

# Shenandoah Community School District



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# Teacher Handbook 2023-2024

The Shenandoah Community School District offers career and technical programs in the following service areas: Agricultural Science, Automotive Technology, Business Education, Family Consumer Science, Health Science, and Industrial Technology. It is the policy of the Shenandoah 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 the district's Equity Coordinator, Aaron Burdorf, JK-8 Principal & Equity Coordinator, Shenandoah CSD, 601 Dr. Creighton Cir., Shenandoah, IA 712-246-2520, [burdorfa@shencsd.com](mailto:burdorfa@shencsd.com)

Administration Office & Preschool  
304 W. Nishna Rd.  
Shenandoah, IA 51601  
712-246-1581

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601 Dr. Creighton Cir.  
Shenandoah, IA 51601  
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High School  
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Shenandoah, IA 51601  
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## **Mission Statement**

The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to meet the challenge of an ever-changing world.

## **Vision Statement**

It is the vision of the Shenandoah Schools, in partnership with the community that we provide:

- Students with the tools to become responsible, successful citizens and lifelong learners in an ever-changing world.
- A safe and caring environment that ensures the dignity of all.
- Opportunities that stretch student and staff capabilities.
- School staff that are focused and visionary, collaborative and empowered to make knowledgeable decisions.

## **Board Goals**

With a goal of excellence, we are committed to:

- Demonstrating an increase in annual academic student achievement in all core areas using multiple assessing measures (ACT, Iowa Assessments, iReady, FAST)
- Committing resources to mental health supports for staff and students
- Maintaining a strong financial position to support the comprehensive education program
- Using effective communication to enhance school-family relationships and school-community partnerships

## **Abuse of Students by Employees**

Employees found in violation of abuse will be subjected to disciplinary action up to and including discharge. See Board Policies 402.3, 402.3E1, 402.3E2, 402.3R1.

## **Activity Supervision**

Board Policy requires that no sponsor or coach leaves students unsupervised. This means that all students must be supervised until they leave our premises after all activities and trips.

## **Activity Passes**

Staff are asked to work 2 activities during the school year and will be given a free activity pass. There will be an event sign-up at the beginning of the year.

## **Admission Slips/Field Trips/ (Pre-Excused)**

Field trips and attending educational events or activities must be approved in advance by the building principal. Teachers or coaches take a group of students out of the building for a class period or more must provide the office with a list of students who will be absent, so all teachers know who will be missing from class. All out-of-state trips must receive prior approval by the school board.

## **Announcements**

Announcements will be made over the PA system at one designated time period. Most general student information will be provided in the daily bulletin on Powerschool or email, and the monitors located in the hallways.

## **Attendance (Student)**

Attendance must be taken in the first ten minutes of every period by each instructor in grades 5-12. PK-4 attendance must be taken within the first 30 minutes of the day by each homeroom teacher. Record this information on PowerSchool. If a student is absent, mark her/him Absent-Unexcused. The office will adjust the student's record if the absence is excused. If a student is tardy to class without a tardy pass, please call the office.

## **Attendance Expectations For Staff**

The district expects all employees to be present and ready to perform their duties at the start of their duty day and to remain present for their entire duty day, unless they have the prior approval of their supervisor. Employees who exhibit chronic tardiness, or those who fail to call their supervisor or designated representative prior to being tardy, may be subject to progressive discipline up to and including termination of employment.

Employees who will be away from their normal place of work during normal duty hours are expected to report their absences in AESOP. Absences are to be requested and approved in advance. Employees must call their supervisor directly to request the use of sick leave or emergency leave.

## **Board Policies**

Copies of Shenandoah Board Policies may be found on the school website.

## **Building Leadership Team (BLT)**

Building Leadership Teams meet regularly and discuss any pressing concerns or issues. Any teacher who has a concern or an idea they would like to have addressed can bring it to the attention of a member of the building team who can then bring it up at a meeting. The building leadership team will also help with staff meetings and other meetings during the school year.

## **Bus/Vehicle Use**

### Picking up the vehicle

- Vehicle's need to be picked up the day of the departure.
- If a vehicle is needed more than one hour before departure, make arrangements with the Transportation Director in advance to verify whether the vehicle can be ready at the requested time.

### Route

- Remember that the school vehicles are representing our school district and community.
- While on route to your destination, observe all traffic laws.
- Drive the most direct route to and from your destination.
- Routes that include stops outside of the most direct route need prior administrative approval.
- Animals are not to be transported in school vehicles.

### Returning the vehicle

- Return the vehicle as close to the time reported on the transportation request form as possible. It may have another trip soon after it is to be returned.
- Complete the trip log and leave the keys in the key bag and leave the bag in the driver's seat of the vehicle.
- Remove all trash and personal items from the vehicle.

### Fueling the vehicle

- If possible, fuel vehicle at RocStop or other Cenex station. If there is not a Cenex station, the card should work at most other locations.
- Use the Cenex Fleet Card that is in the console of the vehicle. The gas pump will ask you for an ID#, which is written on the envelope the card is in. It will also ask you for the odometer reading. This card may also be used to purchase anti-freeze, oil, windshield wiper fluid, or any other vehicle need.
- Place the receipt on the vehicle clipboard.

## **Cell Phones**

All staff is expected to use cell phones in a professional manner and avoid accepting calls or texts when it interrupts instruction, while on supervision duty or participating in professional learning unless there is an unusual circumstance or some type of emergency.



## Child Abuse

(235A2) Child abuse is defined as “any non-accidental physical injury suffered by a child as the result of the acts or omissions of the child’s parent, guardians, or other persons legally responsible for the child.” Child is defined as “any person under the age of eighteen years.”

The child abuse law requires that certificated school employees such as teachers and administrators are mandated or legally required to report whenever in the course of employment the reporter believes or has reason to believe the child has been injured as result of abuse.

When child abuse is suspected an employee is to immediately make an oral report to the local department of social services and to make a written report to the local department of social services within 48 hours after oral report (forms for written reports are available in each building.) Both reports should include as much of the following information possible: Child’s name, age, address: parent’s name and telephone number: reason for suspecting abuse including previous injuries as well as any other information felt by the reporter to be important. It is also requested that an employee notify their building principal of the call that has been made.

A school employee would have cause to suspect abuse when the following is indicated:

1. A child tells several conflicting stories as to cause for the same injury.
2. A child seems to be frequently injured.
3. A child expresses reluctance to tell how the injury occurred.
4. A child is afraid to go home.
5. A child tells the teacher or playmate that someone in charge of him/her hurt them.
6. A child relates a story about the injury that seems inconsistent with the injury.

There are potential penalties for the failure of mandated reports to make a report. Thus, a mandated reporter may be subjected to liability for such things as hospital expenses and doctors’ bills for a second incidence of a child abuse if the second one could have been avoided by reporting the first one.

Ms. Linda Laughlin, High School Nurse is a Level I investigator that will investigate when child abuse allegations are made against a staff member. If Ms. Linda Laughlin is unavailable, the JK-8 School Nurse, Mrs. Kristy O’Rourke is designated to investigate. Administrators may be used as alternate investigators when there is a conflict of interest identified. Shenandoah Police Department is designated as the Level II Investigator.

## Classroom

Classroom is a space provided by the district. It is not considered a personal space or space for keeping personal items. Teachers are expected to keep your classroom in a clean and organized fashion. Teachers can report damages or request repairs to classroom equipment by completing the online maintenance request form.

Please note the following.

1. Objects hung from the ceiling must be hung lower than 18” from the ceiling. There are no exceptions to this rule due because it is a fire hazard. Objects that are too close to the ceiling, block the sprinkler heads which creates a hazard.
2. Extension cords may only be used if they are designed for institutional use. Household type extension cords may not be used. Please confirm the type of cord you are using with the Director of Maintenance & Operations before use it.
3. Door wedges **are not allowed** in the buildings due to fire code and school safety reasons. Do not use any object to prop open doors. If you have a door with a closer it needs to be closed at all times.
4. Do not put tape, magnets, or other items over the door strike that will prevent the door from latching. Your door must be able to latch when it closes.

