



**EMPLOYEE
HANDBOOK
2022-23**

Vision: (what we aspire to become): To develop learners who are competent, compassionate, problem solvers

Mission (what we do to achieve our vision): To challenge all students to achieve their full potential through engaging, responsive, educational experiences that inspire innovation, critical thinking, and collaboration.

Guiding Principle (a deeply held, enduring belief): We believe all students can achieve at high levels, and we are committed to supporting their learning.

Comet Pride is... (what we value and hold in high regard):

Integrity

Courage

Resilience

Excellence

Responsibility

Welcome

It is a pleasure to provide this handbook to you as a valued staff member. I, along with our School Board are grateful for your service and support to the students and families of Charles City Community Schools where we believe “all students can achieve at high levels, and we are committed to supporting their learning.”

The purpose of this handbook is to provide helpful information and detailed guidelines. Should you require additional information, please visit www.charlescitieschools.org. Here you will find additional policy and resources. All forms referenced in the Employee Handbook can be accessed through the staff tab on the Charles City Community School District’s website. Under the **Staff** tab, select **Staff Portal**. If you need assistance, please feel free to contact the Central Services at 641-257-6500.

Again, thank you for your commitment to our district. If you would like to speak with me, please don’t hesitate to contact me. It would be a pleasure to visit with you personally.

Anne Lundquist

Superintendent

superintendent@charlescitieschools.org

School District Vision, Mission, Core Values, and Commitments

Charles City Community Schools exists to teach our kids through academics and learning—and that's the reason behind everything we do. We want to create an experience where our kids can be challenged and encouraged through academics and learning to become the best versions of themselves.

School District Vision, Mission, Core Values, and Commitments

Vision: (what we aspire to become): To develop learners who are competent, compassionate, problem solvers

Mission (what we do to achieve our vision): To challenge all students to achieve their full potential through engaging, responsive, educational experiences that inspire innovation, critical thinking, and collaboration.

Guiding Principle (a deeply held, enduring belief): We believe all students can achieve at high levels, and we are committed to supporting their learning.

Comet Pride is... (what all staff, students and families value; standards for behavior):

Integrity

Courage

Resilience

Excellence

Responsibility

Essential Competencies

After a six-month journey in the spring of 2019, a team of 30 students, staff, parents, board members, community, and leadership embarked on the Next 20 Project. During this time, the team worked to develop what are the essential competencies that our graduates may need over the next 20 years to prepare them around our vision, mission, and core values. Below are the essential competencies this team developed and we believe that every student has the right to earn and will drive all of the teaching and learning that happens each day.

Adaptability
Integrity
Critical Thinking
Communication
Empathy
Growth

Definitions

Administrative Support: This generally refers to clerical support and secretaries at the different campuses.

Associate Director: Staff that supervises the daily operations of an office.

Program Director: Staff that supervises the daily operations of a specific program.

Campus or School: The Charles City term for school building.

Central Services: This is the district office where our Office of Schools and Learning, Office of Talent, Office of Communications, and Office of Finance are located.

Certified: Staff that hold Board of Educational Examiners licenses as part of their positions.

Classified: Staff that do not hold Board of Educational Examiners licenses as part of their positions.

Offices: Offices are the division of responsibility for our school district that provide essential services.

Program Director: Staff that supervises the daily operations of a program.

Talent: The Charles City term for human resources, hiring, selection, retention, and human capital.

Senior Leaders: These are administrators and directors. These are people who serve in visionary leadership roles that are also responsible for direct supervision of staff.

Seniority: This means an employee's length of continuous service with the employer since such employee's last date of hire. The date of hire is established as the date said employee reports for work. An approved leave of absence or layoff due to staff reduction does not constitute a break in service. In the event the seniority of two or more employees is equal, the employee with the greater total years of teaching experience outside the district will be considered to have greater seniority. In the event both of the above are still equal, the employee with the most college credits earned in his/her field beyond the B.A. degree will be considered to have greater seniority. An employee accrues seniority in any subject area the employee previously worked or presently works in. If an employee moves to another department either voluntarily, involuntarily, or partially; the employee continues to accrue seniority in the original department and begins to accrue in the new department from zero.

Campuses

Charles City High School

Bryan Jurrens, Principal

Heather Phillips, Associate Principal

641 257-6510

cchs@charlescitieschools.org

Charles City Middle School

Joe Taylor, Principal

Dana Sullivan, Associate Principal

641 257-6530

ccms@charlescitieschools.org

Lincoln Elementary

Marcia DeVore, Principal

641 257-6560

lincoln@charlescitieschools.org

Washington Elementary

Nanette Smith, Principal

641 257-6570

washington@charlescitieschools.org

Innovative Campus

Bryan Jurrens, Principal

641-257-9064

innovativecampus@charlescitieschools.org

Carrie Lane High School

Bryan Jurrens, Principal

641-426-5975

carrielande@charlescitieschools.org

Offices

Office of the Superintendent

Dr. Anne Lundquist, Superintendent of Schools • Administrative Support, Paige Elsbernd

The Office of the Superintendent provides leadership to the Senior Leadership Team to ensure efficient, effective and equitable service and support district-wide. The superintendent serves as the chief executive officer of the School Board and provides direction to the organization through the implementation of the Strategic Plan.

superintendent@charlescityschools.org

641 257-6500

Office of Communications

Justin DeVore, Director of Communications • Administrative Support, Lisa Miller

The Office of Communications is responsible for internal and external communications for our organization. This office is responsible for branding, first impressions, our invitational focus, recruitment/retention, proactive/urgent communications, and external community engagement.

641 257-6500

communications@charlescityschools.org

Office of Academic Services

Dr. Jennifer Schilling, Director of Academic Services • Clerk, Danielle Bonnstetter

The Office of Schools and Learning is responsible for the leadership of curriculum, instruction, assessment, student support services, and specialized programming throughout the district.

641 257-6500

learning@charlescityschools.org

Office of Activities

Bryan Jurens, Activities Director

Administrative Support, Moriah Mitchell

The Office of Activities is responsible for all athletics, performing arts, and student organizations. This office also coordinates with the Office of Operations for facility rentals and use.

641 257-6510

activities@charlescityschools.org

Office of Finance

Evan Marten, Director of Finance

Roxanne Carey, Associate Director

Paige Elsbernd, Food Service Program Director/Administrative Support to the Superintendent

Lisa Miller, Accounts Payable

Clerk, Danielle Bonnstetter

The Office of Finance is responsible for supporting all students and Charles City Community School District stakeholders in all budget, accounting, financial management, and reporting matters. This includes the development, distribution, and reporting of budgetary and fiscal information to the Board of Directors and various state and federal agencies.

641 257-6500

finance@charlescityschools.org

Office of Operations

Jerry Mitchell, Director of Operations

Sam Gaston, Asoc. Director of Operations

The Office of Operations is responsible for school facilities, transportation, custodial services, and maintenance of our campuses. This office also coordinates with the Office of Communications for campus safety.

641 257-6590

operations@charlescitieschools.org

Office of Technology

April Hanson, Director of Technology

John Carpenter, Technology Assistant

The Office of Technology is responsible for all technology, software, hardware, and integration for the school district. They provide support for computers, technology, software, and phones. They work in conjunction with our campus administrative support and media technology staff to support all students.

641 257-6590

technology@charlescitieschools.org

Board Policies

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available at www.charlescitieschools.org.

If you have questions about board policies, please contact your Senior Leader or the Office of Finance.

Handbook Review Process

The handbook shall be reviewed on an annual basis by representative employees and Senior Leaders to make recommendations to the board on changes and alterations to the handbook. Recommendations will be made to the Superintendent and School Board for any changes to the handbook, which will make the final decision on adoption. Employees with feedback and suggestions for improving the handbook are encouraged to contact their Senior Leader so it may be reviewed by the task force.

SECTION 2

LEADERSHIP

Senior Leadership Team

The Senior Leadership Team is composed of the administrators (certified) and directors (non-certified) who serve as the visionary and supervisory leaders of the school district. This includes the campus principals, associate principals, and district directors. They are responsible for the vision, mission, core values, through service to others. They also act as the chief advisors to the superintendent.

Shared Leadership and Leadership Teams/Task Forces

The Charles City Community School District utilizes a Shared Leadership framework that promotes the use of decision-making at the level closest to the kids. Through semi-autonomous leadership, staff are empowered to make decisions that align with our North Star which is comprised of our Vision, Mission, Core Values, Commitments, and Frameworks. Through this process a variety of tools will be utilized:

1. Team Leaders System: this will be utilized as a system to improve culture/climate, keep the lines of communication open and attuned with the Senior Leadership, provide span of care to our staff, and make decisions with their teams.
2. Teams: Teams are standing groups that meet regularly for the ongoing work of our North Star. Examples of this are Team Leaders, Negotiations, School Improvement Advisory Team, Teacher Quality Team, and Behavior Coordinators Team. Some of our teams are mandated by Iowa Code and are explained below.
3. Task Forces: These are temporary groups created to work on a specific task. Examples include the Calendar Task Force and the Evaluation Task Force.

