

# **Anamosa Community School District**

## **Staff Handbook**

### **2017-18 School Year**

**Adopted- July 7, 2014**

**Revised- May 18, 2015**

**Revised- May 16, 2016**

**Revised – July 17, 2017**

#### **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.

# Anamosa Community School District

Lisa Beames, Superintendent

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All Staff,

On behalf of the Board of Education, welcome back to the 2017-18 school year! We hope you had a rejuvenating and relaxing summer with your families.

The start of a new school year is always an exciting time, not only for our students, but for families and our staff as well. It is a new beginning and the start of something special. We have added some great new teachers to go along with the excellent ones we already have. We have outstanding administrators and support staff and our facilities are refreshed and renewed. All of this combined will allow us to continue the important work of our school mission - to provide ALL students educational opportunities to learn and achieve in a rapidly changing global society.

Great things are in store for the Anamosa Community School District in the year ahead of us. We thank you for being an integral part of our team and for positively impacting the lives of the children we serve.

Thank you and may you have a terrific school year!

Sincerely,



Kandice Behnke  
School Board President

*Anamosa Community Schools*

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### Disclaimer:

This handbook is not a contract. It is not an offer of an employment contract. This handbook is intended by the District for informational purposes only. It is not intended to promise any terms or conditions of employment. The information in this handbook may change at any time, with or without notice to employees.

### Notification of Changes:

The District may from time to time adopt and publish changes in these work rules. Such changes shall become effective only after they have been board approved and communicated to employees (i.e. email notification and prominent posting on appropriate employer bulletin boards for a period of seven (7) work days.) All employees shall comply with the work rules. Any unresolved complaint as to the reasonableness of new or existing work rules, or any complaint involving discrimination in the application of such rules shall be resolved through the district's employee complaint procedures.

### Disciplinary Procedures:

In accordance with Board Policy RP401.I (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.

*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.*

## **Anamosa Community School District**

### **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 that:

- All students and staff deserve a safe and caring learning environment
  - We will provide a supportive and bully/harassment-free school
- All students have intrinsic value to our district
  - Students deserve our best and consistent efforts regardless of their educational programming needs
- All student can learn
  - Students will be provided opportunities to learn at various rates and in different ways
- All families are important partners in our student's education
  - Building strong relationships and implementing effective communication practices are essential to the success of our educational system
- We have a responsibility to all community stakeholders to provide the best education possible for our students
  - The involvement of the community in our school will strengthen the opportunities for our students' learning
- All students benefit from highly qualified teachers and a rigorous and relevant curriculum
  - All teachers and administrators will be engaged in research-based professional development with continuous processes to improve curriculum and instruction

### **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.

### **Anamosa Schools Comprehensive School Improvement Plan (CSIP) Long Range Goals:**

- Goal 1:** All students will achieve at high levels in reading.
- Goal 2:** All PK-12 students will achieve at high levels in mathematics.
- Goal 3:** All PK-12 students will achieve at high levels in science.

### **District Goals:**

- Improve academics
  - Professional Development
  - Alignment of Teaching and Learning (Curriculum, Assessment and Instruction)
  - Use of technology to support learning and preparation of students and staff
- Improve relationships across all facets of the organization to include students, staff, administrators, board, parents, community, and neighboring districts with particular focuses on transitional periods
  - Act from a Service Leadership paradigm
  - Develop greater trust
  - Enhance communication
  - Increase student engagement in academic and extra/co-curricular settings
- Establish and maintain greater fiscal and operational stability
  - Develop and implement short and long-range plans to address considerations of ongoing recurring costs and one-time expenditures across categorical and non-categorical funds as well as recognized departments
  - Identify, develop and implement practices and procedures to ensure efficient and effective use of available resources including but not limited to employment practices.

## **Seven Correlates of Effectiveness**

### **1. Clearly Stated and focused mission**

The effective school has a clearly articulated mission. The staff shares an understanding and commitment to the mission and instructional goals, priorities, and assessment procedures it projects. The staff accepts responsibility and accountability for promoting and achieving the mission of Learning for all: Whatever it takes!

### **2. Instructional leadership by all administrators and staff members**

The effective school practices that the principal is the "leader of leaders" not the "leaders of followers". A principal cannot be the only leader in a complex organization like a school. The leadership function becomes one of creating a "community of shared values". The principal and all staff members must take an active role in instructional leadership.

### **3. A safe and orderly environment for learning**

The effective school has a positive, purposeful, businesslike environment, which is free from the threat of physical and emotional harm. Desirable student behaviors are consistently articulated and expectations are clear. Students and teachers help each other and want what is best for all. This environment nurtures interaction between administrators, teachers, and students that is collaborative, cooperative, and learner-centered.

### **4. Climate of high expectations for success**

The effective school holds high expectations for all: students, parents, teachers, staff, and administrators. In order to meet these high expectations, a school is restructured to be an institution designed for "learning" not "instruction". Learning for all opens the door to the continued learning of the educators, as well as the students.

### **5. Frequent monitoring of student progress**

The effective school frequently measures academic student progress through a variety of assessment procedures. The monitoring of student learning will emphasize more authentic assessments of curriculum mastery. Assessment results are used to improve individual student performance and also improve instructional delivery. Assessment results will show that alignment must exist between the intended, taught, and tested curriculum.

### **6. Opportunity to learn and student time on task**

The effective school allocates and protects a significant amount of time for instruction of the essential curricular areas. The instruction must take place in an integrated, interdisciplinary curriculum. Effective instruction time must focus on skills and curriculum content that are considered essential, that are assessed, and most valued.

### **7. Positive home- school relations**

The relationship between parents and the school must be an authentic partnership between the school and the home. The effective school must build enough trust and communication to realize that teachers and parents have the same goal-and effective school and home for all children!

## **EQUAL EMPLOYMENT OPPORTUNITY 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

## **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 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 four 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.

Teaching staff should report all absences in SubCentral System. This system is run through Grant Wood Area Education Agency and assigns substitutes (if needed) to teachers' absences through a networked computer telephone system. Contact your building secretary with questions about the SubCentral system.

### **ABSENCE- REPORTING ABSENCE FROM WORK ASSIGNMENT**

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

### **ABUSE OF DISTRICT OR CO-WORKER PROPERTY**

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

### **ACCIDENTS RESULTING IN 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.

### **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.

### **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 encouraged to attend and assist at student events. Staff members helping with events as a ticket taker or at the scoreboard get paid \$15.00 for those worked beyond two events. Working in the concession stand does not count to events worked.

### **ANTI-BULLYING/HARASSMENT POLICY Code No. 104.0**

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate Measures which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate



measures which may include exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or,
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or,
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building administrator or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by employees alleging harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies.

The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district. 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

A copy shall be made available to any person at the central administrative office at 200 S. Garnavillo Street, Anamosa, IA 52205.

## **ASBESTOS NOTIFICATION**

The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress to determine the extent of, and develop solutions for, any problems schools may have with asbestos.

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.

We are intent on not only complying with but also exceeding federal, state, and local regulations in this area. We plan to take whatever steps are necessary to insure that children and employees have a safe and healthy environment to learn and work.

## **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.
- D. Precautions should be taken to prevent injuries caused by needles or sharp instruments or devices:
  1. When cleaning instruments.
  2. During disposal of needles. Needles 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.

## **BOARD POLICIES, ADMINISTRATIVE RULES & REGULATIONS**

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.

## **BREAKS**

Observe all time limits for lunch breaks and any other authorized breaks.

## **BUILDING SECURITY AND CARE**

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.

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. 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.

## **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 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 (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.

## **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.

### **CELL PHONE/ELECTRONIC DEVICES**

The use of cell phones and other electronic devices must be in a manner consistent with the policies, rules, and regulations regarding such devices that are applicable to students. Personal cell phone use or texting should only be done during sanctioned break periods. District and personal phones and message devices are to be used appropriately at times that do not conflict with the employee's duties. 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.

