Classified Employee Handbook

College Community School District

2022-2023

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It is the policy of the College Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Executive Director of Human Resources and Equity 401 76th Ave SW, Cedar Rapids, IA 52404 Contact phone: 319-848-5246

Welcome

The Board and Administration of College Community School District values the work of our employees and seeks to maintain a positive relationship with employee groups. The service of our staff is key to meeting the vision and goals of the district. To facilitate a strong relationship, this handbook is designed to clarify employee items outlined within our district's policy. The long-term goal of this document is to provide a one-stop resource for employees to assist them in understanding their duties and benefits as an employee.

This handbook, especially in the early years of implementation, may be modified during the year with Board approval. The contents of this book are within the discretion of the Board, but the district employee relations committee will have the opportunity to provide feedback for Superintendent recommendations for modifications and updating.

This handbook is a general source of information and may not include every possible situation that could arise. It is not intended, and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Generally, policies related to certified and classified employees can be found in the 400 series of the District Board Policies.

Whenever the provisions of this handbook are in conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall govern.

Thank you for your service to the students and families of the College Community School District.

Respectfully,

College Community Board of Directors & School Administration

Link to Classified Employee Agreements

NUTRITION SERVICES AND PRAIRIE ASSOCIATION OF SUPPORT STAFF HANDBOOK AGREEMENT

TRANSPORTATION STAFF HANDBOOK AGREEMENT

CONFIDENTIAL EMPLOYEES HANDBOOK AGREEMENT

Definitions

“An administrator title” such as superintendent or principal, also means that individual's designee unless otherwise stated.

“**The District**” means the *College Community School District*.

“Complaint” means only an allegation that there has been a violation, misinterpretation, or misapplication of any of the specific provisions of this handbook.

“Complainant” means the person(s) making the allegation.

"Day" means employees working day.

“**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.

"Full time employee" means an employee who is regularly scheduled to work for the Board not less than thirty (30) hours per week.

"Half-time employee" means an employee who is regularly scheduled to work for the Board not less than twenty (20) hours and not more than thirty (30) hours per week, or who fulfills one-half (1/2) of a regular assigned schedule.

“**Harassment**” and “**bullying**” shall mean any electronic, written, verbal or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the student in reasonable fear of harm to the student’s person or property.
2. Has a substantial detrimental effect on the student’s physical or mental health.
3. Has the effect of substantially interfering with a student’s academic performance.

4. Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities or privileges provided by a school.

"Formal observation" shall mean that observation of an employee's performance which is used for the development of a formal written evaluation.

"Informal Observations" shall mean the unannounced observation of an employee's performance on the job during working hours which results in a written informal report or evaluation.

"**Parent**" also means "guardian" unless otherwise stated.

"**School activities**" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

"**School facilities**" includes school district buildings and vehicles.

"**School grounds**" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles, and chartered buses.

"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.

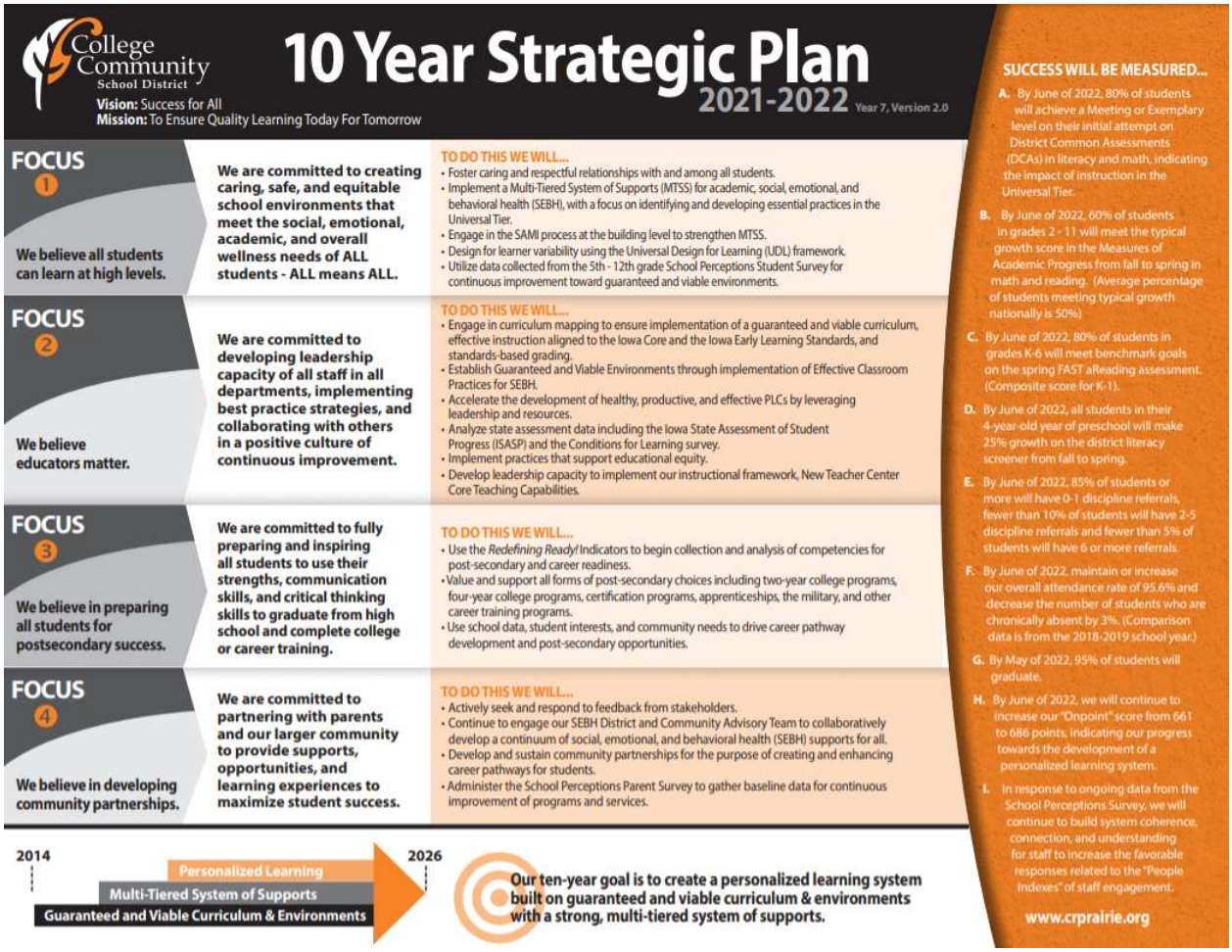
"Transfers" includes the movement of an employee to a different grade level, department, or building, to fill a vacancy or new position, shall be considered a transfer. Realignment of staff within a building shall not be considered a transfer.

