

CAMANCHE COMMUNITY SCHOOL DISTRICT

CLASSIFIED EMPLOYEES PACKAGE

**SCHOOL YEAR
2024-2025**



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CLASSIFIED PACKAGE

2024-2025

BENEFITS

(Regular Employees - Not Substitutes)

Worker's Compensation

Each employee shall be covered by worker's compensation paid for by the Board in accordance with state and federal laws.

IPERS Retirement Fund and Social Security

The district will participate in both retirement systems as required by law.

Personal Leave

Each employee will be entitled to two (2) days a year of Personal Leave to be used at the employee's discretion. Personal days may accumulate up to five (5) days. Employees may, at the end of each school year, sell back any unused Personal Leave days at their current rate of pay by notifying the Board Secretary by June 5th for a June 25th payment.

Personal leave may be granted for a maximum of four consecutive work days, additional consecutive personal leave days from accumulated total may be granted with the superintendent's approval; unused personal leave may be sold back to the district; unused personal leave may be sold back at the rate of one personal day for two family or personal sick days.

Employees may purchase an additional day annually at their current rate of pay, excluding "Black Out Days." Black Out Days may be purchased at the rate of two (2) Personal Days for each Black Out Day purchased.

One personal day may be granted per year in exchange for five (5) sick days if the employee has accumulated 165 days of sick leave in addition to having a minimum of five (5) more days of the present year's allotment. This personal day may not be accumulated.

Black Outs Day are the first five days and last five days of school and the school days immediately preceding or following vacation and holidays.

No more than 15% of the building staff will receive pre-approval for Personal Days.

Request form for Personal Leave, provided by school district, shall be submitted to the building principal at least three (3) days in advance. In case of emergency, the three (3) day notice may be waived.

Appendix A.

Bereavement

In the case of each death in the immediate family, up to five (5) days of absence with full pay may be granted, provided the funeral occurs during one of these consecutive work days; with the option of five (5) additional days taken from the employee's sick leave. The immediate family shall be construed to mean: father or mother, spouse, son, daughter, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparents, and grandchildren.

In the event of each death of an employee's aunt, uncle, niece or nephew, spouse's (grandparent, aunt, uncle, niece or nephew) the employee shall be granted two (2) days of leave. This leave shall not be accumulative and shall not be deducted from regular sick leave and is subject to approval by the school administration.

For both of the above categories adopted and step relatives are included in the leaves.

In the event of the death of an employee or student in the Camanche School District, the principal or immediate supervisor of said employee or student may grant to an appropriate number of employee's sufficient time to attend the funeral.

A bereavement day for a friend or unlisted relative may be taken in exchange for one day of sick leave (may be taken in ½ day increments), not in excess of one day per year.

Sick Leave

All employees shall be entitled to ten (10) days the first year of employment, eleven (11) days the second year of employment, twelve (12) days the third year of employment, thirteen (13) days the fourth of employment, fourteen (14) days the fifth year of employment, and fifteen (15) days the sixth and subsequent years of employment. Unused sick leave days shall be accumulated from year to year up to one hundred sixty-five (165) days. An employee on a leave of absence is not entitled to sick leave.

If an employee has 165 days of accumulated sick leave, they will also receive the 15 additional days at the start of the school year. However, their accumulative total at the end of the year can be no more than 165 days.

Family Illness

Employees may use up to their annual allotment of sick leave, ranging from minimum of ten (10) days to a maximum of fifteen (15) days per year with no accumulation, to be used for the illness of a spouse, children, parents of spouse, parents of employee and employee's sibling. These days, if used, shall be deducted from the employee's accumulated sick leave.

Maternity Leave

For extended leave beyond employees accumulated sick leave days, refer to the Family and Medical Leave Act of 1993 for further details. (The administrative office has a copy for your reference.) Proper paperwork is located in the Business Office.

Adoption Leave

An employee may be granted paid leave of absence, not to exceed a total of 10 days per school year in the case of the employee adopting a child or children. The days do not have to be used consecutively. Such paid leave days shall be charged to the employee's accrued sick leave. If both husband and wife are employees, each shall have the opportunity to use this provision.

Military Leave

Leaves of absence shall be granted to employees who are members of the National Guard or Military Reserve in cases of state or federal activation in accordance with Chapter 29A of the Code of Iowa.

