School District Employee**

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

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



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

## **Accidents Resulting in Student Injury or Damage**

Report, as soon as reasonably possible (but not more than twenty-four hours), all accidents and other incidents that result in injury to students or school property to your building administrator.

## **Child Abuse Reporting**

The district believes in protecting our students and we strive for them to be productive without outside factors weighing on their ability to learn. In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

Child abuse is the result of the acts or omissions of a person responsible for the care of a person under the age of 18 who has suffered one or more of the categories of child abuse as defined in Iowa Code 232.68 (physical abuse, mental injury, sexual abuse, denial of critical care, failure to supervise, child prostitution, presence of illegal drugs, manufacturing or possession of a dangerous substance, bestiality in the presence of a minor, allows access by a registered sex offender, allows access to obscene material, or child trafficking).

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services - Child Abuse Registry (1-800-362-2178) within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Anyone participating in good faith in these procedures shall have immunity from any liability, civil or criminal. Laws providing Privileged communication shall not apply in cases of suspected child abuse or neglect. Any school employee who knowingly and willfully fails to report suspected child abuse is guilty of a simple misdemeanor and is civilly liable for the approximate damages caused by such failure. Please see board policy 402.1, Child Abuse Reporting, for more details.

Within six months of their initial employment, all school employees will take training courses involving the identification and reporting of child abuse and dependent abuse, or submit evidence they have taken the course. Upon successful completion of the training, the employee needs to submit a certificate of completion to the superintendent's office. The training is available online at:

<http://training.aeapdonline.org/login.php>

In 2019, HF 731 modified the requirements for mandatory reporter training for child and dependent adult abuse.

- If you have not completed your training since July 1, 2019, you need to take two initial trainings, Child Abuse Reporting and Dependent Adult Abuse trainings. You need to complete both trainings and each training take approximately two hours.
- If you have taken the “initial” training after July 1, 2019 and your certificate is going to expire, you can take the “recertification” training, just do not let your core training expire or you will need to take the core training again.

For more information or if you have any questions, contact the District Office.

## Mandatory Reporting of Child Abuse - Reminders

Iowa Code section 232.69(1) lists the categories of mandatory reporters. This includes "A licensed school employee ... or holder of a coaching authorization."

NOTE that the mandatory reporter must also form a reasonable belief that a child has suffered abuse by virtue of having examined, attended, counseled, or treated the child in the scope of the person's professional practice or in the scope of the person's employment responsibilities. For instance, seeing a child slapped by a parent in the McDonald's parking lot is not a mandatory reportable incident. Remember that we are all *permissive reporters* all of the time, whether "on duty" or not. (So, you *may* call DHS to report the McDonald's incident, but are not *required* to do so.)

- A child is any person under the age of 18 years per Iowa Code section 232.68(1).
- With one exception, only suspected abuse by a caretaker (that is, a parent, guardian, babysitter, or any person with whom the child lives and who is responsible for the child's care or supervision) is reportable to DHS. The exception is that a suspected sexual offense by a non-caretaker **MUST** be reported if the child is under 12 years old and **MAY** be reported if the child is 12 or over. (See next item on "Sexual Exploitation by a School Employee.")

The most common types of child abuse are:

1. Physical abuse (any non-accidental physical injury or an injury which is at variance with the history given of it);
  2. Mental injury (injury to a child's intellectual or psychological capacity as evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior, if the impairment is diagnosed and confirmed by a licensed physician or qualified mental health professional);
  3. Sexual abuse (notwithstanding that many sexual offenses are not crimes unless the child is under 14 years of age, all sexual offenses by a caretaker against a child under 18 years of age must be reported); and
  4. Denial of critical care (neglect; failure to provide adequate food and nutrition, adequate shelter, adequate clothing, adequate health care, mental health care, or proper supervision).
- Suspected child abuse may be reported both orally and in writing. Permissive reports may be oral, written, or both. If making a mandatory report orally, the reporter must follow up with a written report within 48 hours after making the oral report. Call toll-free number (800/362-2178) or your county DHS office.
  - **A mandatory reporter who knowingly and willfully fails to make a required report of suspected child abuse is guilty of a simple misdemeanor (punishable by up to 30 days in jail or a fine of up to \$635 or both).** Knowingly making a false report to DHS or causing a report to be made knowing that information is false is also a simple misdemeanor.
  - A mandatory reporter who knowingly fails to make a required report or who knowingly interferes with the making of such a report is civilly liable for any damages proximately caused by such failure or interference.
  - A person licensed by the Board of Educational Examiners could be subject to sanctions from that licensing body for either of the misdemeanors above.
  - Iowa Code section 232.73 provides immunity from any civil or criminal liability when a person makes a child abuse report or helps in an investigation of the same in good faith.

## Corporal Punishment, Restraint and Detaining Students

Please refer to Board Policy 505.3 and 505.4 for detailed information.

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

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

District employees will receive Chapter 103 training on physical restraint and seclusion prior to using these behavior interventions with students.

## **Discipline**

Discipline problems should be handled, whenever possible, by the teacher. Parental involvement is encouraged. Make all reasonable efforts (at a minimum, through the use of the referral forms and telephone contact) to inform the parent(s), of the student involved in the discipline problem. Please refer to building specific procedures.

## **Field Trips**

The principal may authorize field trips when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips.

In authorizing field trips, the principal shall consider the educational benefit of the activity, the inherent risks or dangers of the activity, the financial condition of the school district, and other factors deemed relevant by the Superintendent. Board approval will be required for field trips that involve travel out of state.

- No more than 4 (four) buses across the district will be available for daytime field trips per day.
- Field trips are to be arranged with the principal and transportation director at least one week in advance.

The school district will be responsible for obtaining a substitute teacher if one is needed. Staff are expected to abide by transportation rules should district transportation be used. Refer to board policy 702.9R1 for Expectations of Conduct for Transportation.

## **Individuals with Disabilities Education Act**

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

## **Multicultural and Gender Fair Education – Board Policy 602.1**

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, and persons with disabilities, to society. Special emphasis

is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European-Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

## **Relationship with Students**

District employees are expected to create professional relationships with students so as to assist with their learning. Employees should be wary of creating a relationship that is or can be perceived to be unhealthy or illegal. Adults must always be in a position to be trusted and caring for students, but the district will not tolerate any inappropriate relationships.

## **Searches of Students and Property**

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected without a search warrant. Administrators may conduct any search of students or property on school premises.

## **Sexual Exploitation by School Employee**

In 2003, a new crime was added to the Iowa Criminal Code, specifically to chapter 709, which covers sexual abuse. The crime recognizes that there is no such thing as a consensual sexual relationship between a student and certain school employees.

The key features of the law include:

- It applies only to teachers, counselors, and administrators employed by a school who are licensed by the Board of Educational Examiners.
- "Student" is any elementary or secondary school student of a public or nonpublic school
  - Age of student is irrelevant.
  - Includes a student who attended elementary or secondary school within 30 days of any violation.
- Sexual conduct includes (but is not limited to) kissing; touching of the clothed or unclothed inner thigh, breast, groin, buttock, anus, pubes, or genitals; and more "traditional" sex acts (penetration, oral sex, digital sex); sexual conduct does not include "touching that is necessary in the performance of the school employee's duties while acting within the scope of employment."
- Conviction for one act is an aggravated misdemeanor (up to 2 years' incarceration); conviction for a pattern or scheme of conduct is a Class D felony (up to 5 years' incarceration).
- A licensed school employee convicted of sexual exploitation of a student will have his or her license revoked.
- A school district must report to the Board of Educational Examiners if a licensed employee resigns or is fired because of allegations of sexual exploitation of a student (or any incident or allegation of misconduct that, if proven, would be a sex crime or a forcible felony). *Failure to report could cause the school administrator to lose his/her BoEE license.*

If a school employee suspects that a student is being sexually exploited by a licensee, the employee has two options available:

1. Report the situation to DHS as abuse (remember that any suspected sexual abuse by a non-caretaker must be reported if the student is under 12 years of age and may be reported if the student is 12 or older).
2. Report the situation to the school or school district's chapter 102 designated investigator. Anyone with knowledge of a situation may report suspected abuse to the Level One Investigator; it does not have to be a student or parent. Because it may not be likely that a student who is the victim of sexual exploitation will know that s/he is the victim of a crime, it is especially important that responsible school employees take action.

## **Standardized Testing and Assessment**

Assessment is an important part of the education process and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Board of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in disciplinary action up to and including termination. For additional information regarding the applicable standard in the Iowa Board of Educational Examiners Code of Professional Conduct and Ethics, please visit the Board of Educational Examiners website located at: <https://www.legis.iowa.gov/docs/iac/rule/12-16-2020.282.25.3.pdf>

## **Student Behaviors**

All district staff will be expected to correct infractions of rules by students. Also, it is the responsibility of each staff member to follow building procedures in reporting cases of abuse to building equipment by students or severe student defiance.

## **Student Records**

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student information unless it is permitted by law. Please contact the building administrative assistant if you have a request for student records.

Give careful thought to what you discuss concerning school matters whether with parents, colleagues, and members of the community. Employees must exercise significant care and judgment when handling confidential information. A break in confidentiality can result in disciplinary action, up to and including termination, and expose the employee to personal liability for violation of Iowa's privacy law.