"Volunteer" means an individual who has regular, significant contact with students.

"**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.

School District Mission Statement, Educational Goals and Expected Outcomes

Vision: Success for All
Mission: To ensure quality learning today for tomorrow.



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, *Jeri Moritz, Executive Director of HR and Equity*, 401 76th Avenue SW, or by phone at *(319) 848-5246*.

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, https://www.eeoc.gov/field-office/milwaukee/location

OR

- The Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, https://icrc.iowa.gov/..

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.

School Calendar

The School calendar can be found on the College Community Website at: https://www.crprairie.org/parents-students/district-calendar/



College Community School District Calendar
2022-2023
District Office 319-848-5200 / www.crprairie.org

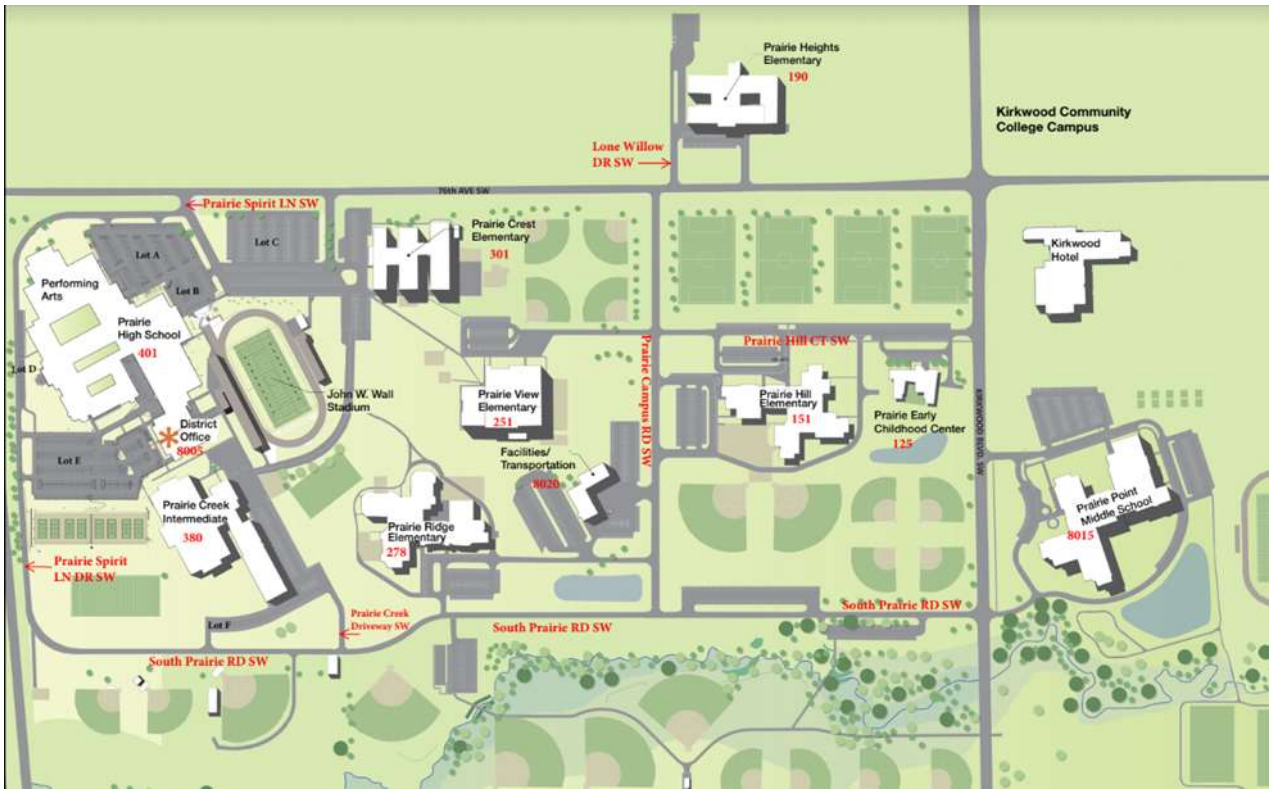
		CS#	S #
July 27	District Registration 8AM-12PM		
July 28	District Registration 3PM-7PM		
Aug. 8-11	New Teacher Orientation		
Aug. 16-19	Professional Learning		
Aug. 22	Professional Learning AM (TQ)		
Aug. 23	First Day of School		
Aug. 30	1st Day of Preschool		
Sept. 5	NO SCHOOL - Labor Day		
Sept. 19	NO SCHOOL - Professional Learning		
Oct. 3	NO SCHOOL - Staff Clerical Day		
Oct. 17	NO SCHOOL - Professional Learning		
Oct 18	Point and High School Conferences		
Oct 20	Point and High School Conferences		
Oct. 28	End of First Quarter - 45 days		
Nov. 3	Creek Conferences		
Nov. 7	NO SCHOOL - Professional Learning		
Nov. 8	Creek, Preschool and Elementary Conferences		
Nov. 10	Preschool and Elementary Conferences		
Nov. 23-25	NO SCHOOL - Thanksgiving Break		
Dec. 21 - Jan 1	NO SCHOOL - Winter Break		
Jan. 2	Classes Resume		
Jan. 13	End of 2nd Quarter - 3 hr. Early Out - 44 days		
Jan. 13	End of 1st Semester - 89 days		
Jan. 16	NO SCHOOL - MLK Day		
Jan. 17	Start of 2nd Semester		
Feb. 13	NO SCHOOL - Professional Learning		
Feb. 27	NO SCHOOL - Clerical Day		
March 13-17	NO SCHOOL - Spring Break		
March 27	End of 3rd Quarter - 44 days		
March 28	Creek Conferences		
March 30	Creek, Preschool and Elementary Conferences		
April 4	Preschool and Elementary Conferences		
April 4	Point and High School Conferences		
April 6	Point and High School Conferences		
April 7	NO SCHOOL		
April 10	NO SCHOOL - Professional Learning		
May 15	NO SCHOOL - Professional Learning		
May 27	Graduation		
May 29	NO SCHOOL - Memorial Day		
June 1	Last Day of Preschool		
June 1	End of 4th Quarter - 45 days		
June 1	End of 2nd Semester - 89 days	178	190.5
June 2	Last Student Day - 4 hr. Early Out		
June 3 - 12	RESERVE FOR WEATHER MAKE-UP		

note: Any student day after June 2 will be determined by the School Board
note: Attendance days for conferences are tallied in Thanksgiving & Spring breaks

S# = Student Days

Approved 2/21/2022

Map of District/School



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 [insert location]. Employees are expected to know existing board policies and know to refer to the policies when necessary.

