

Greene County CSD Employee Handbook



2023-2024



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

OPENING STATEMENT

Welcome Letter

On behalf of the Administration and the Board of Education, I would like to welcome each of you to the 2023-2024 School Year for the Greene County Schools. At Greene County Schools, we are committed to work in collaborative teams to develop a guaranteed and viable curriculum for every grade level and content area and then monitor progress, through regular collaboration, toward every student mastering that curriculum. I wish everyone the best of luck during the 2023-2024 school year and challenge each one of you to live the Mission/Vision of the School District and provide the best educational opportunities for all of our students.

Definitions

- "The district" means the *Greene County CSD*.
- "Parent" also means "guardian" unless otherwise stated.
- An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.
- "School grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.
- "School facilities" includes school district buildings and vehicles.
- "School activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

School District Mission Statement and Strategic Priorities

Mission

The Greene County Community School District, in partnership with its communities, will promote lifelong learning through real-world experiences.

Strategic Priorities

Academic Excellence
Recruiting and Retaining Quality Staff
Resource Management
Community Relations

Our District

The Greene County Community School District serves families in Jefferson, Grand Junction, Scranton, Dana, Rippey, and Cooper, Iowa. Students in preschool through 12th grade attend one high school, one middle school, and one elementary school.

Educational Goals & Expected Outcomes

- All students will meet or exceed state proficiency standards in reading, writing, math, science, and social studies.
- Each student will meet or exceed expected growth targets on state assessments.
- All students will graduate and demonstrate the knowledge, skills, and attributes to successfully transition to post-secondary education or a career.

Greene County Community School District Strategic Priorities

The Greene County
in partnership with its
lifelong learners through



Community School District,
communities, will promote
real-world experiences.

Academic Excellence

All students show growth throughout their educational experience

Increase positive student perception of school

Prepare successful graduates beyond high school

Recruit and Retain Quality Staff

Maximize each staff member's potential with quality evaluation & feedback

Market the district to attract the best staff possible

Prioritize social-emotional learning for all staff

Resource Management

Ensure fiscal responsibility for the future

Provide safe, excellent facilities for all programs and activities

Ensure appropriate staffing to meet enrollment needs

Community Relations

Positive, consistent, and timely communication to all constituents

Promotion and clarity of the Career Academy at Greene County

Equal Opportunity Employment

The district will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. The district does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, sexual orientation and gender identity in its employment and personnel practices. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually. The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years. Advertisements and notices for vacancies within the district will contain the following statement: *"The 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, **Greene County CSD, 101 Ram Drive, Jefferson, IA 50129** or by phone at **515-386-4168**.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-800-669-4000 or TTY 1-800-669-6820, www.eeoc.gov/field/milwaukee/index.cfm or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, 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 central administrative office and the administrative office in each attendance center.

Equal Educational Opportunity and Compliance Officers (Ref: Policy No. 500; 603.4)

It is the policy of the Greene County Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Emily Gannon, At-Risk Liaison, **1901 North Grimmell Road** Jefferson, IA 50129, (515) 386-2188, gannone@greencountycsd.net.

Es la política del Distrito Escolar de la Comunidad del Condado de Greene no discriminar ilegalmente sobre la base de raza, color, origen nacional, sexo, discapacidad, religión, creencias, edad (para el empleo), estado civil (para programas), orientación sexual, identidad de género y la situación socioeconómica (por programas) en sus programas educativos y sus prácticas de empleo. Existe un procedimiento de quejas para procesar las quejas de discriminación. Si usted tiene preguntas o una queja relacionada con esta política, por favor comuníquese con el Coordinador de Equidad del distrito, Emily Gannon, 1901 North Grimmell, Jefferson, IA 50129, (515) 386-2188, gannone@greencountycsd.net

Approved School Calendar for 2023-2024

2023-2024 District Calendar - APPROVED 06.21.2023										
		July and August 2023					Student Days/Total		Important Dates	
Summary of Calendar: Days/Hrs in classroom:		M	T	W	Th	F				
Trimester 1	56/378	31	1	2	3	4				
Trimester 2	58/386	7	8	9	10	11				
Trimester 3	58/386	14	15	16	17	18			August 15th-22nd	PD and Teacher Work Days
TOTAL DAYS/HRS	1150	21	22	23	24	25	3	3	August 23rd	First Day of School; Begin Tri 1
Note: Each school day is equivalent to 7 hours, less 2 hours each Monday for early release PD		28	29	30	31		4	7		
CALENDAR LEGEND		September 2023								
PD/Teacher Work Day	School Vacation					1	1	8		
District Closed	District Closed	4	5	6	7	8	4	12	September 4th	Labor Day Holiday
Begin/End of Trimester	Begin/End of Trimester	11	12	13	14	15	5	17		
Last Day for Seniors	Last Day for Seniors	18	19	20	21	22	5	22		
Note: Parent-Teacher Conferences will be planned at building level.		25	26	27	28	29	5	27		
Additional days will be added at the end of the third trimester, as necessary, for make-up days.		October 2023								
All tentatively scheduled work and staff development days are subject to further review.		2	3	4	5	6	5	32		
All scheduled school days in Monday will be a 2-hour early dismissal for Teacher PD.		9	10	11	12	13	5	37		
Elementary: 1:30pm		16	17	18	19	20	5	42		
Middle School: 1:25pm		23	24	25	26	27	4	46	October 23rd	No School
High School: 1:40pm		30	31				2	48		
Additional Dates		November 2023								
April 20th - Prom	April 20th - Prom		1	2	3	3	51			
May 17th - Last Day for PK	May 17th - Last Day for PK	6	7	8	9	10	5	56	November 10th	End Trimester 1
May 19th - Graduation	May 19th - Graduation	13	14	15	16	17	5	61	November 13th	Begin Trimester 2
There will be no early release Monday PD on Monday, August 28th or Monday, September 11th for the High School.		20	21	22	23	24	0	61	November 20-21	Teacher Professional Development
		27	28	29	30		4	65	November 22-24	Thanksgiving Vacation
		December 2023								
						1	1	66	November 23-24	District Closed
		4	5	6	7	8	5	71		
		11	12	13	14	15	5	76		
		18	19	20	21	22	5	81		
		25	26	27	28	29	0	81	December 25 - January 3 - Winter Vacation	
		January 2024								
		1	2	3	4	5	0	81	January 4th-5th	Teacher Professional Development
		8	9	10	11	12	5	86		
		15	16	17	18	19	4	90	January 15th	No School
		22	23	24	25	26	5	95		
		29	30	31			3	98		
		February 2024								
					1	2	2	100		
		5	6	7	8	9	5	105		
		12	13	14	15	16	5	110	February 19th	No School
		19	20	21	22	23	4	114	February 23rd	End Trimester 2
		26	27	28	29		4	118	February 26th	Begin Trimester 3
		March 2024								
						1	1	119		
		4	5	6	7	8	5	124		
		11	12	13	14	15	0	124	March 11th-15th	No School, Spring Break
		18	19	20	21	22	4	128	March 18th	Teacher Professional Development
		25	26	27	28	29	5	133		
		April 2024								
		1	2	3	4	5	5	138		
		8	9	10	11	12	4	142	April 8th	No School
		15	16	17	18	19	5	147		
		22	23	24	25	26	5	152		
		29	30				2	154		
		May 2024								
				1	2	3	3	157		
		6	7	8	9	10	5	162		
		13	14	15	16	17	5	167	May 16th	Last Day for Seniors
		20	21	22	23	24	5	172	May 24th	Last Day of School, End Trimester 3
		27	28	29	30	31			May 27th	Memorial Day, District Closed

*** Any make-up dates for snow days will be added to the end of the calendar and will include a combination of building and district-wide Professional Development and work time in classrooms for all staff members.

Board Policies

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available on line at <http://www2.gccsd.k12.ia.us/board/policies/>. Employees are expected to know existing board policies and know to refer to the policies when necessary. If you have questions about board policies, please contact **Brett Abbotts, Superintendent at 515-386-4168**.

Handbook Subject to Change

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

Board of Education

President, Bonnie Silbaugh

Vice President, Cindi Daubendiek

Member, Steve Fisher

Member, John McConnell

Member, Michelle Fields

Superintendent, Brett Abbotts

School Business Manager and Board Secretary, Laura Marshall

School Day

The following table identifies student start and end times:

Building	Start Time	End Time
Greene County Elementary	8:15am	3:30pm
Greene County Middle School	8:15am	3:35pm
Greene County High School	8:15am	3:40pm

Work Day

Work Day procedures ensure students will begin and end their day at a consistent time. Supervisors determine work days and hours based on individual needs of the building or department. Employee hours will be published in the building level handbooks at the beginning of each school year. Full time teachers are scheduled to work for 8 hours per day:

Building	Start Time	End Time
Greene County Elementary	7:45am	3:45pm
Greene County Middle School	7:45am	3:45pm
Greene County High School	7:45am	3:45pm

The following are district-wide expectations:

- All employees arrive in a timely manner ensuring proper preparation for the school day,
- Teachers may leave when student supervision responsibilities have been completed
- Teachers work with students needing additional help, meet with parents, and participate in IEP meetings for SPED students.