All of these groups are open to all employees. The Senior Leadership highly encourages all employees to get involved and use distributed leadership to best meet our kids' needs.

School Improvement Advisory Committee

At the school district level, Iowa Code requires school districts to have a **School Improvement Advisory Committee**. As stated in §280.12, the board of directors of each public school district and the authorities in charge of each nonpublic school shall do the following:

1. Appoint a school improvement advisory committee to make recommendations to the board or authorities. The advisory committee shall consist of members representing students, parents, teachers, administrators, and representatives from the local community, which may include representatives of business, industry, labor, community agencies, higher education, or other community constituents. To the extent possible, committee membership shall have balanced representation with regard to race, gender, national origin, and disability.

2. Utilize the recommendations from the school improvement advisory committee to determine the following:
 - a. Major educational needs.
 - b. Student learning goals.
 - c. Long-range and annual improvement goals that include, but are not limited to, the state indicators that address reading, mathematics, and science achievement.
 - d. Desired levels of student performance.
 - e. Progress toward meeting the goals set out in paragraphs “b” through “d”.
 - f. Harassment or bullying prevention goals, programs, training, and other initiatives.
3. Consider recommendations from the school improvement advisory committee to infuse character education into the educational program.

In the Charles City Community School District, there are **four (4)** teachers appointed to the SIAC; one from each building. Each serves a two-year (2-year) term. Contact your campus Senior Leader if you wish to serve on the SIAC. It is open to Association and non-Association members alike.

Teacher Quality Team (TQ)

Iowa Code also requires school districts to have a **Teacher Quality** team. As stated in §281-83.7(284), the committee is subject to the requirements of the Iowa open meetings law (Iowa Code chapter 21). To the extent possible, committee membership shall have balanced representation with regard to gender.

To meet the provisions of the Iowa Code while also meeting our vision, mission, core values, and distributed leadership design, each campus will have an established Teacher Quality Team. This team shall be composed of Senior Leadership and teacher leaders. Each campus shall be allotted Teacher Quality funding based on campus teacher population using established formulas. If there are Teacher Quality decisions that impact the entire school district, then the campus teams shall combine (or representatives of each team) to create a district-wide team. This team shall serve in an Ad Hoc role. The committee shall do all of the following:

1. Monitor the implementation of the requirements of statutes and administrative code provisions relating to this chapter, including requirements that affect any agreement negotiated pursuant to Iowa Code chapter 20.
2. Monitor the evaluation requirements of this chapter to ensure evaluations are conducted in a fair and consistent manner throughout the school district or agency. In addition to any negotiated evaluation procedures, develop model evidence for the Iowa teaching standards and criteria. The model evidence will minimize paperwork and focus on teacher improvement. The model evidence will determine which standards and criteria can be met through observation and which evidence meets multiple standards and criteria.
3. Determine, following the adoption of the Iowa professional development model by the state board of education, the use and distribution of the professional development funds distributed to the school district or agency as provided in 2007 Iowa Code Supplement section 284.13, subsection 1, paragraph “d,” based upon school district or agency, attendance center, and individual teacher professional development plans.
4. Monitor the professional development in each attendance center to ensure that the professional development meets school district or agency, attendance center, and individual teacher professional development plans.
5. Ensure the agreement negotiated pursuant to Iowa Code Chapter 20 determines the compensation for teachers on the committee for work responsibilities required beyond the normal workday.
6. Make recommendations to the school board and the certified bargaining representative regarding the expenditures of market factor incentives.

There is an equal number of teachers and administrators that serve on the TQ Team. Teachers are appointed by the President of the CCCEA.

Teacher Leadership and Compensation System

The Iowa Teacher Leadership and Compensation (TLC) System was launched in the 2014-15 school year as a way to reward effective teachers with leadership opportunities and higher pay, attract promising new teachers with competitive starting salaries and more support, and foster greater collaboration for all teachers to learn from each other (<https://educateiowa.gov/teacher-leadership-and-compensation-system>). It was phased in over three years. Every school district in Iowa has implemented a TLC plan which has resulted in nearly 10,000 teachers now serving in a teacher leadership role. The Charles City Community School District first implemented a TLC plan in 2016-17.

Through the system, teacher leaders take on extra responsibilities, including helping colleagues analyze data and fine tune instructional strategies as well as coaching and co-teaching.

The goals of the Teacher Leadership and Compensation System are:

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

The District's TLC plan is as follows:

WAGES & SALARIES

1. There are six separate leadership roles as stated in the District's TLC application that were approved by the Iowa Department of Education: Instructional Coaches, Lead Teacher, PLC Facilitators, Span of Care Teams, Mentor Teachers, and Host Teachers. In addition to the employee's regular teaching contract, an employee selected for a teacher leadership role also shall be issued a supplemental contract for a one-year assignment to that role that provides for additional days and supplemental pay as set forth in the District's TLC application, which is as follows:
 - Instructional coaches shall receive an annual stipend of \$7,500.00 for ten (10) additional days.
 - Lead Teacher shall receive an annual stipend of \$10,000.00 for thirteen (13) additional days.
 - Beginning Mentor Teachers shall receive an annual stipend of \$750.00 for one year of service.
 - Veteran Mentor Teachers shall receive an annual stipend of \$500.00 for one year of service.
 - Professional Learning Community Leaders shall receive an annual stipend of \$1,000.00 for one year of service.
 - Span of Care teams shall receive an annual stipend of \$500.00 for one year service

EVALUATION

1. Evaluations shall follow the District's evaluation process. Teacher leaders shall be evaluated using the Teacher Leader Model Standards found at www.teacherleaderstandards.org as well as the set district job descriptions.
2. A teacher who completes an assignment in a TLC position may apply for an assignment to a new TLC position.

INVOLUNTARY TRANSFERS

1. Only those individuals who apply for positions described in the District's DE-approved TLC grant will be assigned to these positions. No staff may be involuntarily transferred into one of these positions.
2. The placement of an employee into a TLC role shall be determined by the criteria outlined in the District's DE approved TLC application.

STAFF REDUCTION

1. **Seniority:** An employee receiving a supplemental contract for a one-year assignment for a TLC role will be considered to be a regular, full-time bargaining unit position, and will maintain and continue to accrue seniority.
2. **Reduction or Realignment:** If staff reductions or realignment occur due to a reduction in TLC funding or a modification in the District's TLC plan, the parties will follow the District's staff reduction process.

OTHER CONSIDERATIONS

1. Retention:

- a. The contract length for the Instructional Coaches and Success Coaches is for one (1) year. Instructional coaches and success coaches may submit a request to remain in the position by April 1 of the contracted year. A streamlined application process shall be available to those coaches who wish to continue in their roles.
- b. The contract length for host teachers is for one (1) year. Host teachers may submit a request to remain in the position by April 1 of the contracted year. A streamlined application process shall be available for two consecutive terms to those teachers who wish to continue in their roles. Host teachers may serve in their positions for no more than three (3) consecutive school years. At the conclusion of three (3) consecutive school years, their positions will be opened up for fulfillment by other qualifying teachers. Incumbent Host teachers may go through the formal interview process again if they choose.
- c. The contract length for the mentor veteran teachers is for one (1) year. Beginning mentor teachers may serve in their position for two (2) consecutive school years. At the conclusion of their mentorship, incumbent mentor (beginning and veteran) teachers may go through the formal selection process again if they choose to continue working as a mentor.

2. **Resignation:** The Instructional Coach or Success Coach may decline the position for the subsequent school year by notifying the Superintendent in writing by March 1 of the contracted year.

3. **Removal:** The removal of an employee from a TLC role shall occur by either (a) the employee and the District mutually agreeing to remove the employee from the role, (b) the employee providing written resignation that is accepted by the District, or (c) the District removing the employee from the role after providing the employee appropriate due process.

4. **Placement after Resignation or Removal:** If a teacher leader is removed or does not wish to renew their assignment in a TLC role as an instructional coach or success coach, the employee will be placed in the employee's former teaching position, or if the former teaching position does not exist, to another teaching position for which the employee is qualified that is within the employee's subject area and grade level (PK-4, 5- 8, and 9-12) and that is as near as possible to the employee's prior teaching position. These terms for replacement are not binding; however, all attempts will be made in good faith and with reasonable accommodation as agreed upon by the administrative team and employee.

5. Teachers shall not be transferred involuntarily into a *Teacher Leadership and Compensation System (TLC)* position.

SECTION 3

RULES, EXPECTATIONS, COMMITMENTS, AND PROCEDURES

Philosophy

Charles City Community School District employees should embrace the vision, mission, principles and values, and abide by board policy and procedures. The following guidance has been collaboratively created as a foundation of principles on how we treat each other and advance the work of our district. The following information is listed alphabetically.