Board Policies can be found at:
https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030849

If you have questions about board policies, please contact Andrea Eustice, Board Recording Secretary at (319) 848-4228.

Handbook Subject to Change

Although every effort will be made to update the handbook on a timely basis, the district reserves the right, and has sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except

as may be required by contractual agreements and law. The district reserves the right, and has sole discretion, to modify or change any portion of this handbook at any time.

Licensure

An employee required to hold a license, authorization or certification for his/her position is solely responsible for ensuring it is current. Failure to do so could, and likely will, result in termination because by law the district cannot pay an employee who does not have a current license, authorization, or certification.

Group Insurance Benefits

Employees who work .500 FTE per year are eligible for group insurance and health benefits. Documents detailing the plan design and enrollment period will be provided to all eligible employees at the time of hire and annually during the annual enrollment period. All new employees shall receive group insurance and health benefits information upon acceptance of employment. For additional information, please contact Lizz Matheny, Payroll and Benefits Specialist.

Nutrition Services: Insurance

A. All employees that work twenty-seven and one-half (27.5) hours per week are eligible for the school district group health, hospitalization, surgical, dental, and major medical insurance; life insurance, accidental death and dismemberment insurance; and disability income protection insurance. Employees who fill the position of part-time cook/accu scan clerk that exceed twenty-seven and one-half hours (27.5) shall also be considered eligible.

B. The Board shall provide single health, hospitalization, dental and major insurance for all eligible employees. The medical plan provided will be the PPO Choice plan as offered by the (MIIP) group.

   Employees may purchase additional insurance above the Board provided plan. Employees with spouses that are employed by the district may apply the amount of the single coverage to the two-person or family coverage. Eligible employees whose spouse is employed by another MIIP member may choose to receive $210.00 ($105.00 per pay period) in lieu of insurance.

C. Eligible employees that choose to not be covered through the district's (MIIP) group plans will receive $125.00 per month ($62.50 per pay period) in lieu of insurance. Those declining coverage must meet the following conditions:

   1. Proof must be provided that the employee is covered by a medical plan and a waiver must be signed.

2. The number of employees permitted to decline coverage will be limited to 25% of the eligible employee's district wide. If more than 25% desire to decline coverage, district-wide seniority will determine those eligible to decline coverage. Those employees above the 25% will be placed on a waiting list and will have the first option of not taking coverage in the following year.

3. Anyone declining coverage in the current year can return to coverage upon the occurrence of a qualifying event as determined by the carrier or at a time open enrollment has been declared by the district.

D. The Board will provide all employees working twenty-seven and one-half (27.5) hours or more a week with a $15,000 term life insurance policy including a $15,000 accidental death and dismemberment policy. Additional term life insurance may be purchased in increments of $15,000 to a maximum of $65,000.

E. Employees may pay premiums above the Board provided amounts with regular payroll deductions or with salary reduction dollars in accordance with IRS regulations. Employees may also pay other medical expenses and participate in a dependent care spending account. Deductions for the twelve months July through June may be made in ten (10) installments September through June.

F. All insurance benefits shall be subject to the regulations and insurance policy terms of the insurance company providing such insurance and to regulations of the Internal Revenue Service.

G. The Board shall purchase at school district expense a disability income protection policy for all employees employed twenty-seven and one-half (27.5) hours or more a week. All insurance benefits shall be subject to the rules, regulations and insurance policy terms of the company providing such insurance.

H. Employees terminating during the year shall not be eligible for insurance coverage past the last day of the month in which the employees' employment terminated.

I. If, in the opinion of the Board or its representatives, an employee becomes totally disabled necessitating his/her absence from work, the Board will continue salary payments set forth in paragraph A above, until the earlier of:

1. Three calendar months following the date of total disability; or

2. The earliest date on which the employee is able to convert the policy or policies to personal policies; or

3. The date on which the insurance policy provides mandatory cancellation due to the employee status.

J. Eligible full-time employees, new to the district, will be covered by insurance no later than thirty (30) days after initial employment.

K. Employees who retire shall be allowed to continue to participate in the group insurance plan and pay the premium themselves if they are at least 55 years of age and meet the requirements of the insurance carrier and Section 509 A.13 of the Iowa Code.

Prairie Association of Support Staff: Insurance

A. For the purpose of this Article, it is understood that only those employees who are employed at least thirty (30) hours per week are eligible for the school district group health, hospitalization, surgical, dental and major medical insurance; life insurance, accidental death and dismemberment insurance; and disability income protection insurance; however, employees who have been eligible for the school district group plans by reason of working thirty (30) hours per week or more, and who are subsequently reduced to less than thirty (30) hours per week and more than twenty (20) hours per week 4 shall continue to remain as eligible members of the above stated plans. Employees working less than thirty (30) hours per week are eligible for district contributions for the cost of premiums for worker's compensation and tort liability insurance.

B. The Board shall provide single health, hospitalization, surgical, dental, and major medical insurance for all eligible employees. The medical plan provided will be the preferred provider organization PPO Choice plan as offered by the (MIIP) group. Employees may purchase additional insurance above the Board provided plan. Employees with spouses that are employed by the district may apply the amount of the single coverage to the two person or family coverage. Eligible employees whose spouse is employed by another MIIP member may choose to receive $210.00 ($105.00 per pay period) in lieu of insurance.

C. Eligible employees that choose to not be covered through the district's/(MIIP) group plans will receive $125.00 per month ($62.50 per pay period) in lieu of insurance. Those declining coverage must meet the following conditions:

    1. Proof must be provided that the employee is covered by a medical plan and a waiver must be signed.

    2. The number of employees permitted to decline coverage will be limited to 25% of the eligible employee's district wide. If more than 25% desire to decline coverage, district-wide seniority will determine those eligible to decline coverage. Those employees above the 25% will be placed on a waiting list and will have the first option of not taking coverage in the following year.

    3. Anyone declining coverage in the current year can only return to coverage upon the occurrence of a HIPAA Qualifying Event.