5. No more than one third of the door or walls should be covered with paper or anything else that can burn.
6. Curtains must be sprayed with fire-retardant spray prior to hanging them in your classroom and resprayed after they are cleaned.
7. Furniture or appliances from home (microwaves, refrigerators, or other appliances) should not be brought to work.

### **Class Meetings**

Class, club, and organizational meetings may be held during homeroom or before and after school. Please coordinate proposed dates and times with the office to avoid duplication of events.

### **Class Record**

Grades should be verified each quarter via the process within each building.

### **Confidentiality**

School employees frequently have access to confidential information. It is expected that school employees maintain confidentiality about information learned in the school environment and refrain from discussing matters related to students (student conduct, discipline, or performance) or their families with uninvolved staff and others outside of the work environment.

### **Controversial Issues**

All staff must be knowledgeable about first amendment rights and Iowa Code related to racism and sexism as they select materials, plan instructional activities, and facilitate classroom dialogue.

### [IDOE Guidance on Equity, Inclusion & Free Speech](#)

Other topics may also be considered controversial. Therefore, thoughtful and careful consideration should be taken when selecting materials, planning instructional activities, and facilitating classroom conversations. It is important to consider what is appropriate given the age and maturity of any given group of students.

A “controversial issue” is defined as an area of significant academic inquiry about which substantial segments of the citizens of this community state, or nation hold sincere conflicting points of view.

It is the belief of this school board that controversial issues should be fairly presented in a spirit of honest academic freedom to the end that individual students may recognize the validity of other points of view but can learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the factual basis underlying the controversy.

It shall be the responsibility of the instructor to present fully and fairly the opportunity and means for students to study, consider and discuss all sides of controversial issues, including, but not limited to political philosophies.

It shall be the responsibility of the instructor to protect the right of the student to study pertinent controversial issues within the limits of good taste, allowing expression of personal opinions without jeopardizing relationships with the instructor or school.

### **Corporal Punishment**

Section 280.21 was passed by the Iowa Legislature and signed by the Governor in 1989. In general, it states that a school employee shall not inflict or cause to be inflicted, corporal punishment upon a student. For purposes of this Section,

corporal punishment means the intentional physical punishment of a student. HF 2416, passed by the Legislature in 1990, requires the Department of Education to adopt rules which hold that a school district employee's physical contact with the body of a student is not considered corporal punishment if it is reasonable and necessary under the circumstances and is not designed or intended to cause pain, or if the employee uses reasonable force for the protection of the employee, the student or other students, or to obtain the possession of a weapon or other dangerous object within a student's control, or for the protection of property.

### **Course Syllabus**

High school teachers are required to provide a course syllabus. Classroom rules, classroom expectations, a grading system, a short overview of the class, and a general list of required readings are to be included in the syllabus.

### **Dances – High School**

High school teachers are required to chaperone one dance each school year. If you are unable to supervise the dance you are scheduled to supervise you will need to trade with another teacher and notify the principal of changes. At the dance, if a student wants to go to his/her vehicle, a teacher must go with the student. If a student chooses to leave the dance he/she cannot come back to the dance and the advisor in charge of the dance will keep track of the students' names and the times they leave.

### **Discipline in the Classroom**

Teachers are responsible for generally managing the classroom environment and using effective classroom management. It is important to have clear, consistent, and reasonable expectations for students to follow. Students need to be taught the expectations so they know and understand what to do in each environment. Careful consideration should be given to strategies used and the age-appropriateness of consequences given.

Removing a student from class or office referrals may occur when necessary, but consideration should be given to the nature and severity of the offense. Teachers are to contact parents when office referrals are made, and or when after school time or detention is required.

At the elementary level, supervision of detention is the responsibility of the teacher assigned to the detention rotation schedule. Detention will take place in the classroom of the supervising teacher. All students staying for detention are to be documented with the office. Prior parent notification is required when a student is required to stay for detention.

In-school suspension and out-of-school suspension may only be assigned by the building principal or superintendent. Mandatory reassignments, long-term out-of-school suspensions, or expulsions requires superintendent recommendation and board action.

Students are able to receive full credit for work missed due to out of school suspension if the assigned work is completed.

### **Dress Code**

Employees of Shenandoah Schools are respectfully asked to dress appropriately and professionally. Appearance does affect others' opinions of our schools. Friday is jeans/spirit day. Teachers participating in jeans/spirit day will pay \$1 per Friday for the jeans fund. Staff choosing to wear jeans on Fridays, should also wear Shenandoah gear or school colors (maroon, white, grey, and or black). The last Friday of the month is a free "jeans" day. All clothing worn to work should be neat, clean and in good repair.

### **Drug and Alcohol Testing Program**

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or

the school vehicle weighs twenty-six thousand one pounds or more. For purposes of the drug and alcohol testing program, the term “employees” includes applicants who have been offered a position to operate a school vehicle.

The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing. Employees operating school vehicles shall not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the school district contact person, the school nurse located at the high school.

Employees who violate the terms of this policy are subject to discipline up to and including termination. Employees who violate this policy bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and a substance abuse treatment program if recommended by the substance abuse professional. Employees who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subject to discipline up to and including termination.

### **Drug-Free Workplace**

It is a violation of the policy of the Shenandoah Community School District for any employee to unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 CFR 1300.11 through 1300.15).

Notification is further given that, as a condition of your continued employment, you comply with the above policy of the Shenandoah Community School District and will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace, no later than five (5) days after such conviction. Any employee who violates the terms of the school district’s drug-free workplace policy shall successfully participate in a drug abuse assistance or rehabilitation program approved by the Board. If the employee fails to successfully participate in such a program, the employee’s contract shall not be renewed or the employee’s employment may be suspended or terminated at the discretion of the board.

### **Dual Enrollment Student**

Home-school or home-school-assistance-program students enrolled in classes or participating in school activities in the school district are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the Principal or designee.

### **Employee Hours**

Employees are to report to work no later than 7:45 A.M. and may leave at 3:45 P.M. Some employees may be assigned different start and end times by their building administrator based on particular circumstances related to their individual work assignment and duties. Employees may leave 10 after student dismissal on days preceding holidays, Fridays, and when school is dismissed due to inclement weather. An employee may be asked to stay by a building principal or other administrator in the event of a unique situation or emergency.

Teachers may be required to report before or remain after the regular workday for the purpose of attending faculty or other administratively called meetings. Such meetings will begin no earlier than one-half hour before, nor extend more than one hour beyond the employee’s scheduled workday.

With the exception of teachers who have assigned duty during lunch, teachers will be provided with a duty-free lunch period. Teachers may leave the building without requesting permission during scheduled duty-free lunch periods but must sign out in the office. Employees may leave the building during their plan period with prior approval of the building administrator.

Teachers may be required, without additional compensation, to attend no more than six (6) evening activities outside the school day each year. Attendance at additional activities shall be at the discretion of the employee.

Teachers will not be required to complete a leave request in the online absence management system when their principal authorizes discretionary leave that occurs at or after 3:00 P.M and does not interfere with instructional time.

Employees hired on a part-time basis will be given paid preparation time comparable to other employees at their grade level.

The employee work year shall consist of 189 days of service, including 1 holiday; New Year's Day. Employees will not be scheduled to work on Christmas Day. Employees may be required to work days beyond the established published district calendar to fulfill their contract to work 189 days.

### **Employee Parking**

High School employees may park in the main parking lot in the front and second rows on the west side of the main sidewalk. JK-8 employees will park in the lower front lot (south of the front of the building) in the spots facing the street or around the perimeter of the west lot. Employees who park in the west lot must either leave the lot before the buses arrive or wait for the buses to dismiss before leaving the lot for safety reasons.