Absences

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must submit leave requests through Frontline Education (formerly Aesop) either online (<https://login.frontlineeducation.com>) or by calling (800) 942-3767. Senior Leaders may also require employees to notify their direct supervisors of all times when they will be absent. Employees will be advised if this is the case.

Absences arranged in advance (vacations and personal days) do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent for **three (3)** consecutive workdays, without proper notification and authorization, the employee shall be considered to have abandoned his or her position and progressive discipline may be utilized.

Misuse of leave procedure, misrepresentation of reasons, and unauthorized tardiness/early departure is prohibited.

Lesson plans are to be completed three to five days ahead and should be detailed enough for a substitute teacher to follow without difficulty. Unit plans should be in place for long-term absences.

Administering Medication

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

Anti-Bullying and Anti-Harassment

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

Definitions

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

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

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within **180 days** of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

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

Investigation

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

Decision

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

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

report.

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

Publication of Policy

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

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website

Background Checks

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

Campus Security, Keys, and Fobs

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

Each school building has a secure entrance for students, staff, and the public. The entrance doors are programmed to be unlocked prior to student arrival and then relocked once the school day is underway. Exterior doors at each school should be kept closed unless there is direct supervision.

Keys & Fobs

All employees who are issued building keys or fobs are responsible for them. If an employee loses a building key or fob, s/he should notify their Senior Leader immediately so that a plan can be put in place to secure the building. The employee may be responsible for the cost of rekeying or the cost of a new fob. When an employee separates from the district, they shall return their district keys and fobs to the Senior Leader upon their last day of work. The Senior Leader is responsible for notifying the Director of Operations for receipt of the keys and fobs.

At no time should an employee give a building key or fob to a student or community member to unlock doors and access the building.

Cellphones

School employees are encouraged to utilize their cell phones as an effective instructional tool and model appropriate behavior. Please keep in mind to conduct personal business in breaks and non-instructional hours.

Communication Guidelines

High-quality communication is essential for all students, parents, and staff to be successful. Below are some guidelines that will ensure positive communication outcomes for all.

Staff to Parent Communication

1. Ask, "If I was the parent would I want to know?" If so, make the contact home.
2. Contact parents via telephone if a student is struggling or falling behind.

Student Communication

1. Respond with kindness and respect, and without sarcasm.
3. Apply the "Golden Rule."
4. Reach out to an adult when considering quitting an activity.

Staff Communication

1. Interact face to face, if at all possible.
3. When upset, wait 24 hours prior to discussing.
4. Seek solutions and consensus for disagreements.
5. Maintain loyalty to those who are absent.

Child Abuse Reporting

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

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

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

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they have taken the course within the previous five years. The course will be re-taken at least every five years. It may be taken through the Iowa AEA Online service (www.iowaaeaonline.org)

NOTE: For more information, please visit the "Report Abuse and Fraud" section of the Iowa Department of Human Services' website, located at <http://dhs.iowa.gov/report-abuse-and-fraud>.

NOTE: Please remember there are two types of reporters identified in Iowa law: mandatory reporters and permissive reporters. Mandatory reporters are those individuals who are required by law to report suspected incidents of child abuse when they become aware of such incidents within the scope of their employment or professional responsibilities. Permissive reporters are not required by law to report abuse but may choose to report to the Iowa Department of Human Services. While all licensed school employees, teachers, coaches, and paraeducators are mandatory reporters within the scope of their profession, they are considered permissive reporters outside the scope of their profession.

Classroom Temperature Mechanical Issues

The acceptable classroom temperature shall generally be in the range of 65-80 degrees. If this range is not able to be

achieved within a reasonable amount of time by the maintenance staff then accommodations will be collaboratively made with the staff member and Senior Leadership. In the event of an issue, you should contact your Senior Leader. Note: This policy is meant to cover mechanical failure and not normal weather conditions.

Conflict of Interest

Employees may not use their positions to obtain financial gain or anything of substantial value for the benefit of themselves, or affiliated organizations.

Continued Education Credit

The following procedures are in place for licensed employees wishing to apply earned credits towards movement on the salary schedule:

- Employees must submit a written application and secure permission to apply courses to their lane advancement. The Graduate Credit Application Form is available by calling Central Services at (641) 257-6500.
- Employees that will have, or believe they might have enough credits by the fall to advance to another lane must request lane advancement by March 15.
- Employees must provide suitable evidence (e.g., student grade report) of additional credits by September 10 with the Office of Talent if a salary adjustment is requested.
- After an official transcript is filed with the superintendent, a new contract will be issued and the employee's salary will be adjusted retroactively.

Contract Release – Licensed Employees

Licensed employees who wish to be released from an executed contract must give at least 21 days advance written notice to the Office of Talent. Licensed employees may be released at the discretion of the board. Only in unusual and extreme circumstances will the board release a licensed employee from a contract. The board will have sole discretion to determine what constitutes unusual and extreme circumstances.

Release from a contract may be made contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the board the cost incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, the costs may be deducted from the employee's salary. When required, payment of these costs will be a condition for release from the contract.

Conduct Expectations

School district employees are encouraged to create professional relationships with students so as to assist with their learning. Employees are expected to maintain ethical and appropriate relationships with students at all times that meet the school's vision, mission, core values, and Iowa code.

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

The district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation.

Copyright

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

Corporal Punishment, Restraint, and Detaining Students

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. School employees may use "reasonable and necessary force, not

designed or intended to cause pain” to prevent harm to persons or property.

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

Discipline and Intensive Assistance

Communication Expectations for Discipline and Intensive Assistance

These expectations serve as protocols for administration and senior leadership to follow in notification to employees of any meetings that involve discipline or performance beyond the scope of typical coaching and routine evaluation. These processes are considered best-practice and follow our vision, core values, and commitments as a school district.

1. The staff member will be verbally notified of a meeting with the supervisor at least 24 hours in advance. The meeting will be held at a mutually convenient time. The employee will be advised of their right to bring representation and also a brief description of the nature of the meeting.
2. The staff member will then receive an email from the supervisor confirming the time/date of the meeting, who will be in attendance from the district, and of their right to bring representation.
3. If applicable, the supervisor will notify the Uniserv director to give them notice of the meeting for scheduling purposes.
4. Meetings will generally be held after school hours and not on Friday if possible. These meetings will generally not be held during teacher prep or before school unless requested by the employee.
5. Written notes (including any corrective action documentation) will be provided electronically after the meeting by the supervisor with the opportunity for employee feedback.

Probationary Status

Certified Employees with a standard license shall have a probationary period of 1 academic year. Certified Employees with initial licenses are probationary during the duration of their initial license. Classified employees shall have a probationary period of **90 calendar days** for all new employees. Probationary employees may be released from employment without cause.

Progressive Discipline Procedures

(This is a general guideline; steps may be accelerated based on the severity of the behavior.)

Step One – Verbal Warning

The employee and the Senior Leader shall meet to bring attention to the existing conduct issue. The issue shall be discussed and the nature of the problem clearly described as well as applicable district policies and procedures. The meeting shall be documented and a copy provided to the employee. The original copy shall be placed in the employee’s personnel file.

Step Two – Written Warning

If the issue in Step One is not corrected, the employee and the Senior Leader shall meet to review the existing behavioral issue and any additional incidents. The Senior Leader shall outline the consequences for failing to meet conduct expectations to the employee.

The Senior Leader shall document the Step Two meeting and give a copy of the documentation to the employee. The original copy shall be placed in the employee’s personnel file.

Step Three – Recommendation for Termination of Employment

If the issue in Step Two is not corrected, the employee may be subject to the termination procedures as outlined in Iowa Code and in board policy. The Senior Leader will discuss the appropriate action with the superintendent. The Superintendent has the authority to recommend the termination of an employee to the Board.

Certified Employee Intensive Assistance

Certified employees in need of comprehensive improvement for performance beyond the typical informal coaching and support shall be engaged in a two-step intensive assistance process that will first utilize a Memo of Awareness and then a Plan of Assistance. In some cases needing urgent improvement, the Memo of Awareness may be bypassed for an immediate Plan of Assistance.

1. Memo of Awareness (MOA): The Memo of Awareness is a non-binding document utilized by administration to highlight areas of growth, success criteria, and supports to assist the staff in their improvement. These are non-binding documents that will not be included in the employee's file. MOA's shall generally be in place for at least 30 days before the use of a Plan of Assistance, although this is a guideline.
2. Plan of Assistance (POA): Plans of Assistance are formal action plans that identify areas of growth, expectations, metrics, and supports to assist the staff member in comprehensive improvement. The formal plan will be utilized as a support system as well as a measurement to determine if the staff member will remain as an employee with Charles City Community Schools. Initial POA's shall not be less than 30 days or exceed 12 months in length/duration. POA's may be extended beyond the 12 months upon mutual agreement of the district and employee. The determination of the successful completion of a POA shall rest solely with the district. The district has the final determination of the content of the POA; however, it shall be the practice of the district to allow the employee feedback and collaboration on the creation of the POA.
 - a. Any Initial License teacher who is recommended for Year 3 licensure, shall be placed on a Plan of Assistance.
 - b. Any certified staff member that fails any full standard of their annual evaluation shall be placed on a Plan of Assistance.