D. Term Life/Accidental Death and Dismemberment Policy

The Board will provide all employees working thirty (30) hours or more a week with a $15,000 term life insurance policy including a $15,000 accidental death and dismemberment policy. Additional term life insurance may be purchased in increments of $10,000 to a maximum of $65,000.

E. Additional Premiums/Medical Expenses/Dependent Care

Employees may pay premiums above the Board provided amounts with regular payroll deductions or with salary reduction dollars in accordance with IRS regulations. Employees may also pay other medical expenses and participate in a dependent care spending account. All insurance benefits shall be subject to the regulations and insurance policy terms of the insurance company providing such insurance and to regulations of the Internal Revenue Service.

F. Disability Income Insurance:
The Board shall purchase at school district expense a disability income protection policy for all employees employed thirty (30) hours or more a week. 5 All insurance benefits shall be subject to the rules, regulations and insurance policy terms of the company providing such insurance. G.

G. Continued Salary Payments in the Event of Total Disability

If, in the opinion of the employer, an employee becomes totally disabled, necessitating his/her absence from work, the employer will continue salary payments set forth in this section of the agreement, until the earlier of:

1. Three (3) calendar months following date of total disability; or
2. The earliest date on which the employee is able to convert the policy or policies to personal policies; or
3. The date on which the insurance policy provides mandatory cancellation due to the employee's status.

This Section does not apply to disability covered by workman's compensation.

H. Effective Date of Coverage

1. Eligible employees, new to the district, will be covered by insurance not later than thirty (30) days after initial employment. All insurance benefits shall be subject to the rules, regulations and insurance policy terms of the insurance company providing such insurance.

   All terms and conditions of insurance provided including eligibility for coverage, coverage period, date of premium payments necessary for such coverage shall be determined by the insurance carrier (company).

2. Except as otherwise provided in this agreement, an employee is eligible for monthly salary payments as provided in this section as long as the employee is employed by the district. Upon termination of employment, all school district salary payments shall cease from the last day of the month in which the employee terminates.

3. During a layoff or unpaid leave of absence for any reason shown under Articles 9 and 12, herein, the employee may continue his/her insurance coverage in accordance with the master contract of the insurance company, by making arrangements with the school district insurance carrier to pay the entire cost of monthly premiums for each month. Failure to make such payment on time will result in the employee being dropped from coverage in accordance with the provisions of the master policy of each carrier.

4. The district shall have the right to procure the insurance referred to in this Article.

5. Employees who retire shall be allowed to continue to participate in the group insurance plan and pay the premium themselves if they are at least 55 years of age and meet the requirements of the insurance carrier and Section 509 A.13 of the Iowa Code. 6 I.

I. Claims Against the District
The school district's only obligation under this article is to purchase insurance policies and pay such salary payments as agreed to herein and no claim shall be made against the school district as a result of a denial of insurance benefits.

Iowa Public Employees' Retirement System (IPERS)

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

Travel Compensation – Outside the District

Travel to certain conferences and a convention gives staff and administrators an opportunity to keep up with the latest trends and developments, which in turn results in a better instructional program for the College Community Schools. Therefore, the Board of Directors authorizes the reimbursement of reasonable and necessary expenses incurred by district employees while on authorized travel in connection with their official duties, within the limits set by the administration and approved by the Board of Directors.

All travel to conferences will be approved in advance by the District Administration. All out of State travel will be approved by the Superintendent of Schools. The *Travel Request Form* can be located at: https://www.crprairie.org/overnight-travel-request/

Detailed expense reports will be submitted to the central office after the employee returns home, in accordance with specific regulations set by the Superintendent. Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed, itemized receipt, indicating the date, purpose, and nature of the expense for each claim item. Failure to have a detailed itemized receipt will make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip are reimbursed by the employee to the school district no later than fifteen (15) working days following the date of the expense.

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

Meals: Maximum reimbursement for meals is $50.00 a day and is not cumulative. Meal receipts must be detailed. Itemized meal receipts must be attached to this travel claim. Meal receipts showing only the total charge will not be accepted. Reimbursement for meals will not be made unless the travel is associated with an overnight stay in accordance with IRS regulations (Board Policy 400.8) IRS regulations designate meals as breakfast, lunch, and dinner. Non mealtime snacks, grocery items and personal items (i.e.: toothpaste, Tylenol, Band-Aids, etc.) are generally not reimbursable, only non-alcoholic beverages served with meals will be reimbursed. As a general rule, meals that are provided as part of the conference registration are considered the meal covered by the District and an additional reimbursement should not be requested.

Lodging: Arrangements for lodging should be made through the business office. If individuals other than school employees (e.g. spouses or children) stay in the room, the employee shall pay any and all additional costs incurred. Receipt for lodging paid by claimant must be attached to this travel claim.

Internet access: When necessary to conduct school business during an overnight stay an employee may be reimbursed for hotel internet access. A hotel receipt or personal credit card statement detailing the charge must be attached. Please take advantage of complimentary Wi-Fi access provided by many businesses or use a device not requiring paid access whenever possible.

Mileage: Travel will be in school vehicles rather than by private car if school vehicles are available and practical for the purpose. Mileage, when allowed, will be reimbursed at

the rate of $.39 per mile. All employees shall endeavor to coordinate rides with other employees on those trips that qualify for mileage reimbursement. The District will not reimburse mileage/parking to multiple employees who have traveled to the same event and who have not coordinated travel.

Other: Any other travel expenses incurred (e.g. airfare, cab fare, parking fees, registration fees) are to be itemized on lines provided within the travel claim form and record in the "Other" column. Receipts must be attached to this travel claim. Extraneous expenses such as phone calls, alcoholic beverages, movies, etc., will not be reimbursed.

Travel Claim Form Link:
https://www.crprairie.org/app/uploads/2020/10/Travel-Claim.pdf

Background Checks

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

Additional information regarding the legal requirements of background checks can be located at: https://educateiowa.gov/resources/laws-and-regulations/legal-lessons/background-checks-and-role-boee.

Conflict of Interest

No employee of the Board of Directors shall engage in or have a financial interest -- directly or indirectly -- in any activity that conflicts with, or raises a question of conflict with, duties and responsibilities within the school system.