These may need to occur outside the hours of the school day.

COMPENSATION AND BENEFITS
2023-2024 Salary Schedule - Approved 03.08.2023

Base	\$33,888		TSS*	\$6,200	*estimated			
	BA	BA +15	BA +30	MA	MA +15	MA +30		
0	\$40,088	\$41,444	\$42,799	\$44,155	\$45,510	\$46,866	\$1,356	step/lane
1	\$41,444	\$42,799	\$44,155	\$45,510	\$46,866	\$48,221	\$25.48	hourly
2	\$42,799	\$44,155	\$45,510	\$46,866	\$48,221	\$49,577		
3	\$44,155	\$45,510	\$46,866	\$48,221	\$49,577	\$50,932		
4	\$45,510	\$46,866	\$48,221	\$49,577	\$50,932	\$52,288		
5	\$46,866	\$48,221	\$49,577	\$50,932	\$52,288	\$53,643		
6	\$48,221	\$49,577	\$50,932	\$52,288	\$53,643	\$54,999		
7	\$49,577	\$50,932	\$52,288	\$53,643	\$54,999	\$56,354		
8	\$50,932	\$52,288	\$53,643	\$54,999	\$56,354	\$57,710		
9	\$52,288	\$53,643	\$54,999	\$56,354	\$57,710	\$59,065		
10	\$53,643	\$54,999	\$56,354	\$57,710	\$59,065	\$60,421		
11	\$54,999	\$56,354	\$57,710	\$59,065	\$60,421	\$61,776		
12	\$56,354	\$57,710	\$59,065	\$60,421	\$61,776	\$63,132		
13	\$57,710	\$59,065	\$60,421	\$61,776	\$63,132	\$64,487		
14		\$60,421	\$61,776	\$63,132	\$64,487	\$65,843		
15			\$63,132	\$64,487	\$65,843	\$67,198		
16				\$65,843	\$67,198	\$68,554		
17					\$68,554	\$69,909		
18						\$71,265		
Longevity = 3.5% of base			\$1,186	\$1,186	\$1,186	\$1,186		
final step with longevity			\$64,318	\$67,029	\$69,740	\$72,451		

*TSS Formula : TSS \$ received from state - employer share of FICA&IPERS / FTE = TSS \$ for each lane and step

*(if the FTE would increase significantly prior to the September 20, 2023 payroll, this amount could decrease)

Compensation and Licensure

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

Compensation for Extra Duty

Extracurricular activities

The value of one unit for extra-curricular activities will be .018 of the base (less TSS money).

EXTRA CURRICULAR ACTIVITIES

Salaries for activities will be based upon units. For the 2023-2024 school year, each unit is worth .018 of the base (\$33,888) and equals \$609.98.

I.	Football, Basketball, Baseball, Softball, and Wrestling	
	Senior High Head Coach	12
	Senior High Assistant Coach	8
	Ninth Grade Football Coach	8
	Ninth Grade Basketball Coach	8
	Other Ninth Grade Coaches	6.5
	Middle School Head Coach	6
	Middle School Assistant Coach	4
II.	Track, Volleyball	
	Senior High Head Coach	10
	Senior High Assistant Coach	7
	Middle School Head Coach	6
	Middle School Assistant Coach	4
III.	Cross Country	
	Senior High Head Coach	10
	Middle School Head Coach	5
	Assistant to Both	4
IV.	Golf	
	Senior High Head Coach	6
	Assistant Shared B/G Golf Coach	4
V.	Strength and Conditioning	16

VI.	E-Sports (Divided)	12
VII.	Soccer	
	HS Head Coach	6
	HS Asst Coach	4
VIII.	Bowling	— *
IX.	Other Activities	
	High School Drama (per production)	5.0
	Speech	8.0
	Assistant Speech	4.0
	Yearbook	6.0
	Quill	4.0
	Student Council	6.0
	Prom - Junior Class Sponsor	4.5

If any persons receiving partial points cease to serve in such capacity, the fractional points shall revert to the head sponsor.

Color Guard	5.0
Head Cheer Coach	10.0
Assistant Cheer Coach	7.0
High School Pep Club	1.5
High School Vocal (includes annual productions)	10.5**
High School Instrumental	12.0
Middle School Vocal	6.0
Middle School Instrumental	6.0
Assistant HS/MS Music	6.0
Middle School Drama	3.0
National Honor Society	1.0
Lead Teacher - Technology	3.0
Scorer and Time-keeper (Varsity Basketball & Volleyball)	\$20.00 per event
Bus Chaperone	\$30.00
	per event if trip is less than 60 miles one way
	\$40.00
	per event if trip is more than 60 miles one way

The inclusion of a specifically enumerated extra-curricular activity job assignment does not require the Board to hire personnel to fill those extra-curricular job assignments or fill these positions with members of the bargaining unit. The Board shall attempt to fill other additional

duty assignments with volunteers but retains the right to make such extra-duty assignments it deems necessary.

Employees will no longer be paid to take/sell tickets. Employees will be required to take/sell tickets at two events.

* Newly added program and the stipend will not be paid for the calendar year

** Annual production (musical or drama) that requires vocal

Payroll

No employee will be paid until all required forms are properly completed and on file with the School Business Manager. These forms include: Form W-4, I9 Employment Eligibility Verification Form, Direct Deposit Form and if applicable various benefits enrollment forms.

Credit for Previous Experience

The Board, in the initial hiring of an employee, at its discretion, may allow credit for previous teaching experience.

Employee Assistance Program (EAP)

The EAP is a confidential service offered through The Hartford Insurance Group that provides services such as confidential support, counseling, referrals, and resources for issues that impact your life. An information flier, along with contact information, can be located [by clicking on this link](#). Further questions or inquiries can be submitted directly to the **Superintendent of Schools, Brett Abbotts**.

Longevity Pay

After an employee is on the maximum step of the BA30, MA, MA15 or MA30 lane for one year, the employee shall receive a cumulative annual longevity pay increase of 3.5% of the BA base in addition to the maximum step amount of the respective lane.

Covering for Absent Teachers

In those cases where regular substitutes are not available, and an employee voluntarily assumes the responsibility of any extra class(es), the employee in charge shall be remunerated at the rate of \$30.00 per hour. Frontline Absence Management will be used as “sub by period” pay. Employees will be compensated for a maximum of one instructional period per day.

Deviation from Schedule

The Board may deviate upwards from this schedule if it is necessary to fill a teaching position or to hire a well-qualified person for a position; if such action is taken, the Board will notify the Association President in writing and will include reasons for its action.

Required Extra Training

Any additional training sessions, not conducted within the normal school day nor contract year, at which attendance is required by the Board, shall be paid at the rate of 1/190th of the employee's current salary for each day of training. A day of training shall consist of 7 working hours. For any training days less than 7 hours, the daily rate shall be proportionately reduced to the number of hours of mandatory attendance.

Sick Days (Unused)

Teachers that have reached the age of 55 before June 30 of the current year and have completed a total of 10 years of service with the Greene County CSD are eligible upon retirement to be paid for their unused sick leave up to a maximum of 90 days. They will be paid for these days at the current substitute teacher pay rate. This benefit will be paid as cash on January 20th following the last school year of employment. Employees must notify the business office in writing effective the last date of February of the current school year.

Continued Education Credit/Increases for Additional Training

A teacher who is entitled to an increase in salary by reason of additional training shall be issued an amended contract for said increase if intent to move on the salary schedule is submitted to the superintendent's office prior to March 1 and written evidence of such training is presented to the superintendent's office prior to September 1.

Teachers may only count credits one time and are limited to moving one lane per year, with the exception of earning a Masters and moving to the MA lane. Credits used to move beyond the Masters Lane (MA) to MA+15 and/or MA+30 must be graduate level courses and earned after receiving a conferred Masters.

Group Insurance Benefits

A. Hospital-Surgical-Major Medical Insurance

1. For each full-time employee (75% or higher), the Board shall contribute \$694.15 towards the employee's single rate premium per month toward the purchase of hospital-surgical-major medical insurance. Employees shall be given their choice of either copay select 2500, BlueChoice 2500, BlueChoice 5000 or HSHP 5000. All aforementioned plans will include a prescription drug benefit. Employees will also be provided single dental coverage and single vision coverage.

For those who elect a plan less expensive than \$694.15, the difference in monthly premium shall be applied, at the employee's request, to the monthly dependent insurance contribution, or may be used to offset the cost of monthly dependent vision and/or dental insurance. For someone selecting the HSHP Plan, \$79 will be applied to a Health Savings Account (HSA).