Days without Pay

The employees' desire to be absent from work without pay must have approval from immediate Supervisor. A discussion with the immediate Supervisor is needed regarding the use of days without pay before paid leave days are exhausted.

Ticket Taking

Taking tickets at athletic events will be on a voluntary basis and will be paid at the rate of \$10.00/hr.

Chaperoning Buses

Persons who chaperone a bus will be \$25.00/trip (overnight trips are subject to negotiation).

Evaluation

Each employee shall be evaluated once each year during the second half of the school year. An evaluation form has been developed for such use. Employees will be evaluated by their immediate supervisor. The results of the initial evaluation shall be discussed with the employee by the evaluator.

Short of dismissal, less than "satisfactory" shall be cause to withhold longevity advancement until performance is shown to meet a continual satisfactory state.

Jury and Legal

Any employee called for jury duty or subpoenaed to testify in a court of law during school hours shall be provided such time. In order that no one shall suffer financial loss because of such absence, the difference between the employee's normal salary and the compensation for jury duty shall be paid.

Activity Passes

All classified personnel will be provided a free activity (guest) pass for employee and one guest.

Physicals

All personnel shall have an initial employment physical. The district shall pay up to \$150 for same plus cost of X-ray if required by physician. Bus Drivers will follow the State requirement for physical examinations.

Work Day/Overtime

Work hours will be assigned. All hourly paid employees shall be required to utilize the electronic time clock system; however, weekly pay will be based on assigned hours only, unless prior authorization to deviate from such hours has been obtained from employee's direct supervisor.

No pay will be computed on any basis but the 1/4 hour increments per day.

Individuals clocking in after assigned start time or out prior to assigned quitting time shall be docked that time from their day's total.

Overtime will be paid on the basis of time-and-a-half over forty (40) hours/week, and double for holidays. All overtime must be authorized by the Director of Business or building principal in advance, except in an emergency. (Such as two-hour minimum for a call-in outside the regular work day.)

Early Release

No School Day - Classified personnel will be granted paid release on "Early Out" days such as vacation period (including teacher holidays and vacations), snow days (as defined by Administration), etc., as follows:

1. Only employees on-the-job (clocked-in) at the time of start of release can be considered affected by this item. Obviously, if the employee is not here, they are not in any hazard required by attendance.
2. Employees still on duty at the time of release will be allowed to leave after the student release or announcement of "no-school" situation. Employees will leave at that time if they are to qualify for item 3.
3. No employee will draw more than 2 1/2 hours compensation for paid release.
4. Employees reporting to work after announcement of school cancellation will be assumed as voluntarily accepting the risk and shall be require to work their regular shift time with no compensatory time.
5. As to items 2, 3, and/or 4 above, employees shall remain on or come in after cancellation only if preapproved by the building administrator or Director of Business.

6. Under 4 above, the Administrator shall not require off time personnel to come in except at their own volition and for their regular time period. Those opting to not work shall not be paid.

7. Early Out's granted for "vacation period" release do not apply to custodian/maintenance personnel.

Late Start

If we have a "Late Start" the staff is NOT expected to report until the announced "adjusted start" of school. The district has no objection to employees reporting to work at their regular time IF they are willing to assume the risk. However, only those employees whose work is NOT directly attendant on the pupil's presence will be paid for those hours prior to the "adjusted start" of school and they will be paid ONLY for the hours worked. This means custodians, maintenance, building secretaries, library aides, could report at the regular time, assuming travel risk, and be paid for hours worked, but they are not required to report in. Cooks also could fall into this category depending on the situation. However, regular and instructional associates will be paid ONLY for hours worked during the "adjusted school hours".

It is the employee's responsibility to verify, from radio announcements and/or administration notices, as to the status of school start (or early out) when weather conditions are questionable.

Promotion

As vacancy occurs, the position will be posted throughout all buildings of the district for the information of all employees interested as well as advertised to the public, as deemed necessary.

In the event of summer close-down, all regular employees in the category so posted, shall be notified in writing of such vacancy. Employees receiving a "Notice of Intent to Rehire" will be considered "Regular Employees."

Promoted employee shall enter the salary schedule at the new level starting the next standard pay period.