### **CHILD ABUSE AND/OR NEGLECT**

The Code of Iowa, Section 232.69(1)(b)(4), requires all school employees to report suspected child abuse or willful neglect. Reporting shall be both orally (1-800-362-2178) to the Child Abuse Registry or to the local Department of Human Services, and written within 48 hours to the state or local Department of Human Services. If there is reason to believe that immediate protection for the child is advisable, an oral report shall also be made to an appropriate law enforcement agency.

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.

### **COLLECTION OF FUNDS**

All funds will be deposited in the correct fund in the activities office. 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 and they will 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 or their designee.

All money handled by an organization should be locked in the principal's office or arranged for it to be put in the bank. On nights of school activities, someone from the school will be making a night deposit so money can be turned over to him or her.

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.

### **CONFERENCE (ATHLETIC)**

WaMac 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.

### **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.

## **COMPUTER USE**

Computers and associated technology are the property of the district and are for the use of district-related activities.

District equipment is not for employee personal or business use. Misuse of district technology may impact an employee's ability to perform his or her essential job functions. 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 may have access to the web information resources through their 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 may have 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.

### **CONFIDENTIAL RECORDS/INFORMATION**

School employees may be entrusted with confidential information-whether it be about students or fellow employees. Employees must not disclose confidential student information. Give careful thought to what you discuss concerning school matters with parents, colleagues and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring critical community members to the school administration. Much care and judgment must be exercised in the handling of confidential information. A break in confidentiality can result in disciplinary action and expose the employee to personal liability for violation of privacy laws.

### **CONFLICT OF INTEREST**

We are all partners in the education of young people in a small Iowa community. The members of our district community watch all we do very carefully. Please use good judgment when contracting services or purchasing goods for or through the school district. We will always want to give local district vendors an opportunity to bid or compete for our business. We must also use good judgment when purchasing from or providing work for relatives or family members.

### **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.

### **COPYRIGHT** (refer to Appendix B for additional information)

The copyright laws were enacted to protect the creator's rights to sell, modify, display, etc. their intellectual property. Therefore, staff and students need to comply with the Copyright Laws and Fair Use Guidelines. Make yourself familiar with these restrictions and enforce these restrictions with the students. Violations (plagiarism, piracy, etc.) are a crime and should be avoided. The following AEA website has a pdf handout regarding copyright information:  
<http://www.iowaeducation.org/vnews/display.v/SEC/Educators%7CCopyright%3E%3EResource%20Terms%20%26%20Conditions>

### **DRESS CODE/GROOMING AND HYGIENE**

All employees are required to dress in a professional and appropriate manner. Clothing deemed inappropriate will be discussed with the employee. Any clothing which could be deemed unsafe or otherwise inappropriate should not be worn. 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.

### **DRUG, ALCOHOL, & TOBACCO POLICIES FOR EMPLOYEES** (Board Policy 403.3)

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.

### **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, RP1004.1A. 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 effect 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.

### **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.

### **EMERGENCY ALERT**

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.

## **EMPLOYEE WORK GUIDELINES**

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) Fraternalizing 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.



**ETHICS** (see Appendix D for a copy of Code of Ethics)

District employees are expected to perform their jobs in an ethical and honest manner. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Ethics of the Iowa Board of Educational Examiners.

**EXIT SURVEY (STAFF)**

District employees are asked to complete an exit survey upon leaving the district. These may be completed face-to-face with your supervisor or electronically. The link to the electronic exit survey can be found at: <http://tinyurl.com/go8wrea>

**FAILURE TO COMPLETE REPORTS OR MAKE REQUIRED REPORTS**

In order to have the district function in a timely manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including time sheets, grade reports, IEP's, student records, and testing results. Failure to meet the deadline may result in disciplinary action.

All on-the-job injuries shall be reported to the immediate supervisor and the school nurse or her designee within 24 hours of the incident. This shall be done regardless of whether medical attention is required.

**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.

Field trips are to be arranged with the principal and transportation director at least one week in advance. A detailed schedule and budget must be submitted by the employee. 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.

Following field trips, the teacher may be required to submit a written summary of the event.

**FIGHTING**

Any verbal or physical altercations between or among employees or others will not be tolerated.

**FOOD**

Eat only in authorized areas, *i.e.*, in the commons/cafeteria, teacher lounges, and any other designated areas.

**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.

**FRAUD/UNLAWFUL GAIN**

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

**FUND RAISING 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.

**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 funding raising activities such as raffles, post prom activities, etc.

## **GIFT LAW**

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)

## **GRANTS**

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

## **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.

## **INCLEMENT WEATHER**

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 and radio stations for inclement weather announcements: KCRG (channel 9), KWWL (channel 7) or KGAN (channel 2), WMT, KHAK, KISS, KCCK, KRNA & KDAT. Staff, parents, and students may also check our school website for related announcements: <http://www.anamosa.k12.ia.us>

## **INJURIES**

Injuries occurring while on duty should be immediately reported to the school or nurse or the office if the nurse is not available. The school nurse or her designee must be contacted in all cases of injuries. An accident report must be filled out

within 24 hours. Report forms are available in the nurses office. Refer to Board Policy 403.4, Employee Injury.

### **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.

### **JOB-RELATED INJURY**

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 receive their regular pay from the District or receive payment from the worker's compensation carrier. If the employee elects to receive 100% of their regular pay from the District, the payment from the worker's compensation carrier must be turned over to the District and sick leave will be deducted for each day of absence. If the employee elects to receive payment from the worker's comp carrier, the District will not pay any additional compensation and sick leave will not be deducted for the absence.

### **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 is 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.

### **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.

There are date filing requirements for the different leaves available to district employees. Please refer to the Certified section or Classified section for more specific details by job classification. Failure to meet the required date for filing leave may result in the leave being denied.

Leave may be taken in ¼ day increments.

### **MANDATORY CHILD ABUSE TRAINING**

All licensed district employees (teachers, coaches and paraeducators) must have mandatory reporter training every five years. Upon successful completion of the training, the employee needs to submit a certificate of completion to the superintendent's office. New employees must complete the training and submit the certificate within two months of hire. The training is available online at: <http://training.aepdonline.org/login.php>

### **MANDATORY COOPERATION IN WORKPLACE INVESTIGATION**

Any workplace investigation conducted by administrative staff or his/her designee will receive complete cooperation of all employees.

### **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. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with Multicultural and Gender Fair Education shall be directed to the Superintendent.

### **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 Lisa Beames, 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.

### **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.

### **NON DISTRICT EMPLOYMENT DUTIES WHILE ON DISTRICT DUTY**

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

### **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.

### **OFFENSIVE OR ABUSIVE LANGUAGE**

Threatening, intimidating, interfering with, or using abusive and profane language toward others, including ethnic slurs, will not be tolerated by district employees. Refrain from using profanity or other coarse language on district property or during school activities.

### **PARKING**

School staff will park their vehicles in designated areas indicated by their administrator.

### **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.

Effective July 1, 2014, all new employees shall have their paycheck direct deposited.

### **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.

### **PHYSICAL EXAMINATIONS**

All school district employees, on initial hire, must present a form which states that employees are physically able to perform the employee's duties. The cost of the initial examination will be paid by the employee. The form indicating the employee is able to perform the duties for which the employee was hired must be returned prior to payment of salary. The cost of bus driver 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.

### **PRINTED MATERIALS**

Obtain prior approval from the administration for any distribution of non-school related printed or other materials and for solicitation of funds or donations for any purpose.

### **PROCEDURE FOR HEARING AND REVIEW OF DISCIPLINE (Board Policy 404.8 & 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.

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 tiled at the employee's discretion under that formal grievance procedure.