No such contribution will be required for any employee who declines in writing to be covered by the insurance provided the employee shows proof of coverage on a spouse's group health plan. In the event an employee declines in writing to be covered by such insurance (and has proof of spouse's group health coverage), the Board shall contribute an amount equal to the 2008-2009 Insurance Rate (minus FICA) in non-IPERS Covered Salary (\$346.50) This is only available for staff hired prior to the 2009-2010 that are already receiving payment in lieu of insurance and continue to waive with proof of insurance as previously stated.

The Board shall determine the insurance carrier for the insurance coverage.

2. Employees electing to take family medical insurance may Authorize a Pre-Tax Deduction. The Pre-Tax Deduction reduces the employee's salary by the employee contribution amount necessary to cover the family medical insurance premium.

B. Long Term Disability Insurance

The Board shall contribute for each full-time employee 100% of the employee's premium per month toward the purchase of long-term disability insurance. The Board shall determine the insurance carrier for such coverage.

C. Life Insurance

The Board shall contribute for each full-time employee 100% of the employee's premium per month toward the purchase of a \$20,000 group term life insurance policy. The Board shall determine the insurance carrier for such coverage.

Iowa Public Employees' Retirement System

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

Travel Compensation – Inside the District

Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at **30** cents per mile.

Employees who are allowed an in-school district travel allowance will have the amount of the allowance actually received during each calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code.

Travel Compensation – Outside the District

Employees traveling on behalf of the district and performing approved school district business may be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses may include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

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

Reimbursement for actual and necessary expenses may be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, indicating the date, purpose, and nature of the expense for each claim item. Failure to have a detailed receipt will make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip are reimbursed by the employee to the school district no later than **10** working days following the date of the expense.

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

EMPLOYEE RELATIONS

Background Checks

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

Conflict of Interest

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

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

Since employees have access to information and a captive audience that could present a conflict of interest, employees may only solicit other employees or students for personal or financial gain with the prior, advance approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by

the superintendent. Further, the superintendent may, upon five days' notice, require the employee to cease approved solicitations as a condition of continued employment.

Employee Assignments

Employees will be tentatively advised prior to the end of the school year, on the basis of information available, of their assignment for the next school year. Returning employees shall be advised in writing prior to the last individual contractual day of the school year of their general assignment. New employees shall be advised in writing at least two (2) weeks prior to the start of the school year of their general assignment. The giving of notice as herein provided shall not be construed in any way as a guarantee of employment and shall not preclude the reassignment of employees.

Employee Orientation

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

Employee Records

The district will maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements

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

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

Employee Searches

Employees should have no expectation of privacy in their classrooms, desks, computers or other school district provided space or equipment. The school district may look into these items when needed. Anything on the school district's computers, server, website, etc. and in school district files, etc. are considered a public record and open to public inspection. If the school district conducts an examination or inspection under the terms of this policy, there will be at least

two individuals present at the time of the examination or inspection. Should the school district get a request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to employees.

Employee Transfers

Assignments will be made by the Superintendent or designee and will be based on the needs of the District and the qualifications of staff members. Personnel will be assigned without regard to race, religion, creed, color, gender, marital status, citizenship, geographic location, socioeconomic status, national origin, ancestry, age, physical or mental disability, sexual orientation, gender identity or any other legally protected trait or characteristic.

The District reserves the right to fill vacancies with employees through voluntary or involuntary transfers.

VACANCIES shall be posted online for a minimum of three (3) business days. When filling a vacancy, the District will consider the applicant's education, experience, previous evaluation, and years in the District. Final selection of the qualified candidate will be at the discretion of the District.

VOLUNTARY/INTERNAL TRANSFERS are when employees choose to apply for an open position. Employees must submit an application via the requested format (email to building principal or via Teach Iowa) to apply for a vacant position. Employees must be in their current position for a minimum of twelve (12) months and have the correct licensure or the ability to obtain the correct licensure before they are eligible to apply for a new position. If an employee has been in his or her position for less than twelve (12) months, an exception can be made by the **Superintendent** after meeting with the employee and current supervisor. Certified-licensed employees cannot apply for a voluntary transfer for the subsequent year after May 1st of the current year. The Employee's attendance, personnel file, and previous or current performance will also be considered. All internal applicants will be considered for open positions within and across the district, however, this does not guarantee that the applicant will be guaranteed the position. The **Building Principal** with the vacant position will notify the **Superintendent** and the other **Building Principal**, if an employee is moving from one building to another, of the acceptance or denial of the transfer request and the **Superintendent** will notify employees of the acceptance or denial of their transfer request. Employees voluntarily transferring within the district, not staying in their originally assigned school, will not be required to resign from their position, however, they will be notified, in writing, of a position and pay rate change, and a new position start/end date.

INVOLUNTARY TRANSFERS of employees may be made by the District when transfers are necessary for the efficient operation of the District.

(a) The decision to make an involuntary transfer shall rest in the judgment of the **Superintendent** or his/her designee based upon the needs of the District. As soon as practicable, employees will be given written notice that an involuntary transfer is being made.

(b) After a decision has been made to involuntarily transfer an employee at a school or in a department to eliminate a position, volunteers will be solicited. If an employee volunteers for such transfer, said employee will be the one transferred provided that this does not conflict with

instructional requirements. No such offer to accept an involuntary transfer will be denied arbitrarily, capriciously, or without basis in fact.

(c) If an involuntary transfer cannot be handled through the volunteer process outlined in (b) then the following criteria will be applied, with equal weight, to determine the involuntary transfer:

1. Seniority as determined by reviewing date/time employment with the **School Business Manager, Laura Marshall**, and
2. License and endorsement considerations and/or restrictions.

Then, the employee to be involuntarily transferred will be notified in writing, a meeting will be held with the employee, the building principal or immediate supervisor and/or the **Superintendent**.

(d) A list of known vacancies will be made available to employees being involuntarily transferred, and such employees may apply for a transfer to any of these known vacancies.

(e) Employees who have been involuntarily transferred may apply to transfer to their former position and/or building if such opening occurs as is the present practice.

PARAEDUCATORS are allocated to individual students or classrooms, not a specific school. The allocation is determined by student enrollment and district need.

Evaluation Process and Cycles

Evaluation of employees on their skills, abilities and competences is an ongoing process supervised by the building principals and conducted by approved evaluators, if required by law. Building principals will be following the [Professional Growth System for Certified Educators](#) to meet the evaluation needs of their certified staff members. The goal of the formal evaluation process is to improve the education program, to maintain employees who meet or exceed the board's standards of performance, to clarify the employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board and to develop a working relationship between the administrators and other employees.

*Within **two** weeks after the beginning of each school year, the principal or immediate supervisor shall acquaint each employee under their supervision with the evaluation procedures, criteria and instruments used in evaluation. The evaluation orientation ensures employees have an understanding of the evaluation system. No formal evaluation shall take place until the evaluation orientation is completed.*

*There shall be a minimum of **one** formal evaluation. Every employee shall receive **notice** of the approximate date their evaluation is to take place. A pre-conference will also be held. All other formal evaluations shall be conducted with knowledge of the employee.*

*The formal evaluation shall be in writing. The employee shall meet with the principal or immediate supervisor within **five** days following the formal evaluation. The principal or immediate supervisor will review the evaluation with the employee. The employee shall sign the evaluation. The signature will indicate that the principal or immediate supervisor has discussed the results with the employee but does not necessarily imply the employee is in agreement with the evaluation results.*

An employee that feels the evaluation is unfair, unjust or inaccurate may request a second evaluation by a second evaluator or begin the handbook complaint process. If a second

evaluator is requested the teacher and principal will agree on a second evaluator. If agreement cannot be reached, the superintendent will make that decision. Failure to request a second evaluation or submit a complaint shall indicate agreement with the evaluation. The evaluation results shall be placed in the employee's personnel file. Teachers that meet or exceed district expectations will be placed on a three year evaluation cycle.

If the principal or immediate supervisor determines that the employee's performance is not meeting expectations as prescribed by board policy, district procedures or law, the principal or immediate supervisor shall recommend to the superintendent that the employee participate in an intensive assistance plan; which can be split into two tiers (see below). If an employee has gone through an intensive assistance plan and failed to meet the established criteria, the district may begin the termination process.