Employees shall not engage in any of the following conduct:

1. Outside employment or an activity that involves the use of the District's time, facilities, equipment, and supplies or the use of the District's badge, uniform, business card, or other evidences of office or employment to give the employee or member of the employee's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public;

2. Outside employment or an activity that involves the receipt of, promise of, or acceptance of money or other consideration by the employee, or a member of the employee's immediate family, from anyone other than the District for the performance of any act that the employee would be required or expected to perform as a part of the employee's regular duties or during the hours during which the employee performs service or work for the District; or

3. Outside employment or an activity that is subject to the official control, inspection, review, audit, or enforcement authority of the employee, during the performance of the employee's duties of office or employment. Employees engaging in such conduct shall take the appropriate action as required by law, which may include immediately ceasing the outside employment or activity, or publicly disclosing the existence of the conflict and refraining from taking any official action or

performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity.

An employee may engage in personal business activities outside of the workday and off school district property and provided that such activities do not adversely affect the school district or the employee's job performance or otherwise create a conflict of interest. Solicitation of other employees, students or parents is strictly prohibited at any time on school district property. An employee shall not act as agent for school textbooks or school supplies, including sports apparel or equipment, in any transaction with the school district.

Because there should be no conflict of interest in the supervision and evaluation of employees, no administrator or supervisor will be directly responsible for the supervision or evaluation of a family member related within the third degree by birth or marriage.

It is the responsibility of each employee to be aware of an actual or potential conflict of interest, and to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, an employee should not participate in any action relating to the issue from which the conflict arose. Violation of this policy may lead to disciplinary action up to and including termination.

Employee Orientation

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

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, except for letters of reference, and copy items from their personnel files at a time mutually agreed upon between Kim Simoens, Administrative Assistant to HR, and the employee. The school district may charge a reasonable fee for each copy made.

Employee Workplace Privacy and Searches

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

Employees should have no expectation of privacy in their classrooms, desks, computers, or other school district provided space or equipment.

The school district may examine these items when needed. Anything on the school district's computers, server, website, etc. and in school district files, etc. are considered a public record and open to public inspection. The District may enter and copy any computer file, may examine and copy any computer communication, may monitor and copy and email, may monitor and copy any product of an electronic device, may monitor and record any telephone communications, and may examine and copy or record any voice mail communication. An employee's continued employment with the District constitutes the employee's consent to the interception and recording of any of these communications. To the extent that any computer or telecommunication activities are regulated by state or federal law, the District will observe all such regulations imposed upon it.

If the school district conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. Should the school district get a request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information.

The school district assumes no responsibility or liability for any items of personal property which are placed within the desk or workspace which is assigned to employees.

Evaluation

Evaluation of employees on their skills, abilities and competences is an ongoing process supervised by the building principals and conducted by approved evaluators, if required by law. The goal of the formal evaluation process is to improve the education program, to maintain employees who meet or exceed the board's standards of performance, to clarify the employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board and to develop a working relationship between the administrators and other employees.

It is the responsibility of the Superintendent to ensure classified employees are formally evaluated annually. New and probationary classified employees are formally evaluated at least twice a year by the 30th and 60th day of employment..

The requirements stated in any master contract between classified employees in that collective bargaining unit and the Board regarding evaluation of such employees will be followed.

Nutrition Services: Evaluations

All employees will be annually evaluated with regard to their ability, performance to job expectations and other appropriate criteria.

Handbook Complaints

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

This section addresses complaints to the employee handbook. Other employee complaint procedures should be in accordance with the district's board policy.

A. Definitions
    1. Complaint: A complaint shall mean only an allegation that there has been a violation, misinterpretation, or misapplication of any of the specific provisions of this handbook.
    2. Complainant: As used herein, a "complainant" is the person(s) making the allegation.
    3. Day: As used herein, "day" shall mean employee working day

B. Procedures:

1. Step 1: Informal: An employee with a complaint shall first discuss it with their immediate supervisor, or designee, with the object of resolving the matter informally.

2. Step 2: If the complaint cannot be resolved informally, the complainant may file the complaint in writing, and, at a mutually agreeable time, discuss the matter with their immediate supervisor or designee. The complainant shall present to their immediate supervisor or designee a written copy of the complaint within five (5) working days of the date of occurrence of the alleged violation. The immediate supervisor or designee shall make a decision on the complaint and communicate it in writing to the complainant within ten (10) working days after receipt of the complaint.

3. Step 3: In the event a complaint has not been satisfactorily resolved at Step 2, the complainant may file a complaint in writing, and, at a mutually agreeable time, discuss the matter with the Executive Director of Human Resources. The complainant shall present to the Executive Director of Human Resources a written copy of the complaint within seven (7) working days of the administrator's written decision at Step 2. The Executive Director of Human Resources shall make a decision on the complaint and communicate it in writing to the complainant within ten (10) working days after the receipt of the complaint.

4. Step 4: If the answer is not accepted, the complainant, within ten (10) working days after receiving the answer of the Executive Director of Human Resources, may request that the complaint be submitted to the Superintendent. The Superintendent shall, within ten (10) working days after the receipt of the complaint, notify the complainant in writing of the employer's decision on the complaint. The decision of the Superintendent shall be final and binding on the parties to the complaint.

C. Representation:
   1. The complainant shall be present at all meetings, and at the option of the complainant, may be represented at such meetings by another employee of their choosing.

   2. All complaints at Steps 2, 3, and 4 shall be presented, discussed, and processed on the employee's (employees') non-working time. Any complaint at Step 1 may be discussed by the employee and their immediate supervisor during the employees working time, so long as such meeting and discussion does not interfere with the job, duties, and assignments of the employee and does not interrupt the normal operations of the school system.

Mandatory Cooperation in Workplace Investigations

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

Mandatory Reporting of Post-Employment Arrests and Convictions

Employees are expected to perform their assigned jobs, respect, and follow Board of Education policies, and obey the law. In the event that employees experience any arrests, the filing of any criminal charges, the disposition of any criminal charges pending against them, and/or any criminal charges pending against them, and/or any charges relating to operating a motor vehicle while under the influence, they must notify their immediate supervisor verbally within one (1) business day after return to work and notify the Superintendent and the Executive Director of Human Resources using the policy document 401.3E. Notification to the above named administrators should occur within three (3) business days of notification to the incident and/or charges. Employees whose duties require possession of a Commercial Driver
License and/or who regularly and frequently operate district vehicles including, but not limited to bus drivers, club sponsors, coaches and administrators must report all charges and citations, including moving violations. Other employees need not report such driving citations.

Employees must notify the Executive Director of Human Resources and Equity and the Superintendent of any child abuse complaints filed against them. Employees must notify the Superintendent in writing/email regarding the findings of any complaint against them alleging child abuse. The Superintendent should be notified of any complaints and findings within three (3) business days of notice of complaint and/or finding.