### **Employee Safety**

The district agrees to continue making reasonable provisions for the health and safety of its employees during the hours of employment. The employees will continue to extend their complete cooperation to the district in maintaining district policies, rules, and regulations as to health and safety. All employees shall promptly report any unsafe conditions to their immediate supervisor.

Provisions shall be made for protective devices as outlined in Section 280.10 and 280.11 of Code of Iowa. All such items shall be provided without charge to the employee.

### Use of Reasonable Force

An employee may, within the scope of his/her employment and pursuant to district policies, administrative regulations, and directives, using no more force than is reasonable and necessary, take appropriate action in self-defense, or to protect district property, or other school employees and students. This paragraph shall not be construed as to condone any action which is in any respect unlawful. All action taken by a teacher pursuant to this section shall be promptly reported by the teacher to his/her immediate supervisor.

### Emergency Evacuations

In the event that a building of the Shenandoah Community School District is placed under jurisdiction other than its duly appointed and authorized professional staff for the purpose of emergency evacuation, no staff member, whose assignment is in that building, shall be required by the Board of Education or the administration of the Shenandoah Community School District to perform any services above and beyond that all student under his/her immediate supervision have been safely evacuated.

## Assaults

Whenever an employee has suffered an assault while acting within the scope of his/her employment, the employee shall notify his/her immediate supervisor immediately. Upon a review of the facts, a determination regarding the case shall be made by the principal. Any employee(s) assaulted shall be notified of the district's action. The principal or designee shall provide appropriate assistance to the assaulted employee(s) for needed liaison with the police and other authorities.

If, as a result of an unprovoked assault as described above, an employee's clothing and personal effects, subject to the district's insurance policy definition and loss, are torn or destroyed, provided an investigation by the principal or designee indicated there was no negligence on the part of the employee, the employee shall be eligible for reimbursement for the damage. Reimbursement by the district for any loss will be made only if such loss is not covered by the employee's personal insurance. This provision will apply only to those incidents which occur on school property and while the employee is engaged in school business. A request for reimbursement will be submitted in writing to the principal, describe the incident, state the amount of reimbursement sought and verification thereof, and will be subject to approval by the investigating administrator.

## **Emergency Drills**

The school district conducts two fire drills, two tornado drills, one bus drill and one lockdown (ALICE) drill per building per semester. Evacuation instructions for tornado and fire drills must be posted by the door of each classroom. Please share evacuation information with your students at the beginning of each semester. All employees must participate in each drill.

## **Emergency/Weather-Related School Closings**

The Superintendent has the authority to close schools, dismiss them early, or keep them open beyond the regular school day in case of extreme weather or other emergency conditions. As soon as possible, after the decision has been made, the Superintendent shall arrange to announce the closing via the news media.

In case of a school closing, an announcement will be made using SchoolMessenger system as early as 5:30 A.M. It is also reported to KMA Radio and The Valley News.

## **Exposure to Blood Borne Pathogens, Occupational**

The Shenandoah Community School District has established a written exposure control plan to eliminate or minimize occupational exposure to blood borne pathogens and to meet the requirements of the Department of Labor, Occupational Safety and Health Administration, 29 Code of Federal Regulations (CFR) Part 1910.1030. The District exposure control plan, which is available in each attendance center, includes: Exposure determination, schedule and method of compliance, provision for plan copies to be accessible and available upon request, and the review and updating of the plan.

## **Faculty Smoking/Tobacco Use**

Shenandoah Community School District is a tobacco-free environment. This includes all tobacco related products including look a likes, e-cigarettes, vapes, or other items deemed relative.

## **Family Education Rights and Privacy Act (FERPA)**

The Family Education Right to Privacy Act denies school records to those who are not parents, guardians or individuals of age without written permission. Parents or guardians may have access to school records. School staff may view records without parental permission. Please note that when material is reviewed, your signature must appear on the proper form contained with each record.

**Fundraiser**

All fundraisers must be approved by an administrator. You must complete the online request form. All money must be turned in to the office daily and all funds received must be turned in before purchases are made. Do not keep money in your room. Be sure the public receives what is ordered and pay the fundraiser bills on time. MySchoolBucks is the approved method for gathering funds.

**Good Conduct Policy**

See student handbook for information on Good Conduct Policy.

**Grades and Grade Reporting**

Grades will be issued by the high school following the termination of each academic term. Cumulative totals for credit will be issued at the end of 1<sup>st</sup> semester and 2<sup>nd</sup> semester.

A four (4) point system shall be used for high school transcripts. Advanced Placement courses are graded on a five (5) point system.

A four (4) point system shall be used for middle school report cards.

**5.0 GPA**

A	4.0	A	5.0
A-	3.7	A-	4.7
B+	3.3	B+	4.3
B	3.0	B	4.0
B-	2.7	B-	3.7
C+	2.3	C+	3.3
C	2.0	C	3.0
C-	1.7	C-	2.7
D+	1.3	D+	2.3
D	1.0	D	2.0
D-	0.7	D-	1.7
F	0.0	F	0.0

I – Incomplete

4.0	A+
3.6-3.8	A
3.4-3.5	A-
3.2-3.3	B+
2.8-3.1	B
2.6-2.7	B-
2.4-2.5	C+
2.0-2.3	C
1.8-1.9	C-
1.6-1.7	D+
1.3-1.5	D
1.1-1.2	D-
0-1.0	F

I – Incomplete

**Graduate Work**

Classes taken in order to move across the salary schedule must be approved by the Superintendent.

**Hall Duty/Assembly Supervision**

Students shall be supervised when they are passing between classes, in assemblies and in class. Staff will attend all assemblies to assist in supervision. Each teacher is responsible for the supervision of students when scheduled for assigned duties.

**Hall Passes**

Students must have a pass when out of the classroom during class and must sign out and back into the classroom.

**Hazardous Chemicals Program**

As per Iowa Code 455D, a Hazard Communication Program is in place for employees and students of this district. During the first teacher workday each year all employees are presented with information about Hazardous Chemicals.

## Harassment Prohibited

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

For the purpose of this policy, the term “volunteer” includes, but is not limited to, a person performing a service for the benefit of and at the request of the school district.

The board prohibits harassment, bullying, or hazing of students, employees, officers, board directors and volunteers based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sexual orientation, gender, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, 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 up to, and including, termination. If, after an investigation, a school officer or board director is found to be in violation of this policy, the officer or director shall be subject to appropriate measures which may include public reprimand and removal from office, in accordance with applicable board policies and procedures and the law. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student, employee, officer, board director, or volunteer which is based on any actual or perceived trait or characteristic of the individual and which creates and objectively hostile school or work environment that meets one or more of the following conditions:

- Places the student, employee, officer, board director or volunteers in reasonable fear of harm to their person or property;
- Has a substantially detrimental effect on the student’s, employee’s, officer’s, board director’s, or volunteer’s physical or mental health;
- Has the effect of substantially interfering with the student’s academic performance or an employee’s, officer’s, board director’s, or volunteer’s work performance; or
- Has the effect of substantially interfering with the student’s, employee’s, officer’s, board director’s, or volunteer’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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



- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of demeaning nature that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the victim that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a victim's performance or creation of an intimidating, offensive, or hostile learning or work environment.

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

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

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

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

To the extent provided in Iowa Code Section 280.28, any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report.

Retaliation, reprisal, or false accusation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who give false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school officer or board director found to have retaliated in violation of this policy shall be subject to measures up to, and including, public reprimand and removal from office, in accordance with applicable board policies and procedures and the law. 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. Other persons found to have retaliated in violation of this policy shall be subject to appropriate measures as determined by the school district.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints alleging bullying or harassment at the school building level. The Superintendent or designee will be responsible for handling all complaints of bullying and harassment at the district administration or board level.

It also is the responsibility of the Superintendent, in conjunction with principals, to develop procedures regarding this policy. The Superintendent also is responsible for organizing training programs for students, employees, school officers, board directors and volunteers. The training will include how to recognize harassment and what to do in case someone is bullied or harassed. It will also include proven effective harassment prevention strategies. The Superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The Superintendent shall report to the board on the progress of reducing bullying and harassment.