### **PROPERTY OF THE ANAMOSA COMMUNITY 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.

## **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.

## **RELATIONSHIP WITH CO-WORKERS**

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. However, employees should not allow students, teachers, fellow workers or others to interrupt their work.

## **RELATIONSHIP WITH STUDENTS**

District employees are encouraged 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.

## **RIGHT-TO-KNOW GENERAL INFORMATION**

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.

### **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.

### **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.

### **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.

### **SUMMER VACANCIES**

Notice of vacancies occurring after May 1 and before the first student day of attendance in the fall shall be distributed to all employees by school email. Employees must notify the Central Office 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.

### **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.

### **THEFT**

All thefts should be reported immediately to a principal or supervisor. Any conviction of theft by an employee will result in appropriate discipline.

### **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 student's parent/guardian.

### **USE OF DISTRICT VEHICLES**

Only employees who possess a valid driver's license and have appropriate insurance coverage 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)* 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.

### **VIOLENCE IN THE WORKPLACE**

Violence in the workplace will not be tolerated in any form, and violent acts will be punished to the full extent of the law. Acts deemed violent, even if not covered specifically in Board policies, may incur discipline.

**WEAPONS IN THE WORKPLACE** (refer to Board Policy 502.8 for more details)

The Board believes that weapons, dangerous objects, and look-a-likes cause or may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors to school district premises or property within the jurisdiction of the school district. School district facilities are not an appropriate place for weapons, dangerous objects, and look-a-likes.

Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

**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.

Each employee will receive a copy of this policy and will sign a statement verifying his or her receipt and understanding of this policy.

**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.

# ***CLASSIFIED STAFF***

## **DEFINITION OF CLASSIFIED PERSONNEL**

The term classified personnel shall include the following employees:

- A. Maintenance/Housekeeping employees
- B. Secretarial employees
- C. Paraeducator employees
- D. Nutrition Services employees
- E. Transportation employees
- F. Daycare Employees
- G. Part-time personnel for any of the above classifications

## **QUALIFICATIONS**

Selection shall be determined on the following factors:

- A. Training, experience and skill
- B. Personality and compatibility to the team
- C. Demonstrated competency
- D. Availability of personnel with the above qualifications

## **ABUSE OF BREAK OR MEAL PERIODS**

Leaving the place of duty during a work shift without permission is cause for discipline, except during unpaid break periods. Employees are expected to return to work immediately upon completion of a paid or sanctioned unpaid break.

## **ANY OTHER POTENTIAL CAUSE FOR DISMISSAL NOT LIMITED TO**

- A. Unsatisfactory performance during probationary period.
- B. Any statement, action, or conduct not in the best interest of the school system.
- C. Smoking or the use of any tobacco product in restricted areas.
- D. Excessive absenteeism or tardiness.
- E. Faulty or negligent operation of a school vehicle or equipment.
- F. Failure to have a physical ordered by the administration.
- G. To reduce staff due to loss of students or cancellation of programs.
- H. Failure to secure and maintain necessary educational training or licensure if required.
- I. Fighting or causing physical harm to a student or another school employee during working hours or on school property.
- J. Threatening, intimidating, or harassing students or other school employees.
- K. Unauthorized use of school equipment or property.
- L. Employees found to have committed an act of misconduct, which leads to a recommendation of disciplinary action, will have the recommendation reviewed by the Superintendent or his/her designee.

## **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.

## **BREAKS**

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 sign in and out if he/she finds it necessary to leave the building during the workday.

## **COACHES AND SPONSORS NOT UNDER A TEACHING OR OTHER REGULAR CONTRACT**

Those people not under a teaching contract or working for the district in some other capacity and are coaching or serving as a supervisor or sponsor of an activity are considered at-will employees. As such, they receive no sick leave or other benefits.

## **COMPLAINTS**

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.



## **DAYS OF WORK**

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

## **DISMISSAL AND 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.

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

A classified employee may be dismissed upon fifteen (15) days' notice or immediately for cause. Due process procedures will be followed.

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.

## **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**

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

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.

## **EMERGENCY EARLY DISMISSAL, LATE START, CLOSED ALL DAY**

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 unpaid leave is appropriate.

## **EVALUATION**

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

A. Each employee shall be evaluated a minimum of once every two years. 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.

## **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.

A pre-employment physical examination is required of all new transportation employees to ensure physical ability to perform assigned duties. Bus drivers shall have a physical examination every two years in compliance with regulations. The district shall reimburse the transportation employee the cost of the physical examination up to an amount charged by the local clinic for a school physical.

## **HIRING PROCESS**

As required by Iowa law, announcement of all open positions in the district shall be made on <http://www.teachiowa.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 in the District Office.

## **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 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.

## **INSURANCE**

### **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 health insurance coverage for 30 hours or more.

### **Individual Premium**

The district will pay the individual premium, \$1,500 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 salaries 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.

## **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. 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 to be the most qualified for the position.

## **LEAVES** (All leaves may be taken in quarter (1/4) day increments)

**Sick Leave** (Board Policy 414.7) See policy 414.7 for complete policy guidelines.

**Family Illness** (Board Policy 414.9)-Classified personnel shall be granted leave of absence with full pay for absence due to the serious illness of a member of the employee's. "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. Such leave shall not exceed five (5) days per contract year, shall not be cumulative, and shall be deducted from the employee's sick leave. If a situation arises where an employee has used all leave available to them (including personal and/or vacation), the employee may, at the discretion of the Superintendent, be able to have up to five (5) additional days by paying for costs of the substitute for those days.

**Personal Leave** (Board Policy 414.2) - 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. One (1) unused personal leave day may be carried over to the next school year resulting in a maximum of three (3) 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.

\*\*\*Administrator/Director may limit the number of employees using personal leave or vacation on a specific day.

**Jury Duty** (Board Policy 414.8) -The board will allow classified employees to be excused for jury duty unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist.

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.

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

**Military Leave** (Board Policy 414.5) -The board recognizes licensed employees may be called to participate in the armed forces, including the National Guard. If a licensed 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.

**Professional Leave** - 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.

**Bereavement** (Board Policy 414.4) - In the event of a death of a member of a licensed employee's immediate family, bereavement leave may be granted. Bereavement leave may be granted to a classified 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 if all personal leave has been exhausted.

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.

**Vacation & Paid Holidays** (Board Policy 414.3) (twelve month employees only) 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. Twelve month classified personnel who have been employed a full year (12 months) are entitled to two (2) weeks vacation with pay. They are entitled to three (3) weeks of vacation with pay after five (5) years of continuous employment, and four (4) weeks of vacation with pay after fifteen (15) 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.

**Family and Medical Leave Act** (Board Policy 414.10) - 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 policy number 414.10 for complete policy guidelines.

**Absence Without Pay** (Board Policy 414.1) - Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies. Unpaid leave for classified employees must be authorized by the superintendent. Whenever possible, classified employees will make a written request for unpaid leave ten 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. 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, the financial condition of the school district, length of service, previous record of absence, the reason for the requested absence

And other factors the superintendent believes are relevant in making this determination. If unpaid leave is granted, the duration of the leave period is coordinated with the scheduling of the education program whenever possible, to minimize the disruption of the education program and school district operations.

**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.

### **LINE OF RESPONSIBILITY**

Classified employees shall be directly responsible to their immediate supervisor.

### **LUNCH 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 employee's time cards should reflect this lunch/dinner break by signing out at the beginning of the lunch/dinner break and signing back in at the conclusion of the lunch/dinner break.

### **MEMORANDUM OF EMPLOYMENT**

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.

### **NOTICE OF ACCUMULATION OF LEAVE**

Employees shall notify the Business Office in print 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.

### **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.

### **PROBATION 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.

### **PURCHASING (See Appendix C – Handbook of School Business Procedures)**

If an employee needs to purchase any materials or supplies, the employee is to complete a requisition form and submit it to his/her immediate supervisor for discussion and signature. No employee is to order without his/her immediate supervisor's prior approval.