Information relating to arrest, criminal charges and child abuse complaints will be treated as confidential and maintained as part of the employee's personnel file.

Employees who do not notify the district as required by this policy may be subject to disciplinary action up to and including termination.

Nepotism

More than one family member may be an employee of the school district. It is within the discretion of the Superintendent to allow one family member employed by the school district to supervise programming in which another family member employed by the school district works, subject to Board approval. A family member coordinating a program in which another family member works shall not evaluate or make employment recommendations related to the family member. Supervisory functions related to family relationships will be assigned by the Superintendent of Schools or his/her designee.

The employment of more than one individual in a family is on the basis of their qualifications, credentials and records.

Public Complaints about an Employee

Complaints against any employee that arise within the membership of the Board of Directors, or that come to the attention of the Board of Directors except through the Superintendent, will be referred to the Superintendent of Schools for decision. In case either the employee or the complainant is not satisfied with the decision of the Superintendent, appeal may be taken to the Board of Directors.

No complaint will be considered by the Board of Directors in any other manner.

Citizen Grievances

Whenever a citizen is aggrieved at the action of any employee of the district, the citizen may give information to the employee's immediate supervisor. In the event that the matter is not satisfactorily resolved, the appeal process will follow this order:

1. Other supervisory or administrative personnel in the line of responsibility.
2. The Superintendent of Schools.
3. The Board of Directors.

No appeal will be heard by the Board of Directors, and no charges against the employees will be investigated or acted upon by the Board of Directors, unless they are reduced to writing, signed by the party bringing them, and presented to the Board of Directors through the Superintendent of Schools.

Qualifications, Recruitment and Selections

All job openings shall be submitted to the Iowa Department of Education for posting on TeachIowa, https://educateiowa.gov/teach-iowa, the online state job posting system. Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position. Whenever

possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

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

Selection of personnel will be based on the merits of the candidate without regard to age, race, religion, socioeconomic status, color, creed, gender, sexual orientation, gender identity, national origin, marital status, genetic information or disability of the applicant.

Release of Credit Information

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

Nutrition Services and Prairie Association of Support Staff*:* Assignment, Transfer and Posting of Job Vacancies

A. Voluntary Transfers and Assignments: In the determination of request for transfer or reassignment, the convenience and wishes of the individual employee will be honored to the extent that they do not conflict with the best interests of the school system. The employer shall have the right to determine if applicants for transfer are qualified for the vacancy and shall have the right to determine which employees are best qualified for open positions.

    1. An employee bidding a higher rated job and being a successful bidder shall have no right to rebid his/her former job or be permitted to bid on another job for thirty (30) days except for medical reasons supported by a doctor's statement or to bid to a higher rated job.

    2. An employee who gives written notice to the employer of his/her decision to terminate or give up his/her job, whether he/she bids elsewhere or not, is bound by such decision on the date that the bid for his/her job is taken down. The date the employer discontinues a job, as a result of the employee's notification to terminate or give up his/her job, is the date on which the employee is bound by his/her decision. However, on termination, the employer has the option, prior to the employee's last day worked, of allowing such employee to remain as an employee and to retain seniority. The employer reserves the right to deny the request of an employee to give up his job.

3. An employee placing his/her name on a bid for a vacancy of a new job, is bound by such bid on the date on which the bid is taken down and shall be restricted from retaining his/her former job, or rebidding his/her former job for a period of thirty (30) days.

4. A successful bidder has no right to give up the job during the trial period unless the employer consents.

5. A regular employee voluntarily transferred or assigned for a job, shall be given the maximum trial period for thirty (30) working days. The trial period may be extended for like periods by mutual agreement. If during such period or at the end of such thirty (30) working day trial period, the employee is not qualified for the job, as determined by the employer, he/she shall be returned to his/her previous job without loss of seniority. An employee displaced by such transfer back shall also return to his/her former job.

B. Involuntary Transfers and Assignments: Each employee shall be assigned to a specific position at the direction of the employer. Transfers may be made at the initiative of the employer if in the judgment of the employer, it is for the welfare of the employee and/or the employer. An administrative transfer or reassignment shall be made only after a conference between the employee involved and the employer, at which time the employee will be notified of the reasons for the transfer. An employee shall not be involuntarily transferred or assigned for arbitrary and capricious reasons.

1. A regular employee involuntarily transferred or assigned for a job, shall be given the maximum trial period for thirty (30) working days. The trial period may be extended for like periods by mutual agreement. If during such period or at the end of such thirty (30) working day trial period, the employee is not qualified for the job, as determined by the employer, he/she shall be returned to his/her previous job without loss of seniority. An employee displaced by such transfer back shall also return to his/her former job.

C. Posting of Job Vacancies: The employer agrees to post a notice of each job vacancy that occurs which will be permanent in nature at https://educateiowa.gov/teach-iowa

1. A vacancy shall be considered that position which remains open and unfilled after the school district exercises all its rights of promotion, reassignment or transfer.

2. Notice of position openings shall be posted in all buildings for all vacancies as they occur. It is the intention of the school district to give first consideration to present employees for all vacancies for which they are qualified.

3. Notice of position openings shall be posted at least five (5) days. Screening, interviews and the hiring of a candidate will not occur prior to day five (5) of the posting of the position.

4. Employees shall be notified of the disposition of their requests for transfer and upon request shall be provided with the reason for the disposition.

5. If more than one qualified employee has applied for the same position and each/all are determined to be equally qualified for the position as determined by the employer, seniority shall apply.

6. The building custodial supervisor, Custodian I, bus garage shop foreman, and building secretary vacancies shall be given special consideration under this provision. When one of these positions is posted, the employer may select the applicant who is most qualified.

7. In the event that qualifications are considered acceptable and equal between or among persons bidding for a supervisory position opening, seniority shall prevail.

8. All applicants will be interviewed prior to selection of a person to fill the position.

Qualifications, Recruitment and Selections

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

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

C. Selection of personnel will be based on the merits of the candidate without regard to age, race, religion, socioeconomic status, color, creed, gender, sexual orientation, gender identity, national origin, marital status, genetic information or disability of the applicant.