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 website

And a copy shall be made available to any person at the central administrative office at

304 West Nishna  
Shenandoah, IA 51601

Legal Reference:                   20 U.S.C. §§ 1221-1234i (2004)  
  29 U.S.C. § 794 (1994)  
  42 U.S.C. §§ 2000d-2000d-7 (2004)  
  42 U.S.C. §§ 12001 *et. seq.* (2004)

Senate File 61, 1<sup>st</sup> Regular Session, 82<sup>nd</sup> General Assembly, (2007). Iowa  
Code §§ 216.9; 280.3 (2009)  
281 I.A.C. 12.3(6)  
Morse v. Frederick, 127 S. Ct. 2618 (2007)

103.1E1 ANTI-BULLYING/HARASSMENT COMPLAINT FORM

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

Position of Complainant: \_\_\_\_\_

Name of Student or Employee Target: \_\_\_\_\_

Date of Complaint: \_\_\_\_\_

Name of Alleged Harasser or Bully: \_\_\_\_\_

Nature of Discrimination or Harassment 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"/>	Political Belief	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Socio-economic
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Gender or Gender Identity	<input type="checkbox"/>	

Description of Misconduct: \_\_\_\_\_

\_\_\_\_\_

Name of Witness (if any): \_\_\_\_\_

\_\_\_\_\_

Evidence of Harassment or Bullying, ie., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any Other Information: \_\_\_\_\_

\_\_\_\_\_

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

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

104.1E2 ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

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

Position of Witness: \_\_\_\_\_

Date of Testimony, Interview: \_\_\_\_\_

Description of Incident Witnessed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any Other 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 ANTI-BULLYING/HARASSMENT COMPLAINT FORM

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

Name of Student or Employee Target: \_\_\_\_\_

Grade and Building of Student or Employee: \_\_\_\_\_

Name and Position or Grade of Alleged Perpetrator/Respondent: \_\_\_\_\_

\_\_\_\_\_

Date of Initial Complaint: \_\_\_\_\_

Nature of Discrimination or Harassment 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"/>	Political Belief	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	Socio-economic
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Gender or Gender Identity	<input type="checkbox"/>	

Summer of Investigation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 104.1R1 ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the bully/harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the bully/harasser, the individual should ask a teacher, counselor, principal, or superintendent to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - 1) Tell a teacher, counselor, principal or superintendent; and
  - 2) Write down exactly what happened, keep a copy and give another copy to the teacher, principal or superintendent including:
    - What, when and where it happened;
    - Who was involved;
    - Exactly what was said or what the harasser did;
    - Witnesses to the harassment;
    - What the complainant said or did, either at the time or later;
    - How the complainant felt; and
    - How the bully/harasser responded.

### COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the building principal or designee for all complaints at the school building level. The superintendent or designee will be responsible for handling all complaints of bullying and harassment at the district administration or board level. The alternate investigator is the Equity Coordinator, Assistant Principal or designee. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evident of the harassment, including, but not limited to, letters, tapes, or pictures. However, completion of a complaint on the Harassment/Bullying Complaint form is not mandatory for purposes of investigating a complaint. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

An investigator, with the approval of the principal or the superintendent has the authority to initiate an investigation in the absence of a written complaint.

### INVESTIGATION PROCEDURE

#### Level One

The building principal (or designee), for harassment or bullying occurring at the school building level, and the superintendent (or designee), for harassment or bullying occurring at the district administration or board level, will assign an investigator. The investigator will be designated by the building principal or superintendent and can be a supervisor, a building or district administrator, or a designated level 1 investigator for Chapter 102 complaints. The complainant should be informed of these choices and given the opportunity for input into the choice of investigator assigned to the complaint. Once assigned, the investigator will reasonably and promptly commence the investigation. The investigator will interview the complainant and the alleged harasser/bully. The alleged harasser/bully may file a written statement in response to the complaint. The investigator may also interview witnesses and consider other evidence as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment or bullying and report the findings and conclusions to the principal (or designee), superintendent (or designee), or board president (or designee), depending upon whether the alleged harassment or bullying occurred at the school building or district administration or board level. The investigator will provide a copy of the written findings and conclusions of the investigation to the principal (or designee), superintendent (or designee) or board president (or designee), as appropriate.

Following receipt of the investigator's report, the principal, superintendent, or board president designee, as appropriate, may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline or other remedial action.

Prior to the determination of the appropriate discipline or other remedial action, the principal, superintendent or designee, as appropriate, may, at his/her discretion, interview the complainant and the alleged harasser/bully.

The principal, superintendent, or designee, as appropriate, will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser/bully and the investigator will receive notice as to the conclusion of the investigation. The principal, superintendent, or designee, as appropriate will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

### Level Two

If the complaint is not resolved at level one to the satisfaction of the complainant or the alleged harasser/bully, the grievant(s) may appeal the findings to the superintendent or appropriate designee. The filing of the level two complaint must be within fifteen (15) working days from the date of the conclusion of the level one investigation and must be made in writing using the anti-harassment/bullying complaint form stating the nature of the grievance. The grievant may request a meeting concerning the complaint with the superintendent or designee. A parent or guardian may accompany a minor student. The superintendent or designee shall investigate the complaint and attempt to resolve it. A written report from the superintendent or designee regarding action taken will be sent to the involved parties within fifteen (15) working days after receipt of the level two complaint.

### POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is treated as confidential, to the extent possible. Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process. Individuals who retaliate will be subject to discipline as appropriate.
- The totality of the circumstances will be considered in determining whether conduct constitutes harassment or bullying in violation of this policy.
- Students, employees, officers, board directors, and volunteers are expected to fully and fairly cooperate in any investigation.

### CONFLICTS

If the designated investigator is the subject of or a witness to the incident or is otherwise personally affected by the complaint procedures related to the incident, an alternate investigator shall investigate the complaint. If the building principal, superintendent, or designee involved in the investigation procedure and resolution of the complaint is the subject of or a witness to the incident or is otherwise personally affected by the complaint procedures related to the incident, an alternate administrator shall serve as a substitute.

This procedure in no way denies the right of a person to file a formal complaint with the Iowa Civil Rights Commission, the Federal Office of Civil Rights for the U.S. Department of Education, the Federal Equal Employment Opportunity Commission, and/or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging bullying, harassment, or discrimination.

## **Health Provisions**

Employees whose health may be in doubt in the opinion of the administration shall present additional satisfactory examination results when requested to do so. The expense of any additional examinations, if requested by the administration, will rest with the Board of Education.

The Board will provide paid flu shots for employees at a scheduled time. Employees choosing to get a flu shot other than this will assume the cost.

## **Homeroom**

Teachers may be assigned homeroom.

The homeroom teacher is responsible for sharing with students their progress reports. In the spring, homeroom teachers work closely with students in scheduling for the upcoming school year.

Middle School homeroom teachers prepare portfolios for each homeroom student in preparation for student-led conferences along with other tasks as needed.

## **In-School Suspensions (ISS)**

When a student receives in-school suspension, they are to report to the office for supervision. Students should get their homework and work on it in there. Students are allowed full credit when they have an in-school suspension. When lunch is being served, students are to eat in the assigned room and not in the cafeteria. Students' work is due the day that they are to report back to the classroom. If work is not completed, it will be graded as it would be for any other student.

### In-School Suspension Rules:

1. Talking is Prohibited.
2. Cell phones/iPods/Electronic devices are not allowed.
3. Student must be engaged in productive work (homework, reading, etc.).
4. Restroom breaks are determined by Supervisor.
5. Student will be escorted to/from lunchroom.
6. Computer use will be given at discretion of Supervisor for school work only.
7. Consequences may result in an after-school detention and could include OSS.