EVALUATION STEPS

- 1) **Pre-conference:** A face-to-face Pre-conference will be held a minimum of one day prior to the observation.
- 2) **Observation:** An observation of one class period will take place.
- 3) **Post-conference:** A face-to-face Post-conference will be held within five working days of the observation (this can be extended with mutual agreement).
- 4) **Summative Evaluation Conference:** A face-to-face Summative Evaluation Conference will take place prior to March 30th. The Summative Evaluation Conference may take place at the same time as the Post-conference following the class observation. The Summative Evaluation Conference will include the following:
 - a. Walk-Through Data from throughout the school year
 - a. Individual Professional Development Plan
 - b. Review of the Framework of Teaching Rubric

EVALUATION CYCLE is determined for teachers who fall into one of the following categories:

- 1) **New Teacher to Greene County CSD, Year 1**
 - a) Two (2) evaluations during the school year
 - i) One completed before November 1 and one completed before February 1
 - b) Participate in three (3) informal teacher observations and walkthroughs
 - c) Completed Individual Professional Development Plan
- 2) **New Teacher to Greene County CSD, Year 2**
 - a) Two (2) evaluations during the school year
 - i) One completed before November 1 and one completed before February 1
 - b) Participate in three (3) informal teacher observations and walkthroughs
 - c) Completed Individual Professional Development Plan
 - d) Successful completion will move teacher to Option #5, **Career Teacher with Greene County CSD** and recommendation made to the BOEE for Full Licensure
 - i) Unsuccessful completion of Evaluations or if documented concerns exist, consider Option #3
- 3) **New Teacher to Greene County CSD, Year 3**
 - a) Two (2) evaluations during the school year
 - i) One completed before November 1 and one completed before February 2
 - b) Participate in three (3) informal teacher observations and walkthroughs
 - c) Completed Individual Professional Development Plan
 - d) Successful completion will move teacher to Option #5, **Career Teacher with Greene County CSD** and recommendation made to the BOEE for Full Licensure

- i) Unsuccessful completion will result in non-renewal of contract with Greene County CSD and no recommendation made to the BOEE for Full Licensure
- 4) Career Educator New to Greene County CSD**
 - a) One (1) Formal Evaluation during first school year with the district; moves to Option #5, **Career Educator with Greene County CSD** upon successful completion of evaluation
 - i) Unsuccessful completion will result in consideration of non-renewal of contract with Greene County CSD
 - b) Participate in three (3) informal teacher observations and walkthroughs
 - c) Completed Individual Professional Development Plan
- 5) Career Educator with Greene County CSD**
 - a) Participate in three (3) informal teacher observations and walkthroughs
 - b) Completed Individual Professional Development Plan

INTENSIVE ASSISTANCE PLANS

The purpose of the Intensive Assistance Plan is to provide organizational support and assistance to career teachers who are not meeting the Iowa Teaching Standards and Criteria. The existence of this plan makes it possible to focus on professional growth rather than remediation. In designing Tier 3, local districts should continue to focus on quality assurance, with support that is expected to characterize the beginning teacher and the individual professional development plan. The Intensive Assistance Plan demonstrates the district's commitment to quality teaching by providing a structured and supported system of assistance to ensure that every career teacher is meeting the Iowa Teaching Standards and Criteria. The decision regarding implementation of Tier 3 should be collaborative; however, it may be directive.

The Intensive Assistance Plan is further defined within Iowa Code section 284.8 and further explained in Iowa Administrative Rule 83.5(3). Specifically, if a supervisor or evaluator determines that a teacher's performance is not meeting the district expectations, the teacher will participate in an intensive assistance program. Once the teacher completes the intensive assistance plan, the evaluator reevaluates the teacher's performance and evidence and makes the determination if the teacher successfully completed the program. If the teacher was not successful, the local school board may immediately terminate the teacher's contract, terminate the contract at the end of the school year, or continue the contract for no more than one year. If a teacher has previously participated in an Intensive Assistance Plan related to the Iowa Teaching Standards and Criteria, he or she may not participate in another intensive assistance program related to the same standards or criteria. The program and its implementation are not subject to negotiation or grievance procedures. A Tier 3 plan may begin at any time. Given the nature of the plan, confidentiality is expected by all parties.

TIER 3 DEFINES TWO PHASES - AWARENESS AND ASSISTANCE

AWARENESS PHASE In the awareness phase, the evaluator identifies a problem relating to the Iowa Teaching Standards that is characteristic of a teacher's performance rather than anomaly. The evaluator needs to contact the teacher in writing, identifies the specific Iowa Teaching Standard(s) of concern, collaboratively develops a plan to resolve the problem, and schedules periodic meetings (not to exceed three months) with the teacher to discuss progress and potential barriers related to the plan. While the teacher and evaluator attempt to resolve the problem, the teacher remains in Tier 2 and works on the Individual Professional Development

Plan. At the conclusion of the plan, the evaluator will review the progress and evidence to make one of the following recommendations:

- The problem is resolved and the teacher is removed from the Awareness Phase and continues to work within Tier 2.
- If the issue is not resolved, the teacher is notified in writing and placed into the Assistance Phase. Placement in the Assistance Phase suggests that activities regarding the Individual Professional Development Plan would be suspended at the recommendation of the evaluator.

ASSISTANCE PHASE After the final meeting of the Awareness Phase and determination is made to move to the Assistance Phase, a letter is sent to the teacher to formally notify him/her of placement. A copy of the letter is forwarded to the Superintendent and placed in the teacher's personnel file. A teacher may request assistance for the local teacher association. A meeting is held between the teacher and evaluator to develop an Assistance Plan that includes a problem statement related to one or more of the Iowa Teaching Standards and a specific growth promoting goals that are measurable, action-oriented, realistic, and time-bound. A plan needs to identify and apply strategies needed to achieve the goals, establishes reasonable timelines for strategic actions, and aligns specific criteria for evaluating the successful completion of the plan.

A team of professionals, who have the knowledge and skills to assist the teacher in improving his/her performance, may be identified. The team may contribute to the development of the Assistance Plan, but they may not identify the standards by which the teacher is placed on intensive assistance or conduct the summative evaluation of the teacher. The designated and trained evaluator are responsible for conducting those actions.

At the end of the Assistance Plan's timeframe, one of three recommendations are made by the evaluator at the conclusion of the summative evaluation:

- The problem is resolved. The teacher is removed from the Assistance Phase and returns to Tier II and the activities regarding the Individual Professional Development Plan.
- Progress is noted and work continues in the Assistance Phase. The timeline is extended but may not exceed twelve months according to Iowa law.
- No progress is noted to resolve the problem. Actions are taken by the evaluator and the district to move towards a recommendation for non-renewal of the contract or immediate termination.

Handbook Complaints

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

Step One

*Within **ten school** days after the alleged misinterpretation or misapplication of the handbook, an employee with a complaint shall privately discuss the complaint with their immediate supervisor and attempt to find a resolution. The immediate supervisor will respond within **five** school days.*

Step Two

*If the complaint is not resolved at Step One, the employee alleging the complaint may submit a formal complaint with the immediate supervisor. The formal complaint must be submitted to the immediate supervisor within **ten** school days after the receipt of the immediate supervisor's Level One response. The formal complaint must contain a clear and concise statement of the alleged misinterpretation or misapplication of the handbook, including the facts upon which the complaint is based, the issues involved, the provisions of the handbook involved, the claimed basis for the alleged misinterpretation or misapplication and the resolution that is sought. The immediate supervisor will provide a written answer to the formal complaint within **ten** school days.*

Step Three

*If the complaint is not resolved at Step Two, the employee alleging the complaint shall submit the formal complaint to the superintendent within **five school** days. The superintendent will meet with the aggrieved individual within ten school days of receiving the written grievance. The superintendent will provide a written answer to the formal complaint within **ten school days of the meeting**. The superintendent's decision will be final.*

Step Four

A complaint directly related to the Master Contract may be taken to step four if the aggrieved is not satisfied with the decision of the superintendent. Within five days of receiving the superintendent's decision the employee shall submit in writing a request for arbitration. The agreed upon arbitrator will be the Prairie Lakes AEA Chief Administrator. The decision of the Chief Administrator will be final.

Mandatory Cooperation in Workplace Investigations

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

Mandatory Reporting of Post-Employment Arrests and Convictions

Any employee who is arrested or convicted of any criminal charges shall report such information to **Brett Abbotts, Superintendent** within **48 hours**. Failure to do so shall incur discipline, up to and including termination.

Nepotism

More than one family member may be an employee of the school district. It is within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district subject to the approval of the board. The employment of more than one individual in a family is on the basis of their qualifications, credentials and records. [Board Policy 401.12](#)

Probationary Status

The first three years of a newly licensed employee's contract is a probationary period unless the employee has already successfully completed the three-year probationary period in an Iowa school district. Newly licensed employees who have successfully completed a probationary period in a previous Iowa school district will serve a two year probationary period.

Public Complaints about an Employee

The board recognizes situations may arise in the operation of the school district which are of concern to parents, employees, students and other members of the school district community. Public complaints about an employee shall be addressed as detailed in [board policy 402.5](#)

Qualifications, Recruitment and Selections

Job applicants for all positions will be considered on the basis of the following: training, experience, and skill; nature of the occupation; demonstrated competence; and possession of, or ability to obtain, state license if required for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on TeachIowa, www.teachiowa.gov/, the online state job posting system. Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board will employ employees after receiving recommendations from the superintendent. The superintendent, however, will have the authority to hire an employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

The board may employ temporary teachers for a period up to six months and temporary administrators up to nine months. Temporary employees will be employed to fill a vacancy created by a leave of absence or unexpected termination of a licensed employee.