Business Office Procedures

Forms and resources related to the Business Office can be found in the *Employee Business Procedures Manual* at: ***https://www.crprairie.org/app/uploads/2020/10/Business-Office-Procedures-Manual.pdf***

Local Purchase Orders can be used for small local purchases only. Request these P.O.'s from the building secretary. Return the receipt to the building secretary and they will send the yellow copy and the receipt to Shelley Werner in the Business Office. For ordering from non-local vendors, you need to do that electronically through the Grant Wood PO System. Your building secretary can make the purchase order in Grant Wood for you if you give them a list of items you want to order and the vendor to order from. Requisitions can be used if you want to purchase locally and have the school shopper, Tracey Pike, pick them up for you. Requisitions are available from your secretary and must be approved by the person responsible for your budget. For specific details please refer to the *Employee Business Procedures Manual.*

If ordering something on a trial basis or as a sample, you must still create a PO. When wishing to return items to vendors you must complete the Return/Exchange Form on the District web site.

It is your responsibility to keep records to not overspend your budget. You may ask your building secretary for a copy of your monthly report. If you need additional funds, please contact the Building Principal.

All expenses incurred by the school are to be processed through the district business office. No cash received by any school organization is to be used to pay for incurred expenses unless the school district business office has authorized such a transaction. All cash/checks must be deposited in a District account at least weekly. All cash and checks kept overnight must be placed in a building safe. (Located in the main office & the school store) Money turned in to the office needs to be in an envelope with the amount, the Account # and the name of the account on the outside. There should not be any staples on the checks and a tape of the checks should be attached to the check bundle.

All funds received in the name of the school district or any school organization become public funds at the moment they are collected.

Child Labor

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

Committees

Committees can be used by districts to research and/or address matters that are important to employees and the district (e.g. benefits advisory committees, labor management committees, etc.). Issues to consider when drafting committee rules include, but are not limited to:

- Areas that would benefit from committee input
- Purpose of the committee
- Structure of the committee
- Committee application process
- Duties of the committee
- Weight of committee recommendations, and
- Open meetings and public records considerations

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."

For additional information about copyright and fair use, please visit the "Frequently Asked Questions about Copyright" section of the United States Copyright Office located at https://copyright.gov/help/faq/index.html.

Discipline

Employee violations of board policy and work rules may result in discipline, up to and including termination. Employees whose employment is terminated will be given the appropriate level of due process as required by law.

The district uses progressive discipline procedures to prevent undesirable employee behavioral issues. In most cases, the district will follow the steps below. However, the district may combine or skip steps depending on the facts of each situation and the nature of the offense.

In addition, the Superintendent is authorized to suspend an employee pending Board action on a discharge, for investigation of charges against the employee, and for disciplinary purposes. It is within the discretion of the Superintendent to suspend an employee with or without pay.

Progressive Discipline:

Step One – Verbal Warning

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

Step Two – Written Warning

If the issue in Step One is not corrected, the employee and the principal or immediate supervisor shall meet to review the existing behavioral issue and any additional incidents. The principal or immediate supervisor shall outline the consequences for failing to meet conduct expectations to the employee. Employees in Step Two shall be placed in an intensive assistance plan.

The principal or immediate supervisor 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 principal or immediate supervisor will discuss the appropriate action with the superintendent. The superintendent has the authority to recommend the termination of an employee to the Board.

Employee Attendance Recognition

Eligible employees who do not use any paid leave during the school year will receive the amount of $100 (prorated for part-time) with their August check. Employees will not be

disqualified by reason of use of jury and legal leave or religious leave. Employees who are not working due to public office leave, sabbatical leave, outside teaching leave or extended leave are not eligible. **This does not apply during times of extended closure.**

Employee Recognition

The Board of Directors of College Community School District believes that it should give special recognition to employees who have given special, meritorious, and/or faithful service to the district.

The administration is directed to advise the Board of Directors on ways to implement the Board of Directors' desire to recognize special, meritorious, and/or faithful service. The administration is directed to implement the programs established and to periodically seek counsel from the Board of Directors regarding the aspects of the recognition program.

The administration should determine if members of the Board of Directors can be available to present the recognition tokens to employees slated for special recognition. Where possible, the Board of Directors desires the recognition be presented to the employees at a public event (i.e., general staff meeting, a department meeting, or during a meeting of the Board of Directors). Funding for this program will be the Board of Directors general fund account.

Appropriate recognition programs are to be designed for the following instances:

1. Time of initial employment
2. After each five-year period of employment
3. For meritorious service to the district
4. At time of retirement
5. To recognize special accomplishments

Payroll Accountability

The district believes in taking appropriate measures to ensure the accurate expenditure of district funds through payroll. All district employees shall be responsible for accurately and timely reporting their time worked. The Chief Financial Officer shall be responsible for the timely and accurate disbursement of payroll for the district. No individuals beyond the employees and the Chief Financial Officer shall have authority to alter timekeeping for employees without prior approval from the superintendent. The superintendent shall develop procedures to ensure the accurate recording of time worked and compensation disbursed for all district employees.

Nutrition Services and Prairie Association of Support Staff: Seminars, Schools, Conferences, or Workshops

An employee required by the district to attend a seminar, school, workshop, or conference for the mutual benefit of the employee and the employer, will not suffer any loss in pay for the employee's normal work week, for the time necessary for such attendance. There will be no additional pay for time spent for over eight (8) hours in a day or for time spent traveling to and from the seminar, school, conference, or workshop, but will be reimbursed for cost of transportation, housing and meals as limited by the employer, while the employee is away from the school facilities. Any expense for items required by the school will be reimbursed and such items shall become the property of the employer. Proof of purchase and necessity of purchase will be required to justify reimbursement. Intent is that employees are to be paid their normal pay for the pay period during attendance at seminars, schools, conferences, or workshops.

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

Prohibited Activities:

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

Permissible Activities:

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

School Nutrition Program

The district operates a school nutrition program. Employees may purchase meals and other items, including milk.

Charges will not be allowed once an account has reached a balance of $0.00. Once the account balance has reached $10.00, staff will be notified of the balance verbally at the cash register. Staff members may sign up online at:
https://ia-collegecommunity.intouchreceipting.com/

School Publicity and Community Relations

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

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

Staff Meetings

Staff meetings provide an opportunity for the communication of important school district information to be shared between administration and employees.

Employees are expected to attend staff meetings unless they are on leave or excused by an administrator. Additional information detailing district staff meeting procedures shall be included in the building outlined staff expectations.