Dress and Grooming

All employees are required to dress in a professional and appropriate manner. Clothing deemed inappropriate will be discussed with the employee. Questions about appropriate attire should be addressed to the appropriate Senior Leader.

Drills and Evacuations

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

Fire and tornado drills are required by law. School districts must have two (2) fire and two (2) tornado drills before December 31st and two fire and two tornado drills after January 1st for a total of eight (8) drills each school year. Schools also must conduct an evacuation drill within the first ten (10) days of the school year.

Email Expectations

Please remember that ALL electronic mail sent to or received from a district email account is public record and may be subject to subpoena and/or open records requests. For this purpose only, all email sent to or received from district email accounts is archived. A good rule of thumb is to never put anything in an email that you wouldn't want printed in the local newspaper.

Emergency Closings, Inclement Weather, and Other Interruptions

Occasionally, school may be delayed, released early, or canceled due to emergencies, inclement weather, and/or other interruptions.

Licensed and classified employees will remain, if necessary, for the safety of students.

The District will utilize a variety of traditional and social media platforms to communicate a change in the school day, including but not limited to:

- SchoolMessenger phone calls, texts, and emails (see your campus administrative support to get signed up).
- All-district-staff email
- District social media pages
- District website (www.charlescitieschools.org)
- KCHA radio
- Local television stations (KIMT, KTTC, KAAL, KCRG, & KWWL)

In the event that all schools are closed, personnel who must report at normal start times, or as soon as possible, include all 12-month classified staff, and supervisory custodial staff.

Employee Driver's Licenses and School Transportation

For some of our positions such as bus drivers and maintenance personnel, valid driver's licenses are required as part of their job descriptions. All other positions, valid driver's licenses may not be required for their position.

However, in order to drive a school vehicle, school employees must be legally eligible. Employees desiring to drive school vehicles must be on our Approved Employee School Transportation List. The employee must fill out the appropriate documentation with the Operations Department and provide a copy of their valid driver's license. If an employee's driver's license becomes invalid at any point, the employee must notify their Senior Leader within 48 hours to be removed from our Approved Employee School Transportation List.

Employee Injury on the Job

Employee and student safety is of the highest priority. An employee should remove themselves from and report any situations where safety is compromised. If an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the organization, or an individual of close relationship, as soon as the employee's supervisor becomes aware of the injury.

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

It is the responsibility of the employee injured on the job to inform the supervisor immediately. Additionally, it is the employee's responsibility to inform the Office of Talent within 24 hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within 24 hours after the employee reported the injury.

The Charles City Community School District has a designated medical clinic to treat all workplace-related injuries & illnesses. If an employee needs medical attention due to a work-related injury or illness, seek treatment at:

Floyd County Medical Center Clinic
Dr. Joseph Molnar
1501 S. Main Street, Suite 6
Charles City, IA 50616
(641) 257-1184

For a serious injury or illness, seek immediate treatment at the nearest emergency facility. The Floyd County Medical Center is located at 800 11th Street, Charles City, Iowa. The number is (641) 228-6830.

Employees on Plans of Assistance and Transfers

Employees that are on current Plans of Assistance will not be eligible for voluntary/involuntary transfer during the duration of the plan. This shall only be superseded in the event of the reduction in force process.

Employee Paid Leave

Employees may be placed on paid leave at the discretion of the superintendent or their designee for the purpose of conducting investigations or other reasonable matters.

Employee Physical Examination

The district believes good health is important to job performance. School bus drivers will present evidence of good health upon initial hire and every other year in the form of a physical examination report unless otherwise required by law or medical opinion. *[All other employees shall present evidence of good health, in the form of a post-offer, pre employment physical examination report].*

The cost of the initial examination will be paid by the employee. The form indicating the employee is able to perform the duties, with or without reasonable accommodation, for which the employee was hired, must be returned prior to the performance of duties. The cost of bus driver renewal physicals will be paid by the school district up to a maximum of \$70. The school district will provide the standard examination form to be completed by **Breitbach Chiropractic** or a certified medical examiner for bus drivers.

Employees whose physical or mental health, in the judgment of the administration, may be in doubt must submit to additional examinations to the extent job-related and consistent with business necessity, when requested to do so, at the expense of the school district.

The district will comply with occupational safety and health requirements as applicable to its employees in accordance with the law.

Employee Political Activity

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

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

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

Employee Recognition

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

If the form of honor deemed appropriate by the administration and employees involves unusual expenses to the school district, the Superintendent will seek prior approval from the board.

Employee Records

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

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

Employees may have access to their personnel files and copy items from their personnel files as needed and requested.

Employee Searches

The school district reserves the right to inspect classrooms, work stations, and district property for the purpose of maintenance as well as within the scope of applying policy, procedures, and application of the law.

Employee Transfers and Selection

See the Human Capital Management System Handbook

Evaluation

The evaluation procedure is a process to foster improved employee engagement and performance. The process is collaborative and will utilize a process that is peer and collaboratively reviewed and created. For certified employees, the foundation of the process shall be the Iowa Teaching Standards and the district job descriptions. For classified employees, the foundation of the process shall be the district job descriptions. The evaluation shall be administered by the assigned Senior Leaders.

Within **two (2)** weeks after the beginning of each school year, Senior Leadership shall notify each employee under their supervision of the evaluation procedures, criteria, and instruments to be used in the evaluation. The evaluation orientation ensures employees have an understanding of the evaluation system. No formal evaluation shall take place until the evaluation orientation is completed.

All teachers with an initial license and career teachers in their first year of teaching in the Charles City Community School District fall under the **Tier I** evaluation process.

A teacher who is not meeting one or more of the following criteria falls under **Tier III**:

1. District expectations under the Iowa Teaching Standards 1-7 & Criteria (Standard 8 is excluded)
2. The Individual Career Development Plan
3. District Job Descriptions

Teachers who are not in either Tier I or Tier III fall under the provisions of **Tier II**.

A licensed employee that feels the evaluation is unfair, unjust, or inaccurate may grieve evaluation procedures as detailed in the collective bargaining agreement, except for probationary teachers and Tier III teachers. Failure to submit a complaint shall indicate agreement with the evaluation. The evaluation results shall be placed in the employee's personnel file.

If the Senior Leader determines that the licensed employee's performance is not meeting performance standards they shall recommend to the superintendent that the employee participates in an intensive assistance program. The district reserves the right to administer the intensive assistance process at any time the employee is not meeting performance standards. If the employee fails to meet the established criteria, the district may begin the termination process.

All employees shall be evaluated at least once every **three (3)** years. The district reserves the right to administer the evaluation process to employees in need at any time it is deemed necessary.

Field Trips

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

For major trips, which are defined as requiring two nights of lodging and is outside Iowa and its contiguous state, the Superintendent and Board shall approve the detailed trip schedule and budget after approval of the campus Senior Leader. See board policy for additional information on student field trips and major trips.

FMLA

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

For additional information regarding FMLA please contact *the Office of Talent* or visit *the FMLA section of the United States Department of Labor's* website, at www.dol.gov/whd/fmla/.

Finance Procedures

The Charles City Community School District utilizes software modules for purchasing and receiving, absence/leave requests, money collections, and maintenance and vehicle requests. Staff members will be given log-in information to use Frontline Education (formerly Aesop), weblink, and SchoolPay when their job requires it.

Employees always must obtain approval prior to purchasing an item or planning a leave or fundraiser. Approvals for purchase of general supplies and equipment may be done through weblink. Workshop/conference registration approval is through Frontline Education (formerly Aesop). Travel expenses may be reimbursed through completion of the travel expense report available at the Staff Intranet on our website.

The District has several credit cards and lines of credit available with local vendors. If you are in question as to the best process for purchasing an item, please contact the Office of Finance at Central Services. The district credit card may be checked out from the Office of Finance at Central Services.

Licensure

Employees required to hold a license, authorization, or certification are responsible for keeping it current. The district will make reasonable efforts to keep employees notified of expiring certifications; however, the employee is ultimately responsible for keeping these current to maintain their employment status.

Gifts

Due to Iowa code, employees are not permitted to directly or indirectly solicit, accept, or receive gifts unless it is less than \$3.00. Please see your Senior Leader if you have specific questions about this.

Grade Update

Teachers are expected to update their grades every two weeks through the approved communication system. Teachers should contact parents and guardians of students that are falling behind in coursework or in danger of failing as soon as they become aware of such. .

Group Insurance Benefits (Certified)

At the option of the employee, the Board agrees to provide each employee that has a written individual contract with the District the following insurance protection.