## **Transporting of Students by Employees**

Transportation of students shall be in a motor vehicle owned by the school district and driven by an employee. Only in rare instances approved by the administrator, will school employees transport a student in a personal vehicle. Only school vehicles are to be used to transport students unless there are no school vehicles available for a specific activity. An employee shall not transport students individually without being accompanied by another adult except with the permission of the Superintendent and the students' parent/guardian.

Please refer to the Transportation section of this handbook for more detailed procedures and expectations for driving school vehicles.

# **TERMINATION OF EMPLOYMENT**

## **Exit Survey (Staff)**

District employees are asked to complete an exit survey upon leaving the district. This survey is sent to your home address via US Mail. Exit survey results will be received and reviewed by our Human Resources Manager.

## **Retirement**

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

Application for retirement will be considered made when the employee states in writing to the superintendent, no later than the date set by the board for the return of the employee's contract to the board, the intent of the employee to retire. The letter must state the employee's desire to retire and be witnessed by another party other than the principal or the superintendent. Applications made after the date set by the board for the return of the

employee's contract to the board may be considered by the board if special circumstances exist. It is within the discretion of the board to determine whether special circumstances exist.

Board action to approve an employee's application for retirement is final and such action constitutes nonrenewal of the employee's contract for the next school year.  
It is the Boards discretion to offer Early Retirement.

## **CERTIFIED STAFF SECTION (Pages 52 – 69)**

### **COMPENSATION AND BENEFITS – CERTIFIED STAFF**

#### **Board of Educational Examiners Teacher License Renewal Reminder**

It is against state law to allow a teacher to work without a valid license.

The Board of Educational Examiners has begun to send electronic reminders of imminent expiration of certain licenses. Holders of Initial, Standard, Master Educator and Administrator licenses will be sent an email indicating that one of their licenses will soon expire. Holders of a Class B or Class C (Conditional Licenses) will not be notified. The email reminders will be sent out twice. The first reminder will be sent approximately one year before the date of expiration of the license; the second reminder will be sent approximately two months before the date of expiration of the license. Only those practitioners for whom the BoEE has a current and correct email address will receive this reminder!

Whether practitioners receive a reminder or not, *it is still each practitioner's responsibility to take note of the expiration date printed on the license and to renew the license prior to that date.* A late fee of \$25 dollars per month will be assessed by the BOEE if the practitioner is found to be practicing with an expired license.

#### **Insurance, Section 125 Cafeteria Plan – Teachers**

- A. The Board shall establish a written “cafeteria plan” to comply with Section 125 of the Internal Revenue Code. All full-time employees (“eligible employees”) will be offered the opportunity to enroll in single or family health insurance coverage under the District’s group health plan.
- B. Each eligible employee shall allocate a Sum, described in section C below, to the various fringe benefits offered through the cafeteria plan. The benefits offered shall include: (1) hospitalization, major medical, DXL and ambulance; (2) dependent care services (Section 129 of the Internal Revenue Code); (3) unreimbursed medical; (4) cash.
- C. The District will offer all eligible employees the opportunity to enroll in the District’s group health plan. The District will provide a Sum to eligible employees that may be used toward all or part of cafeteria plan benefits as follows:
  - 1. For teachers initially hired on or before July 1, 2008, a Sum of \$6,720.00 will be placed in each eligible employee’s cafeteria plan for the 2024-2025 school year. All or part of this Sum may be taken as cash in lieu of insurance.
  - 2. For teachers initially hired after July 1, 2008, a Sum of \$6,720.00 will be placed in each eligible employee’s cafeteria plan *only if* the employee elects to enroll in District group health insurance. Teachers who opt-out of District group health insurance will receive a Sum in the amount of \$3,360.00 (half of

\$6,720.00), which may be taken as taxable cash. This Sum will be in addition to and separate from regular salary as provided in the Salary Schedule.

3. At the employee's option, he/she may apply the above Sum plus any additional amount to any of the four benefits listed above.

D. Full-time teachers will receive a description of the benefit coverage provided herein at the beginning of the school year or date of employment. Please contact payroll with any questions. When requested by the employee, the Board shall provide applications and, when necessary, information about the program.

E. Certain part-time teachers (excluding substitute teachers) may be eligible for benefits under this plan. The Sum described in paragraph C may be pro-rated for part-time teaching staff. Part-time teaching staff should refer to their teaching contract to determine whether they qualify for any benefits under this policy.

F. The Board shall provide a long-term disability insurance policy for each regular full-time employee.

For a part-time employee, the long-term disability contribution shall be proportional to the employee's teaching assignment.

G. The Board shall have the right at any time to procure the insurance referred to in this article from any reputable insurance company as determined by the Board.

If the district makes a change in insurance carrier the insurance coverage shall be comparable to the current coverage. The Board will communicate with and invite input from the Association prior to changing insurance carriers.

## **CONDUCT IN THE WORKPLACE – CERTIFIED STAFF**

### **Personal Errands**

Refrain from sending students from the classroom on personal errands and from dismissing a class at an irregular time without approval of the principal.

### **Room Supervision**

You are responsible for those students assigned to you for each class period or other events. Students are to be supervised at all times. If it is necessary for a teacher to leave the classroom, arrangements must be made so that the students will be supervised by an appropriate adult.

Students should not be in a classroom, commons areas, or computer lab where no teacher is in attendance. Keep doors locked when the room is not in use. Teachers need to instruct students in behavior expectations and classroom procedures to avoid questions of negligence or poor judgment.

Supervising students during recess, bus duty, transportation, lunch duty, study time are considered appropriate duties for paraeducators according to Department of Education guidance. Paraeducators can also supervise hallways and accompany students going to classrooms or other sites in the school building (gymnasium, library, etc.) Please ensure that your building administrator is always aware of the reason and length of time that someone other than the assigned instructor assumed responsibility for the classroom.

## **Supervision**

Be aware of, teach, and consistently enforce the standards of conduct expected of students in the halls, commons/cafeteria, and on the school grounds.

During class passing, monitor students from the teacher's classroom doorway and assist in the movement of students. Confront students who are in the halls during class time, at their locker during class time, or engaged in other behavior that is inconsistent with the standards of conduct.

To knowingly send students to a location where you know they will be unsupervised is a violation of school policy and sets yourself up for liability issues.

## **EMPLOYEE RELATIONS – CERTIFIED STAFF**

### **Access to Information**

#### The Association

The Association shall be furnished, on request, regularly and routinely prepared information concerning the financial condition of the District including financial reports and adopted budget.

In addition, the Employer will grant reasonable requests for other readily available and pertinent information which may be relevant to bargaining and/or the processing of grievances. Nothing herein shall require the administrative staff to research and assemble information.

#### The Employer

The Association will grant reasonable requests for readily available and pertinent information, which may be relevant to bargaining and/or the processing of grievances. Nothing herein shall require the Association to research and assemble information.

### **Complaints – Fellow Employees - Board Policy 404.10**

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons.

### **Employee Lunch and Planning Periods**

#### Lunch Periods

1. Building administrators shall provide each employee a daily, duty-free lunch period of at least 20 minutes.
2. An employee may leave the building during his/her duty-free lunch period after informing the building principal or secretary of the proposed absence.

#### Planning Time

Employees shall have time during the regular work day for teaming and collaboration as well as individual planning time for instruction-related activity. Assignment to other regularly scheduled supervision duties during this time shall not be made except when mutually agreed upon by the employee and building principal.

Employees shall not leave the building during planning periods without permission of the building principal.



- a. Elementary School. It is the intent of the Employer to continue to administratively provide elementary staff with 50-60 minutes of planning time per day. Both team and individual planning times are incorporated within the planning period.
- b. Middle School. It is the intent of the Employer to continue to administratively provide middle school staff members with the equivalent of one planning period per day that includes both team and individual planning time.
- c. High School. It is the intent of the Employer to administratively provide high school staff members with the equivalent of one planning period per day that includes both team and individual planning time

## **Employee Work Year**

### **Regular Contract**

The standard contract year shall be one-hundred eighty-nine (189) days, a minimum of one-hundred seventy-seven days (177) of instruction; a minimum of six (6) professional development non-instructional days; three (3) paid holidays, and the equivalent of two (2) parent-teacher conference days.

Teachers new to the Anamosa Community School District may be required to attend an additional one (1) New Teacher Professional Development Day without additional compensation.

Paid holidays shall be Labor Day, Thanksgiving, and Memorial Day.

### **Make-Up Days**

Contract days missed because of inclement weather or other causes may be made up, in part or in total, by use of days set aside for vacations and/or the addition of days at the end of the school year, as determined by the Board of Directors.

### **Work Days, Emergency Closing**

At the discretion of the Superintendent, employees may be required to work when classes are not held due to emergency conditions. Such days shall be considered partial fulfillment of the standard contract year.

## **Grievance Procedure**

Definitions:

1. Grievance. A grievance is a claim by an employee or the Association that there has been a violation, misinterpretation or misapplication of a provision of this Agreement.
2. Aggrieved Party. The aggrieved party shall mean the party filing a grievance.
3. Party in Interest. Party in Interest shall mean the Association, its representative; the Employer, its representative; and any party named in a grievance who is not the aggrieved party.