Hiring and Advancement

New employees shall be paid on their appropriate pay schedule upon hiring. After 2018-2019, new hires for classified positions will no longer be given an index number upon hiring but be placed on the current pay schedule. The 2019-2020 school year marks the year that all indexing was eliminated. Employees were grandfathered in if their pay had been established with the old indexing pay system.

Classified employees who, in a given year, work 100 days or more, shall be granted a year of service.

Probation Period

Newly hired personnel will be probationary for six (6) months. A physical must be obtained to certify the capability of job performance. Any employee receiving less than "satisfactory" rating shall be considered on probation. A probationary employee shall be automatically terminated if such condition is not corrected within one (1) year. The Administration has the right to terminate any employee herein covered, if conditions so warrant such action.

Reduction in Staff/Hourly Personnel

In the event the employer determines that employees must be laid off, the following procedures will be followed:

1. Regular full-time employees can bump other full-time or part-time. Regular part-time employees can bump other part-time with equal or less hours. (Based on years of service)
2. When an employee accepts a position in another classified category (example: aide to custodian) seniority applies from first day of employment in the district regardless of category. Employee caught in a reduction-in-force can apply seniority to either or any category of work in which they have been employed. The date of first employment would apply to full or part-time employment.
3. Assignment/Transfer - The movement from an employee to a different building shall be considered a transfer.
 - a. Vacancies or "position trades" (two employees desiring to swap jobs) will be posted in all district buildings as need arises.
 - b. Employees desiring to transfer into such jobs, if qualified, may file a written request to the Superintendent's office.
 - c. Involuntary transfer - a notice of involuntary transfer in writing as soon as practical. This shall be done only after a meeting between the employee, his supervisor, the Business Director, and/or the Superintendent. An employee being so transferred shall be placed only in a position of equal compensation.
 - d. When determining assignment, either by request to transfer or involuntary, if skill, ability, qualifications and other matters of competence are equal, the sole and exclusive judgment of the administration, seniority will be considered and will prevail.
4. In the event of the same seniority dates, the administration will determine who is to be terminated.
5. Any employee laid off pursuant to this policy will have recall rights, based on seniority, to a vacant position in which the employee is qualified for a period of two (2) years from the effective date of layoff which is June 30th.

6. Any employee re-employed by exercising their recall rights shall be given related benefits and experience, such as accrued sick leaves seniority status and salary placement upon their re-employment in the district.

7. This procedure does not apply to bus driver positions.

Method of Payment

Pay day is the 25th of each month. When pay day falls on or during a school holiday, vacation or a weekend, employees shall be paid on the last previous working day. Checks or direct deposit stubs will be sent to their regular buildings on regular school days. In the event an employee is absent on pay day, pay checks will only be mailed once proper authorization has been submitted/received by the Business Office. If proper authorization has not been submitted to the Business Office, an employee's pay check will be held until the employee is able to pick up his/her pay check. In the event an employee is absent on pay day and they have selected to participate in direct deposit, the direct deposit stub will be mailed.

Direct deposit is available to all employees.

Full Time Benefits

30+ hours

(Regular Employees - Not Substitutes)

Health and Major Medical Insurance

Each full-time employee shall participate in a health insurance plan. The Board shall pay \$789.64 monthly for single health and major medical insurance. The Board shall pay up to \$1,717.96 monthly for family health and major medical insurance.

Dental Insurance

Each full-time employee will be provided single dental insurance equivalent to the Delta Dental I program. Full time employees have the option to purchase family dental at the employee's expense. The district is not responsible for limitations imposed by the carrier.

Disability and Life Insurance

Each full-time employee shall be covered by a combination disability insurance and term life insurance program. The disability insurance will provide sixty (60) percent of each employee's monthly income to a maximum of \$5,500 per month with a benefit period to age 65 for disability due to sickness or accident. There will be a 90-day waiting period before these benefits begin. The term life insurance will provide a minimum death benefit of \$50,000.

The cost of this combination program will be paid by the employee. The district will reimburse each employee an amount equal to the monthly premium cost.

Due to the retirement law change, the district will not be responsible for long-term disability coverage of employees age 65 and older. Also, the district is not responsible for limitation imposed by the carrier on health insurance coverage for 65 and older employees.