## **Insurance**

The Board will provide health insurance for eligible employees. The Board contributes to the monthly premium in an amount equivalent to a PPO 1000 plan, toward the cost of insurance coverage for a full-time employee. The employee may apply the payment to single or family coverage. All teachers are required to take at least single policy coverage. Disability Insurance and Term Life Insurance (\$10,000) is also provided for all teachers in the district.

The Board provides the above insurance and pays a proportionate amount of the premiums for part-time employees who work a minimum of twenty (20) hours a week. The part-time employee agrees to pay a proportionate amount and must authorize, in writing, a payroll deduction for their portion of the premium. The part-time employee may elect, in writing, to waive or revoke the insurance deductions by a thirty (30) day written notice to the Business Office.

Open Enrollment for insurance is in May.



## **Inventories**

All teachers are required to take classroom inventory. A list of fixed assets is filed with the Administration office.

## **Keys**

There will be minimum distribution of building keys. In the event of special need, the keys may be obtained from the building principal upon request. All personnel shall be responsible for the safeguarding of their keys and the security of the building, ensuring that such keys do not fall into the hands of students or other unauthorized person. Teachers are not authorized to make any key available to non-staff citizens or students. You are responsible to make sure that doors are secure when you leave the building after hours. All keys will be turned into the office at the end of each school year or a list of keys kept will be given to the Principal. Board Policy 405.A.

## **Leaves of Absence**

### Jury Duty Leave

An employee required to perform jury duty during his/her working time will be granted a leave for such purpose and will receive the difference in compensation between the employee's normal compensation and the per diem compensation received from such jury duty. Provided, however, that in order for an employee to be eligible, the employee must also:

- Immediately notify his/her supervisor of the receipt of summons for jury duty;
- Be available for work on the next schedule workday after the period of required jury duty;
- Furnish the employer with proper evidence of the number of days and the amount of jury duty pay; and
- Be available for work for the remainder of any day which the employee is not required to perform jury duty.

### Emergency Leave

An employee will be granted a maximum of ten (10) days leave per year for illness or death in the immediate family, which is defined as spouse, parents, grandparents, children, grandchildren, father/mother/son/daughter-in-law, brother, sister, brother/sister-in-law, foster children, foster grandchildren.

Up to two (2) days leave of the ten (10) maximum days allowed may be used for serious illness, injury, death or funeral of any person not listed above.

In extenuating circumstances, the Superintendent may extend the ten (10) days fully paid leave. The Superintendent's decision is final and non-grievable.

### Professional Leave

Professional leave may be excused for educational purposes at the discretion and approval of the building principal or the immediate supervisor and the Superintendent. If any regular full-time employee wishes to be absent from duty for a brief period to attend a professional meeting, a leave request should be entered into AESOP at least seven (7) days prior to the first (1<sup>st</sup>) day of anticipated absence. Professional days will be used for the purpose of:

- Visitation to view other instructional techniques or programs; or
- Conferences, workshops, or seminars conducted by colleges, universities, or other educational institutes or organizations.

### Personal Leave

At the beginning of the school year, an employee will be granted two (2) days of leave without loss of pay to be used for the employee's personal business at the employee's discretion.

An employee planning to use a day will enter the absence into AESOP two (2) days in advance, except in cases of emergency.

No personal days will be allowed during workshops, in-service, or parent-teacher conferences except in cases of emergency. A maximum of three employees may be granted use of personal leave during the first five days or last five days of the school year or immediately before or following any holiday or school recess.

Should an emergency or important family responsibility beyond the employee's control arise, permission is to be obtained from the employee's immediate supervisor. Examples could be: weddings, graduations, court appointments, but would not include vacation extensions.

If the employee chooses not to be reimbursed, unused personal leave will be allowed to accumulate up to 4 days.

Each employee will be reimbursed for a maximum of four (4) personal days not used during a school year. This reimbursement will be \$100 per day. This reimbursement must be requested in writing. Request must be submitted on or before June 1<sup>st</sup> and will be added to the employee's June check with appropriate taxes withheld.

An employee may purchase two (2) additional personal leave days, per year, by paying the current substitute teacher rate plus FICA and IPERS. No more than four (4) personal days will be allowed in a contract year. The Superintendent has discretion under highly unique circumstances or emergencies to allow for additional days. Additional leave should be considered a rare exception, not something that will automatically be granted. The Superintendent's decision will stand final as there are other forms of leave that are appropriate under most circumstances.

#### Consultant Leave

In cases where school employees wish to serve or are requested to serve as education consultants by other school districts, educational organizations, etc., approval in advance must be obtained from the building principal and Superintendent and are limited to four (4) days per year.

Evidence of any fees, income, or remuneration received by the employee over and above expenses will be presented to the Business Office who will reduce the district's salary to the employee by the amount paid for such services.

#### Discretionary Leave

The Board may, at its discretion, grant a leave of absence to an employee for reasons acceptable to the Board and upon such terms and conditions as may be prescribed by the Board.

#### Adoptive Leave/Foster Leave

Employees covered by this handbook will be granted a leave of absence at full pay for purposes of adoption/fostering, not to exceed a total of five (5) days per year.

#### Maternity Leave

Maternity Leave is allowed under the general provisions of the Pregnancy Discrimination Act and FMLA and is allowed for the period of time that is deemed medically necessary. An employee will be allowed to be paid using any accumulated sick leave, personal leave, and emergency leave during this period of time. The remaining time off from work will be unpaid time but will be allowed for the period of time that is deemed necessary by a medical professional. Please notify your building principal and the business office of the need for maternity leave as soon as possible so arrangements can be made for an approved long-term substitute and appropriate paperwork can be completed.

#### Educational Improvement

A leave of absence, without pay, for up to one (1) year may be granted to a maximum of two (2) employees for the purpose of engaging in study related to professional responsibilities, at an accredited college or university. All requests for such leaves will be submitted in writing to the Superintendent at least thirty (30) days prior to the deadline for staff reduction as stipulated by Chapter 279, Code of Iowa, in the year preceding the school year in which the period of leave

is requested. Leaves will be granted based upon the nature of the educational improvement undertaken and its resulting benefit to the district's educational programs. The Superintendent or his/her designee will reply to such request in writing by the deadline for staff reduction as stipulated by Chapter 279, Code of Iowa.

An employee on leave of absence during the spring semester will notify the Superintendent in writing at least thirty (30) days prior to the deadline for staff reduction as stipulated by Chapter 279, Code of Iowa, in the year of his/her intention to return or not return to the district the following school year. Failure to so notify by this date, will be interpreted to mean the employee does not intend to return, and will serve as a reason to terminate the continuing contract.

#### Public Office

A leave of absence without pay, not to exceed two (2) years, will be granted to a maximum of one (1) employee per year (with the date of the earliest written application to be the determining factor for allowance of the leave) for the purpose of serving in a state or national public office.

#### Military Leave

Employees who are inducted into the military service of the United States will be granted a leave of absence without pay for the duration of the induction. Upon return from such leave, an employee will be placed in an available position in which he/she is qualified and certified and at the step on the salary schedule determined by actual service and maintain earned sick leave accumulation. Returning employees will be according to the right set forth in the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the rights provided in the Iowa Military Code. Chapter 29A, Code of Iowa.

#### Temporary Military Leave

A maximum of thirty (30) school days per school year for persons called into temporary active duty of any unit of the United States Reserves or the State National Guard, provided such obligation cannot be fulfilled on days when school is not in session, will be granted without loss of pay or benefits.

#### Extended Leave

While on extended leave, the employee's interest in the retirement funds, accumulated sick leave, and placement on the salary schedule will be frozen. While no additional benefits will be provided by the employer during the leave period, the employee may purchase such benefits. At the conclusion of the extended leave of absence, the salary of the employee will be the salary stated on the salary schedule for the step and class for which the employee was appointed at the time of the commencement of the leave.

Other extended leaves of absence without pay may. At the discretion of the Board, be granted upon the written request of an employee.