Purpose:

The purpose of this procedure is to secure, at the lowest possible level, solutions to claims there have been violations, misinterpretations or misapplications of provisions of this agreement. Both parties agree these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

General Provisions:

1. Every employee covered by this agreement shall have the right to present grievances in accordance with these procedures.
2. Preparation and processing of grievances shall be conducted so as to avoid interruption of classroom activity and to avoid involvement of students in any phase of the grievance procedure.

3. The filing or pendency of a grievance by an employee under the provisions of this article shall in no way operate to impede, delay or interfere with the right of the Board of Directors to take action grieved of, subject, however, to a final decision on the grievance.
4. Grievances arising from an action other than at a building level may be initiated and processed in accordance with the provisions of Step 3 of this grievance procedure.
5. Failure at any step of this grievance procedure to communicate the decision on a grievance within the specified time shall permit the aggrieved party to proceed to the next step.
6. Failure at any step of this procedure to appeal a grievance to the next step within the time specified shall be deemed to be acceptance of the decision rendered at that step and further appeal is barred.
7. The time limits specified in any step of this procedure may be changed, in any specific instance, by mutual consent.
8. If an aggrieved person files any claim or complaint other than under the grievance procedure established in this Agreement, the Employer shall not be required to process the same claim or set of facts through the grievance procedure.

**Procedures, Employee Grievance:**

Step 1. An attempt shall be made to resolve any grievance in informal, oral discussion between the parties. Such grievance shall be presented, and the conference shall be held, no later than ten (10) calendar days following knowledge of the act or condition, which is the basis of the grievance. The decision shall be given verbally within seventy-two (72) hours of the close of the conference.

Step 2. If the grievance is not resolved at Step 1, the aggrieved party may file the grievance in writing. The written grievance shall: (1) state the date of the alleged violation of the Agreement; (2) the section(s) of the Agreement involved; (3) the nature of the grievance, and (4) the relief sought.

The written grievance at Step 2 must be filed within ten (10) calendar days of the delivery of the verbal decision in Step 1.

The Principal shall meet and confer with the aggrieved employee with a view to arriving at mutually satisfactory solution to the grievance. The aggrieved employee and the Association shall be given at least two(2) school days' notice of the conference. The employee may appear alone or, at his/her option, may be represented.

The Principal shall communicate his decision in writing to the aggrieved employee; to the Association; and to the Superintendent; within ten (10) calendar days after receiving the written grievance.

Step 3. If the grievance is not resolved at Step 2, the employee may appeal the Principal's decision to the Superintendent of Schools within ten (10) calendar days after the Principal's decision has been delivered. The Superintendent of Schools shall meet and confer with the aggrieved employee with a view to arriving at a mutually satisfactory solution of the grievance. The aggrieved employee and the Association shall be given at least two (2) school day notice of the conference. The employee may appear alone or at his/her option, may be represented.

Notice of the conference shall also be given to the Principal involved in Step 2, and the Principal may be present at the conference to state his/her views, at the request of the Superintendent.

The Superintendent of Schools shall communicate his decision in writing to the aggrieved employee; to the Association; and to the Principal within ten (10) calendar days after receiving the appeal.

Step 4. A grievance not resolved in Step 3 may be submitted to the School Board for final decision. The procedure shall be initiated within ten (10) calendar days after receipt of the Superintendent's decision by filing a "Notice of Appeal" with the School Board Secretary. A copy of the notice shall be delivered at the same time to

the Superintendent of Schools.

The School Board shall issue its decision not later than thirty (30) calendar days from the date it received the “Notice of Appeal”. The School Board decision shall be in writing and their supporting reasons shall be given. The decision of the School Board, if made in accordance with its jurisdiction and authority, shall be accepted as final by the parties and both will abide by it.

The School Board, in its decision, shall not amend, modify, nullify, ignore, or add to the provisions of the Agreement. The School Board’s authority shall be strictly limited to deciding only the issue or issues presented by the District and the aggrieved party; and its decision must be based solely and only upon his interpretation of the meaning or application of the express relevant language of the Agreement.

### **Probationary Status - Licensed Staff - Board Policy 407.2**

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

Only the board, in its discretion, may waive the probationary period. The board may extend the probationary period for one additional year with the consent of the licensed employee. The board will make the decision to extend or waive a licensed employee's probationary status based upon the superintendent's recommendation. During this probationary period the board may terminate the licensed employee's contract at year-end without cause or immediately discharge the employee consistent with applicable law and board policies.

### **Qualifications, Recruitment and Selections**

Persons interested in positions in the school district will have an opportunity to apply and qualify in accordance with applicable laws and school district policies without regard to age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity or disability. Job applicants for licensed employee and classified employee positions will be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of or ability to obtain state or other license or certificate, if required for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on Iowa Works, the online state job posting system. Additional announcements of the position may occur through means the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who directly supervises and oversees the position.

Refer to board policy 404.2: Licensed Employee – Qualifications, Recruitment, Selection

### **Summer Vacancies**

Notice of vacancies shall be distributed to all employees by school email. Employees must submit a letter of interest to the building administrator where the vacancy is taking place within five (5) days of the date of the email to be considered for the position. It shall be the responsibility of the employee to check their school email for possible notices of vacancies.

## Teacher File

It is necessary to have each of these items on file with the district office: current teaching certificate; transcripts; endorsements and approvals. The following trainings need to be completed: Bloodborne Pathogens, Child Abuse Mandatory Reporter, Dependent Adult Abuse Mandatory Reporter, Suicide Prevention /Postvention, Overview of State Requirements Regarding Seclusion/Restraint: Chapter 103, ELP Standards.

## Work Day - Hours

Teachers are expected to be in the buildings by 7:45 a.m. and should remain on duty until 3:45p.m. On Fridays or on days preceding school holidays or vacations, the employee's day shall end at 3:30 P.M. If it is necessary that you must leave the building during the school day, please notify the office.

Remain in the building throughout the contracted school day, including preparation period, unless an absence is approved by the principal.

## EVALUATION PROCEDURES – CERTIFIED STAFF

### A. Orientation.

Building administrators shall review evaluation procedures with contracted employees who are new to the school system within ten (10) school days after said teachers enter employment.

### B. Definition of Terms.

1A. Probationary Teacher - New to the Profession. A teacher in their first three (3) years of current employment in the Anamosa Community School District who holds an Initial License in the State of Iowa. The probationary period may be extended as provided by law.

1B. Probationary Career Teacher – New to the District. A career teacher who is new to the Anamosa Community School District, holds a Standard License or equivalent issued by the BOEE and has previously completed a probationary period in another school district in the state of Iowa shall be under a two (2) year probationary period in the Anamosa Community School District. Upon satisfactory completion of the two (2) years of probationary status, the teacher shall be considered a non-probationary teacher. The two (2) year probation period may be extended beyond the two years as provided by law.

2. Non-Probationary Teacher. A teacher who has satisfactorily completed his/her probationary period in current employment in the Anamosa Community School District.

3. Current Employment. The period of uninterrupted employment in which a teacher is currently engaged. A leave of absence granted to an Employee by the Employer shall not constitute interruption within the meaning of this Article.

### C. General.

1. Evaluator. The evaluation of an Employee shall be conducted by the Employee's assigned building administrator(s) or other appropriate administrator.

2. Evaluation Instruments. The building administrators shall use the evaluation forms and instruments as adopted by the Employer. The evaluation instrument shall be based on the Iowa Teaching Standards, and shall be the same instrument in all learning centers in the school district. Because appropriate instruments change as evaluation concepts change, any instrument used to record

information about an employee shall be considered an evaluation instrument. The results of all evaluations shall be placed in the teacher's folder located in the District office.

3. Acknowledgment of Evaluation. The Employee and administration shall date and sign completed evaluation forms to acknowledge that the evaluation has been conducted and the specified conferences related to the evaluation have been held.

4. Evaluation Record. A copy of the completed evaluation forms shall be given to the Employee, and a copy of all forms shall also be placed in the Employee's personnel file maintained in the District office.

5. Notification. Tenured teachers scheduled for formal evaluation in any given year shall be notified of that fact in writing by September 15 of that year, or within ten (10) school days prior to commencement of evaluation.

6. Responses. If the employee feels the recorded evaluation is incomplete, inaccurate or unjust, the employee may put the objections in writing and have them attached to the formal evaluation report. The file copy of such objection shall be signed by the evaluator and the Employee to indicate awareness of the content. Responses must be attached within ten (10) days of the acknowledgment of evaluation.

7. Evaluations shall be fair and accurate. An evaluation may be challenged through the grievance procedure if arbitrary or capricious and if the evaluation is a basis for the denial of any salary or fringe benefit or termination.

D. Evaluation Procedure (Probationary Teachers)

1. Three formal observations will be conducted for each teacher during each probationary year of their employment. The first formal observation will take place on or before Nov. 30. The second formal observation shall take place prior to January 31 and the third formal observation will be prior to March 30. Each of the three observations will have a pre-observation and post-observation conference. Those dates can be extended by mutual agreement.