Holidays (Only those during employee's school work year)

New Year's Day, Good Friday, one day of Spring break, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Memorial Day, Christmas Day, and Fourth of July. Employees who would normally work on the 24th of December and 31st of December and who are actually working the working day preceding same shall be granted a paid day vacation.

Annual Vacation (Year-round Employees Only)

- 2 weeks – 1st year thru 8th year
- 3 weeks – 9th year thru 16th year
- 4 weeks – 17th year and after

Employees leaving the district due to rifting, retirement, resignation, or dismissed will receive at that time the vacation allowably accrued at the end of the preceding fiscal year plus the time currently accrued and prorated from July 1st to the date of termination.

Employees entering the system during any fiscal year will have the 1st year's vacation entered on the vacation log as a proportion of the time of hire to June 30th of the 1st year rate.

A vacation request shall be granted by the immediate supervisor's approval.

Vacation days may be accrued up to that representing two years' allowance of vacation as of June 30th computation. Example: A new employee can carry 20 days over into a new fiscal year. If vacation is not used (all or partially) that fiscal year only the above allowed accumulated days will carry over the next year. Supervisors will afford employees an opportunity to use vacation annually if possible.

Substitutes/Temporary Help/Helpers

Substitutes and temporary help shall be paid at Level I rate of pay. Summer student help will be paid at the current minimum wage.

Family and Medical Leave Act (FMLA)

Refer to the Family and Medical Leave Act of 1993 for further details regarding extended leaves. (The Administrative Office has a copy for your reference.)

Anti-Bullying / Anti-Harassment Policy

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

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

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

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district; a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

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

Retaliation Prohibited

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

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

Anti-Bullying / Anti-Harassment Policy

Definitions

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

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

Publication of Policy

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

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district’s web site

Adopted 7/16/07
Revised 6/16/08
Revised 6/20/11
Reviewed 5/19/14
Revised 5/16/16
Reviewed 5/15/17

Revised 7/20/2020
Reviewed 6/20/2022
Revised 6/17/2024

Legal Reference: 20 U.S.C. §§ 1221-1234i.
29 U.S.C. § 794.
42 U.S.C. §§ 2000d-2000d-7.
42 U.S.C. §§ 12101 *et. seq.*
Iowa Code §§ 216.9; 280.3, .28.
281 I.A.C. 12.3(6).
Morse v. Frederick, 551 U.S. 393 (2007)

COMPLAINT FORM

Discrimination, Anti-Bullying, and Anti-Harassment

Date of complaint: _____

Name of Complainant: _____

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

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

Date and place of alleged incident(s): _____

Names of any witnesses (if any): _____

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

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

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary. _____

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

Signature: _____ Date: _____

6/20/2022

WITNESS DISCLOSURE FORM

Discrimination, Anti-Bullying, and Anti-Harassment

Name of Witness: _____

Date of interview: _____

Date of initial complaint: _____

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

Date and place of alleged
 incident(s): _____

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

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

Description of incident witnessed: _____

Additional information: _____

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

Signature: _____ Date: _____

6/20/2022

DISPOSITION OF COMPLAINT FORM

Discrimination, Anti-Bullying, and Anti-Harassment

Date: _____

Date of initial complaint: _____

Name of Complainant
 (include whether the
 Complainant is a
 Student or employee): _____

Date and place of
 alleged incident(s): _____

Name of Respondent
 (include whether the
 Respondent is a student
 or an employee): _____

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

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

Summary of Investigation: _____

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

Signature: _____ Date: _____

Anti-Bullying / Anti-Harassment Investigation Procedures

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available at the Administrative Center Office. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent's designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of written complaint. The Superintendent or the Superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent in the investigation involved the building principal.