Release of Credit Information

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

Reduction in Force

Reduction of Greene County CSD certified staff will be made using a point system using the following criteria:

Experience:

(Experience will be calculated by allocating two points for every three years of teaching.

12

1-3 years = 2, 16-18+ = 12)

Education: 12
(Training will be calculated by allocating two points for each lane on the salary schedule. BA = 2, MA 30 = 12)

Endorsements: 12
1 point per grade level PK-6. 1 point per subject grades 7 and 8. And 1 point for every 3 trimesters of classes they can teach from the current years' course offerings for 9-12.

Evaluation: 32
(Evaluation will be calculated through the use of an evaluation instrument and the eight teaching standards. Each standard will be evaluated on a four point rubric.
4 – Distinguished (Meets Standard)
3 – Proficient (Meets Standard)
2 – Basic (Meets Standard)
1 – Unsatisfactory (Does Not Meet Standard)

Total Points Possible: 68

Based on certified enrollment and the overall budget, the Superintendent in conjunction with the School Board will determine if budget cuts and in turn teacher reductions will be necessary. This decision will be made as soon after the certified enrollment date as possible. In addition, the Superintendent and School Board will make a decision concerning the area the potential teacher reduction may occur. At that point in time, the building Principal or Principals which include the affected teachers will calculate points for each teacher in the three categories of Experience, Education, and Endorsements. All teachers within seven points of the lowest point total will be potential candidates for reduction. All teachers falling into that category will be evaluated by the building Principal whether they were originally scheduled on the evaluation cycle or not. A second evaluation will take place if the teachers that may be reduced are from two different buildings.

Each individual's evaluations and the point total based on Summative Evaluations on the district's teacher evaluation form shall be reviewed with him/her prior to the determination of the "lowest rated employee". The employee with the lowest point total will be terminated. If two employees have the same point total, the employee with the least seniority will be terminated. If reducing the person with the lowest point total would result in the district being unable to offer any mandated classes and elective classes set as a priority by the board, that person will not be reduced and the person with the next lowest point total will be reduced provided all positions can be filled. For the purposes of this policy teachers will be grouped PK-6 and 7-12.

Recall

1. Each employee terminated for reasons of staff reduction or realignment shall be offered any opening for which he/she is qualified and certified that occurs in the category within two (2) years from June 30 of the year of termination, in the inverse order of termination.

2. Such employee(s) shall be reinstated into the salary schedule as if no interruption had occurred, and sick leave previously accrued shall be reinstated.

DISTRICT PROCEDURES AND GUIDELINES

Business Office Procedures

Purchasing Process:

Before an item is purchased/ordered, a requisition should be completed and approved. Contact **Laura Marshall, School Business Official**, for access to requisition form and clarification on process. Staff members would complete the requisition with the best information available. Attaching information from a website or the order form from a catalog could be helpful. The requisition should be turned into the appropriate administrative office. Once approved by an administrator, the requisition may become a Purchase Order for the vendor. Administrative support staff is then able to order from the requisition and use their PO numbering system. The office staff should code the req/po and retain it until items are received. When the item(s) arrives, the package should be opened (preferably by the office staff) and checked that the packing slip agrees with the items received. The **packing slip** should be **signed, dated and attached** to the Requisition/Purchase Order and delivered to the Business Office. When the invoice comes, the Business Office will be able to match up the invoice with the Req/PO and the packing slip and the invoice will be paid at the next board meeting.

Local Purchases:

A requisition should be authorized by an administrator before anyone goes to a local vendor to purchase an item. A copy of the ticket or cash register receipt should be promptly attached to the approved requisition and sent to the business office.

Reimbursements:

A request for payment form may be used for reimbursements of supplies, mileage, etc. personally purchased. Itemized receipts should be attached to the form before submitting to the office for approval. The person that is to be reimbursed should be listed under "vendor".

Why?

This process should eliminate unauthorized purchases and should keep the payment process flowing. The buildings won't have an abundance of bills to write up for payment just prior to board meetings and the business office won't have to send copies of invoices out to the building and then have to wait for the paperwork to come back.

District Credit Card Use

1. Fill out a requisition to request.
2. Go to the business office and "check out" the credit card.
3. When the credit card is used, you must keep a copy of each receipt. This must be a detailed receipt of what was purchased – NOT just the receipt they give you with a total. Alcohol purchases are not allowed.
 - a. If inappropriate purchases are made, you will be held personally responsible for these purchases.
 - b. Refer to Board Policy 705.5 for further guidance on appropriate use of public funds.

Child Labor

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

Copyright

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

Discipline

Employee violations of board policy and work rules may result in discipline, up to and including termination. Employees whose employment is terminated will be given the appropriate level of due process as required by law. The District uses progressive discipline procedures to prevent undesirable employee behavioral issues. In most cases, the District will follow the steps below. However, the District may combine or skip steps depending on the facts of each situation and the nature of the offense.

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

Step Two:

Part A – Letter of Reprimand: If the issue in Step One is not corrected, the employee and the principal or immediate supervisor shall meet to review the existing behavioral issue and any additional incidents. The principal or immediate supervisor shall outline the consequences for failing to meet conduct expectations to the employee.

Part B – Corrective Action: Employees in Step Two: Part A, above, shall be placed in an intensive assistance plan which outlines specific behaviors, actions, or milestones which must be completed in the established timeline to continue employment in the District. The principal or immediate supervisor shall document the Step Two meetings and give a copy of the documentation to the employee. Prior to placing an employee on Step Two, consult with the Superintendent. The original copy shall be placed in the employee’s personnel file.

Step Three – Recommendation for Termination of Employment

If the issue in Step Two is not corrected, the employee may be subject to the termination procedures as outlined in Iowa Code and in board policy. The principal or immediate supervisor

will discuss the appropriate action with the Superintendent. Termination from employment will result in a termination of the employee's seniority.

Pursuant to Iowa Code sections 22.7 and 22.15, certain personnel information is public record, including but not limited to: employee's name, compensation, benefits, dates of employment, positions held, educational history, and employment history. Also, the fact that an employee resigns after a recommendation of termination has been made to the Board of Education, is discharged, or is demoted as the result of a disciplinary action, and the documented reasons and rationale for the above are public record.

Following are examples of offenses and disciplinary solutions that can be administered and should not be considered a complete listing:

Offenses that can result in disciplinary action include but are not limited to the following:

- Uncivil conduct
- Tardiness
- Unauthorized or excessive absence from the employee's job assignment
- Failure to maintain satisfactory and harmonious working relationships with the public or other employees
- Foul and abusive language
- Inefficiency, incompetence, or negligence in the performance of duties
- Careless, negligent, or improper use of property
- Unauthorized or improper use of any type of leave
- Unauthorized use of District equipment
- Failure to report to work without notification for a period of one or two days
- Sleeping on the job
- Failure to fully cooperate or provide truthful information in a District investigation

Offenses that may result in immediate discharge:

- Fighting
- Refusal to work
- Theft
- Willful destruction of property
- Gross misconduct unbecoming an employee
- Conviction of a felony charged by court of proper jurisdiction, provided the felony is relevant to the position
- Intentionally releasing confidential information without proper authority
- Falsifying reported time cards or inappropriately altering payroll information
- Interference in a District investigation or the intentional frustrating of District purposes and goals
- Indecent conduct or inappropriate conduct of a sexual nature
- Falsification, fraud, or omission of information in applying for a position or in completing job responsibilities
- Failure to report to work without notifying supervisor of an appropriate reason, for a period of three consecutive days
- Failure or inability to complete a required training program that is a part of a job assignment
- Possession of a controlled substance
- Possession of weapons on District property
- Failure to obtain or maintain a current license or certificate required by law or organizational standards as a condition of employment

- Violation of, or failure to comply with, an executive order or published rules and regulations of the District, i.e. sexual harassment, hostile work environment harassment, Chapter 102 (student abuse), Chapter 103, discrimination, etc.
- Any other act which endangers the safety, health, or well-being of another person, or which is of sufficient magnitude that the consequences cause or act to cause disruption of work or gross discredit to the organization.

Duty-Free Lunch

Every effort will be made to provide employees with a duty-free lunch. Employees may leave the building without requesting permission during their lunch period if it is scheduled to be duty-free.