2. Informal observations may also be used at the discretion of the administrator.

3. A cumulative professional portfolio will be created and maintained by all New to the Profession teachers in year one and in year two. The administrator and the beginning teacher will review and discuss the portfolio at scheduled conferences throughout the year.

4. A comprehensive evaluation will be held with the second-year beginning teacher for licensure purpose on or before March 30.

E. Evaluation Procedure (Non-probationary Staff)

1. An evaluation of all non-probationary teachers will be completed at least once every three years. This evaluation will be based on the Iowa Teaching Standards and the model criteria.

2. Career teachers who are not involved in the evaluation process for a particular year will meet with their evaluator prior to October 1<sup>st</sup> to set goals for their individual professional development plan. Goals will be reviewed mid-year and before the end of the school year to assess progress made toward goals.

F. Tier 3 (Intensive Assistance for non-probationary)

When the evaluator determines, at any time, the teacher is not meeting one or more of the following:

1. District expectations under the Iowa Teaching Standards 1-7 and criteria (Standard 8 is excluded);
2. The Individual Professional Development plan; or
3. Any other standards and criteria that the District has established;  
The evaluator shall recommend to the Superintendent that the teacher participate in an initial Intensive Assistance Plan. The process may begin at any time, and it is projected to take approximately 2-3 months. It is not to exceed six (6) months in duration.

A teacher placed on Tier 3 will be assigned an independent evaluator from the district and the Teacher Association will provide mentoring services to this teacher. At the conclusion of the designated timeframe, one of three recommendations shall be made:

1. The problem is solved and the staff member is removed from Intensive Assistance.
2. Progress is noted, the timeline is extended, but may not exceed an additional six (6) months (i.e., total of plan not to exceed twelve (12) months according to Iowa law) and work continues in the assistance phase.
3. The problem is not resolved and/or inadequate progress is noted. Action may then be taken by the District to terminate the teacher's contract.

Placement on Tier 3 is not grievable.

## **LEAVES AND ABSENCES – CERTIFIED STAFF**

### **Absence-Reporting Absence from Work Assignment**

An employee who is unable to report for work should notify his/her immediate supervisor and the Frontline Absence System as appropriate prior to 6:30 a.m., unless required earlier by your immediate supervisor.

### **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.
- Employees must notify their supervisors or principals of all times when they will be absent. Request a leave of absence in the Absence Management – Frontline System each time you plan to be away from work or have missed work for any reason. It is necessary to have all absences documented. Absences arranged in advance do not require a call when absent or when returning to work, unless outside the scheduled time off. (If an employee is absent for two consecutive workdays without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated.)
- For the smooth running of the organization, it is essential that all team members contribute to the success of the organization. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for disciplinary action.
- Leaves of absence without pay are not encouraged. Any request for a leave of absence without pay should be discussed with the superintendent at least ten days in advance of the request. Requests for

leave of absence without pay will be authorized for purposes which the superintendent considers necessary.

- Employees who are absent for illness for three or more consecutive days will be required to submit documentation from their physician indicating that the employee has been released to return to work.
- Every employee should know to whom he/she reports absences and submit leave requests. In all situations regarding staff absences, communication and necessary request for leave should be done in a timely manner.
- Teaching staff should report all absences in Absence Management Frontline System. This system assigns substitutes (if needed) to teachers' absences through a networked system. Contact your building administrative assistant with questions about Absence Management Frontline system.

## **Extended Leaves of Absence**

1. A leave of absence for the convenience of the employee of a maximum duration of twelve (12) calendar months, including vacation periods when school is not in session, may be granted by the Board of Directors upon written application to the Board by the employee. The employee shall be notified in writing of the decision.
2. Such leave shall be without pay or other benefits. However, insurance programs to which the employee otherwise would be entitled may be continued at the discretion of the employee and at the employee's expense.
3. Application for such leave shall be submitted to the Board of Directors at least ninety (90) days before the proposed period of leave would begin. Upon request, the Board may waive the ninety (90) day requirement. The date the employee intends to return to work shall be stipulated in the leave application.
4. Upon expiration of the leave, the employee shall be returned to his/her former position; or, if the former position does not exist, to another position for which he/she is qualified, as determined by the Superintendent.
5. If an employee's leave expires during the school year he/she shall verify in writing to the Superintendent, at least thirty (30) days prior to the expiration date, his/her intention to return to work. If an employee's leave expires during the summer months when school is not in session, he/she shall be required to verify by February 15 his/her intention to return to work at the opening of school the following fall.
6. Failure of an employee to return to work at the expiration of the leave period; or the failure of an employee to verify his/her intent to return to work on or before the dates specified, shall serve to terminate said employee's rights to re-employment and shall relieve the District of all obligation under the terms of this Agreement to re-employ said employee.

## **Leaves**

All leaves may be taken in quarter (1/4) day increments.

## **Notice of Accumulation of Leave**

Employees shall notify the Business Office in writing or via email of any discrepancy in the number of accumulated leave days no later than 10 working days after the end of current school year.

## **Tardiness**

An employee is expected to be at the job site and ready to begin work at the appointed starting time unless they have permission from their immediate supervisor. Arriving late for work or leaving the job early without permission is not acceptable. In extreme emergencies, notify your immediate supervisor if you need to be late for work. Absence or tardiness because of obligations to another job or outside activity is not acceptable as an excuse. No other income-producing activity takes precedence over your job with the district.

## **Absence Without Pay**

### **Certified Staff**

Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies of the board. Unpaid leave for licensed employees must be authorized by the superintendent.

The superintendent will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent will consider the effect of the employee's absence on the education program and school district operations, length of service, previous record of absence, the financial condition of the school district, the reason for the requested absence and other factors the superintendent believes are relevant to making this determination.

If unpaid leave is granted, the duration of the leave period will be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and school district operations.

Whenever possible, licensed employees will make a written request for unpaid leave 10 days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary are made unless they are waived specifically by the superintendent.

## **Bereavement Leave**

### **Certified Staff**

In the event of a death of a member of an employee's immediate family, bereavement leave may be granted.

- Bereavement leave may be granted to an employee for no more than five (5) days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence, for the death of a member of the immediate family. "Immediate family" shall be construed to include: parent, surrogate parent, child, surrogate child, spouse, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any person who was a member of the employee's household at the time of death.
- A leave of not more than two (2) days, without loss of pay, shall be granted to attend the funeral of a relative of the second degree (i.e., grandparent, grandchild, in-law, uncle, aunt, niece, nephew, first cousin, brother-in-law, sister-in-law).
- The Superintendent has the authority to grant bereavement leave for other personal situations on a case-by-case basis.
- Funeral leave not covered under board policy 409.3 - The employee shall be deducted for absence due to attending other funerals not listed in board policy when such absence will exceed two hours.

## **Disability Leave/Workmen's Compensation Leave**

Situations in which an employee is entitled to receive benefits under Workmen's Compensation and is receiving payments for disability under the District's disability plan, the employee shall not receive more in total payments than his/her current salary or wage.

If the employee is informed of and elects to receive full pay, the pay from workers' compensation will represent approximately 2/3 of their daily pay and the District will supplement their pay with 1/3 sick leave which shall be deducted for each day of absence. If the employee does not elect to supplement their pay with sick leave, the 2/3 payment received from workers' compensation will be the only compensation received and no accrued leave will be deducted.

## **Family Illness**

### **Certified Staff**

Licensed Employee shall be granted not more than ten (10) days per year leave of absence with full pay for



absence due to the serious illness of a member of the employee's immediate family. Such leave shall be deducted from the employee's sick leave. "Immediate family" shall be construed to include: parent, surrogate parent, child, surrogate child, spouse, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any person who is a member of the employee's household or approved by the Superintendent.

If a situation arises where an employee has used all leave available to them, the employee will, at the discretion of the superintendent, be able to have additional days, up to a maximum of five days, by paying for the costs of the substitute teacher that will be needed to cover his/her classes.

## **Family and Medical Leave Act**

Certified Staff

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. Please see board policy listed above for complete policy guidelines. For additional information regarding the Family and Medical Leave Act (FMLA) please contact Business Office or visit the "Family and Medical Leave Act" section of the United States Department of Labor's website, at [www.dol.gov/whd/fmla/](http://www.dol.gov/whd/fmla/).

## **Jury Duty**

Certified Staff

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

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

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

## **Military Leave**

Certified Staff

The board recognizes employees may be called to participate in the armed forces, including the National Guard. If an employee is called on to serve in the armed forces, the employee will have a leave of absence for military service until the military service is completed. The leave is without loss of status or efficiency rating, and without loss of pay during the first thirty calendar days of the leave.

## **Personal Leave**

Certified Staff

Licensed Employee shall be granted two (2) days of personal leave annually. Employees will have the option to convert one (1) Personal Illness leave day per year to Personal Leave. Employees will express their desire to convert a day no later than October 1<sup>st</sup> for the year and will use the process communicated by the District Office. One (1) unused personal leave day may be carried over to the next school year resulting in a maximum of four (4) personal leave days in a contract year.

Personal leave days shall not be used to extend scheduled holiday periods or during the first seven working days or the last fourteen working days of school. If a scheduled vacation day on the school calendar is changed because of a weather make-up day, an employee can use a personal day to extend the rescheduled holiday period.