HEALTH CARE COVERAGE

Each full-time employee shall be covered by an Alliance Select health care program with premium paid by the Board, that meets the following minimum specifications:

Benefits

The program will cover many services including:

- Basic hospital (inpatient and outpatient), surgical and medical services
- X-ray, laboratory, pathology, and related testing services for the diagnosis and treatment of an illness or injury
- Most prescription drugs and medicines
- Preventative physical examinations and related preventative services
- Immunizations (excluding travel immunizations)

All covered services are subject to a deductible (except services performed in and billed through a participating physician's office), coinsurance, and contract limitations and must be medically necessary.

Benefit Period Deductible

\$500 deductible per member per benefit period. \$1,000 in deductibles per your group of persons of common ancestry per benefit period.

Coinsurance

0% Select Provider Group and 20% for covered services you receive from all non-Select or non-BlueCard PPO participating or non-participating providers.

Out of Pocket & Lifetime Maximum

\$1,000 maximum per member per benefit period. \$2,000 maximum per your group of persons of common ancestry per benefit period.

Lifetime benefits maximum is unlimited.

Office Visit co-pay

There will be a \$25 office visit co-pay.

All active eligible employees 65 and over shall continue their group health coverage in this form.

The Board shall pay a total single health care premium for those selecting this coverage. The Board further agrees to pay \$50 per month to a tax-sheltered annuity of the employee's choice for the above-mentioned employees.

LIFE

Each full-time employee shall be covered by a term life insurance program paid for by the Board that provides a minimum death benefit of \$50,000 to age 70.

DISABILITY

Each full-time employee shall be covered by a disability insurance program paid by the Board that provides the following benefits;

A ninety (90) calendar day waiting period or the length of sick leave to which the employee is entitled under the terms of this agreement, whichever is greater. 66 2/3% of salary with a maximum of \$2,000 per month.

Eligibility to age 70. Maximum benefit period subject to Carrier's Contract provisions.

Integrated with Social Security, Worker's Compensation, and IPERS.

WORKER'S COMPENSATION (formerly workmen's compensation)

Each employee shall be covered by Worker's Compensation benefits paid for by the Board with benefits as provided by law.

SCHOOL LIABILITY

All employees shall be covered by a school financial liability insurance covering job-related performance of duties. Employees required to use personal automobiles in their assigned duties shall be covered by Board paid auto liability insurance, as the primary insurer.

Insurance

Kinfolk coverage will continue to be offered to each employee electing in writing on the form provided by the Employer or the Insurance Company, with 76% of the total premium to be paid by the Employer.

DENTAL COVERAGE

Each full-time employee shall be covered by single dental insurance at a rate not to exceed \$32.54 per month.

COVERAGE

The Board provided insurance programs shall be for twelve (12) consecutive months. Employees new to the District shall be covered by Board provided insurance no later than one (1) month after initial employment.

CONTINUATION

In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the said benefits shall continue throughout the balance of the school year.

Employees on paid leave shall continue to have Board contributions made according to the levels described above.

An employee on non-paid leave for one month or longer may choose to continue their coverage per COBRA guidelines. The cost of such during the leave shall be borne by the employee. The carrier(s) shall determine the appropriate rate(s) per COBRA guidelines. The employee will remit payment to the Board in advance of premium(s) due date.

INSURANCE COMPANIES

The Board shall have the sole and exclusive right at any time to procure insurance providing benefits herein described in Article 14 from any insurance company.

Handbook Concerns

Handbook Concerns procedures are a means of internal conflict resolution to address concerns within this handbook.

Step One

*Within **ten (10)** days after the alleged misinterpretation or misapplication of the handbook, an employee with a concern shall privately discuss the issue with their immediate Senior Leader and attempt to find a resolution. The Senior Leader will respond within **five (5) workdays**.*

Step Two

*If the concern is not resolved at Step One, the employee may submit a formal written complaint with the Senior Leader. The formal written concern must be submitted to the Senior Leader within **ten (10) workdays** after the receipt of the Level One response.*

The formal complaint must contain a clear and concise statement of the alleged misinterpretation or misapplication of the handbook, including the facts upon which the complaint is based, the issues involved, the provisions of the handbook involved, the claimed basis for the alleged misinterpretation or misapplication and the resolution that is sought.

*The Senior Leader will provide a written answer to the formal complaint within **five (5) workdays**.*

Step Three

*If the concern is not resolved at Step Two, the employee shall submit a formal written concern to the Superintendent within **five (5) workdays**. The Superintendent will provide a written answer to the formal concern within **ten (10) workdays**. The Superintendent's decision will be final.*

If there are multiple concerns stemming from the same issue, the Superintendent may process the complaints as a group.

Health and Safety Information

Wellness

The board promotes healthy students by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards and be in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety, and packaging to ensure high-quality meals. See the DE guidance on [Healthy Kids Act](#)

The school district will make every effort to eliminate any social stigma attached to and prevent the overt identification of, students who are eligible for free and reduced-price meals. Toward this end, the school district may utilize electronic identification and payment systems; provide meals at no charge to all children, no matter of income; promote the availability of meals to all students; and/or use nontraditional methods for serving meals, such as "grab-and-go" or classroom breakfast.

The school district will develop a local Wellness Policy Team. The local wellness policy team will develop a plan to implement and measure the local wellness policy and periodically review and update the policy. The Committee will report annually to the board and community regarding the content and effectiveness of this policy and recommend updates if needed. The report will include compliance with this policy, the extent to which this policy compares to model Wellness policies, and describe the progress made in achieving the goals of this policy.

The board has a policy (507.9) and regulations (507.9R1) regarding wellness.

Life-Threatening Allergy

The Charles City Community School District is committed to providing a safe and nurturing environment for students. The Charles City Board of Education understands the prevalence of life-threatening allergies among school populations and proactively endorses the concept of being allergy aware and allergy smart. Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, the Charles City Community School District is committed to working in cooperation with parents, students, and physicians to minimize risks and provide a safe educational environment for all students.

Furthermore, it is understood that allergic reactions can be unpredictable and that school personnel must be proficient at recognizing and reacting to an incident. The focus of allergy management shall be on awareness, education, communication, prevention, and emergency response.

The goals for allergy management include:

1. To establish procedures for identifying, managing, and ensuring continuity of care for students with life-threatening allergies across all grade levels from Early Childhood through grade 12.
2. To maintain the health and protect the safety of children who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care, maintain confidentiality, and provide appropriate educational opportunities.
3. To ensure that interventions and individual health care plans for students with life-threatening allergies are based on medically accurate information and evidence-based practices and are shared with staff trained in recognizing and responding to allergic reactions.

In accordance with applicable law, it is the policy of the district to provide all students, through necessary accommodations where required, the opportunity to participate in all school programs and activities, as can be reasonably expected. Accordingly, the superintendent shall direct district building administrators and staff to act affirmatively and work closely with parents to assure that the needs of children with documented allergies are taken into consideration in planning for district programs. The district school nurse(s) will review practices annually with all staff and make recommendations for updates based on current medical practices.

Procedure for Implementing Life-Threatening Allergy Policy

1. **The Senior Leadership in consultation with the school nurse** will be responsible for notifying classroom teachers, instructional assistants, and parents of students in classrooms where one or more students have a life threatening allergy. (The allergy must be clearly documented by the primary care physician or a board-certified allergist.) It must be considered a disability as defined in Section 504 of the Rehabilitation Act of 1973 of the Americans with Disabilities Act and updates for an accommodation to be made. Notification will include an explanation of the severity of the health threat, a description of signs and symptoms to be aware of, and a concise list of foods and materials to avoid. Parents, in consultation with their primary care provider/allergist, will provide the list of allergens to be avoided.
2. At the beginning of each school year the school nurse, in consultation with district administration, will educate all staff regarding the provisions of the Life-Threatening Allergy Policy and Regulations.
3. **Classroom teachers will provide notification for substitute teachers** regarding students with life-threatening allergies as part of their instructions to substitutes when teachers are absent. Notification will include an explanation of the severity of the health threat, a description of signs and symptoms to be aware of, and a concise list of foods and materials to avoid.
4. The Charles City Community School District will be peanut-aware for grades PK-8. At Washington Elementary and Lincoln Elementary, nuts and nut products may not be brought to school. We request that parents and students avoid including nuts and nut products in lunches and snacks for students at Charles City Middle School.
5. **NO HOMEMADE TREATS OR FOOD ITEMS** for students may be brought into classrooms by parents or staff where there are students with life-threatening allergies. All treats in those classrooms must be commercially prepared and packaged for distribution with intact ingredient labels. Treats may be distributed by the classroom teacher for special occasions, such as birthdays or holiday parties. Classrooms with students who have life threatening allergies may have more specific guidelines depending on the type(s) of allergy.
6. Food preparation will only be allowed in the academic curriculum at the secondary level (grades 5-12) with the principal's and health care professional's pre-approval. An exception will be made for food preparation as related to the Individual Education Plan of individual student's goals served in special education in grades PK-8. Precautions will be taken for students with life-threatening allergies.
7. Only non-food manipulatives should be used in classrooms. Peanut butter jars should not be used for the storage of manipulatives, even if the jars have been thoroughly washed.
8. At the 8th grade, the school nurse and/or health teacher will provide education to all 8th grade students concerning allergy awareness, signs and symptoms of anaphylaxis, and usage of epi-pens as part of the health class curriculum. This promotes self-advocacy and education while empowering students for real-world experiences in high school and beyond.
9. Classroom pets are allowed provided that nut-free foods and bedding are used. Visiting pets are prohibited in our schools. An exception will be made for service/therapy animals and approved classroom curriculum units involving animals as a part of a lesson or lessons.