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

Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

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

Revised 6/17/2024

EDUCATIONAL PHILOSOPHY
SERIES 100

Code No. 104.0
Investigators
Page 1 of 1

Anti-Bullying / Anti-Harassment - Level Investigators

HIGH SCHOOL

LEVEL I INVESTIGATOR
MELISSA PHILLIPS, PRINCIPAL
259-3014, Ext 82

ALTERNATE
AMANDA HOERSCHELMANN, SCHOOL NURSE
259-3000, Ext 4133

LEVEL II INVESTIGATOR
GRAYBEARD INVESTIGATIONS

MIDDLE SCHOOL

LEVEL I INVESTIGATOR
AIMEE DOHSE, PRINCIPAL
259-3016, Ext 81

ALTERNATE
AMANDA HOERSCHELMANN, SCHOOL NURSE
259-3000, Ext 4133

LEVEL II INVESTIGATOR
GRAYBEARD INVESTIGATIONS

ELEMENTARY SCHOOL

LEVEL I INVESTIGATOR
JOSH DAVIS, PRINCIPAL
259-3008, Ext 83

ALTERNATE
AMANDA HOERSCHELMANN, SCHOOL NURSE
259-3000, Ext 4133

LEVEL II INVESTIGATOR
GRAYBEARD INVESTIGATIONS

Revised 6/17/2024

Equal Educational Opportunity

It is the goal of the board to develop a healthy, social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

Camanche Community School District does not 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. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact:

Kristi Montgomery
Camanche Middle School
1400 9th Street
Camanche, IA 52730
563-259-3014
kmontgomery@camanche.sdsd.org

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Camanche Community School District, 1400 9th Street, Camanche, Iowa 52730; or by telephoning 563-259-3014.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL 60604, (312) 730-1560, fax (312) 730-1576 OCR. Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Adopted 6/16/08	Reviewed 5/15/2017	Legal References: 20 U.S.C. §§ 1221 <i>et seq.</i> 20 U.S.C. §§ 1681 <i>et seq.</i>
Revised 7/18/11	Reviewed 7/20/2020	20 U.S.C. §§ 1701 <i>et seq.</i> 29 U.S.C. § 206 <i>et seq.</i> 29 U.S.C. § 794
Reviewed 5/19/14	Reviewed 5/17/2021	42 U.S.C. §§ 2000d and 2000e. 42 U.S.C. §§ 12101 <i>et seq.</i>
Revised 5/16/16	Reviewed 6/20/2022	34 C.F.R. Pt. 100. 34 C.F.R. Pt. 104. Iowa Code §§ 216.6; 216.9; 256.11; 280.3. 281 I.A.C. 12.

Annual Notice of Nondiscrimination

The Camanche Community School District offers career and technical programs in the following areas of study:

Business & Marketing
Family & Consumer Sciences
Health Occupations
Industrial Technology

It is the policy of the Camanche Community School District not to 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:

Kristi Montgomery
Camanche Middle School
1400 9th Street
Camanche, IA 52730
563-259-3014
kmontgomery@camanchebsd.org

The Board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Reviewed 6/20/2022

Continuous Notice of Nondiscrimination

It is the policy of the Camanche Community School District not to 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:

Kristi Montgomery
Camanche Middle School
1400 9th Street
Camanche, IA 52730
563-259-3014
kmontgomery@camanchebsd.org

Reviewed 6/20/2022

DISCRIMINATION COMPLAINT FORM

Date of complaint: _____

Name of Complainant: _____

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

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

Date and place of alleged incident(s):

Names of any witnesses (if any):

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

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

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary. _____

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

Signature: _____ Date: _____

Reviewed 6/20/2022

WITNESS DISCLOSURE FORM
Discrimination, Anti-Bullying, and Anti-Harassment

Name of Witness: _____

Date of interview: _____

Date of initial complaint: _____

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

Date and place of alleged
incident(s): _____

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

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

Description of incident witnessed: _____

Additional information: _____

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

Signature: _____ Date: _____

**DISPOSITION OF COMPLAINT FORM
Discrimination, Anti-Bullying, and Anti-Harassment**

Date: _____

Date of initial complaint: _____

Name of Complainant
(include whether the
Complainant is a
Student or employee): _____

Date and place of
alleged incident(s): _____

Name of Respondent
(include whether the
Respondent is a student
or an employee): _____

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

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

Summary of Investigation: _____

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

Signature: _____ Date: _____

Grievance Procedure

It is the policy of the Camanche Community School District not to 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:

Kristi Montgomery
Camanche Middle School
1400 9th Street
Camanche, IA 52730
563-259-3014
kmontgomery@camanchebsd.org

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building Principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or Superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 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 equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter “equity coordinator”). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;

Grievance Procedure

- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the Superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the Superintendent. Within 30 working days, the Superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The Superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the Superintendent shall be final.