Except at the discretion of the building administrator, no more than two (2) persons from the certified staff from

the middle school building shall be on personal leave at any one time, no more than two (2) persons from the certified staff from the High School building shall be on leave at any one time, and no more than two (2) persons from the certified staff from the Elementary School building shall be on leave at any one time.

The employee shall notify his/her building administrator in writing, at least twenty- four (24) hours in advance of his/her intention to take leave.

### **Political Leave**

The board will provide a leave of absence to employees to run for elected public office. The superintendent will grant an employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave. The request for leave must be in writing to the superintendent of schools at least 30 days prior to the starting date of the requested leave.

### **Professional Development Leave**

The board encourages licensed employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The board will maintain and support an in-service program for licensed employees.

Requests for such leave, which shall include a description, location of the meeting, workshop and/or program, request for transportation, registration, lodging, as well as the dates, shall be filed with the building Principal and Superintendent at least seven (7) calendar days prior to the proposed absence.

The superintendent will have sole discretion to allow or disallow licensed employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the licensed employee and the school district, the effect of the licensed employee's absence on the education program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the Superintendent. Requests that involve unusual expenses must be approved by the board.

### **Special Leave**

An employee may be granted one (1) day of special leave annually for just cause of an emergency nature and as approved by the Superintendent.

A request for special leave shall be made in writing to the Superintendent or his/her designee prior to the absence.

### **Personal Illness Leave**

#### **Certified Staff**

Licensed employees will be granted fifteen days of sick leave in their first year of employment. "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new employee will report for work at least one full work day prior to receiving sick leave benefits. A currently working employee will be granted the appropriate number of days at the beginning of each fiscal year.

Sick leave may be accumulated up to a maximum of 150 days for licensed employees. Employees will have the option to convert one (1) Personal Illness Leave day per year to Personal Leave.

The Administration may require a statement from the individual's physician for an absence. A statement shall be brought from a physician for sick days of three (3) days or longer. Sick leave is accumulated on consecutive years of employment. To request sick leave, the employee must complete a sick leave request in the time clock system

and contact the appropriate supervisor by phone call in advance or as soon as is practical. In the event the supervisor cannot be reached, the employee should report to the superintendent.

Should the personal illness occur after or extend beyond the employee's usage of his/her accumulated allowance, the employee may make a request to the Board to be placed on a leave of absence without pay.

Sick leave shall not be granted for elective surgery.

All sick leave benefits shall terminate and/or be forfeited upon termination of employment for any reason.

Employees shall notify the Business Office in print or via email of any discrepancy in the number of accumulated personal illness or disability leave days no later than 10 working days after the end of current school year.

The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding the personal illness leave of such employees will be followed.

## Salary Schedule

- A. 1. The salary of each Employee covered by this agreement is based upon the salary schedule set forth in Exhibit 1. Individuals earn a step with the bottom step as shown in Exhibit 1. (Steps = BA 0-16, BA+12 0-18, BA+24 0-21, BA+36 0-22, MA 0-22, MA+15 0-23, MA+30 0-23).
2. A combined Salary Schedule shall be used with a Generator Base of \$\$33,000 (includes Phase II). Phase II funds will be adjusted by the annual state supplemental aid percentage and will maintain the proportion cited in 2009 distribution equal to 16.08% of the total TSS allocation prior to such allocation received to reach state determined minimum salaries. A flat dollar amount shall be added to each cell based on the TSS allocation (after Phase II is deducted), plus carryover dollars from the prior year (e.g. 6/30/23 amount will be used for the 2024-2025 contract calculation), less FICA and IPERS amounts, times 97% divided by the number of FTE at the time of negotiations. For 2024-2025, that amount will be \$6,478. The 3% held back will fund any additional employees that are hired for the contract year. A second TSS amount shall be included on those steps necessary to achieve the minimum salaries established by the state for 2024-2025.

B. Advancement on Salary Schedule.

1. Increments.

An employee on the salary schedule shall be granted one increment on the schedule for one year of service. A year of service is defined as employment for a minimum of one semester during a contract year.

2. Horizontal Advancement.

- a. To qualify for horizontal advancement, an employee, on or before February 1, shall file with the Superintendent a notice of intent to qualify for horizontal advancement on the salary schedule for the next contract year.

To advance horizontally on the salary schedule, an employee shall file transcripts with the Superintendent which certify that the required college or university credits have been earned. The transcripts shall be filed not later than thirty (30) days after the beginning of the contract year.

- b. Teachers may use Recertification Credits toward salary schedule advancement as stated here.
  - Up to six (6) Recertification Credits may be used to advance between any BA lanes.
  - Up to six (6) Recertification Credits may be used to advance between any MA lanes.
  - Recertification Credits earned before July 1, 2013, may not be used to advance between lanes.
- c. Twelve (12) semester hours of college or university credit, earned after the baccalaureate degree is granted, is required for advancement from the BA to BA + 12 lane.
- d. Twenty-four (24) semester hours of college or university credit, earned after the baccalaureate degree is granted, is required for advancement from the BA+12 to the BA+24 lane.
- e. Thirty-six (36) semester hours of college or university credit, earned after the baccalaureate degree is granted, is required for advancement from the BA+24 to the BA+36lane.
- f. A Master's degree with a major in one of the employee's teaching areas or a Masters program approved by the Superintendent is required for advancement to the MA lane.
- g. Fifteen (15) semester hours of college or university credit, earned after a master's degree recognized on the Salary Schedule is granted, is required for advancement from the MA to MA+15 lane.
- h. Thirty (30) semester hours of college or university credit, earned after a master's degree recognized on the Salary Schedule is granted, is required for advancement from the MA15 to MA30 lane.
- i. To qualify for advancement to the BA+12, the BA+24, and/or BA+36, hours earned must be in the employee's teaching area or related to his/her teaching assignment. All hours shall be submitted to the Superintendent for final approval.
- j. Employees desiring advancement on the salary schedule shall submit a description of proposed coursework to the Superintendent for approval prior to registering for said course(s).

C. Extra Duty Assignment.

If a principal asks a teacher to cover another teacher's class, and the teacher loses his/her planning period to do so, the teacher will be paid at the same hourly rate as stated in Section H.

D. Extended Contract.

Salary for extended contracts shall be calculated on a per-diem basis. The per-diem amount calculations will not include TSS funds or Supplemental Salary amounts.

E. Activity Assignments.

The intent is that extra-curricular activities and clubs meet with their sponsors/advisors outside of the regular school day. Exceptions are to be approved by the building administrator.

F. Salary Installments.

1. Employees will receive their annual salary in 12 equal monthly installments beginning in September of any fiscal year.

2. Employees retiring from the District may elect to receive all remaining salary in June.

G. Direct Deposit.

1. All employees shall have their salary checks deposited directly in an account in the bank of their choice beginning in September of any fiscal year and continuing through the following August.

2. All employees shall notify the Central Office and complete required authorization forms prior to the implementation of direct deposit.

H. Professional Development.

Professional Development using Teacher Quality Professional Development and/or Iowa Core Professional Development funds will be paid at a rate of \$30 per hour. These funds are under the direction of the Teacher Quality Committee. If the State of Iowa eliminates both of these revenue sources, this section will be considered as "suspended" and will not be in effect unless the legislature restores the funding.

## **STUDENT AND CLASSROOM MATTERS – CERTIFIED STAFF**

### **Lesson Plans/Preparedness**

Prepare emergency lesson plans, class lists, and classroom procedures to be available for use by a substitute teacher.

### **Tutoring**

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent. Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent and the fees go to the school district, not the teacher. Any questions about whether a tutoring relationship or activity complies with the Code of Professional Conduct and Ethics for educators should be directed to the Board of Educational Examiners.

## **TERMINATION OF EMPLOYMENT – CERTIFIED STAFF**

### **Contract Release – Licensed Employees**

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

Release from a contract may be made contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the board the cost incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee

and the superintendent, the costs may be deducted from the employee's salary. When required, payment of these costs will be a condition for release from the contract. Failure of the licensed employee to pay these expenses when required may result in the district filing a cause of action in small claims court against the employee.

## **Resignation – Licensed Employees at Year End**

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

## **VACANCY, TRANSFER AND ASSIGNMENT – CERTIFIED STAFF**

### **Vacancy, Assignment and Transfer Procedures**

#### **A. Definition of Vacancy**

A vacancy shall be defined as those positions that will remain unfilled after the employer has realigned the current staff because of the death, retirement, resignation, transfer or termination of employee, or when the employer creates a new position.

#### **B. Voluntary Transfer**

1. When a position (including extra-duty) for the current or following year is determined to be vacant, a notice of the vacancy, including any special job qualifications and/or certifications shall be posted in each building. Announcements of vacancies posted between May 1 and the first student day of the following school year will be done through school email to all employees.

2. An employee seeking a transfer to fill a vacancy must make written application within five (5) calendar days following publication of the notice of vacancy to be considered for the open position.

3. No candidate seeking employment in the District for the first time shall be hired during the five (5) calendar day period following publication of the notice of vacancy.