10. Whenever students travel on field trips, a clear plan to activate Emergency Medical Services (911) should be reviewed by all teachers and chaperones. Field trips need to be chosen carefully; no child should be excluded from a field trip due to unavoidable allergen exposure. (NOTE: How to activate EMS should be included on the field trip forms.)

11. The Director of Operations will be notified of the student(s) who have life-threatening allergies. It will be the Director's responsibility to communicate this information to all regular drivers and substitute drivers. 12.

Lunchroom Procedures.

1. All students and staff are encouraged to wash their hands with soap and water after eating and/or handling food.
2. Lunchroom tables will be sanitized after each lunch shift.

Homework and Grading

Progress reports are an important communication tool between school and home. Board policy 505.1 states that students will receive a progress report at the end of each grading period. Students who are doing poorly and their parents are notified prior to the end of the semester in order to have an opportunity to improve their grades. The board encourages the notification of students who have made marked improvements prior to the end of the grading period.

At the end of each grading period, teachers will make available grades for a report card containing grades for their students in all of the student's courses. Standards-based grading is used K-12 and recognized on the report card.

Individuals with Disabilities Education Act

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

Interim and Acting Positions

At times, vacancies within the school district can occur that are unable to be filled permanently due to the timing. From time to time at the discretion of the superintendent or their designee, positions will be filled in a temporary Interim or Acting position. This will only be done in accordance with the applicable state/federal law and collective bargaining agreement language.

Definition:

Interim: positions that are filled for one 1 year or less in a full vacancy. The personnel remain probationary and can be released at the end of the duration of the position.

Acting: positions that are not full vacancy and the permanent employee will be returning at a future time/date. The personnel shall serve until the permanent employee returns.

Interim positions will be filled using the full hiring and selection process of the district. Upon completion of their term, they may apply for consideration for permanent placement through a letter of intent to the appropriate senior leader or the talent office. They will have an expedited review process by a hiring/selection team that will utilize the "Interim Position Selection Rubric" to grade and score their candidacy.

Acting positions do not retain any rights to the expedited review process. Acting positions include the Senior Leadership Succession Plan. Acting positions may be appointed without a hiring process at the discretion of the superintendent or their designee.

Investigations

Employees are expected to provide reasonable cooperation in investigations led by the school district or any other government agency tasked with official business that involves the district.

Iowa Public Employees' Retirement System

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

Jury Duty Leave

The board recognizes employees may be summoned for jury duty. Employees who are called for jury service will notify the Senior Leadership, within twenty-four hours after notice of call to jury duty.

Licensed employees and classified employees will receive their regular salary, less a deduction for the amount of the jury duty payment to the employee. Employees will be required to present a copy of the check to the District. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Mandatory Reporting of Post-Employment Arrests and Convictions

Any employee who is arrested or convicted of any criminal charges shall report such information to the appropriate Senior Leader within two (2) calendar days (48 hours).

Military Service Leave

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

The leave is without loss of status or efficiency rating and without loss of pay during the first thirty calendar days of the leave.

Money Handling Procedures and Sale of Merchandise

The sponsor should seek approval for the fundraiser with the building office. If approved with the building office, the Board of Education must approve. Completed Board of Education applications should be sent to the Office of Activities. Contact the Activities Office for more information.

The sponsor should discuss the fundraiser and cash handling process with the campus office. The method of ordering and money handling should be agreed upon. The sponsor should not accept money from a student but direct them to the campus office. Money should not be taken home for safekeeping or left in desk drawers or file cabinets. If an after hours deposit is required contact your campus office for the nighttime lockbox key. The next business day the key should be returned to the office along with the total of the amount deposited.

A flyer/pamphlet with student instructions should be created and include the following information: beginning and ending date of sales, name of the event, instructions on how students should submit their orders, who will be collecting orders and payments, and how event proceeds will be used. All expenses must meet the public purpose test. Keep in mind that the District cannot donate funds unless the event flyer lists a specific donation and those supporting the fundraiser are made aware of it. Questions on public purpose should be addressed with the Director of Finance.

The campus office will deposit money with Central Services weekly even if the fundraiser is not complete. The sponsor will receive a copy of each receipt and will keep this receipt on file for their fundraising records. All money should be deposited intact. That is, all money should be deposited in the form in which it is collected and should not be used for making change or disbursements of any kind.

At the end of the Fundraiser, the sponsor/campus office shall summarize the orders collected and submit the order to the vendor through k-purchase. Employees are prohibited from receiving or soliciting gifts from anyone who would have an interest in their actions. The sponsors should not order extra merchandise.

The sponsor/building office should complete a final report at the conclusion of the fundraiser. For student sales, the order summary should reconcile to the number of items sold per the vendor invoice and the amount deposited. Material variances, if any, should be explained. The final report should include a general statement describing the control procedures or the steps taken to ensure money given by the public/students for the event has been deposited in the District's account.

Moving Expenses

Moving expenses may be offered to new employees moving within the boundaries of the school district. This is for eligible certified and/or Senior Leader staff members. See the Office of Finance to learn more and obtain proper forms for approval.

Nepotism

More than one kinfolk may be an employee of the school district. It is within the discretion of the superintendent to allow one kin employed by the school district to supervise another kinfolk employed by the school district subject to the approval of the board.

The employment of more than one individual in the group of persons of common ancestry is on the basis of their qualifications, credentials, and records. See board policy for additional information.

New Employee Sick Leave Transfer

New employees may transfer in sick days from their previous employer. The following conditions must be met:

1. May transfer in a maximum of 25 days.
2. Must have had employment with the previous employer within 30 days of the new appointment to Charles City Community School. The employment shall be contiguous to employment with Charles City Community Schools.
3. No fractions are allowed; only full day (8 hour) increments.
4. If the previous employer utilized Paid Time Off (PTO) as sick leave, this is permissible to transfer.
5. If the previous employer utilized hours for sick leave or PTO, these shall be converted into full-day (8 hour) increments.
6. The employee shall provide written verification from their previous employer of the amount of sick time they are proposing to transfer in.
7. If the employee was compensated by the previous employer for the accumulated leave upon separation, then it is ineligible for transfer.

Pace of Instruction

At Charles City Community Schools we recognize the importance of highly rigorous and rapid-paced instruction. Therefore, it is the expectation that all teachers instruct bell to bell daily. Instruction should commence at the beginning bell (or start time) and will go through the final bell of the period (or end time.) Students shall not be allowed to line up at the door before the dismissal bell of each period or transition.

Pay Increments for Classified Employees

All employees, except 12 month employees, shall have the option of receiving their pay over 9 or 12 months. A request for pay over 12 months must be submitted in writing to Central Services prior to the first pay period of the school year. All choices will be irrevocable for the remainder of the year. Bi-weekly salary will be estimated by dividing the employee's estimated annual salary by 26 bi-weekly pay periods. Adjustments will be made in the months of June, July, and August.

Parent-Teacher Organization

Washington and Lincoln Elementary Schools have a PTO that supports the work taking place at the schools and raises money for equipment, field trips, and the like. Please contact an elementary Senior Leader to learn more about the PTO and how you can become involved. Involvement is open to Association and non-Association members alike.

Political Leave

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

The licensed or classified employee will be entitled to one period of leave to run for the elective public office, and the leave may commence within thirty days of a contested primary, special, or general election and continue until the day following the election.

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

Positive Referrals

Good news for parents is essential for a healthy school and environment. In addition, it is essential that our staff make personal emotional bank account deposits and leave each week with something to feel good about. If we all commit to 1 positive contact a week and multiply this by our staff members, we could have thousands of positive messages going home each school year.

Each staff member (this includes teachers, classified/clerical staff, and administrators) is expected to make one positive contact home to parents each week. This can be done in a variety of ways:

1. Phone calls
2. Emails
3. Handwritten notes sent home

All positive contacts are to be documented on the "Positive Contact" Google Doc provided by the Senior Leadership. Senior Leaders will monitor and support our staff in making this a success.

Probationary Status

The first **three (3)** years of a newly licensed employee's contract is a probationary period unless the employee has already successfully completed the three-year probationary period in an Iowa school district. Newly licensed employees who have successfully completed a probationary period in a previous Iowa school district will serve a **two (2)** year probationary period.