#### Sick Leave

All licensed staff members will receive (15) days of sick leave each school year as of the first (1<sup>st</sup>) official day of said school year. Unused sick leave days may accumulate from year to year to a maximum of one hundred twenty (120) days.

An employee absent due to personal illness or injury shall, if requested by the district, furnish to the district such reasonable evidence, as the district may desire confirming the necessity for such absence.

An employee returning to work from sick leave shall, if requested by the district, furnish to the district such reasonable evidence as the district may desire that the employee is physically and mentally able to return to active employment.

Notification of available sick leave and personal leave is available on the AESOP absence management system and found on an employee's payroll stubs.

### Sick Leave Pool

All requests by eligible employees to withdraw days from the sick leave pool will be submitted in writing to the Sick Leave Pool Committee (SLPC) for review. The SLPC will be comprised of 3 SEA appointed teachers (1 from each level: PK-4, 5-8, 9-12), 3 administrators (1 from each level: PK-4, 5-8, 9-12) and the Executive Secretary who will serve as secretary for the SLPC. The SLPC will initially determine if the requesting staff member's illness, injury, or infirmity is extenuating circumstances, catastrophic illness or injury, and whether or not the participant is eligible to use sick leave days from the sick leave pool. Medical documentation of the catastrophic illness or injury will be required. Staff members may not withdraw days from the sick leave pool for a normal pregnancy. This decision will be final and is not subject to grievance. The intent of the sick leave pool is to provide staff members with additional sick leave benefits in case a catastrophic illness or injury has occurred.

To be a member of the sick leave pool, an employee must give one sick day each year from their annual allotment until they have contributed 4 days. When the sick leave pool drops below 300 days, members will be asked to contribute one sick day on consecutive years until the pool has reached 300 days again. The employee must join by the enrollment deadline of September 15 to be eligible. Teachers hired after the start of the school year will have 4 weeks from their date of hire to enroll. Teachers who have previously been on staff and have not contributed every year of the Sick Leave Pool's existence, will need to donate the number of days equal to the employee's years of employment during that period, not to exceed five days.

An employee may draw from the sick leave pool when and only when the employee has depleted all of his/her "built-up" sick days and personal days.

Teachers who have contributed 1 day may draw up to a maximum of 20 days. Teachers who have contributed 2-3 days may draw up to a maximum of 40 days. Teachers who have contributed 4 or more days may draw up to a maximum number of days that cannot exceed the number of days left in the sick leave pool or days left in the school year.

### Sick Leave Reimbursement

In years where a School Board Incentive Plan is offered, each employee shall be paid \$25 for each unused sick day upon resigning from the district, provided the employee has been under contract with the district for a minimum of six years.

In years where a School Board Incentive Plan is not offered, each employee will be paid \$25 for each unused sick day upon resigning from the district, provided the employee has been under contract with the district for a minimum of six years. After 15 years of consecutive employment with the district, reimbursement will be made at a rate of \$35 for each unused sick day upon resignation. After 25 consecutive years of employment, the rate will increase to \$45 per unused sick day. This payment will be made in July of the next fiscal year.

When an employee has exhausted the paid accumulated sick leave benefits and is still unable to work, he/she will be granted a leave of absence without pay until the end of the current contract year and all insurance benefits will be continuously paid by the Board until the end of the current contract year if the employee has furnished the appropriate administrator with acceptable medical evidence that he/she is unable to return to work.

If an employee seeks and is granted a leave of absence under the provisions of sick leave for a period in excess of sixty (60) working days, said employee will not be credited with a year of teaching nor will the employee be entitled to move forward one (1) step on the salary schedule for the following school year.

**Licensure**

Employees are responsible for obtaining and maintaining the appropriate licensure with the Board of Educational Examiners for the position they are teaching.

**Lunchroom Supervision**

Teachers have duty-free lunch. However, some teachers may be asked to supervise lunch and rearrange their schedule to do so.

**Master Events Calendar**

All school events must be on the calendar. See Activities Director and/or Activities Director secretary to make sure your date is available before you confirm your plans. Events at individual buildings must be scheduled through the building office.

**Observation and Evaluations**

All teachers can expect to be observed informally and formally by mentor teachers, master teachers, other administrators, and their assigned evaluator. The information obtained by mentor and master teachers is used to provide teachers with peer feedback and is not considered part of the formal evaluation process.

The teacher evaluation process, procedures, and protocols will be reviewed with staff on an annual basis. The evaluation will include a conference between the employee and the evaluator, and a copy of each formal evaluation will be filed in the employee's district personnel file. Both parties shall sign and date the formal written evaluation report which indicates that the contents have been discussed and said meeting has taken place. If an employee disagrees with the written evaluation report, they can write a response that will be included with the evaluation according to the procedures outlined in the evaluation procedures.

**Out of District Employment**

The district recognizes some certified employees may have other employment out of the district. The general work schedule for the district is published well in advance and work hours are normally constant. It is important employees with more than one employer become familiar with the work schedule and communicate concerns well in advance. Employees' work schedules, duties and responsibilities will not be altered by the district to accommodate out of district employment. The employee may be requested to discontinue outside employment if it conflicts with the employee's ability to meet the needs of their assigned job duties.

**Parent Teacher Conferences and Student Lead Conferences**

In preparation for these conferences, faculty should assemble appropriate materials to demonstrate each student's level of work.

**Participation in Extra-Curricular Activities**

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in the activity. Cut-off time is considered 11:30 a.m. Only in pre-excused circumstances may this rule be waived by the principal.

**Phone Logs**

It is a district expectation that parents are contacted when students are not working to their potential or not behaving appropriately. Teachers are to call parents and keep track of those phone calls.

## **Post-Secondary Enrollment Act**

Iowa Code, Chapter 261C authorizes enrollment part-time in nonsectarian courses in eligible post-secondary institutions in Iowa. Stipulations for participation in PSEO classes must be followed. ]]

## **Progress Reports**

See Student Handbook for High School Academic Eligibility

## **Purchase Orders – District and Activity**

You must get administrator approval before you order or purchase any item. Individuals making purchases without approval are responsible for the payment of the order.

The purchase order is implemented in the district to ensure that:

- All purchases have administrative approval.
- To ensure that it is a proper disbursement of public funds.

## **Reimbursement**

To receive reimbursement, staff must first have prior administrative approval for the purchase. Then the reimbursement form must be accompanied by a detailed receipt.

## **Requesting a Transfer**

A “voluntary transfer” is the movement of an employee to a different building and to another grade level or position within a building. An “involuntary transfer” is the movement of an employee to a different building and to another grade level or position within a building by the Superintendent or the Superintendent’s designee.

### Voluntary Transfer

Any employee possessing the necessary certification and qualifications may apply for reassignment to another building, and to another position within the building, and all applicants will be carefully considered. All applications will be submitted electronically on Teach Iowa. The granting of such transfer will be based upon the needs of the district as determined by the administration.

### Posting of Opportunities to Transfer

Except during the summer vacation, the Board will announce, by emailing all employees, a list of vacancies which occur during the school year and for the following year prior to advertising the vacancies. Employees who desire to apply for the transfer will need to submit their applications as described above, within five (5) school days from the posting. The granting of the transfer will be based upon the need of the school as determined by Administration. When a transfer is filled, all applicants will be notified within a reasonable time thereafter. Internal requests for transfer will be considered on vacancies that occur after May 1. However, the administration may proceed with filling the position immediately without waiting for the 5-day notice to expire.

If an employee is transferred, then the employee will not generally be considered a viable option to be considered for a transfer to another building, and to another position within the district for a period of one (1) year. The administration may grant an exception to this rule when it is determined to be in the best interest of the district.

### Involuntary Transfer

Involuntary transfer will be made upon the need of the school as determined by the sole discretion of the administration. All such transfers will be made known to the employee involved in the transfer and will be reported to the Board of Directors.

## **Salary Schedule**

### Placement on Salary Schedule

Employees will be granted one-year increment or vertical step on the schedule for each year of service until the maximum for their educational classification is reached unless the salary schedule is not aged or moved (frozen).