Employee Recognition

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

Employee Publication or Creation of Materials

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

Professional Development

ACADEMIC: High quality teaching is imperative for student success and professional development plays a key role in this success. Employees are expected to attend all professional development opportunities provided by the school district unless they are on leave or have been excused by their **Building Principal**. Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to the **Curriculum Director**. Approval of the **Curriculum Director** and the **Building Principal** must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

EXTRACURRICULAR: The District believes that all coaches and volunteers should have access to coaching and training opportunities, this includes, but is not limited to out-of-district training, clinics, or hosting coaching mentors at the district. In so doing, the program requesting such professional development opportunities will do so at the expense of that program budget. The District will require that all registration fees, mileage, lodging, meals, and substitute teachers, if required, be paid for by exhausting the activity program budget from that specific program before General District funds will be allocated accordingly. In so doing, the District will emphasize that academics are the primary focus of the learning program. The recommendation shall be made by the **Head Coach** or **Lead Sponsor** of the program at least twenty-one (21) days in advance to the **Activities Director** who will submit to the **Superintendent** for final approval. The decision will be communicated to the **Head Coach** or **Lead Sponsor** by the **Activities Director**.

Religious Holiday Celebrations in Public Schools

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

www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/religious-holiday-celebrations-public-schools.

Prohibited Activities:

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

Permissible Activities:

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

School Fees

Iowa law identifies the types of fees schools can charge. School districts only have the authority to charge fees for textbooks, school supplies, eye and ear protective devices, summer school, driver’s education and transportation for students not eligible for free transportation. For those that are charged, the fees must be waived or reduced for those students who meet the eligibility requirements for free or reduced price meals. Employees cannot charge a student fee for anything without prior consent of **Brett Abbotts, Superintendent**.

School Nutrition Program

The district operates a school nutrition program. Employees may purchase meals and other items, including milk. The cost of lunch for district employees is \$3.85. Employees will not be allowed to have a negative lunch balance greater than \$10.00.

School Publicity and Community Relations

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

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

Staff Meetings & Development

Staff meetings provide an opportunity for the communication of important school district information to be shared between administration and employees. Additional information detailing district staff meeting times and locations are emailed at least 30 minutes in advance of meetings.

Employees are expected to attend all professional development opportunities and staff meetings provided by the school district unless they are on leave or have been excused by a Supervisor.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, should be made to a principal or immediate supervisor. Approval must be obtained prior to attendance by a licensed/certified employee in a professional development program when the attendance would result in the licensed/certified employee being excused from their duties or when the school district pays the expenses for the program.

Teacher Leadership and Compensation

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

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

Source: [Teacher Leadership and Compensation System](#), Iowa Department of Education.

Instructional Coaches (Full Release)

Elementary:	Shannon Hansen
Elementary:	Maleea Gannon
Middle School (FT):	Heather Schmit
High School (FT):	Wendy Vander Linden

Teacher Leaders

Elementary

Rhonda Baker	Erin Daniel	Ashley Miller
LeeAnna Ausberger	Tiffany Hupp	Tiffanie Flack

Middle School

Sam Telleen	Maigan Haley	Tammy Brophy
Doug Brown	Matt Paulsen	Whitney Hoyle

High School

Kelley Gray	Luke Boyd	Jen Martino
Allison Wenck	Julie Carlson	Amy Van der Meer

Teachers selected for Teacher Leadership positions will retain the right to their specific position for two years. After two years they will only retain the rights to a teaching position for which they are qualified.

CONDUCT IN THE WORKPLACE

Employee Use of Cellphones

School district and personal phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. All personal calls should be made during sanctioned breaks. District telephones are only for official school business. Failure to follow this guideline will result in disciplinary action, up to and including termination. Please refer to Board Policy 401.13 - Employee Use of Cellphones.

Fighting

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

Fraud/Unlawful Gain

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

Neglect of Duties

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

Offensive or Abusive Language

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

Performing Unauthorized Work While on Duty

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

Use of School Facilities and Equipment

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

Abuse or misuse of school district or non-district owned property is to be reported immediately to **Brett Abbotts, Superintendent**. Failure to do so will limit district responsibility and/or increase employee responsibility. It is expected all employees will use care and caution when using district and non-district property. Abuse or misuse or unauthorized use of district property, private property, materials and/or equipment is subject to disciplinary action.

Use of Time

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

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

EMPLOYEE STANDARDS OF CONDUCT

Academic Freedom

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

Leave During School Hours

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

Dress and Grooming

All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee. Tank tops, tube tops, sleeveless shirts, short shorts and halter tops are not considered professional attire. Questions about appropriate attire should be addressed to **the Building Principal**. Also, as role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene.

Employee Outside Employment

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

Employee Political Activity

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

1. Engaging in any activity for the solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation or other political action during work hours/while engaged in official duties and in the presence of any student.
2. Soliciting or receiving from any employee or other person any contribution or service for any political purpose during work hours/while engaged in official duties.

3. Using classrooms, buildings or students for the purpose of solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation, or other political action. (This provision does not apply to employee use of district facilities if they are related to third-party events/activities authorized by the district that are outside the employee's scope of employment.)
4. Using school equipment or materials for the purpose of solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation or other political action.

Engaging in prohibited political activities may be grounds for disciplinary action, up to and including termination. Employees may request a leave of absence to run for public office. That provision is detailed in the "Leaves and Absences" section of this handbook.

Ethics and Professional Behavior – Board of Educational Examiners

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

Failure to Complete Reports

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

Gifts

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

Insubordination

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

Relationships with Co-Workers

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

Staff Technology Use/Social Networking

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

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

Theft

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

Treatment of Patrons of the District

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

Volunteers

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

Staff and students are not permitted to bring visitors to school without prior approval of the building principal or immediate supervisor. Staff members are expected to report any unauthorized persons on school property to the building principal. Unauthorized persons are those other than building staff members or school administration. All visitors must display a visitor's badge. If not, they need to be escorted back to the office to sign in.

STUDENT AND CLASSROOM ISSUES

Abuse of Students by a School District Employee

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

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

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

Child Abuse Reporting

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

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

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of

Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.

Within six months of their initial employment, ALL employees over the age of 18 are required to complete a two-hour training course involving the identification and reporting of child abuse, or submit evidence they have taken the course within the previous five years. The course will be re-taken at least every five years.

Corporal Punishment, Restraint and Detaining Students

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

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

District employees will be required to complete the following AEA Professional Development Modules: Overview of State Requirements Regarding Seclusion and Restraint: Chapter 103. This training needs to remain up to date (valid for three years).

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip, unless an appropriate reason prohibits attendance. The field trip must be approved by ***the Building Principal*** in advance.

Individuals with Disabilities Education Act

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

Parent/Teacher Conferences

The District expects teachers to communicate with parents on a regular basis. This communication may include phone calls, e-mails, text messages, and face to face meetings. These communications should take place in a timely manner in relation to the issue that needs to be discussed. In addition to this ongoing communication, regular Parent/Teacher Conferences are held throughout the school year.

Searches of Students and Property

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

Employees must adhere to district policy and administrative regulations regarding the search, pat down or inspection of a student and his or her belongings.

Standardized Testing and Assessment

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

Student Funds and Fundraising

Student fundraising for school activities may occur upon approval of the School Board. Approval must take place prior to the fundraising event or the start of a fundraising campaign and with an employee overseeing the fundraising. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must identify a specific purpose for fundraising and secure the approval of the principal prior to spending the money raised.

Any person or entity acting on behalf of the district and wishing to conduct an online fundraising campaign for the benefit of the district shall begin the process by seeking prior approval from the School Board. Money or items raised by an online fundraising campaign will be the property of the district only upon acceptance by the board, and will be used only in accordance with the terms for which they were given, as agreed to by the board

Student Records

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

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

Transporting of Students by Employees

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

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

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

Tutoring

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

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

HEALTH AND WELL-BEING

Administering Medication

The supervision of any medication distribution to students shall be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any

medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

Anti-Bullying and Anti-Harassment

The district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff and volunteers is against federal, state and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers and students shall not engage in bullying or harassing behavior in school, on school property or at any school function or school-sponsored activity.

Definitions

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

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the student in reasonable fear of harm to the student’s person or property.
 2. Has a substantial detrimental effect on the student’s physical or mental health.
 3. Has the effect of substantially interfering with a student’s academic performance.
 4. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within **60 days** of the event giving rise to the complaint or from the date the Complainant could

reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers and students shall not engage in reprisal, retaliation or false accusation against a victim, witness or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The **Level I Investigator** (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent’s designee shall also be responsible for developing procedures regarding this policy.

Decision

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

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

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

Bloodborne Pathogens

Annually, all employees will take the bloodborne pathogens training.

Communicable Diseases – Employees

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

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

Employee Injury on the Job

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

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

It is the responsibility of the employee injured on the job to inform the **school nurse and Business Office** within twenty-four hours of the occurrence. The District uses EMC Insurance's OnCall Nurse to evaluate the need for employees to be seen by a medical facility for Work Comp injuries; Each School Nurse and/or the Business Office will help the employee make the necessary phone call to file the claim.