### **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.

### **SALARY**

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

### **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.

### **TIMEKEEPING REGULATIONS**

All district employees who are required to keep a time record will do so accurately. The following positions are required to document time on the District's approved time keeping system:

- Secretaries and Office Clerical Positions
- Custodians/Housekeeping
- Nutrition Services Personnel
- Paraeducators
- Bus Drivers
- Daycare Personnel
- Mechanic

Punched time is submitted to the applicable building principal or direct supervisor for approval.

The employee must clock in at the beginning of the shift and clock out at the end of the shift. Do not clock in earlier than seven (7) minutes prior to your scheduled start time and do not clock out more than seven (7) minute after your scheduled end time. It is important that the employee clock in and out of the time system accurately. If, for example, the employee has permission to leave work 15 minutes early, the punched time should reflect this. Paid holidays, sick days, personal leaves, etc. should be recorded as such. Ultimately, the time system serves as documentation of hours worked.

Hourly employees should only work the amount of hours designated for their position unless prior approval has been given to either work earlier or work later on a specific day. No overtime hours should be worked unless there is approval from the building principal or direct supervisor. Any differences on the time record that do not match the employees regular scheduled work assignment should be documented in the time clock system.

If an employee takes a break, he or she will remain on the clock as long as he or she remains in the assigned building. If the employee leaves his or her assigned building for any reason during his or her work time, he/she should clock out when he/she leaves the building and clock back in when he/she returns to the assigned building. Any time lost while out of the building should be made up at the end of the employee's work shift.

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 from 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 from 9:00 a.m. until 3:00 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 person that is doing the driving to and from the seminar/training session.

#### **TRANSPORTATION ASSIGNMENT OF EMPLOYEE AND ACTIVITY TRIPS**

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. 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 log actual hours on a timesheet. 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).

# CERTIFIED STAFF

## ASSESSMENT OF STUDENT WORK

Student work will be assessed and entered into grade book within 5 class days.

## CURRICULUM WRITING

Have knowledge and provide instruction aligned to the Iowa Core goals, objectives and other school curriculum as approved by school and the board of education, and follow it.

Plan a program of studies on the appropriate level of the teacher's students that provides for such students' individual differences.

## CUSTODIANS

The custodial staff needs your cooperation. Insist that students help keep our building clean. At the end of the day, each teacher should close the windows, turn off the lights, and lock the door of his/her classroom. If you are in need of custodial or maintenance work, please fill out a maintenance request form and return the form to the school office.

## 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.

## HOURS

The buildings will be open at 7:00 a.m. each school day. 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.

LEAVES (All leaves may be taken in quarter day (¼) increments.)

SICK LEAVE: (Board Policy 409.6) See policy 409.6 for complete policy guidelines

FAMILY ILLNESS: (Board Policy 409.8) 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. The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding family illness leave of such employees will be followed.

PERSONAL LEAVE: (Board Policy 409.2) Policy: Licensed 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. One (1) unused personal leave day may be carried over to the next school year resulting in a maximum of three (3) 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. Licensed Employee policy is in accordance with language in master contract.

JURY DUTY: (Board Policy 409.7) The board will allow licensed employees to be excused for jury duty unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist. Employees who are called for jury service 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 return 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: (Board Policy 409.4) The board recognizes licensed employees may be called to participate in the armed forces, including the National Guard. If a licensed 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.

PROFESSIONAL LEAVE: Attendance at educational meetings or visiting other schools is permitted at full pay, if such absence is recommended by the building principal and is approved by the Superintendent. All cases will be reviewed in light of budget, benefit to the educational program and availability of suitable substitutes. Expenses for said leave shall be approved by the building principal prior to attendance. Upon returning from professional leave, the employee shall submit a written report to the building principal.

FUNERAL LEAVE: (Board Policy 409.3) In the event of a death of a member of a licensed employee's immediate family, bereavement leave may be granted. Bereavement leave may be granted to a licensed 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 if all personal leave has been exhausted. The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding the bereavement leave of such employees is followed.

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.

**UNPAID LEAVE: (Board Policy 409.1)**. 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. The requirements stated in the Master Contract between employees in the certified collective bargaining unit and the board regarding the unpaid leave of such employees will be followed.

### **LESSON PLANS/PREPAREDNESS**

Be intentional in the planning of and reflection on lessons. Maintain current, detailed, daily lesson plans as an aid to proper unit development. Lesson plan reflective notes are an excellent tool to use as a reminder of how to modify or adjust the lesson in the future.

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

### **MEDIA SERVICES**

The media equipment and services in our building will be under the direction of the media specialist. The media specialist is responsible for inventory of all media materials available and will provide each teacher with information regarding available materials, equipment and services.

Other than computer, requests for materials, equipment, or repairs should be made through the media specialist. Such procedures will allow us to know where items are located and to do a better job of keeping equipment repaired and ready for use.

AEA media services are available online.

### **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.

### **RESOURCES**

Become familiar with and utilize the resources provided by other school personnel such as AEA staff, the school nurse, the school counselor, etc.

### **RESTROOMS**

Teachers are encouraged to check restrooms frequently for the purpose of inhibiting poor student behavior and vandalism.

### **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.

### **STUDENT STATUS-EIGHTEEN YEAR OLDS**

All students operate under the same Federal, State, and local regulations. Eighteen year old students follow the same guidelines as other students in school.

### **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.

### **TEACHER FILE**

It is necessary to have each of these items on file with the district office: current teaching certificate; transcripts; endorsements and approvals, mandatory reporter certificate and bloodborne pathogens certificate.

### **VISITORS**

Visitors are not to be in the building without first checking with the office. Any visitor who enters the building should be greeted and escorted or directed immediately to the principal's office.

Visitors will not be permitted to speak with staff members when classes are in session or supervisory duties are being performed unless previously arranged. Teachers are not to leave classes unattended to meet with visitors. It is important that we convey our policy to visitors in order to prevent interruptions.

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.

### **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.

### **BOARD OF EDUCATIONAL EXAMINERS TEACHER LICENSE RENEWAL REMINDER SERVICE**

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.



## Mandatory Reporting of Child Abuse - Reminders

General aspects of child abuse law:

- 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.

### 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.

## COPYRIGHT REGULATIONS

One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies or photo records. This right is subject to certain limitations found in sections 107 through 118 of the copyright law (title 17, U. S. Code). One of the more important limitations is the doctrine of "fair use." The doctrine of fair use has developed through a substantial number of court decisions over the years and has been codified in section 107 of the copyright law.

Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair:

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for, or value of, the copyrighted work

The distinction between fair use and infringement may be unclear and not easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission.

Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

The 1961 Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law cites examples of activities that courts have regarded as fair use: "quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported."

Copyright protects the particular way an author has expressed himself. It does not extend to any ideas, systems, or factual information conveyed in the work.

The safest course is always to get permission from the copyright owner before using copyrighted material. The Copyright Office cannot give this permission.

When it is impracticable to obtain permission, use of copyrighted material should be avoided unless the doctrine of fair use would clearly apply to the situation. The Copyright Office can neither determine if a certain use may be considered fair nor advise on possible copyright violations. If there is any doubt, it is advisable to consult an attorney.

## Copyright and Fair Use Guidelines for Teachers

The following chart was designed to inform classroom teachers of their rights under the copyright law and copyright guidelines of the United States. Copyright and the notion of intellectual property was written into the Constitution of the United States to promote learning and the useful arts---and was designed to be supportive of the work of educators.

The purpose of copyright protection is repeatedly and mistakenly reported to be for the protection of authors and others intellectual property owners. In fact, copyright has been always been for the purpose of benefiting society as a whole and particularly the institutions of education. Learning, or "science" in the Language of the Enlightenment and the Constitution, was to be promoted by allowing authors and others rights for a limited time for their work. The first copyright act written into federal law was titled "The Education Act."