The probationary period for classified employees is **90 working days** unless otherwise stated in an employee contract, letter of assignment, or applicable collective bargaining agreement.

Reduction in Force

The Board is responsible for the determination if reason for reduction in force exists and the decision shall not be subject to the grievance procedure.

Procedures for reduction in force will be subject to the grievance procedure.

MANNER

Reduction in force shall be implemented system-wide for classroom teachers K-4 (K-8 Title I teachers included). Grade 6 reductions will move to a subject reduction as referenced in section 12.2.2 effective with new hires of 2010-11. Grade 5 reductions will move to a subject reduction as referenced in section 12.2.2 effective with new hires of 2016-17.

Reduction of 6-12 staff shall be implemented by subject area. Current subject areas shall include Business Education, English, World Languages, Consumer Sciences, Math, Agricultural Education, Science, Social Studies, Industrial Arts, At-Risk Programs, and Computer Technology. Creation of new subject areas shall be with mutual consent of the Association and Board.

Reduction in Force shall be implemented system-wide in the following areas: Art, Physical Education, and Health, Instrumental Music, Vocal Music, Early Childhood Special Education, Special Education (Instructional Strategist I), Special Education (Instructional Strategist II – BD/LD), Special Education (Instructional Strategist II – Mental Disability), Professional School Counselor, Teacher Librarian, School Nurses, Pre-school, Talented and Gifted and English Language Learner (ELL).

ORDER

In the event reduction in staff cannot be adequately accomplished by attrition, those with emergency or temporary certification shall be reduced first.

If reduction in staff cannot be adequately accomplished by the above, the Board shall reduce employees according to seniority with the least senior employee in the subject area to be reduced first.

In instances wherein the affected employees are of equal experience in the District, of equal experience in other districts, and are equally prepared, the Board shall make the necessary reductions according to the needs of the District.

Any employee whose position is reduced by staff reduction may return to the department where they have taught and where they continue to accrue seniority, thereby displacing the least senior person in that subject area (as defined in 12.2 above) provided the employee is qualified by DE approval and endorsement, and NCA requirements where applicable, to fill the vacant position.

In the event that staff reduction is necessary for elementary classroom teachers and such reduction would result in the reduction of a teacher with more seniority than an elementary TAG teacher, then the District shall exercise its rights under Article 10 Involuntary Transfers if it is possible to fill the TAG position with a qualified elementary classroom teacher with greater seniority than the TAG elementary teacher.

NOTIFICATION

The Board shall provide a final written notice to the employee effected by staff reduction as soon as possible, but no later than April 30th. Such notice shall include reasons for reduction of staff.

On or before January 1st of each year, the Board will prepare and deliver to the Association a listing of employees in each category (as defined in 12.2). The list will show the rank order of employees, applying the procedures in this Article as each may become eligible for staff reduction.

RECALL POLICY

If there is a vacancy in a negotiating unit position, employees who were certified to perform the work in question and could meet NCA standards at the time of, will be recalled in the order of the person with the most seniority being recalled first.

An employee shall not forfeit recall rights if the recall position is outside the employee's subject area (as defined in 12.2) at the time of reductions.

An employee shall not forfeit recall rights if the recall position is not equivalent in time to the position held at the time of reductions.

Reduced employees will have recall rights for three (3) years.

An employee will have fourteen (14) days from the time of notification to accept a recall position or the right to recall is lost. The notification will be made by certified mail, return receipt requested, and addressed to the employee at the address shown on Board records.

It is the responsibility of the employee on reduction to keep the Superintendent notified as to the correct address. A "vacancy" under this section shall be any position that involves four (4) or more hours of work each day.

Release of Credit Information

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. Confidential information about the employee will be released to an inquiring creditor with written authorization from the employee.

Religious Holiday Celebrations in Public Schools

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

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

Prohibited Activities:

- Displays of religious symbols such as a crèche, an angel, a menorah, or a banner with a religious message. (e.g., “Gloria in Excelsis Deo”)
- Display of a Christmas tree with religious symbols such as stars, angels, the baby Jesus, etc. ● School-wide prayer or Scripture readings.
- A musical concert with exclusively religious music.
- Banning students from offering candy canes or other items with a religious message during Non-Instructional time (before or after school or during a recess) and not done in the classroom. Schools may still prohibit distribution within classrooms.
- Holding a “Christmas Party” in the classroom. (A “holiday” or “end of semester” or “end of 2017” party would be permissible)

Permissible Activities:

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

Resignation – Licensed Employees at Year-End

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

Resignation – Classified Employees

Classified employees who wish to resign mid-year or mid-assignment must give the school district at least 14 days advance notice. The notice of intent to resign will be in writing to the Office of Talent. Employees resigning at year-end or at the end of an assignment must give notice by May 31.

Retirement

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

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

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

The board has an early retirement policy for both licensed and classified employees. Each year the board officially votes on whether or not to elect to offer early retirement to employees.

School Nutrition Program

The district operates a school nutrition program. Employees may purchase meals and other items, including milk. In accordance with board policy 710.4 that was approved June 24, 2019, students and staff will have use of a joint meal account. When the joint account balance reaches -\$30.00, students and staff members may no longer make purchases. A la carte purchases will not be allowed as soon as the balance goes negative. When an account reaches this limit, students and staff shall not be allowed to charge further meals until the negative account balance is paid. Staff member accounts shall not be allowed to have a negative balance.

Payment on the accounts can be made to the kitchen cashiers or at any of the school offices. Electronic payments also can be made at any time by logging into the joint account.

School Fees

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

Searches of Students and Property

In order to protect the health and safety of students, employees, and visitors to the school district and for the protection of the school district facilities, students and their belongings and school-owned lockers and desks may be searched or inspected when the threshold of reasonable suspicion is met. Inspections may also be made as part of routine maintenance and repair duties.

Sharing of Classrooms and Common Spaces

There will be times that rooms and facilities will need to be shared to best serve students. Below are the expectations for sharing of rooms and facilities:

1. Cooperation is key. If a staff member requests use of a room or facility to best serve students, we will do everything in our ability to meet the need.
2. Leave it better than you found it. If you are using another staff member's space, it is the expectation that you leave the space better than you found it. This includes removing trash, putting furniture back to its original position, and not making any permanent changes to the room without permission.

Link for Facility Requests: <https://fs-charlescitieschools.rschooldtoday.com/authentication/credential/login/>

Sick Time Conversion for Household Illness

If classified, administrative support or Senior Leader staff member exhausts their household illness leave per the Collective Bargaining Agreement/Handbook, they may use an additional three days of employee sick leave if needed. Teachers are covered with the same language in their CBA.

Smoke and Tobacco-Free Workplace

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

Severance Pay

An employee who has served the District for ten (10) years will be entitled to receive severance pay at the following rates:

First Ten Years \$25.00 per year

Next Ten Years \$30.00 per year

After Twenty Years \$40.00 per year

The above provisions relating to severance pay do not apply when 1) an employee is entitled to receive benefits from the long-term disability insurance policy carried on the employee, or 2) when an employee is entitled to receive early retirement benefits.

Employee Social Media Policy

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 or their designee. 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 without written permission.

Employees shall not use school district time or property on external sites that are not in direct relation to the employee's job. Employees, students and volunteers need to realize that the internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who do not want school administrators to know their personal information should refrain from exposing it on the internet. Employees should not connect with students via external web sites without consent of the superintendent or their designee. Employees, who would like to start a social media site for school district sanctioned activities, should contact the superintendent or their designee.

It is the responsibility of the superintendent to develop administrative regulations implementing this policy.

Staff Meetings

Staff meetings provide an opportunity for the communication of important school district information to be shared between administration and employees. Senior Leaders will determine the time, location, and frequency of building level meetings while adhering to expectations for contract work hours and extra-curricular obligations.

Classified staff members shall be compensated for any in-service or other work-related meeting held by the district, inside the district, whether mandatory or voluntary, at his/her regular hourly rate of pay including longevity. Bus drivers will be compensated at the route driving rate.

Staff Technology Use/Social Networking

Usage of the school district's computer resources carries high responsibility. All information on the school district's computer system is considered a public record. Whether there is an exception to keep some narrow, specific content confidential is determined on a case-by-case basis. Therefore, users of the school district's computer network can not expect privacy for email or use of the school district's computer network including websites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer network.

Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents, or others on any external website without the 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 who would like to start a social media site for school district-sanctioned activities should contact the Office of Communications.

Standardized Testing and Assessment

Assessment is an important part of the education process and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and

the Board of Educational Examiners' ethical codes that promote the integrity of the assessment and the validity of student responses.