Return to Work Policy

Greene County CSD is committed to providing a safe and healthy working environment for all employees. As part of this commitment, we shall make every reasonable effort to provide suitable temporary employment to any employee unable to perform his or her job duties as a result of a workplace injury or illness. This may include a modification to the employee's original position or providing an alternative position, depending on the employee's medical restrictions, providing that this does not create an undue hardship to Greene County CSD. This program applies to all employees with work-related injuries and/or illnesses.

Only work that is considered meaningful and productive shall be considered for use in the return to work program. Employees placed on a return to work plan will be expected to provide feedback in order to improve the program. All employees, regardless of injury or illness, will be considered for placement through the return to work program.

Hazardous Chemical Disclosure

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

Smoke and Tobacco Free Workplace

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

Substance Free Workplace

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

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

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

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

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

LEAVES AND ABSENCES

Absenteeism

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

Employees must notify **Building Principal** of all times when they will be absent or to submit leave requests. Absences arranged in advance (vacations and personal days) do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent for **five** consecutive workdays, without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated. 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 even if the employee has not yet exhausted available paid leave.

Bereavement Leave

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

Family/Relationship	Days of Leave	Example(s)
Immediate family	10 for each	Spouse, Dependents
Immediate family	5 for each	Parents, Brothers, Sisters, Spouse's Parents, Brother/Sister-in Law
Other Relatives	2 for each	Grandparents, Grandchildren, Aunts, Uncles, Nieces, Nephews, Spouse's Grandparents, Aunts
Friends	1 day	

Blackout Dates

Personal Leave shall not be granted the day preceding or following school holidays or vacation periods, or during the first (10) work days and the last ten (10) work days of the school year, except in extenuating circumstances as judged by the building administrator and the Superintendent. Any leave taken before, after, or during a blackout day, without proper documentation. A blackout calendar will be developed and shared with all employees prior to the beginning of the school year.

Conditions of Leave of Absence

Unless expressly provided by the following, all leaves shall be without pay. Any employee who does not report for work at the termination of an authorized leave of absence shall be considered to have voluntarily separated from employment.

Employee Holidays and Personal Leave

Personal Leave

1. At the beginning of every school year, each Employee shall be credited with two (2) days for personal leave, or with a maximum of four (4) days if he or she used only one or no days of personal leave days the previous year. A personal leave day may be used for any purpose, at the discretion of the Employee, but a one (1) week notice shall be required, except in the case of an emergency. Employees will be reimbursed at the end of the year for up to two personal days that they would otherwise lose based on the inability to carry over those personal days. Certified Teachers and Administrators will be reimbursed at a rate of \$125 per day. Classified employees will be reimbursed at a rate of \$100 per day.
2. Reasonable restrictions may be imposed on the use of personal leave before or after a holiday, or vacation period. Personal leave may be used in one-fourth (1/4), one-half (1/2), three-fourths (3/4), or full day units at the discretion of the Employee. Requests for personal days will be granted in the order received and will be subject to the availability of substitutes.

Family and Medical Leave

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

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

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, "year" is defined as July 1 through June 30. Requests for family and medical leave shall be made to the superintendent.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding family and medical leave of such employees shall be followed.

All eligible employees will be granted up to twelve (12) weeks of unpaid leave during a continuous twelve (12) month period under the following conditions:

1. The reason for the leave must be for one of the following: to care for a newborn child; for placement of a child with the employee for adoption or foster care; to care for a spouse, child or parent with a "serious health condition" as same is defined in the Family and Medical Leave Act of 1993; or where the employee suffers from such a serious health

condition which prevents the employee from performing any of the essential functions of the employee's job within the meaning of the Americans with Disabilities Act.

2. Employees must give the employer written or verbal notice at least thirty (30) days prior to the leave when the leave is foreseeable and as soon as is practicable in those situations where thirty (30) days' notice is not possible.
3. Employees must make a reasonable effort to schedule a foreseeable or planned leave of absence so that it does not unduly disrupt the District's operations.
4. Such leave to care for a family member with a serious health condition or in the event the employee is unable to perform the essential functions of the employee's job due to a serious health condition may be taken on a partial or intermittent basis or on a reduced leave schedule when such leave is determined by a health care provider to be medically necessary as provided in the Family and Medical Leave Act of 1993.
5. The District may require a certificate from a health care provider to document that the employee or the employee's spouse, child, or parent has a serious health condition. The District may request a second opinion at the District expense from a health care provider designated by the District. If the second opinion differs from the first, the District may require at its' expense the opinion of a third health care provider designated jointly by the District and the employee, which third opinion will be binding. The District may require employees to provide a "return to work" slip from the employee's health care provider before returning to work following the end of a leave of absence or a disabling condition or illness.
6. If the leave requested under this Section is for a purpose which also qualifies for any paid leave provided for in this Article, including personal leave, the employee must first use all available paid leave before taking unpaid leave for the purpose, and the number of days of paid leave taken shall be deducted from the twelve (12) weeks available for unpaid leave.
7. The District may, in the District's sole discretion, require an instructional employee requesting a medically necessary but foreseeable leave on an intermittent or a reduced work schedule basis involving more than 20% of the working days during the period of the leave to take the leave for a period or periods of a particular duration not greater than the duration of the planned medical treatment or to transfer temporarily to an available alternate position for which the employee is qualified. All such leave taken during the particular duration required by the District will be deducted from the twelve (12) weeks provided for in this Section.
8. The District may require an employee requesting leave under this Section to extend the leave until the end of a semester when the following conditions exist:
 - a. leave for any qualifying purpose begins more than five weeks before the end of the semester and the leave will last at least three weeks and end during the last three weeks of the semester.

- b. leave for a purpose other than the employee's own serious health condition begins during the last five weeks of a semester, lasts more than two weeks, and ends during the last two weeks of the semester.
 - c. leave for a purpose other than the employee's own serious health condition begins during the last three weeks of the semester and will last more than five working days.
 - d. when determining the number of weeks remaining prior to the end of a semester for the above examples, scheduled school breaks such as winter or spring breaks are not counted.
 - e. The entire period of leave taken under the above examples will be deducted from the available twelve (12) weeks provided in this Section.
9. The District will continue the payment of premiums for health insurance and dental insurance during any such leave of absence but will not continue the payment of any other insurance premiums during said leave of absence.
 10. The District will make every effort to return the employee to the employee's former position or to an equivalent position at the end of such leave of absence.

Jury Duty Leave

The board recognizes employees may be summoned for jury duty. Employees who are called for jury service will notify **Building Principal** within twenty-four hours after notice of call to jury duty and will provide suitable proof of jury service to the school district.

Licensed employees will receive their regular salary. However, any payment for jury duty will be paid 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.

Leave Appeal Process

An employee's leave requests are approved by either one's building principal or immediate supervisor, then the Superintendent. Leave is granted or denied based on the current staffing level and needs of the building. If an employee is denied leave, employees may discuss with his or her immediate supervisor to first resolve. If this goes unresolved, the employee may contact the Superintendent. The Superintendent will review, and follow the policy or restricted dates established by each employee calendar.

Leave of Absence

An employee requesting a leave of absence must provide a written request to the Superintendent. The requesting employee must first exhaust all accrued personal and vacation leave before a non FMLA, unpaid leave of absence will be granted. The Board, or its designee, may at its discretion grant a leave of absence (either with or without salary and/or credit for experience) to any employee for any good and sufficient reason. An employee shall not request a leave of absence for more than one year at a time. However, The District may, in its sole discretion, extend an employee's requested leave of absence for no more than two years. A

requested leave of absence for other non-District employment will not be granted. While on an approved leave of absence, the employee on leave shall be eligible to continue his/her group health insurance coverage, at the employee's own expense, but will not receive any salary or other benefits and will not accumulate sick leave, vacation, or personal leave. An employee on an approved leave of absence will forfeit all accrued leave balances. While on a leave of absence, the employee shall retain his/her seniority rights and may apply for any vacancy that arises with the District, providing the employee is certified and otherwise qualified to perform the essential functions of the particular position. When an employee returns to work after a leave of absence, the employee's leave balance accruals shall be prorated pursuant to their first day of active employment for the year. Seniority rights shall be terminated if an employee fails to return from an approved leave of absence at expiration.

Military Service Leave

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

The leave is without loss of status or efficiency rating and without loss of pay during the first thirty calendar days of the leave. **(IASB Policy Reference Manual-409.7)**

Personal Illness Leave

Personal illness leave ensures that employees can take care of health needs. The district's personal illness leave procedures are as follows:

Personal Illness

1. All certified employees who are working under the regular form of contract shall be entitled to sick leave with regular pay in accordance with the following rules and schedules:

Public school employees are granted leave of absence for personal illness or injury with full pay in the following minimum amounts:

First Year	10 days
Second Year	11 Days
Third Year	12 Days
Fourth Year	13 Days
Fifth Year	14 Days
Sixth Year and Beyond	15 Days

2. The above amounts shall apply only to consecutive years of employment in the same school district, and unused portions shall be cumulative to a maximum of ninety (90) days. Upon attaining the maximum cumulative sick leave, an employee may utilize sick leave from the current year's employment prior to exhausting any cumulative sick leave.