4. In determining whether to grant a request for a voluntary transfer, the employer shall consider the following prioritized list (in order) for each of the applicant's:

1. Certification
2. Qualifications
3. Past Performance
4. Seniority

5. If an application is denied, reasons for denial shall be given to the employee and shall not be subject of grievance.

#### **C. Involuntary Assignment.**

1. If there is to be a transfer or a change in an employee's work assignment, including extra-curricular or student activity duties, the affected employee shall be notified in writing within five (5) calendar days of the date of the final decision.

2. Upon written request filed within five (5) days upon receipt of said notice, the employee shall be entitled to have a conference to discuss the transfer with the Superintendent and/or principal initiating the transfer. The employee may have an Association representative present at the conference.

### **Staff Reduction Procedures**

#### **A. Termination and Reduction**

1. Whenever the Employer abolishes or reduces a position and the reduction cannot be accomplished by attrition, the following prioritized list (in order) will be considered:

1. Certification
2. Qualifications
3. Past Performance

4. Seniority

2. If two or more employees hold identical qualifications, the decision shall be made by the Superintendent and the decision of the Superintendent shall be final.

B. Notification

1. The Employer shall provide written notice on or before April 30 to each employee whose employment is to be terminated due to staff reduction
2. The effective date of the termination shall be the last day of the contract year.

C. Seniority

1. Seniority shall be measured in terms of years of continuous employment in this system from the date the employee's first contract was signed
2. On or before the first day of October of each year, certified staff shall receive a seniority list. The list of names shall be ranked by date first contract was signed.
3. Leave(s) of absence granted to an employee by the employer shall not be considered as interruptions of continuous employment under terms of this Agreement.

D. Recall

1. An employee terminated pursuant to this Article shall be eligible for recall for a period of two (2) years from the effective date of termination.
2. A recalled employee shall be placed on that step of the salary schedule where he/she would have been the next year following his/her termination, if said termination had not taken place. Policy governing horizontal movement on salary schedule shall prevail.
3. An employee recalled shall retain the seniority he/she held at the time of staff reduction.

E. Loss of Rights

1. If an employee is recalled to a less-equivalent (in time) position than the one he/she held at the time of termination, he/she may refuse the call without loss of recall rights. However, if the recall is accepted, the recall right of the employee has been satisfied.
2. If an employee is recalled to an equivalent (in time) position and elects not to accept the recall, his/her right to recall shall be forfeited. Written documentation of recall notice and declining of the position offered shall be placed in the employees file for future reference.
3. An employee shall lose all right to recall under the terms of this Agreement if he/she does not exercise such right within ten (10) calendar days following the date of the mailing of his/her notification of recall by certified mail.
4. It shall be the responsibility of an employee terminated through staff reduction to keep the Employer informed at all times of his/her address.

## CLASSIFIED STAFF SECTION (Pages 70 – 80)

### COMPENSATION AND BENEFITS – CLASSIFIED STAFF

#### Group Insurance Benefits

- **Eligibility** - To be eligible for district paid health insurance, personnel must be employed for a minimum of forty (40) hours per week. Employees that work less than forty (40) hours per week but thirty (30) hours or more per week shall be eligible for prorated district paid health insurance. All employees are eligible to participate in the Vision Discount Program, at their expense, when offered by the district. All employees hired prior to July 1, 2009 will maintain their eligibility for district paid health insurance coverage for 30 hours or more.
- **Individual Premium** - The district will pay the individual premium, \$2,500 deductible, single health premium for eligible employees working 40 hours per week. Employees who work less than 40 hours per week, but 30 or more hours per week shall be eligible for pro-rated district paid health insurance. The additional premium cost for an alternative plan sponsored by the district will be deducted from the wage or salary of personnel.
- **Start of Coverage** - Insurance coverage will begin on the first day of the next month following employment and end with the last day of the last month of employment.

If an employee does not choose coverage at beginning employment date, coverage will be based upon health provider's decision.

#### Overtime Compensation – Board Policy 411.02

Each non-exempt employee compensated on an hour-by-hour basis, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt employee must work more than forty hours in a given work week, the employee is compensated at one and one-half times their regular hourly wage rate. This compensation is in the form of overtime pay or compensatory time. Overtime will not be permitted without prior authorization of the superintendent or his/her designee.

Each non-exempt employee paid on an hour-by-hour basis must complete, sign, and turn in a daily time record showing the actual number of hours worked. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action including but not limited to termination of employment. Comptime usage, incurred only in limited situations, and approved by the Superintendent, must be used within the next pay period unless otherwise approved by the Superintendent. It is the responsibility of the business manager to maintain wage records.

#### Wage/Salary

The Board of Education shall establish wages/salaries for the classified positions. Following adoption of wages/salaries, the administration shall use that wage/salary in contracting with classified employees.



## Compensation Schedule 2024-2025 – CLASSIFIED STAFF

Custodian/Housekeeping	Category Maintenance/Housekeeper	\$27.24	
	Category 2 - Housekeeper	\$22.58	
	Part-Time Housekeeper	\$20.51	
	Athletic Complex Groundskeeper	\$22.13	
	Groundskeeper	\$17.31	
	Probationary (90 workdays) (Also long term substitute rate after 30 consecutive working days)	\$1.00 Below Base	
	Substitute Pay	\$15.50	
	\$.25 longevity per 5 years of continuous employment \$.50 shift differential for shifts beginning after 3:00 p.m. during the school year only		
<b>Nutrition Services</b>			
	Cook/Manager	\$19.64 per hour	
	Cooks	\$18.74 per hour	
	Probationary Cook (90 workdays) (Also long term substitute rate after 30 consecutive workdays)	\$17.94 per hour	
	Helper	\$17.37 per hour	
	Probationary Helper (90 workdays) (Also long term substitute rate after 30 consecutive workdays)	\$16.54 per hour	
	Substitute Pay	\$13.40 per hour	
	\$.25 longevity per 5 years of continuous employment		
<b>Transportation</b>			
	Regular Route	Activity Trips	
0-5 years	\$94.11 per day	\$17.40 per hour	
6-10 years	.75 per day	\$ .25 per hour	
11-15 years	1.50 per day	\$ .50 per hour	
16-20 years	2.25 per day	\$ .75 per hour	
21-25 years	3.00 per day	\$ 1.00 per hour	
26-30 years	3.75 per day	\$ 1.25 per hour	
31-35 years	4.50 per day	\$ 1.50 per hour	
36+ years	5.25 per day	\$ 1.75 per hour	
Substitute Pay	\$94.11 per day		
If a driver gives up regular route for an activity trip, driver will be paid route pay for first 1 ½ hours. This also includes his/her shuttle route pay. One hour pay for meal allowance when out for every five (5) hours - maximum three per trip.			
<b>Administrative Assistants</b>			
	Probationary – 1 <sup>st</sup> 90 workdays (Also long term substitute rate after 30 consecutive workdays)	\$18.68	Hired Prior to 7/1/09
	Starting 91 <sup>st</sup> Day	\$19.37	\$21.87
	Substitute Pay	\$13.95	
<b>Paraeducators</b>			
	Probationary – 1 <sup>st</sup> 90 workdays (Also long term substitute rate after 30 consecutive workdays)	\$15.48	
	Starting 91 <sup>st</sup> Day	\$16.17	\$18.38
	Substitute Pay	\$13.40	
	Preschool/Spec Ed Paraeducators (\$.18 per hour added to the base) Behavior Technician (\$1.00 per hour added to the base)		
When a paraeducator becomes a certified Paraprofessional Generalist their rate of pay will increase by .25/hour. If the paraeducator goes on and becomes certified as a Paraprofessional Specialist, their rate of pay will increase by an additional .50/hour. This additional increase only pertains to the first Specialist certification they receive unless their job qualifications change and other certification is necessary.			
Administrative Assistants & Paraeducators: + .25 longevity per 5 years of continuous employment.			

## **EMPLOYEE RELATIONS – CLASSIFIED STAFF**

### **Complaints – Fellow Employees - Board Policy 410.10**

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons.

### **Evaluation**

Supervisors of classified employees shall be responsible for the continuous evaluation of those employees and shall submit such evaluations in writing to the Superintendent.

- A. Each employee shall be evaluated annually. The evaluation will be conducted by the immediate supervisor and/or persons designated by the Superintendent.
- B. The evaluator and the employee shall meet at a mutually agreeable time within ten (10) working days following any formal evaluation.
- C. Both parties shall sign the written evaluation and a signed copy shall be given to the employee. The employee's signature does not necessarily mean agreement.
- D. The employee shall have the right to submit an explanation or other written statement regarding any evaluation inclusion in her/his personnel file. Any written statement by the employee shall be made within ten (10) working days of the evaluation conference and shall become a permanent part of the his/her personnel file.
- E. If corrective action is required, the behavior to be corrected must be specified.

### **Hiring Process**

As required by Iowa law, announcement of all open positions in the district shall be made on <http://www.Iowaworks.gov/> and through any other means the Superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants shall be conducted by the administrator who directly supervises and oversees the position. Applicants applying for support staff substitute positions in the District can apply by completing an application on [Iowaworks.gov](http://www.Iowaworks.gov/).

### **Probationary Period**

Newly hired personnel will be probationary for ninety (90) work days. Any employee receiving less than "satisfactory" rating on an evaluation shall be considered on probation. The employer has the right to terminate any employee herein covered if conditions so warrant such action. Recall rights shall not include another ninety (90) day probationary period. See additional probationary provisions regarding leaves and absences on page 73 and 74 of this handbook.