When an employee has completed their fifth (5<sup>th</sup>) year in the district, and completes the final step in any educational lane, they shall receive a career increment equal to 10 percent (10%) of the supplemental pay generator base. The employee will receive the career increment until they move on the salary schedule accordingly.

### Credit for Teaching Experience

Credit up to the eighth (8<sup>th</sup>) step on the appropriate degree level on the employee salary schedule for teaching experience in an accredited school district may be granted to an employee upon initial employment. The Board may grant placement at a higher step in those special instances when the Board, in its discretion, determines that a higher placement is appropriate.

Teachers completing a master's degree in any educational field will be given credit for advancement on the salary schedule. Any hours past the master's degree for movement must be in the same area the employee is currently teaching. Procedures for advancement will be followed as per board policy.

### Method of Payment

Each employee will be paid in twelve (12) equal monthly installments on the twentieth (20<sup>th</sup>) of each month. Payment or notification of payment will be received at the teacher's regular school building during the school year and to an address designated by the teacher during the summer months.

Employees who are in their first year of employment with the district may elect to be paid in thirteen installments, with the first installment equal to per diem pay for ten workdays. Employees must request this option on or before the first day they report for their non-Schedule II assignment. This early installment will be paid eleven workdays from the day they report for their non-Schedule II assignment. The remaining twelve payments will be adjusted to reflect a deduction of the early payment.

When a pay date falls on or during a school holiday, vacation, or weekend, the Central Office will attempt to distribute the checks on the last previous working day.

### Extended Contracts

Remuneration for extended contracts is calculated on a pro-rated basis of a teacher's teaching salary.

### Supplemental Pay

This document is attached to the handbook.

The supplemental pay for a person employed in a position listed on the Supplemental Pay Schedule is the product of the supplemental pay generator base salary multiplied by a percentage factor assigned to the position. The percentage factor used to calculate the supplemental pay of an employee for the employee's second and each consecutive year of employment in that same position will be increased by one tenth of one percent (.1%) per year up to a maximum increase of one percent (1.0%). Years of service must be consecutive. An employee who has a break in service in a position, or who accepts a different supplemental pay position, will begin at the minimum percentage for that position.

### Horizontal Movement

Any employee seeking a horizontal movement on the salary schedule for the next school year will file a letter/email of intent to seek said movement, with the Superintendent or his/her designee prior to **March 1<sup>st</sup>** of the current school year.

### Substitute Teaching During Preparation Time

Teachers may be compensated for teaching during their scheduled preparation time when assigned by an administrator. The compensation rate is twenty-five dollars (\$25) per full period, regardless of the length of period.

### Ticket-taking

Employees will be paid at a rate of twenty-two dollars (\$22) for time increments of three (3) hours or less for taking tickets at extra-curricular events.

### Teacher Salary Supplement Funds

Notwithstanding the amount of TSS funds, the amount of \$5,335 is added to each cell generated by the index schedule using a generator base of \$31,680, all being reflected on the attached combined schedule. The parties agree that the Teacher Salary Supplement funds are fully used to fund the combined salary schedule of the district, regardless of the amount added to the indexed schedule. The Supplemental Pay Schedule uses the same generator base as the combined Salary Schedule base.

### **Shenandoah School District Technology Agreement**

Employees must conduct themselves in a manner that does not disrupt from or disrupt the educational process and failure to do so will result in discipline, up to and including, discharge.

Usage of the school district's computer resources is a privilege, not a right, and that 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* within the information 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 e-mail or use of the school district's computer network including web sites 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.

### Social Networking or Other External Web Sites

For purposes of this policy any website, other than the school district website or school district sanctioned websites, are considered external websites. Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external website 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 don't 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.

### General

The following rules and regulations govern the use of the school district's computer network system, employee access to the Internet, and management of computerized records:

- Employees will be issued a school district e-mail account. Passwords must be changed periodically.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- Employees are expected to review their e-mail regularly throughout the day and shall reply promptly to inquiries with information that the employee can reasonably be expected to provide.



- Communications with parents and/or students must be made on a school district computer, unless in the case of an emergency, and should be saved and the school district will archive the e-mail records according to procedures developed by the Technology Directory.
- Employees may access the Internet for education-related and/or work-related activities.
- Employees shall refrain from using computer resources for personal use, including access to social networking sites.
- Use of the school district computers and school e-mail address is a public record. Employees cannot have an expectation of privacy in the use of the school district's computers.
- Use of computer resources in ways that violate the acceptable use and conduct regulation, outlined below, will be subject to discipline, up to and including discharge.
- Use of the school district's computer network is a privilege, not a right. Inappropriate use may result in conjunction with appropriate personnel.
- Off-site access to the school district computer network will be determined by the Superintendent in conjunction with appropriate personnel.
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the school district's network must notify appropriate staff. Any network user identified as a security risk or having a history of violations of school district computer use guidelines may be denied access to the school district's network.

#### Prohibited Activity and Uses

The following is a list of prohibited activities for all employees concerning use of the school district's computer network. Any violation of these prohibitions may result in discipline, up to and including discharge, or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising, or personal gain.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the school district computer network. *See Policy 605.7, Use of Information Resources* for more information.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Using the network to receive, transmit or make available to others messages that are racist, sexist, and abusive or harassing to others.
- Use of another's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network to send anonymous messages or files.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal disks on the school district's computers and/or network without the permission of the director of technology.
- Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

### **Smoking, Possession of Drugs and Alcohol**

SCSD is a tobacco, drug, and alcohol-free campus. Report any infractions to administration. Also, if you suspect a student of any unusual behavior, notify the office.

### **Staff Meetings**

Staff meetings will be held at least twice a month and are generally scheduled on Wednesdays (1<sup>st</sup> and 3<sup>rd</sup> weeks) during early dismissal. Additional staff meetings may be held as needed at the discretion of the building administration or superintendent before or after school and will generally end by 4:00 PM.

### **Staff Reduction Procedures**

The Board of Education retains the sole and exclusive right to determine the number of staff members required to maintain its program and the right to determine which program within the district shall be continued or added. In the event the Board of Education determines that there shall be a reduction or elimination of a number of staff members, the following procedures will be followed. The Board of Education retains the right to deviate from the following procedure if it is determined to be in the best interest of the district. Employees hired to replace an employee on a leave of absence may be reduced without reference to this article.

Layoffs will be made within the following categories: K-4, 5-8, and 9-12 (with individual curricular areas)

After the determination to reduce in a particular category, attrition within that category will be used when possible prior to layoffs, if the remaining employees in the category hold BOEE certifications, approvals, and/or endorsements required for the programs to be maintained.

In the event necessary reduction in staff within a designated category cannot be adequately accomplished by attrition, employees within the designated category with emergency or temporary certification will be laid off, unless said certification is required to maintain a specific program, such as Special Education, Title I Reading, etc.

If reduction in staff cannot be accomplished in accordance, the Board of Education will determine which employee is to be terminated according to the criteria of the district. Those criteria will include: length of teaching experience in the Shenandoah Community School District, employee(s) evaluation, breadth of certification endorsements, depth of educational preparation, and involvement of teacher(s) in co-curricular activities.

The notice of termination will be delivered to the employee by registered mail or given to the employee after the close of the employee's workday in accordance with the provisions of Chapter 279, Code of Iowa.

Laid off employees will be recalled to available positions for a period of one (1) year from the date of termination provided they make such a request in writing to the Superintendent within thirty (30) days from the time the laid off employees received notification of termination.

Eligible laid off employees within the categories set forth above will be recalled in the inverse order of lay-off to positions for which they are certified and qualified to teach within the category laid off and based upon their teaching experience in the laid off category.

Any employee who has been laid off and recalled under the provisions of the above will be placed on the salary schedule at one (1) step above that of the contract year in which terminated providing he/she is not at the maximum in his/her educational lane and will have unused sick leave that had been accrued reinstated.