3. Personal illness shall be interpreted to mean personal illness (by the employee), injury, or quarantine at home. Employees with the available leave may utilize up to fifteen (15) sick leave days for care of and medical exams or emergent/critical health situations for: an employee's spouse, domestic partner, child, mother, father, brother, sister, in-laws mirroring prior listed, or legal dependents.
4. When employment is terminated there shall be no compensation for unused sick leave.
5. The Superintendent's office will provide each teacher a written statement of the teacher's accumulated sick leave and number of designated days for that year at the beginning of each school year.
6. If a teacher is ill on the day of parent-teacher conferences or during Professional Development opportunities, he or she will make arrangements to make up conferences at a later time and may be required to present documentation to the **building principal**.
7. Certified employees will be entitled to 12 weeks of maternity leave. Employees will only be compensated if they have paid leave available (sick leave and/or personal days).
8. Leave Policy for Spouse and Grandparent upon Birth/Adoption of a Child
 - Upon the Birth/Adoption of a Child, the Spouse will be allowed five consecutive days of leave using "Family Sick Leave." Additional days may be taken using "Personal Leave." If an individual does not have "Family Sick Leave" remaining they would need to use "Personal Leave" or take days "Without Pay."
 - These five days would include labor, delivery, return home after release from the hospital, etc. An individual would not qualify for any leave days if the birth/adoption took place between the end of the school year and five days prior to the start of an employee contract at the beginning of the school year. An employee would qualify for 1, 2, 3, or 4 days of leave if the event took place in the four days prior to the start of the contract at the beginning of the school year.
 - An employee would qualify to use one day of "Family Sick Leave" for the birth/adoption of a Grandchild. Additional days may be taken using "Personal Leave." If an individual does not have "Family Sick Leave" remaining they would need to use "Personal Leave" or take days "Without Pay."
9. Additional days may be granted if extraordinary circumstances exist and a teacher exhausts all of their sick leave. In such cases, the teacher's salary will be reduced by the cost of a substitute teacher's salary and benefits. Application shall be made to the superintendent with approval from the Board being necessary. A maximum of six weeks (30 school days) may be used once personal illness leave days are exhausted.
10. The Board may, at its expense, require any employee claiming sick leave to submit to a medical examination conducted by a physician selected by the Board to determine whether the employee is entitled to sick leave.

Professional Leave

Upon the recommendation of the appropriate supervisor, employees may be granted leave with pay to attend appropriate out-of-district curriculum, subject area training, staff development, conferences, seminars and meetings, or to visit other schools. Employees authorized to engage in such activities may be allocated appropriate registration, meal and travel expenses.

Family Illness Leave

1. Leave of absence for illness of family members may be granted as follows:
 - a. Certified employees will be allowed to use their entire annual allocation of sick leave days [No fewer than 10 and no more than 15 as established in Article XI, Section A (1a-f)] per year for the reason of family illness.
 - i. Family shall consist of spouse, children, parent, sibling, spouse's parents, spouse's siblings, grandchildren, son-in-law, and daughter-in-law. An employee responsible for taking a family member to a medical/dental appointment can utilize this leave in one-fourth (1/4), one-half (1/2), three-fourths (3/4), or full day units.
 - b. Leaves may be granted in excess of the specified time. In such cases, the teacher's salary will be reduced by the cost of a substitute teacher's salary and benefits. Application shall be made to the superintendent. Such leave will not be charged against accumulated sick leave. A maximum of six weeks (30 school days) may be used once family sick leave days are exhausted.

Political Leave

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

The request for leave must be in writing to the superintendent of schools at least 30 days prior to the starting date of the requested leave.

Unpaid Leave

Unpaid time is subject to the building principal and/or superintendent prior approval. All calendar restricted dates will be adhered to.

Employees who have exhausted all paid leave options will be placed in an un-approved unpaid status. An employee's decision to use unapproved and unpaid dock time negatively impacts individual performance and can impede our overall district effectiveness.

Employees who have taken three (3) dock leave days in one year are subject to discipline, which can lead up to and include termination. Appeals for extenuating circumstances can be made to the superintendent.

SAFETY AND SECURITY

Asbestos Notification

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

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

Building Security

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

Teachers are required to immediately report the loss of keys or ID Access Badges.

Drills and Evacuations

Periodically the school holds emergency fire, tornado, **lockdown/lockout** drills. At the beginning of each trimester teachers must notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas must be posted in all rooms. When drills are staged, every staff member and student must follow proper procedures.

Emergency Closings, Inclement Weather and Other Interruptions

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/television station **Des Moines Channels 5, 8, and 13** to broadcast a school closing announcement. This message will also be broadcast via email, text message, and social media.

Staff Identification Badges

An identification badge shall be issued to each employee. Badges shall be worn when the employee is on duty, and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard. If an employee comes to work without the permanent badge, a temporary badge may be obtained from **the Building Principal**. The loss of a permanent badge shall be immediately reported to the **Technology Director or Director of Buildings and Grounds** who will issue a replacement badge at a cost to the employee of \$5 and \$1 for the

cost of the lanyard. Badges remain the property of the district and shall be returned to **Business Office** at the time of resignation, retirement or termination.

Threats of Violence

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

Visitors/Guests

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

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

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

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

Weapons

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

Employees are prohibited from bringing weapons and other dangerous objects on school grounds. Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy. For more information, visit the Iowa Department of Education Legal Lesson on Firearms on School Grounds at <https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/firearms-school-grounds-january-2013-school-leader>.

TERMINATION OF EMPLOYMENT

Contract Release – Licensed Employees

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

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

Resignation – Licensed Employees at Year End

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

Reduction in Force

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

Due process for termination because of a reduction in force will be followed.

Retirement

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

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

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

Employee Licensure

If an employee's license lapses and they are unable to teach, they will be charged the cost of the substitute teacher (including benefits) for the days they are unable to teach.

Appendix

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the **Greene County CSD's** Employee Handbook available on Frontline Central. I understand the employee handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult **Brett Abbotts, Superintendent** with any questions I have about the contents of the employee handbook or any questions that I feel were not addressed.

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

Employee's Signature

Date

Employee's Name (Printed)

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE – COPY PROVIDED TO EMPLOYEE
ELECTRONIC COPY AVAILABLE ON FRONTLINE CENTRAL**

Additions, Deletions, and Clarifications from the 2022-23 Handbook

1. Updated the School Calendar from 22-23 to 23-24
2. Updated the Salary Schedule from 22-23 to 23-24
3. Removal of Expected Outcomes and Goals
 - a. The GCCSD Board of Education adopted Strategic Priorities during the December 2022 Regular Board Meeting
4. Added Defined Employee Work Hours for Each Building
 - a. Consistency between buildings and expectations for employees to work 8 hour days at Greene County
5. Removal of Personnel Directory
 - a. Current and updated personnel information is available on GCCSD main website
6. Added Employee Assistance Program information
 - a. This information was not previously provided
7. Removal of Staff Meetings
 - a. Staff Meetings will no longer be regularly built into the schedule and will be held at the discretion of each building and principal
8. Addition of Blackout Dates
 - a. Provides guidance to administrators for approval on days where the district is typically shorthanded with substitutes
9. Clarification on Sick Days during Parent/Teacher Conferences and/or Professional Development opportunities
 - a. Guidance for administrators on how to proceed with employees who may report absences as sick leave
10. Removal of Reimbursement and Requisition forms
 - a. These may be obtained by contacting the Business Office
11. Added process for voluntary and involuntary transfers of employees.
12. Removal of section on Individual Growth Plan as it pertained to a process that is individualized and not a requirement of all employees.
13. Added section regarding Evaluation Cycle and provided clarity on classifications of employees for evaluation purposes.
14. Added a significantly more defined section on Tier 2 and Tier 3 Evaluation, Awareness and Assistance.
 - a. Added in the link to the Professional Growth System handbook for Certified Employees.
15. Updated section for Employee Discipline that provides non-exhaustive examples that could be included or deemed eligible for disciplinary action
16. Added section for Professional Behavior
17. Added section for Employee Assignments
18. Added section for Conditions of Leave of Absence
19. Clarified Continued Education Credit.
20. **Updated 08.13.2023:** Provided clarification on the asterisk for the Part B schedule with * to mean that the stipend will not be paid out for the current school year and ** to mean that there is an annual production requiring services from that position.

21. **Updated 08.15.2023:** Changed “human resources” to “and/or the superintendent” on four pages (29,30,48,54).
22. **Updated 08.15.2023:** Added the two other teachers, Matt Paulsen and Whitney Hoyle, in the TLC section for the Middle School.
23. **Updated 08.15.2023:** Removed the section regarding the use of personal illness leave for routine medical and dental exams.