The decision of the Superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Nondiscrimination

Public laws provide for the resolution of complaints brought by patrons, students, or staff of the school district toward any activities sponsored or undertaken by the school district.

Complaints will be investigated and resolved within ten (10) days of receipt of same, unless exceptional circumstances exist. Where special circumstances exist, the resolution shall not exceed thirty (30) days.

The complaint form is to be filed with the building administrator. In the event the complainant is not satisfied with the resolution at the building level, an appeal may be made to the district compliance coordinator.

Adopted 5/8/89	Reviewed 6/15/09
Reviewed 1/19/98	Reviewed 6/18/12
Reviewed 8/21/00	Reviewed 6/15/15
Reviewed 5/19/03	Reviewed 5/21/18
Reviewed 6/21/04	Reviewed 5/17/2021
Reviewed 6/19/06	Reviewed 5/15/2023

See Attached Complaint Form

NONDISCRIMINATION

Building Level Complaint Form

Check () area of complaint:

_____ Chapter I Activities in Reading and Mathematics

_____ Section 504 Handicapped

_____ Title VII Civil Rights

_____ Title IX Sex Discrimination

Name of Complaint: _____ Phone: _____

Address: _____

Date that violation or alleged violation occurred: _____

School: _____

Complaint (Please write a brief statement of the complaint, which must be on the area check above):

If the complaint is being filed by a representative of the complainant, please sign here:

Complainant's Signature: _____ Date: _____

Disposition by Building Administrator: _____

NONDISCRIMINATION

District Level Complain Form

Area of Complaint Administrator's Name Office Phone

Chapter I Activities: _____

Title VII Civil Rights: _____

Section 504 Handicapped: _____

Title IX Sex Discrimination: _____

Date Received: _____

Hearing Scheduled Date: _____

Person Attending: _____

Disposition by District Complaint Coordinator: _____

The Office for Civil Rights may be reached at:

Office for Civil Rights, Chicago Office
U.S. Department of Education
111 North Canal Street, Suite 1053
Chicago, Illinois 60606-7204
Phone: (312) 353-8434
Fax: (312) 353-4888
Telecommunication Device for the Deaf: (216) 522-2540
E-mail: OCR.Chicago@ed.gov

Reviewed 5/17/2021 Reviewed 5/15/2023

**ASSOCIATES
PAY SCHEDULE**

<u>LEVEL I</u>	<u>LEVEL II</u>	<u>LEVEL III</u>
\$13.57	\$13.82	\$14.07

Level I	Playground Study Hall Bus Monitor Crossing Guard	Level II	Media/Nurse Special Ed./Classroom Admin/Curriculum
	Level III	Fulltime Specific IEP Assignment-Special Ed	

CPR training will be available through the school nurse.

Associates employed 10 or more years will receive an additional 30 cents/hour. Associates employed 15 or more years will receive an additional 20 cents/hour.

The 2018-2019 school year represents the year that steps were eliminated.

7. Sunday driving will be compensated at a rate of time-and-a-half.
8. Drivers on a route with one student will receive one hour of regular route pay when student calls in at the last minute and driver is ready to drive.
9. Drivers will get one-hour of their route pay for activity runs that take place during regular route time.

Bus Cleaning

The interior of each bus, including windows, will be cleaned once each week. One hour of regular route pay will be provided for the cleaning of a 65-passenger bus or less and One and a half hours of regular route pay for the cleaning of a bus above 65 passengers. This must be scheduled with transportation supervisor.

Pre and Post Bus Inspection/Pickup

One 15-minute period will be paid for daily pre-use bus inspection and preparation using the district checklist for every trip.

One 15-minute period will be paid for daily post-use inspection.

Drivers must keep in mind that in order to be paid for the pre and post trip inspections, the inspections must be made.

Drive Times

Driver times will be pre-determined by driving route with supervisor during early school year. Adjustments may be made as the route conditions vary. Supervisor will adjust for unusual conditions (i.e., weather, etc.).

Physical Exams

The Board of Education will pay for the driver physical examination obtained through the industrial desk at Medical Associates or Urgent Care.

Bus Monitors follow the Associate Pay Schedule.