Teachers in the classroom make the decisions closest to the field of instruction and it is teachers that have been given the greatest rights---rights that even their districts do not have. This Copyright Chart was designed to inform teachers of what they may do under the law.

Please reproduce it as necessary. A pdf form of the chart is available at <http://www.mediafestival.org/downloads.html>.

CLASSROOM COPYRIGHT			
Medium	What You Can Do	According to	The Fine
Printed Material			
<ul style="list-style-type: none"> <li>Poem less than 250 words</li> <li>Except of 250 words from a poem greater than 250 words</li> <li>Articles, stories, or essays less than 2,500 words</li> <li>Excerpt from a longer work (10% of work or 1,000 words, whichever is less--but a minimum of 500 words)</li> <li>One chart, picture, diagram, graph, cartoon or picture per book or per periodical issue</li> <li>Two pages (max) from an illustrated work</li> <li>A chapter from a book</li> <li>An article from a periodical</li> <li>Short story, short essay, or short poem</li> <li>Chart, graph, diagram, drawing, cartoon, picture from a book, periodical or newspaper</li> </ul>	<p>Teachers may make multiple copies for classroom use.</p> <p>Teachers may make a single copy for teacher use for research or lesson preparation.</p> <p>A librarian may make up to three copies "solely for the purpose of replacement of a copy...that is damaged, deteriorating, lost or stolen"</p>	<p>United States Copyright Office <i>Circular 21</i></p> <p>United States Copyright Office <i>Circular 21</i></p> <p>Section 108 Copyright Act (1976) as amended by the Digital Millennium Copyright Act</p>	<p>No more than one copy per student. Usage must be: At the "instance and inspiration of a single teacher" and when the time frame doesn't allow enough time for asking permission.</p> <p>Only for one course in the school. No more than nine instances per class per term (current news publications such as newspapers can be used more often). Don't create anthologies.</p> <p>"Consumables" can't be copied: Don't do it every term (if time allows, seek permission). Can't be directed by "higher authority." Copying can't be substitute for buying. Copies may be made only from legally acquired originals.</p> <p>Same as above.</p> <p>The library must first determine that after "reasonable investigation that copy...cannot be obtained at a fair price" or that the format is obsolete.</p>

<p>Text for Use in Multimedia Projects</p>	<p>Students may incorporate text in multimedia projects. Teachers may incorporate into multimedia for teaching courses.</p>	<p><i>Fair Use Guidelines for Educational Multimedia</i></p>	<p>Teachers may use for two years, after that permission is required. Students may keep in portfolio for life.</p>
<p>Video</p> <ul style="list-style-type: none"> <li>• Videotapes (purchased)</li> <li>• Videotape (rented)</li> <li>• DVD</li> <li>• Laser Discs</li> </ul>	<p>Teachers may use these materials in the classroom without restrictions of length, percentage, or multiple use</p> <p>May be copied for archival purposes or to replace lost, damaged, or stolen copies.</p>	<p>Section 110 of the Copyright Act</p>	<p>The material must legitimately be acquired (a legal copy). It must be used in a classroom or similar place "dedicated to face-to-face instruction". Not for use as entertainment or reward. The use should be instructional. The place should be a non-profit educational institution. If replacements are unavailable at a fair price or are available only in obsolete formats (e.g., betamax videos).</p>
<p>Video ("Motion Media") for Use in Multimedia Projects</p> <ul style="list-style-type: none"> <li>• Videotapes</li> <li>• DVD</li> <li>• Laser Discs</li> <li>• QuickTime Movies</li> <li>• Encyclopedias (CD ROM)</li> </ul>	<p>Students "may use portions of lawfully acquired copyrighted works in their academic multimedia", defined as 10% or three minutes (whichever is less) of "motion media"</p>	<p><i>Fair Use Guidelines for Educational Multimedia</i></p>	<p>"Proper attribution and credit must be noted for all copyrighted works included in multimedia, including those prepared under fair use." <i>Tina Ivany, UC San Diego 12108195</i></p>
<p>Video for Integration into Video Projects</p> <ul style="list-style-type: none"> <li>• Videotapes</li> <li>• DVD</li> <li>• Laser Discs</li> <li>• QuickTime Movies</li> <li>• Encyclopedias (CD ROM)</li> </ul>	<p>Students "may use portions of lawfully acquired copyrighted works in their academic multimedia"</p>	<p><i>Fair Use Guidelines for Educational Multimedia</i></p>	<p>The material must legitimately be acquired (a legal copy, not bootleg or home recording).</p>
<p>Illustrations and Photographs</p> <ul style="list-style-type: none"> <li>• Photograph</li> <li>• Illustration</li> <li>• Collections of photographs</li> <li>• Collections of illustrations</li> </ul>	<p>Single works may be used in their entirety but not more than 5 images by an artist or photographer. From a collection, not more than 15 images or 10%, whichever is less.</p>	<p><i>Fair Use Guidelines for Educational Multimedia</i></p>	<p>Older illustrations may be in the public domain, but the collection may be copyrighted.</p>

Appendix B

<p>Music for Integration into Multimedia / Video Projects</p> <ul style="list-style-type: none"> <li>• Music</li> </ul>	<p>Up to 10% of a copyrighted musical composition may be reproduced, performed and displayed as part of a multimedia program produced by an educator or student for educational purposes.</p>	<p><i>Fair Use Guidelines for Educational Multimedia</i></p>	<p>Some authorities site a maximum length of 30 seconds. (<a href="http://www.indiana.edu">www.indiana.edu</a>), some do not mention a maximum (<i>Tina Jvany, UCSD, 12/08/95</i>). See below.</p>
<p>Computer Software</p> <ul style="list-style-type: none"> <li>• Purchased software</li> <li>• Licensed software</li> </ul>	<p>Software may be lent by the library.  <i>Software may be installed at home and at school.</i>            Software may be installed on multiple machines.  <i>Software may be copied for archival use to replace lost, damaged, or stolen copies.</i>            Software can be distributed to, users via a network.  <i>Librarians may make archival copies.</i></p>	<p>Section 107 and 108 of Copyright Act and subsequent amendments</p>	<p>Take aggressive action to monitor that copying is not taking place (for retention).  <i>Only one machine at a time may use the program.</i>            The number of machines being used must never exceed the number of licenses.  <i>If unavailable at fair or is an obsolete format.</i>            The number of simultaneous users must not exceed the number of licenses. A network license may be required for multiple users.</p>
<p>Internet</p> <ul style="list-style-type: none"> <li>• Internet connections</li> <li>• World Wide Web</li> </ul>	<p>Images may be downloaded for student projects.            Sound files may be downloaded for use in projects (<i>see portion restrictions above</i>)</p>	<p><i>Fair Use Guidelines for Educational Multimedia &amp; DMCA</i></p>	<p>Images may not be reposted onto the Internet without permission.            Sound or music files may not be copied and posted on the Internet without permission.</p>
<p>Television</p> <ul style="list-style-type: none"> <li>• Broadcast (e.g.-ABC,NBC, CBS, UPN, PBS, local television stations)</li> <li>• Tapes made from broadcast</li> </ul>	<p>Live "off the air" broadcasts may be used for instruction. Tapes Made from broadcasts may be used for instruction.</p>	<p>Congress</p>	<p>Things get interesting when you want to retain tapes.            Minimum rights allow for 10 school days. Enlightened rights holders often allow for much more. PBS series <i>Reading Rainbow</i> offers three year retention rights, for example. If you like it enough to keep it more than 3 yrs.</p>

Appendix B

<p>Cable Television</p> <ul style="list-style-type: none"> <li>• CNN</li> <li>• MTV</li> <li>• HBO (etc.)</li> <li>• Tapes made from cable.</li> </ul>	<p>May be used with permission. Many programs may be retained for years --depending on the program. Check with Cable in the Classroom. <a href="http://www.ciconline.org/Lmain.cfm">http://www.ciconline.org/Lmain.cfm</a></p>	<p>Cable Systems (and their associations)</p>	<p>The guidelines for television programs were defined by Congress before cable television was a factor. Cable programs are not technically covered by the same guidelines as broadcast television.</p>
<p>Film or Filmstrip</p> <ul style="list-style-type: none"> <li>• 16 millimeter films</li> <li>• Filmstrips</li> </ul>	<p>"Teachers may duplicate a single copy of a small portion...for teaching purposes"</p>	<p><i>Copyright Policy and Guidelines for California's School Districts, California Department of Education</i></p>	<p>These must be films or filmstrips that you own.</p>

Note: In the letter to Congressional Subcommittee Chair Kastenmeier dated 3/19/76 summarizing many of the above agreements, representatives of the Ad Hoc Committee of Educational Institutions and Organizations of Copyright Law Revision and the Authors League of America, Inc., and the Association of American Publishers, Inc., state that these guidelines were "not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated [above] may nonetheless be permitted under the criterion of fair use."