Student Funds, Fundraising, and Money Handling Procedures

Traditional

The District has developed procedures for fundraising and money handling to inform all employees of their business responsibilities when handling money on behalf of the District, for example, camps/clinics, a student activity fundraiser, gate receipts, or resale events such as t-shirt sales. All employees should familiarize themselves with the procedures and follow the steps when necessary. Prior approval for the event must be obtained. Reference the "Fundraising and Money Handling Procedures" handbook for detailed information.

The sponsor/supervisor is responsible for collecting money and keeping accurate records of sales and money collected. All funds collected through school activities are under the financial control of the district (the district, not students, is the owner of the funds). The district has the right to regulate both the fundraising activities and the expenditures of the funds raised. Expenditures must have prior approval before purchases are made. At the end of the fundraiser, the sponsor/supervisor shall submit a reconciliation of revenue and expenditures to the Central Office.

All monies must be deposited or left with the campus administrative support on a nightly basis. Employees who do not follow the above procedures may be personally responsible for any lost/stolen money/goods.

Online Fundraising/Crowdfunding

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

Please refer to board policy 704.6 for additional information about what is permissible.

Student Records

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

Student Supervision (Teachers and Paraeducators)

It is essential that teachers and paraeducators are supervising at their classroom doors and hallways during passing and transition times. Teachers and paraeducators are expected to address student behavior that does not meet the building procedures and rules. Paraeducators will also have assigned positions for hallway duty and should report there immediately during passing and transition times.

Substance Free Workplace

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

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

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

business.

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

www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm?

Succession Planning

The Charles City Community School District has created succession planning for the Senior Leadership Team in the event a leader is incapacitated and unable to perform their essential duties. Each Senior Leader has designated and trained two different levels of succession that can provide continuity of leadership and services in the event of a long-term absence. The leaders that are providing succession must meet the Iowa Code for certifications and licensure. The decision to activate the succession planning is at the discretion of the Superintendent or designee.

For superintendent succession, Iowa Code requires that the school district have a fully qualified and licensed superintendent of record. In the event of a long-term absence or the superintendent being incapacitated, this could include designating a current senior leader with superintendent licensure, hiring an interim superintendent, or utilizing the Central Rivers AEA Chief. In the event that there is an interim superintendent or the AEA Chief in this role, a local senior leader in the succession plan would still be responsible for the day-to-day essential operations of the school district, unless otherwise directed by the school board.

Transporting of Students by Employees

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

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

- The vehicle is in good condition and meets all applicable safety requirements,
- The driver possesses a valid drivers' license,
- Proof of insurance has been supplied to the Office of Schools and Learning and insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa, and
- The parents of the students to be transported have provided prior permission.

Travel Compensation – Inside the District

Employees traveling on behalf of the district and performing approved school district business shall be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs. Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at the IRS standard mileage rate and must submit a claim at the end of each semester.

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

Travel Compensation – Outside the District

Employees traveling on behalf of the district and performing approved school district business will be reimbursed for their actual and necessary expenses per board policy. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses, and registration costs. Itemized receipts are required for all reimbursements for these costs.

Travel outside of the school district must be pre-approved by the supervising senior leader. Travel outside the State of Iowa must be approved by the superintendent.

Pre-approved expenses for transportation within 300 miles of the school district administrative office will be by automobile. If a school district vehicle is not available, the employee will be reimbursed for expenses at the mileage reimbursement rate that is set annually by the Board.

Pre-approved expenses for transportation outside of 300 miles of the school district administrative office may be by public carrier. Reimbursement for air travel will be at the tourist class fares. Should an employee choose to travel by automobile, reimbursement will be limited to the public carrier amount. Pre-approved expenses for transportation in a rental car are limited to the cost of a Class "C" rental car at a medium-priced agency unless the number of people traveling on behalf of the school district warrants a larger vehicle.

Unpaid Leave

Unpaid leave may be used to excuse an absence not provided for in other leave policies of the board. Unpaid leave for employees must be authorized by the **Superintendent or designee**.

Whenever possible, employees will make a written request for unpaid leave **five (5)** days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary are made unless they are waived specifically by the superintendent.

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

Visitors/Guests

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

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

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

Volunteers

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

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of school district volunteers is the responsibility of the Office of Schools and Learning.

All volunteer coaches and all classroom volunteers must have a background check conducted by Central Services. Please

contact your Senior Leader who can assist with this process.

Walk Through Classroom Observations

Classroom observations are a vital component of providing a strong instructional program within a school. At Charles City Community Schools, the instructional leadership team is committed to providing consistent observations and feedback. We believe that where the leadership spends their time communicates priorities. It will always be a goal of the Senior Leadership team to make time in classrooms with teachers and students the highest priority.

Throughout this work, the team will be able to build relationships, become knowledgeable of the curriculum and instruction, and provide feedback. Feedback and reflective questions may come in written feedback, emails, face-to-face conversations, and discussions.

Weapons

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

Employees are prohibited from bringing weapons and other dangerous objects on school grounds. Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy. For more information, visit the Iowa Department of Education Legal Lesson on Firearms on School Grounds at

<https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/firearms-school-grounds-january-2013-school-leader>.

We Talk to People; Not About Them

It is the expectation around our organization that we are kind and candid to each other. We always talk to people and not about them. We expect our organization to be loyal to the absent. We never say something about a person without telling them personally. Gossip and hurtful comments about people will not be tolerated. If a person has done something to offend you, broken our organization commitments, or needs feedback the following steps shall be followed:

1. Seek out the person face to face. Give them the feedback in a kind and candid way.
2. If the first step does not resolve the issue, return to meet with them face to face and bring a neutral person to support and mediate.
3. If this second step does not resolve the issue, it should then be forwarded on to a Senior Leader for resolution. We should always ask, "Have we talked to the person yet?" and "If I was them, would I want to know?" This will drive how we interact and grow as a healthy organization.

Failure to follow this policy can result in coaching, remediation, corrective action, and progressive discipline.

Welcome Home Program (Onboarding and Induction)

All new certified employees at Charles City Community Schools shall be engaged in our comprehensive onboarding system, "Welcome Home." This will be required for all probationary/initial license employees.

1. New to the profession: All initial license staff shall participate in the Welcome Home program for the duration of their initial license.
2. New to Charles City: All standard/master licenses staff shall participate in the Welcome Home program for their 1st year of employment.

Welcome Home Program

1. All new staff shall participate in two days of orientation training in August. (Welcome Home Workshop Days)
2. All new staff will create a comprehensive Welcome Home action plan.
 - a. Welcome Home Action Plan
3. All new staff will retain 3 mentors/coaches.
 - a. Senior Leader (Accountability Mentor)
 - b. Instructional Coach (Teaching/Learning Mentor)

- c. Coordinating Mentor (Nuts/Bolts, Organization, Logistics)
 - d. Social Mentor (Connection and Well-being)
4. All staff in the Welcome Home Program will actively participate in the evaluation, annual coaching cycles, monthly Host teacher office hours, and social events. These will all be part of the Welcome Home action plans using the Four Disciplines of Execution to create goals and track progress. The Welcome Home action plan shall be a portion of the staff member's Iowa Professional Development Plan.

Work Day

The work day for employees will begin at a time established by the collective bargaining agreement and the school calendar. "Day" is defined as one work day no matter of the full-time or part-time status of an employee.

SECTION 4

LEGAL NOTICES

Legal Notices

Annual Notice of Nondiscrimination

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

Agriculture, Food, and Natural Resources
Architecture and Construction
Business, Management, and Administration
Hospitality and Tourism
Manufacturing

It is the policy of the Charles City 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 Bryan Jurrens, 1 Comet Drive., Charles City, IA 501616, Phone: 641-257-6500, email: bjurren@charlescityschoools.org.

Asbestos Notification

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

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

Two of the district's buildings are asbestos-free: the middle school and the transportation center.

Bloodborne Pathogens

Annually, all employees will be given the opportunity to take the bloodborne pathogens training, and staff identified in the district's Bloodborne Pathogens Exposure Control Plan will be required to take the training.

The Job Safety and Health poster from the United States Department of Labor will be displayed in each building's employee lounge.

Communicable Diseases – Employees

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

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

record keeping.

Continuous Notice of Nondiscrimination

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Equal Opportunity Employment

The district will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directives, and regulations of federal, state, and local governing bodies. The district does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, sexual orientation, and gender identity in its employment and personnel practices. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities, and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Advertisements and notices for vacancies within the district will contain the following statement: *"The district is an EEO/AA employer."* The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, *Charles City Community School District, 500 North Grand Avenue* or by phone at (641) 257-6500.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-800-669-4000 or TTY 1-800-669-6820, www.eeoc.gov/field/milwaukee/index.cfm or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, www.state.ia.us/government/crc/index.html. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Hazardous Chemical Disclosure

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

The mandatory poster for Job Safety and Health is located at www.osha.gov/Publications/poster.html and the Iowa specific poster is located at www.iowadivisionoflabor.gov/iowa-osh-safety-and-health-poster-0. These are displayed in each building's employee lounge.