A recalled employee must notify the Superintendent within five (5) days of receipt and notice of recall desire and availability to return to work. Failure to comply with the above shall result in loss of eligibility of recall.

The school personnel office will be kept informed by the laid off person of the current address, telephone number, email address, and interest in recall.

### **Standardized Tests**

Iowa Statewide Assessment of Student Progress (ISASP) is administered each year.

### **Student Assistance Team**

The purpose of this team is:

1. To assist teachers in identifying students at-risk with the purpose of intervention.
2. To assist faculty in generating ideas for teaching at-risk students.
3. To maximize integration for students already identified for special education services.
4. Begin the IEP referral process.

Staff may be required to attend S.A.T. meetings

\*Elementary S.A.T. meetings are a part of the PD/MTSS plan.

### **Substance-Free Workplace Notice to Employees**

EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace policy for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of sections 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation as 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 204.

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

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

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

### **Substitutes/Teacher Absences**

When a teacher knows they will be absent it is their responsibility to enter that absence into Absence Management (AESOP) [www.aesoponline.com](http://www.aesoponline.com) as soon as the absence is planned and at least a week in advance.

If the leave is the result of illness or an emergency, the employee **must** call their supervisor directly within 1 hour of the teacher’s scheduled work time or as soon as it is logistically possible to do so. The teacher’s supervisor will enter leaves of this nature into the absence management system. Teachers who are absent from work without making appropriate contact and obtaining approval from their supervisor will be considered to have abandoned their position and may be subject to employee discipline up to and including termination.

Absent teachers must provide seating charts, attendance protocols, important or need to know information for the substitute teacher. This includes appropriate lesson plans in a user-friendly format that would allow the substitute to keep the students engaged throughout the time needed with students.

## **Tardy Policy**

### **Elementary**

Students are expected to be at school on time. Children are considered tardy if they are not present at the time school is scheduled to begin. If students arrive late, they need to report to the office to check in before going to class. A tardy turns into an absence if children miss more than half (1/2) of the day. This is recorded on report cards and permanent records. However, for perfect attendance recognition at semester and at the end of the year, students must be present 100% of the time. That means not leaving early or arriving late for any reason.

### **Middle School**

Students are expected to be in class on time. If students arrive at school late, they need to report to the office to check in before going to class. Students who arrive late to a class must have a pass from the teacher or staff member who caused them to be late. If a student is more than 25 minutes late to 1<sup>st</sup> period and unexcused, they will be counted absent.

### **High School**

Students arriving following the bell, to any class period, will be designated as tardy. Students arriving late to school will check-in at the office for a pass. Students are allowed three (3) tardies to school/class periods for any reason prior to any disciplinary action.

On the fourth tardy, a student will be assigned to Monday/Thursday after-school detention. After-school tardy detention will be for 1 hour (3:30 – 4:30) and must be served on the day assigned. Additional Monday/Thursday detentions will be assigned for every two (2) tardies beyond the original four.

If a student does not serve their tardy detention, on the assigned day, the student will be assigned as in-school detention the following day. Parents/guardians will be notified of all tardy detentions assigned. See “Extracurricular Activities” section for further information about missed practices or games.

Tardiness due to inclement weather will be reviewed on a case-by-case basis.

## **Telephone Calls**

Employees will be notified if emergency calls are received during the day. Students who need to place a phone call should be sent to the office during non-instructional time. Please do not send high school students to use the phone outside the office unless it is an emergency.

## **Textbooks**

At the completion of each year, you are responsible for submitting a list of all textbooks used in your classroom as well as any missing or damaged textbooks. The list should be turned in to the office.

## **Tutoring**

See Board Policy 401.3. In effect, you cannot tutor your own pupils for a monetary return. You may tutor students enrolled in classes of other teachers during non-contractual hours.

## Visitation by Other Students

We generally discourage visitation of our students by friends. The Principal will make a determination as requests arise. There are special circumstances in which we will accommodate such requests. All visitors MUST report to the office.

## Worker's Compensation

The district strives to maintain a safe and accident-free work environment. Employees are expected to use good judgement, follow safety guidelines and procedures, and avoid taking hazardous actions such as but not limited to not using equipment that they have not been trained on, standing on chairs, or inappropriately attempting to lift objects.

It is the responsibility of the employee injured on the job to inform their supervisor and the business office of all injuries (minor and more serious) within **twenty-four** hours of the occurrence. An accident report needs to be completed by calling **EMC onCall Nurse at 1-844-322-4668 and notifying the business office**. The employee will need to work with the business office to file the Worker's Compensation claims that need to be filed.

## SAFETY PROCEDURES – SPECIAL EDUCATION SAFETY PLANS

All staff should refer to the district's crisis manual and emergency operations plan for directions on school safety. ALICE training is required and is to be used. The following procedures are more specific to special education.

### Fire Evacuation-Physically Handicapped Students

The following procedure will be used for the evacuation of physically handicapped students who are unable to use stairs or unable to be quickly and safely moved from the building:

The teacher/teacher associate will assist the disabled student to an "area of safe refuge" behind fire doors. One staff member will be identified to stay with each physically disabled student. The building principal will notify the fire department of the location of the "areas of safe refuge" where physically disabled students may be found. One staff member will be responsible for notifying the fire department.

### Hearing Impaired Students

The following procedure will be used for the evacuation of hearing-impaired students:

Although the building alarm system is equipped with light strobes – the teacher/teacher associate of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. An assigned staff member will assist the hearing-impaired student to exit the building using the proper exit route.

### Visually Impaired Students

The following procedure will be used for the evacuation of visually impaired students:

The teacher/teacher associate will assist the visually impaired student to exit the building using the proper exit route.

### Tornado Precautions – Physically Handicapped Students

The following procedure will be used for the evacuation of physically handicapped students who are unable to use stairs or unable to be quickly and safely moved to designated areas of safety:

The teacher/teacher associate will assist the disabled student to an "area of safe refuge." Identified staff member(s) will assist each student to the appropriate tornado shelter area.

### Tornado Precautions – Visually Impaired Students

The following procedure will be used for the evacuation of visually impaired students to tornado shelter areas:

The teacher/teacher associate will assist the visually impaired student to the appropriate tornado shelter area.

#### Gas Leak Evacuation – Physically Handicapped Students

The following procedure will be used for the evacuation of physically handicapped students who are unable to use the stairs or unable to be quickly and safely moved to designated area of safety:

The teacher/teacher associate will assist the physically disabled student to an “area of safe refuge” away from the building. The teacher/teacher associate will stay with each physically disabled student. The building principal will notify the fire department of the location of the “areas of safe refuge” where physically disabled students may be found. The local fire and police departments will be notified.

#### Gas Leak Evacuation – Hearing Impaired Students

The following procedure will be used for the evacuation of hearing-impaired students:

The teacher/teacher associate of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. The teacher/teacher associate will assist the hearing-impaired student to exit the building using the proper exit route. The local fire and police departments will be notified.

#### Gas Leak Evacuation – Visually Impaired Students

The following procedure will be used for the evacuation of visually impaired students:

The teacher/teacher associate will assist the visually impaired student to exit the building using the proper exit route. The local fire and police departments will be notified.

#### Intruder Alert – Physically Handicapped Students

The following procedure will be used for the movement of physically handicapped students who are unable to quickly and safely move to designated area of safety within the classroom:

Physically disabled students will be moved to an “area of safe refuge” within the classroom. One staff member will be identified to stay with each physically disabled student.

#### Intruder Alert – Hearing Impaired Students

The following procedure will be used for the movement of hearing-impaired students:

The teacher/teacher associate of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. One staff member will assist the hearing-impaired student to an “area of safe refuge” within the classroom.

#### Intruder Alert – Visually Impaired Students

The following procedure will be used for the movement of visually impaired students:

The teacher/teacher associate will assist the visually impaired student to an “area of safe refuge” within the classroom.