## Anamosa Community School District Handbook of 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 \$16,000,000 annually. Over 7,500 checks are written from three bank accounts, utilizing more than 2,400 accounting codes and 1,500 vendors.

Auditors for public funds require a strict accounting of all school district funds. Central office has developed this procedure handbook 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.

### PURCHASE ORDERS

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

- Completion of the purchase requisition is self-explanatory. Please read it carefully.
- Submit completed purchase requisition to the building principal for approval. Once approved the building principal will route the signed requisition to Central Office for the 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 secretary after checking in each item on the order and marking it received. The building level secretary 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.

### HOTEL ROOM RESERVATIONS

When overnight accommodations are necessary for school business, please complete a three part requisition form. In the case of professional development travel, include estimated travel costs in the proposed budget section on the Professional Development Proposal Form. Please indicate 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. Please see board policy 401.4 for out of state travel information/limits.

### 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.

### 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 secretary.
- 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 considered. 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 secretary who will secure the signature of the building principal.
- The Request for Reimbursement form will then be forwarded to the Central Office for approval and payment.

- The expense will be included for payment on the list of bills that is prepared 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 we will not be reimbursing these meals.
- Please see Board Policy 401.4 regarding meal reimbursement.

#### EMPLOYEE ABSENCE REQUEST

Complete a Request for Leave of Absence in the Employee Self Service 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.

#### 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.

Deposit funds daily. Complete a register receipt for all cash taken in.

Do not keep money in classrooms or offices overnight.

#### PETTY CASH FUNDS

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

#### 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.

#### RESALE ACCOUNTS

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

- Gain verbal approval from the building principal and/or athletic director to sell merchandise. Fill out 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 must be paid by the employee who placed the order.

#### 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 requisition form.
- In the coding section of the requisition form, use the code to which your purchase would ordinarily be charged.
- On the body of the purchase order indicate which outside source will be donating funds for payment of this purchase.
- Follow through with the purchase order procedures.
- When merchandise is received, an invoice will be sent from central office to the donor source.
- This procedure also applies to field trip fees.



### 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 and the superintendent. Complete the Fundraising Plan/Approval form.
- Following school guidelines regarding depositing funds, use of school purchase orders in ordering merchandise, and insuring 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 secretary. 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.

### 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. 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.

### 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 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.

### 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.

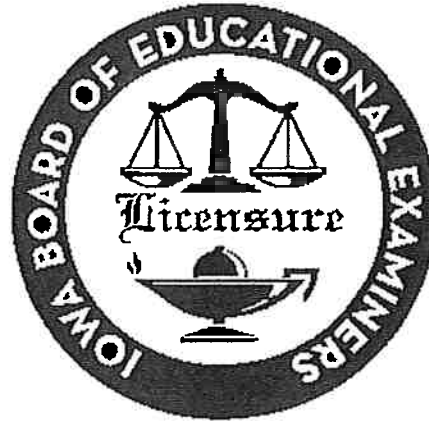
General fund checks are distributed on the day following the monthly Board meeting. Board meetings during which bills are approved are normally scheduled the third Monday of each month. The cut-off time request for checks is 4:00 p.m. on the Tuesday prior to the board meeting.

### 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.
- 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 secretary to the activity director.

# Iowa Board of Educational Examiners



## Code of Professional Conduct and Ethics

Grimes State Office Building  
400 E. 14<sup>th</sup> St.  
Des Moines, IA 50319-0147  
Website: <http://www.boee.iowa.gov>  
Phone Number: 515-281-3245  
Fax Number: 515-281-7669

### CHAPTER 25 CODE OF PROFESSIONAL CONDUCT AND ETHICS

282 - 25.1 (272) Scope of standards. This code of professional conduct and ethics constitutes mandatory minimum standards of practice for all licensed practitioners as defined in Iowa Code chapter 272. The adherence to certain professional and ethical standards is essential to maintaining the integrity of the education profession.

282-25.2 (272) Definitions. Except where otherwise specifically defined by law:

*"Administrative and supervisory personnel"* means any licensed employee such as superintendent, assistant superintendent, associate superintendent, principal, assistant principal, associate principal, or other person who does not have as a primary duty the instruction of pupils in the schools.

*"Board"* means the Iowa board of educational examiners.

*"Discipline"* means the process of sanctioning a license, certificate or authorization issued by the Board.

*"Ethics"* means a set of principles governing the conduct of all persons governed by these rules.

*"Fraud"* means knowingly providing false information or representations on an application for licensure or employment, or knowingly providing false information or representations made in connection with the discharge of duties.

*"License"* means any license, certificate, or authorization granted by the Board.

*"Licensee"* means any person holding a license, certificate or authorization granted by the Board.

*"Practitioner"* means an administrator, teacher, or other licensed professional who does not hold or receive a license from a professional licensing board other than the board of educational examiners and who provides educational assistance to students.

*"Responsibility"* means a duty for which a person is accountable by virtue of licensure.

*"Right"* means a power, privilege, or immunity secured to a person by law.

*"Student"* means a person, regardless of age, enrolled in a prekindergarten through grade 12 school, who is receiving direct or indirect assistance from a person licensed by the Board.

*"Teacher"* means any person engaged in the instructional program for prekindergarten through grade 12 children, including a person engaged in teaching, administration, and supervision, and who is required by law to be licensed for the position held.

282-25.3 (272) Standards of professional conduct and ethics. Licensees are required to abide by all federal, state and local laws applicable to the fulfillment of professional obligations. Violation of federal, state, or local laws in the fulfillment of professional obligations constitutes unprofessional and unethical conduct which can result in disciplinary action by the board. In addition, it is hereby deemed unprofessional and unethical for any licensee to violate any of the following standards of professional conduct and ethics:

25.3 (1) Standard I. *Conviction of crimes, sexual or other immoral conduct with or toward a student, and child and dependent adult abuse.* Violation of this standard includes:

- a. Fraud.* Fraud means the same as defined in rule 282-25.2(272).
- b. Criminal Convictions.* The commission of or conviction for a criminal offense as defined by Iowa law provided that the offense is relevant to or affects teaching or administrative performance.
- (1) Disqualifying criminal convictions. The board shall deny an application for licensure and shall revoke a previously issued license if the applicant or licensee has, on or after July 1, 2002, been convicted of, has pled guilty to, or has been found guilty of the following criminal offenses, regardless of whether the judgment of conviction or sentence was deferred:
1. Any of the following forcible felonies included in Iowa Code section 702.11: Child endangerment, assault, murder, sexual abuse, or kidnapping;
  2. Any of the following criminal sexual offenses, as provided in Iowa Code chapter 709, involving a child:
    - First, second or third-degree sexual abuse committed on or with a person who is under the age of 18;
    - Lascivious acts with a child;
    - Assault with intent to commit sexual abuse;
    - Indecent contact with a child;
    - Sexual exploitation by a counselor;
    - Lascivious conduct with a minor;
    - Sexual exploitation by the school employee;
    - Enticing a minor under Iowa Code Section 710.10; or
    - Human trafficking under Iowa Code section 710A.2;
  3. Incest involving a child as prohibited by Iowa Code section 726.2;
  4. Dissemination and exhibition of obscene material to minors as prohibited by Iowa Code section 728.2;
  5. Telephone dissemination of obscene material to minors as prohibited by Iowa Code section 728.15;
  6. Any offense specified in the laws of another jurisdiction, or any offense that may be prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraph 25.3(1)"b"(1); or
  7. Any offense under prior laws of this state or another jurisdiction, or any offense under prior law that was prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraph 25.3(1)"b"(1).
- (2) Other criminal convictions and founded child abuse. In determining whether a person should be denied a license or whether a licensee should be disciplined based upon any other criminal conviction, including a conviction for an offense listed in 25.3(1)"b"(1) which occurred before July 1, 2002, or a founded report of abuse of a child, the board shall consider:
1. The nature and seriousness of the crime or founded abuse in relation to the position sought;
  2. The time elapsed since the crime or founded abuse was committed;
  3. The degree of rehabilitation which has taken place since the crime or founded abuse was committed;
  4. The likelihood that the person will commit the same crime or abuse again;
  5. The number of criminal convictions or founded abuses committed; and
  6. Such additional factors as may in a particular case demonstrate mitigating circumstances or heightened risk to public safety.
- c. Sexual involvement or indecent contact with a student.* Sexual involvement includes, but is not limited to, the following acts, whether consensual or nonconsensual: fondling or touching the inner thigh, groin, buttocks, anus, or breasts of a student; permitting or causing to fondle or touch the practitioner's inner thigh, groin, buttocks, anus, or breasts; or the commission of any sex act as defined in Iowa Code section 702.17.
- d. Sexual exploitation of a minor.* The commission of or any conviction for an offense prohibited by Iowa Code section 728.12, Iowa Code Chapter 709 or 18 U.S.C section 2252A(a)(5)(B).
- e. Student Abuse.* Licensees shall maintain professional relationships with all students, both in and outside the classroom. The following acts or behavior constitutes unethical conduct without regard to the existence of a criminal charge or conviction:
- (1) Committing any act of child abuse of a student;
  - (2) Committing any act of dependent adult abuse on a dependent adult student;
  - (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;
  - (5) Furnishing alcohol or illegal or unauthorized drugs or drug paraphernalia to any student or knowingly allowing a student to consume alcohol or illegal or unauthorized drugs in the presence of the licensee;
  - (6) Failing to report any suspected act of child or dependent adult abuse as required by state law; or
  - (7) Committing or soliciting any sexual conduct as defined in Iowa Code section 709.15(3)"b" or soliciting, encouraging, or consummating a romantic relationship with any person who was a student within 90 days prior to any conduct alleged in the complaint, if that person was taught by the practitioner or was supervised by the practitioner in any school activity when that person was a student.
- 25.3 (2) Standard II. *alcohol or drug abuse.* Violation of this standard includes:
- a.* Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming illegal or unauthorized drugs or abusing legal drugs.
  - b.* Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming alcohol.
- 25.3 (3) Standard III. *Misrepresentation, falsification of information.* Violation of this standard includes:
- a.* Falsifying or deliberately misrepresenting, or omitting material information regarding professional qualifications, criminal history, college credit, staff development credit, degrees, academic award, or employment history when applying for employment or licensure.
  - b.* Falsifying or deliberately misrepresenting or omitting information regarding compliance reports submitted to federal, state, and other governmental agencies.
  - c.* Falsifying or deliberately misrepresenting or omitting material information submitted in the course of an official inquiry or investigation.
  - d.* Falsifying any records or information submitted to the Board in compliance with the license renewal requirements imposed under 282-Chapter 17.
  - e.* Falsifying or deliberately misrepresenting or omitting material information regarding the evaluation of students or personnel, including improper administration of any standardized tests, including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.

25.3 (4) Standard IV. *misuse of public funds and property*. Violation of this standard includes:

- a. Failing to account properly for funds collected that were entrusted to the practitioner in an educational context.
- b. Converting public property or funds to the personal use of the practitioner.
- c. Submitting fraudulent requests for reimbursement of expenses or for pay.
- d. Combining public or school-related funds with personal funds.
- e. Failing to use time or funds granted for the purpose for which they were intended.

25.3 (5) Standard V. *violations of contractual obligations*.

a. Violation of this standard includes:

- (1) Signing a written professional employment contract while under contract with another school, school district, or area education agency.
- (2) Asking a practitioner to sign a written professional employment contract before the practitioner has been unconditionally released from a current contract. An administrator shall make a good faith effort to determine whether the practitioner has been released from the current contract.
- (3) Abandoning a written professional employment contract without prior unconditional release by the employer.
- (4) AS an employer, executing a written professional employment contract with a practitioner, which requires the performance of duties that the practitioner is not legally qualified to perform.
- (5) AS a practitioner, executing a written professional employment contract, which requires the performance of duties that the practitioner is not legally qualified to perform.

b. In addressing complaints based upon contractual obligations, the board shall consider factors beyond the practitioner's control. For purposes of enforcement of this standard, a practitioner will not be found to have abandoned an existing contract if:

- (1) The practitioner obtained a release from the employing board before discontinuing services under the contract; or
- (2) The practitioner provided notice to the employing board no later than the latest of the following dates:
  1. The practitioner's last work day of the school year;
  2. The date set for return of the contract as specified in statute; or
  3. June 30.

25.3 (6) Standard VI. *unethical practice toward other members of the profession, parents, students, and the community*. Violation of this standard includes:

- a. Denying the student, without just cause, access to varying points of view.
- b. Deliberately suppressing or distorting subject matter for which the educator bears responsibility.
- c. Failing to make reasonable effort to protect the health and safety of the student or creating conditions harmful to student learning.
- d. Conducting professional business in such a way that the practitioner repeatedly exposes students or other practitioners to unnecessary embarrassment or disparagement.
- e. Engaging in any act of illegal discrimination, or otherwise denying a student or practitioner participation in the benefits of any program on the grounds of race, creed, color, religion, age, sex, sexual orientation, gender identity, disability, marital status, or national origin.
- f. Soliciting students or parents of students to purchase equipment, supplies, or services from the practitioner for the practitioner's personal advantage.
- g. Accepting gifts from vendors or potential vendors where there may be the appearance of or an actual conflict of interest.
- h. Intentionally disclosing confidential information including, but not limited to, unauthorized sharing of information concerning student academic or disciplinary records, health and medical information, assessment or testing results, or family income. Licensees shall comply with state and federal laws and local school board policies relating to the confidentiality of student records, unless disclosure is required or permitted by law.
- i. Refusing to participate in a professional inquiry when requested by the board.
- j. Aiding, assisting or abetting an unlicensed person in the completion of acts for which licensure is required.
- k. Failure to self-report to the Board, within 60 days any founded child abuse report, or any conviction for a criminal offense listed in 25.3(1)"b "(1) which requires revocation of the practitioner's license.
- l. Delegating tasks to unqualified personnel.
- m. Failing to comply with federal, state, and local laws applicable to the fulfillment of professional obligations.
- n. Allowing another person to use one's practitioner license for any purpose.
- o. Performing services beyond the authorized scope of practice for which the individual is licensed or prepared or performing services without holding a valid license.
- p. Falsifying, forging, or altering a license issued by the board.
- q. Failure of the practitioner holding a contract under Iowa Code section 279.13 to disclose to the school official responsible for determining assignments a teaching assignment for which the practitioner is not properly licensed.
- r. Failure of a school official responsible for assigning licensed practitioners holding contracts under Iowa Code 279.13 to adjust an assignment if the practitioner discloses to the official that the practitioner is not properly licensed for an assignment.