**CUSTODIANS/PT GROUNDSKEEPER
PAY SCHEDULE**

<u>LEVEL I</u>	<u>LEVEL II</u>
\$15.15	\$17.65

LEVEL I PT Custodian/PT Groundskeeper LEVEL II FT Custodian

1. The district will offset the cost of work-related clothing from the list below up to \$250 upon presentation of invoices covering the same. The Superintendent/Designee has the discretion to determine if the requested clothing item meets the appropriate level of appearance. This list may be modified and special clothing-related requests may be approved by the superintendent or their designee.

- Camanche School District-related shirts
- Polo shirts (blue, red, white, or gray)
- Plain T-shirt (blue, red, white, or gray)
- Long or short sleeved button-down shirts/smocks (blue, red, white, or gray)
- Pants/Jeans (blue, black, or khaki)
- Shorts (blue, black, khaki, knee length, seamed, and not athletic shorts)

2. Weekend/holiday building check - \$25.00/inspection.

Custodians employed 10 or more years will receive an additional 30 cents/hour. Custodians employed 15 or more years will receive an additional 20 cents/ hour (for a total 50 cents/hour).

The 2018-2019 school year represents the year that steps were eliminated. Moving forward, custodians/maintenance/groundskeepers will be hired at a flat rate of pay with no index number. The 2019-2020 school year represents the year the index system was eliminated. The 2021-2022 school year is the year maintenance/groundskeeper was moved to back page.

**KITCHEN
PAY SCHEDULE**

<u>LEVEL I</u>	<u>LEVEL II</u>
\$13.57	\$13.97

LEVEL I	Helper	LEVEL II	Cook
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Kitchen staff employed 10 or more years will receive an additional 30 cents/hour. Kitchen staff employed 15 or more years will receive an additional 20 cents/hour.

The 2018-2019 school year represents the year that steps were eliminated.

KITCHEN

1. The district will provide two (2) uniforms every year to the regular full-time personnel and one (1) uniform every year to regular part-time personnel.
2. A shoe allowance of \$65/year will be provided.
3. Cooks with SERV Safe certification will receive an additional 15 cents/hour.
4. District will reimburse for successful completion of SERV Safe certification.
5. Weekend events that require a Food Service staff member to be present will have a rate of \$15/hour.

**BUILDING SECRETARIES
PAY SCHEDULE**

LEVEL I

\$16.35

LEVEL I Principal's Secretary

Secretaries employed 10 or more years will receive an additional 30 cents/hour. Secretaries employed 15 or more years will receive an additional 20 cents/hour.

The 2018-2019 school year represents the year that steps/index numbers were eliminated. A secretary will be hired at a flat rate of pay.

**OTHER DISTRICT WIDE
PERSONNEL
2024-2025**

Administrative Secretary	\$18.90/hr.
District Bookkeeper	\$20.20/hr.
District Payroll	\$20.80/hr.
Food Service Director	\$20.85/hr.
FRC Coordinator	\$18.90/hr.
Nurse	\$48,541.00
Activities Director	\$68,816.00
Middle School Activities Director	\$5,060.00
Technology Coordinator	\$62,266.00
Part-time Technology Assistant	\$15.45/hr.
Transportation Supervisor	\$59,391.00
District Maintenance (.40 to Maintenance for asbestos)	\$23.90/hr.
District Groundskeeper	\$19.55/hr.
Part-Time District Librarian	\$22.20/hr.
Accompanist	\$10.20/hr.
Concession Stand Manager	\$10.20/hr.

**SUMMER TENNIS
2024-2025**

Student Helpers - \$7.25/hr.

APPENDIX A

Letter of Understanding

It was agreed that for the term of a one-year pilot program, "Black Out Days" would be applied to personal leave days in the following manner:

Up to 5% of a building's staff will be allowed to use a personal day on days identified as Black Out Days without the 2 for 1 cost of personal leave days. After the 5% limitation in number of staff in a building taking a personal leave day during a Black Out Day is reached, the procedure as defined in the Classified Employee Package (cost of 2 for 1) will be followed for additional staff wishing to use personal leave days. All other Classified Employee Package items regarding personal days and black out days will remain in effect.

The results of this one-year pilot program will be reviewed to determine its level of success.