### **Qualifications, Recruitment and Selections**

Persons interested in positions in the school district will have an opportunity to apply and qualify in accordance with applicable laws and school district policies without regard to age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity or disability. Job applicants for licensed employee and classified employee positions will be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of or ability to obtain state or other license or certificate, if required for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on IowaWorks, the online state job posting system. Additional announcements of the position may occur through means the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who directly supervises and oversees the position.

Refer to board policy 410.2: Classified Employee – Qualification, Recruitment, Selection.

## **Transfers (Classified Staff)**

### **Assignments and Transfers**

Classified employees are employed to work for the school district, not a specific building or department. However, all reassignments 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.

### **Involuntary Transfer**

A notice of involuntary transfer to another position shall be given in writing as soon as practical. This shall be done only after a meeting between the employee, his/her supervisor and/or the superintendent.

### **Job Vacancy**

When a job is determined by the superintendent to be vacant, a notice of vacancy will be published internally and externally when deemed appropriate. The district shall consider all applications by staff along with other applications and shall assign to the vacancy the applicant considered by the superintendent and immediate supervisor for the position to be the most qualified. No candidate for the vacancy shall be formally interviewed during the five (5) day period following publication of the notice of the vacancy.

## **Transportation Assignment of Employee and Activity Trips – Bus Drivers**

The employer reserves the authority to assign employees.

Regular route drivers and other regularly employed transportation personnel interested in driving activity trips shall sign up for such assignments during the first week of the school year first semester and again first week of second semester. The names shall be listed in seniority order and the transportation supervisor shall assign drivers to activity trips in the order the names appear on the list. If an additional activity trip would cause a driver to go into overtime pay for the week, they would be passed over in the regular order and the trip would be offered to the next available driver.

Drivers shall be paid a minimum of one hour for trips. Employees shall record actual hours on the approved time card system. Employees shall be paid overtime if actual hours worked exceed 40 hours in a work week. The standard work week for the District is Sunday through Saturday.

Activity trip drivers shall be prepared and ready to transport students back to Anamosa as soon as the students have finished their event(s).

## **Work Day – CLASSIFIED STAFF**

### **Days of Work**

The work year shall vary according to job classification. The employee work year shall be defined in their individual letters of employment. The district reserves the right to unilaterally increase the number of contract days with pay.

### **Duties**

An employee work assignment is defined by a job description. Employees will follow the job description in the performance of their work assignment. Other duties may be assigned as required to assure that programs address the needs of students and assure efficient building level operations. Summer work assignments may not follow the job description set forth for school-year operations.

### **Efficient Use of Time**

Guidelines in the Fair Labor Standards Act state non-exempt (non-salaried, hourly) employees are not to begin work prior to the scheduled start time. Employees are expected to be at their designated work area ready to begin work at the scheduled start time, and the start and stop time should be accurately reflected on timesheets. To be paid overtime, that time must be pre-approved by the employee's supervisor.

### **Hours of Work**

The length of the workday shall vary according to the job classification. Employees shall work the number of hours prescribed in their individual letters of employment. The district reserves the right to unilaterally increase the length of the workday with pay. If two (2) or more hours daily are added to a current position or fundamental duties of a position change, it will be considered a new position and will be posted as a new position.

### **Salary Advancement for Educational Coursework - Paraeducator**

To qualify for salary advancement, a paraprofessional, on or before April 1<sup>st</sup> shall file with the Superintendent a notice of intent to qualify for salary advancement for the next contract year.

To advance on the salary schedule by obtaining a generalist or specialist certification, a paraprofessional shall file the certificate with the Superintendent that documents that the required credits have been earned and the certification has been granted. The certificate shall be filed no later than thirty (30) days after the beginning of the contract year.

For expiring certifications, certification pay differential will end on the expiration of the certificate. The pay differential will resume at the time the new certification is received in the central office.

### **Timekeeping Regulations**

All support staff employees shall use the time clock system or other approved method to clock in and out. Please do not clock in earlier than seven (7) minutes prior to your scheduled start time and do not clock out more than seven (7) minutes after your scheduled end time. It is important that the employee punches in and out as accurately as possible. All leaves should also be requested using the time clock system. Hourly employees should only work the designated schedule for their position unless prior approval has been given.

If an employee takes a break, he or she will remain on the clock as long as he or she remains at their place of duty. If an employee decides to leave on their break, they must clock in and out and notify their building office.

All classified staff who work at least five hours in one day are required to have a 30-minute lunch or dinner break. This 30-minute lunch/dinner break is automatically deducted by the time clock system.

If a classified employee travels to a seminar or training session, the employee will be paid for the travel time that occurs during (overlaps) the employee's regular work day. In this situation, the employee is simply substituting travel for other work duties. For example, if the employee normally works from 8:30a.m. to 3:00 p.m. and he/she attends a seminar in Cedar Rapids lasting from 9:00 a.m. until 3:00 p.m. with a departure time of 8:00 a.m. and a return time of 4:00 p.m., the employee should only record the regular work hours of 8:30 a.m. to 3:00 p.m. on their time card (along with the documented lunch break). The travel time from 8:00-8:30 a.m. and from 3:00-4:00 p.m. would not be included on the time card unless the employee is the driver to and from the seminar/training session.

## **LEAVES AND ABSENCES – CLASSIFIED STAFF**

### **Absence-Reporting Absence from Work Assignment**

An employee who is unable to report for work should notify his/her administrative supervisor prior to 6:30 a.m., unless required earlier by your immediate supervisor.

### **Absence Without Pay**

Classified Staff - Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies of the board. Unpaid leave for employees must be authorized by the superintendent.

The superintendent will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent will consider the effect of the employee's absence on the education program and school district operations, length of service, previous record of absence, the financial condition of the school district, the reason for the requested absence and other factors the superintendent believes are relevant to making this determination.

If unpaid leave is granted, the duration of the leave period will be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and school district operations.

Whenever possible, employees will make a written request for unpaid leave 10 days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary are made unless they are waived specifically by the superintendent.

### **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.
- Employees must notify their supervisors or principals of all times when they will be absent. Complete a Request for Leave of Absence in the Employee Self Service System or time clock system for those staff punching in, each time you plan to be away from work or have missed work for any reason. It is necessary to have all absences documented. Absences arranged in advance do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent for two consecutive workdays without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated.
- For the smooth running of the organization, it is essential that all team members contribute to the success of the organization. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the

scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for disciplinary action.

- Leaves of absence without pay are not encouraged. Any request for a leave of absence without pay should be discussed with the superintendent at least ten days in advance of the request. Requests for leave of absence without pay will be authorized for purposes which the superintendent considers necessary.
- Employees who are absent for illness for three or more consecutive days will be required to submit documentation from their physician indicating that the employee has been released to return to work.
- Every employee should know to whom he/she reports absences and submit leave requests. In all situations regarding staff absences, communication and necessary application for leave should be done in a timely manner.

### **Bereavement Leave** (Classified Staff)

In the event of a death of a member of an employee's immediate family, bereavement leave may be granted.

- Bereavement leave may be granted to an employee for no more than five (5) days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence, for the death of a member of the immediate family. "Immediate family" shall be construed to include: parent, surrogate parent, child, surrogate child, spouse, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any person who was a member of the employee's household at the time of death.
- A leave of not more than two (2) days, without loss of pay, shall be granted to attend the funeral of a relative of the second degree (i.e., grandparent, grandchild, in-law, uncle, aunt, niece, nephew, first cousin, brother-in-law, sister-in-law).
- The Superintendent has the authority to grant bereavement leave for other personal situations on a case-by-case basis.
- Funeral leave not covered under board policy 414.4 - The employee shall be deducted for absence due to attending other funerals not listed in board policy when such absence will exceed two hours.

### **Disability Leave/Workmen's Compensation Leave**

Situations in which an employee is entitled to receive benefits under Workmen's Compensation and is receiving payments for disability under the District's disability plan, the employee shall not receive more in total payments than his/her current salary or wage.

If the employee is informed of and elects to receive full pay, the pay from workers' compensation will represent approximately 2/3 of their daily pay and the District will supplement their pay with 1/3 sick leave which shall be deducted for each day of absence. If the employee does not elect to supplement their pay with sick leave, the 2/3 payment received from workers' compensation will be the only compensation received and no accrued leave will be deducted.

### **Family Illness**

Classified employee shall be granted not more than ten (10) days per year of absence with full pay for absence due to the serious illness of a member of the employee's immediate family. Such leave shall be deducted from the employee's sick leave. "Immediate family" shall be construed to include: parent, surrogate parent, child, surrogate child, spouse, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any person who is a member of the employee's household. Employees shall fulfill at least one workday of the new contract prior to receiving family illness benefits for that contract year. The first 60 working days of employment shall be considered a probationary period. Family illness leave will be available to use upon successful completion of the 60 workday probationary period.

## **Family and Medical Leave Act**

Classified Staff - Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. Please see board policy listed above for complete policy guidelines. For additional information regarding the Family and Medical Leave Act (FMLA) please contact Business Office or visit the "Family and Medical Leave Act" section of the United States Department of Labor's website, at [www.dol.gov/whd/fmla/](http://www.dol.gov/whd/fmla/).