25.3 (7) Standard VII. *compliance with state law governing obligations to state or local governments, student loan obligations, child support obligations, and board orders*. Violation of this standard includes:

- a. Failing to comply with 282-Chapter 8 concerning payment of debts to state or local governments.
- b. Failing to comply with 282-Chapter 9 concerning repayment of student loans.
- c. Failing to comply with 282-Chapter 10 concerning child support obligations.
- d. Failing to comply with a board order.

25.3 (8) Standard VIII. *incompetence*. Violation of this standard includes, but is not limited to:

- a. Willfully or repeatedly departing from or failing to conform to the minimum standards of acceptable and prevailing educational practice in the state of Iowa.
  - b. Willfully or repeatedly failing to practice with reasonable skill and safety.
- These rules are intended to implement Iowa Code section 272.2(1) "a."

CHAPTER 26  
CODE OF RIGHTS AND RESPONSIBILITIES

282-26.1 (272) Purpose. The code of professional conduct and ethics in 282-Chapter 25\* defines unprofessional and unethical conduct justifying disciplinary sanction. The board acknowledges that the discharge of professional obligations should occur in recognition of certain fundamental rights and responsibilities. Accordingly, the board recognizes the following rights and responsibilities of all educators licensed under Iowa Code chapter 272 and agrees that the exercise of these rights and responsibilities may present mitigating facts and circumstances in the board's evaluation of allegations of unprofessional or unethical conduct.

282-26.2(272) Rights. Educators licensed under Iowa Code chapter 272 have the following rights:

- (1) The educator has a right to be licensed and endorsed under professional standards established and enforced by the board.
- (2) The educator has a right to refuse assignments for which the educator is not legally authorized, in terms of holding a valid Iowa license with the appropriate endorsement(s) or approval(s).
- (3) The educator has a right, subject to board and administrator authority, to exercise professional judgment in the evaluation, selection, and use of teaching methods and instructional materials appropriate to the needs, abilities, and background of each student.

282-26.3(272) Responsibilities. Educators licensed under Iowa Code chapter 272 have the following responsibilities:

1. The educator has a responsibility to maintain and improve the educator's professional competence.
2. The educator has a responsibility to accept only those assignments for which the educator is legally authorized.
3. The educator has a responsibility to provide conditions that are conducive to teaching and student learning.
4. The educator shall protect students from conditions harmful to learning or to health or safety.
5. The educator shall not, without just cause, restrain a student from independent action in the pursuit of learning and shall not, without just cause, deny a student access to varying points of view.
6. The educator shall not use professional relationships with students for private advantage.
7. The educator shall not discriminate against any student on the grounds of race, color, religion, age, sex, sexual orientation, gender identity, disability, marital status, or national origin.
8. The educator shall accord just and equitable treatment to all members of the profession.
9. The educator shall keep in confidence personally identifiable information regarding a student or the student's family members that has been obtained in the course of professional service, unless disclosure is required by law or is necessary for the personal safety of the student or others.
10. The educator who has reasonable basis to believe that a student has been abused, as defined by law, shall make all reports required by law and the Iowa Administrative Code and which are necessary to ensure the safety and well-being of the student.
11. In the administration of discipline, the educator shall treat all students with respect and in compliance with all policies of the school district served by the educator.
12. The educator shall provide accurate, truthful, and complete information to the board and to the local education system concerning all licensure transactions.
13. The educator shall not refuse to participate in a professional inquiry, when requested by the board.
14. The educator shall not require or direct another educator to violate any provisions of the code of professional conduct and ethics or any rights of a student, parent, educator or citizen.
15. The educator shall not delegate tasks to unqualified personnel. These rules are intended to implement Iowa Code section 272.2(1) "a."

### Compensation Schedule 2017-2018

<b>Custodian/Housekeeping</b>		
	Category Maintenance/Housekeeper	\$22.81
	Category 2 - Housekeeper	\$18.91
	Part-Time Housekeeper	\$17.18
	Groundskeeper	\$14.49
	Probationary (90 days)	\$1.00 Below Base
	Substitute Pay	\$11.00
	\$.05 longevity per 5 years of continuous employment	
<b>Nutrition Services</b>		
	Cook/Manager	\$16.45 per hour
	Cooks	\$15.69 per hour
	Probationary Cook	\$15.02 per hour
	Helper	\$14.54 per hour
	Probationary Helper	\$13.87 per hour
	Substitute Pay	\$10.10 per hour
	\$.05 longevity per 5 years of continuous employment	
<b>Transportation</b>		
	Regular Route	Activity Trips
0-5 years	\$74.47 per day	\$14.66 per hour
6-10 years	.30 per day	\$ .10 per hour
11-15 years	.60 per day	\$ .20 per hour
16-20 years	.90 per day	\$ .30 per hour
21-25 years	1.20 per day	\$ .40 per hour
26-30 years	1.50 per day	\$ .50 per hour
31-35 years	1.80 per day	\$ .60 per hour
36+ years	2.10 per day	\$ .70 per hour
Classes across Town	\$ 3.08 per trip	
Substitute Pay	\$74.47 per day	
<p>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 two per trip. Additional one hour pay for trips fifteen (15) hours or more.</p>		
<b>Secretaries</b>		
		Hired Prior to 7/1/09
	Probationary – 1 <sup>st</sup> 90 days	\$13.86
	Starting 91 <sup>st</sup> Day	\$14.42
	Substitute Pay	\$10.50
<b>Paraeducators</b>		
	Probationary – 1 <sup>st</sup> 90 days	\$12.06
	Starting 91 <sup>st</sup> Day	\$12.66
	Substitute Pay	\$10.00
<p>Spec Ed Paraeducators (\$.18 flat rate added to the base)</p> <p>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.</p>		
Secretary & Paraeducator: + .25 longevity per 5 years of continuous employment		

**Procedures and Expectations for using 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.
- 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.

## EXPECTATIONS OF 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 door is for emergencies only.
6. A bus rider will depart from the bus at the designated point unless written permission 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. I
0. 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.



## SUBSTANCE-FREE WORKPLACE

**Purpose:** To provide guidelines for the establishment of a substance-free workplace.

**Policy:** 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.

**Cross Reference:** Tobacco free Environment Policy 905.4

Code No.: 403.3E1

## SUBSTANCE-FREE WORKPLACE NOTICE TO EMPLOYEES

**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.

**WHISTLEBLOWER**

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 104.0EI, 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.

**Anti-Bullying Harassment Investigation Procedures Complaint Form (Board Policy 104.0E1)**

Date of complaint: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):  
\_\_\_\_\_  
\_\_\_\_\_

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?  
\_\_\_\_\_

Date and place of alleged incident(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names of any witnesses (if any):  
\_\_\_\_\_

**Anti-Bullying/Harassment Witness Disclosure Form (Board Policy 104.0E2)**

Name of Witness: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Name of Complainant (include whether the Complainant is a student or employee): \_\_\_\_\_  
 \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Nature of discrimination, harassment, or bullying alleged (check all that apply):**

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other- Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Description of incident witnessed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional information: \_\_\_\_\_  
 \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Acknowledgement Page

**Printed Name of Employee** \_\_\_\_\_

### **Acknowledgement of Staff Handbook**

I have read and acknowledge the contents of this Anamosa Community School District Employee Handbook for the 2017-2018 school year.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### **Procedures and Expectations for using School Vehicles**

I have read and acknowledge the Procedures and Expectations for using School Vehicles (9 Passenger and under).

Please make sure a current copy of your driver's license is on file in the District office.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### **Substance-Free Workplace**

I have read and understand the Substance-Free Workplace policy. 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.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### **Whistleblower Policy**

I have read and understand the Whistleblower policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