## **Jury Duty**

Classified Staff - The board will allow employees to be excused for jury duty unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist. Employees who are called for jury service will notify the direct supervisor within twenty-four hours after notice of call to jury duty and suitable proof of jury service pay must be presented to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours. Employees will receive their regular salary. Any payment for jury duty other than mileage shall be remitted to the school district.

## **Leave Requests**

You must request leave each time you plan to be gone. If the leave is due to an unexpected illness or an emergency situation that requires immediate departure from work, the leave request is to be completed immediately upon your return. The employee's immediate supervisor is to be notified as soon as possible when an emergency situation is present.

## **Military Leave**

Classified Staff - The board recognizes employees may be called to participate in the armed forces, including the National Guard. If an employee is called on to serve in the armed forces, the employee will have a leave of absence for military service until the military service is completed. The leave is without loss of status or efficiency rating, and without loss of pay during the first thirty calendar days of the leave.

## **Notice of Accumulation of Leave**

Employees shall notify the Business Office in writing or via email of any discrepancy in the number of accumulated leave days no later than 10 working days after the end of current school year.

## **Parental Leave / Adoption Leave**

When a staff member adds a child to their family, either by birth or adoption, and the staff member is not the birth parent, an additional five (5) family illness days shall be available to use from the employee's sick leave for this purpose.

## **Personal Leave**

Administrator/Director may limit the number of employees using personal leave or vacation on a specific day. Personal leave shall not be granted for absence during the first five (5) or last five (5) days of the school year except for emergencies. When emergencies occur, the superintendent must approve the leave.

Classified employee shall be granted two (2) days of personal leave annually at full pay for business that cannot be conducted when school is not in session. Employees will have the option to convert one (1) Personal Illness leave day per year to Personal Leave. Employees will express their desire to convert a day no later than October 1<sup>st</sup> for the year and will use the process communicated by the District Office. One (1) unused personal leave day may be carried over to the next school year resulting in a maximum of four (4) personal leave days in a contract year. The day of leave shall not be granted for absence on the day immediately preceding or following a scheduled vacation period or holiday. Employees shall fulfill at least one workday of the new

contract prior to receiving personal leave benefits for that contract year. The first 60 working days of employment shall be considered a probationary period. Personal leave will be available to use upon successful completion of the 60 workday probationary period, and personal leave days shall be prorated for staff not employed a full year.

## **Personal Illness Leave**

Classified employees are granted ten days of personal illness leave in their first year of employment. Each year thereafter, one additional day of personal illness leave will be granted to the employees up to a maximum of fifteen days. "Day" is defined as one work day regardless of full-time or part-time status of the employee. The first 60 working days of employment shall be considered a probationary period. During the probationary period, personal illness leave will not be available to use. Upon successful completion of the probationary period, leave days will be granted as outlined above and prorated for staff not employed a full year. Current working employees will be granted the appropriate number of days at the beginning of each fiscal year after fulfilling at least one full workday. Personal illness leave may be accumulated up to a maximum of 125 days for classified employees.

The Administration may require a statement from the individual's physician for any absence. **A statement shall be brought from a physician for personal illness leaves of three days or longer.** Personal illness leave is accumulated on consecutive years of employment. To request paid personal illness leave, the employee must complete a personal illness leave request in the time clock system and contact the appropriate supervisor in advance or as soon as practical.

Should the personal illness occur after or extend beyond the employee's usage of his/her accumulated allowance, the employee may make a request to the Board to be placed on a leave of absence without pay.

If an employee is eligible to receive workers' compensation benefits, the employee will contact the Districts Workman's Compensation Administrator to implement these benefits.

## **Political Leave**

The board will provide a leave of absence to employees to run for elected public office. The superintendent will grant an employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave. The request for leave must be in writing to the superintendent of schools at least 30 days prior to the starting date of the requested leave.

## **Professional Leave** - Classified Staff

Professional purpose leave may be granted to classified employees for the purpose of attending meetings and conferences related to their assignments. Employees will be paid for the time that they are in attendance at the specified meeting. Application for the leave must be presented to the Superintendent five (5) days prior to the meeting or conference.

## **Special Leave**

An employee may be granted one (1) day of special leave annually for just cause of an emergency nature and as approved by the Superintendent.

## **Tardiness**

An employee is expected to be at the job site and ready to begin work at the appointed starting time unless they have permission from their immediate supervisor. Arriving late for work or leaving the job early without permission is not acceptable. In extreme emergencies, notify your immediate supervisor if you need to be late for work. Absence or tardiness because of obligations to another job or outside activity is not acceptable as an excuse. No other income-producing activity takes precedence over your job with the district.



## **Vacation & Paid Holidays**

(twelve month classified employees only)

Vacation days are earned July 1 – June 30 and must be used by December 31st in the year in which it was earned. The board will determine the amount of vacation and holidays that will be allowed on an annual basis for classified employees.

- Classified employees will be paid only for the hours they would have been scheduled for the day.
- Classified employees who work twelve months a year and a minimum of 30 hours per week will be allowed ten paid holidays if the holidays fall on a regular working day. The ten holidays are Good Friday (if school is in session on Good Friday, an alternate day will be assigned), Memorial Day, July 4, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Eve Day and News Years Day. If an hourly employee who is otherwise entitled to holiday pay is required to work on a holiday, the hours worked on the holiday shall be paid at time & ½. The employee will also be paid straight time for the holiday. Holiday pay applies if employee is actively working and not on unpaid leave.
- Twelve month classified personnel who have been employed a full year (12 months) are entitled to two (2) weeks of vacation with pay. They are entitled to three (3) weeks of vacation with pay after five (5) years of continuous employment, four (4) weeks of vacation with pay after fifteen (15) years of continuous employment and five (5) weeks of vacation with pay after twenty-five (25) years of continuous employment.
- Vacation time may not accrue from one year to the next and, except in cases of emergency, employees may not be employed by the District for extra wages during vacation periods.

## **SAFETY AND SECURITY – CLASSIFIED STAFF**

### **Emergency Early Dismissal, Late Start, Closed**

When it is the superintendent's decision to dismiss school early for emergency reasons, classified employees shall be allowed to clock out if weather causes hazardous conditions. Paraeducators shall clock out as soon as schedule permits.

When it is the superintendent's decision to delay the regular school starting time for emergency reasons, classified employees shall report for work as soon as possible. Paraeducators shall report at the appropriate time in relation to the start of school. Hourly staff shall be compensated for actual hours worked.

If school is closed for the day and your position requires you work, as is current practice, the Superintendent in conjunction with direct supervisor, will determine if the use of leave is appropriate.

## **TERMINATION OF EMPLOYMENT – CLASSIFIED STAFF**

### **Suspension - Board Policy 413.2**

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

### **Dismissal - Board Policy 413.3**

The board believes classified employees should perform their jobs, respect board policy and obey the law. A classified employee may be dismissed upon thirty days notice or immediately for cause.

It is the responsibility of the superintendent to make a recommendation for dismissal to the board. A classified employee may be dismissed for any reason, including, but not limited to, incompetence, willful neglect of duty, reduction in force, willful violation of board policy or administrative regulations, or a violation of the law.

### **Recall**

An employee whose employment is terminated or reduced due to staff reduction will be notified for two years of openings for which he/she is qualified as determined by the superintendent. A recalled employee shall be placed in that step of the salary scale where he/she would have been the next year following his/her termination if said termination had not taken place. A recalled employee shall retain the accumulated leave for illness or disability he/she held at the time employment was terminated. If an employee that has been notified of a recall turns down a position, they lose their recall rights unless it is mutually agreed that the position is not an appropriate assignment.

### **Resignation or Termination**

Fifteen (15) calendar days notification from either the district or the employee must be given for termination due to staff Reduction or resignation only. The employer will strive to provide written notice on or before April 30 to each employee whose employment is to be terminated at the end of the contract year due to staff reduction. Whenever the district abolishes or reduces a position, the district will consider qualification then seniority to determine the employee to be retained.

### **Seniority**

Seniority shall be measured in terms of years of continuous employment in this system from the date/time the employee's first contract in his/her present classification was signed and returned by the employee.

## Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the *Anamosa Community School District* Employee Handbook available at [www.anamosa.k12.ia.us](http://www.anamosa.k12.ia.us). I understand the employee handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult my immediate supervisor with any questions I have about the contents of the employee handbook or any questions that I feel were not addressed.

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

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Employee's Signature

Date

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Employee's Name (Printed)

## Procedures and Expectations for Using School Vehicles

I have read and acknowledge the Procedures and Expectations for using School Vehicles - 9 Passenger and under. (Page 24 of this handbook)

**Please make sure a current copy of your driver's license is on file in the District office if you plan to drive a school vehicle.**

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Employee Signature

Date

## Substance-Free Workplace Acknowledgement

I have read and understand the Substance-Free Workplace policy (page 39-40). I understand that if I violate the Substance-Free Workplace policy, I may be subject to discipline up to and including termination or I may be required to participate in a substance abuse treatment program. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five days of the conviction.

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Employee Signature

Date