Employees' Children

Employees' primary responsibility is the care and education of students they are assigned to supervise, teach, or care for. Employee Childcare needs are secondary to this contractual responsibility. As such, employees may not supervise their own children during times where they are assigned to serve students or other staff duties. Employees' children not attending their parent/guardian's assigned school site, if on site with the employee, are to be with the employee at all times and are not to be left unsupervised in the building or on campus. Employees are required to obtain permission from their immediate supervisor if they intend to care for their children on campus on an ongoing basis OR if temporary emergency situations arise. Employees are not to bring children on Professional Learning Days where students are not in session.

Employee Use of Cellphones

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

Employee Use of District-Owned Vehicles

Certain district employment positions may require regular and extensive travel. Due to the required duties of these positions, the district may provide certain positions with use of district-owned vehicles. Employees who utilize district-owned vehicles during the course of their job duties are fulfilling the public purpose of meeting the needs of the educational community in an efficient and time-sensitive manner. District-owned vehicles are purchased and maintained with public money and must be used strictly in accordance with fulfilling a public purpose. These vehicles represent the district in carrying out its educational mission. Therefore, district-owned vehicles will be clearly marked at all times to identify the district.

Employee Email

E-mails sent/received on your school account are subject to open records law. Any parent may ask to see a school email about their child. The media, taxpayers, and any member of the public may ask to see how district employees use their school computers and request access to emails and files.

Fighting

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

Fraud/Unlawful Gain

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

Harassment of and by Employees

Harassment of employees will not be tolerated in the school district. The school district includes school district facilities, school district premises, school district vehicles, and non-school property if the employee is at any school sponsored, school approved or school related activity or function where students are under the control of the school district or where the employee is engaged in school business.

Harassment prohibited by this policy includes but is not limited to, racial, religious, national origin, age, disability, and sexual harassment. Harassment by board members and officers, administrators, employees, volunteers, parents, students, vendors, and others doing business with the school district is prohibited. Employees whose behavior is found to be in violation of this policy will be subject to disciplinary action, up to and possibly including discharge. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent/designee or Board of Directors.

Title IX:

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

On August 14, 2020, new regulations surrounding Law Title IX, 20 § U.S.C. 1681 were implemented after the law underwent revisions that affected educational institutions. Specifically, Title IX:

- Prohibits discrimination "on the basis of sex";
- Education programs and federally funded schools (whether or not sponsored by the educational institution);
- Protects students, employees, applicants, & all other persons

In accordance, the College Community School District has taken all necessary measures to train, inform, and disseminate notice of the Title IX policy, Title IX obligations, and Title IX coordinator information.

Inquiries by employees in regard to Title IX compliance, including but not limited to complaints of discrimination, will be directed to the Title IX Coordinator by writing to the *Title IX Coordinator, Laura Medberry, Executive Director of Learning Supports, 401 76th Avenue SW, or by phone at (319) 848-5217*. More information and Title IX complaint forms can be found at: https://www.crprairie.org/departments/human-resources/equal-employment-opportunity/title-ix/

Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

Workplace bullying/harassment refers to unreasonable conduct by an individual (or a group) directed towards an employee (or a group of employees), which is intended to intimidate, degrade, humiliate, or undermine; or which creates a risk to the health or safety of the employee(s).

Workplace bullying often involves an abuse or misuse of power. Bullying behavior creates feelings of defenselessness and injustice in the target and undermines an individual's right to dignity at work.

"Tough" or "demanding" bosses are not necessarily bullies as long as they are respectful and fair, and their primary motivation is to obtain the best performance by setting high yet reasonable expectations for working safely. Workplace bullying can be investigated by the employee's immediate supervisor, Executive Director of Human Resources and Equity or his/her designated investigator.

Employees who believe they have suffered harassment may file a complaint with the Superintendent Executive Director of Human Resources and Equity (or, if both the

Superintendent and Executive Director of Human Resources and Equity is a party to the complaint, then a complaint may be filed with the CFO). Complaints shall be investigated and remain confidential to the extent reasonably possible. The district will take action to halt any harassment and will take other appropriate corrective actions to remedy all violations of this policy. An employee who in good faith files a complaint, assisted or participated in an investigation, or opposed language or conduct that violates this policy shall not be subject to retaliation. Retaliators will be subject to disciplinary action up to and including termination of employment as determined by the Board of Education, District Legal Counsel, and State and Federal guidelines

Neglect of Duties

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

Offensive or Abusive Language

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

Use of School Facilities and Equipment

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

Abuse or misuse of school district or non-district owned property is to be reported immediately to Doug Wheeler, Superintendent **AND** Angie Morrison, Chief Financial Officer. Failure to do so will limit district responsibility and/or increase employee responsibility. It is expected that all employees will use care and caution when using district and non-district property.

Abuse or misuse or unauthorized use of district property, private property, materials and/or equipment is subject to discipline, up to and including termination.

Use of Time

An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate back tracking or poor

usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers, or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

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

Ethics and Conduct

All employees should familiarize themselves with school board policies 401.1, 401.2, and 605.6, which address staff, ethics, and conduct, as well as appropriate use of the Internet.

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, all employees of the College Community School District are expected to maintain high standards in their school relationships.

The Board of Directors expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents, co-workers, and officials of the district. Specific expectations are outlined by the State of Iowa Standards and Criterion for professional staff. These are expectations but should be noted that they are not all inclusive.

The Board of Directors also expects members of other employee groups to be familiar with and to adhere to high standards of personal conduct and responsibility. Where such standards have been made part of a negotiated contract between the Board of Directors and an employee group, their observance--and penalties for violations-will be in accordance with the terms of that contract.

Board Policy 401.1 Employee Conduct:

> The Board of Directors reaffirms one of the oldest beliefs in education: One of the best methods of instruction is that of setting a good example. The Board of Directors expects that the entire staff will strive to set the kind of example that will serve them well in their own conduct and behavior, and will contribute toward a school atmosphere that is friendly but well disciplined.
>
> All staff members have a responsibility to make themselves familiar with, and abide by, the laws of the state as these affect their work, the policies of the Board of Directors, and the regulations set to implement them, in a reasonable and practical manner.
>
> All staff members are expected to show:
>
> 1. Faithfulness and promptness in attendance at work.
> 2. Support and enforcement of policies of the Board of Directors and regulations of the school administration.
> 3. Diligence in submitting required reports at the time specified.
> 4. Care and protection of school property.

a. Concern for and attention to their own and the school system's legal responsibilities for safety and welfare of students, including the need to ensure that students are under supervision at all times.
b. Careful attention to their duties, including record keeping, student discipline, and a courteous and helpful attitude toward students, parents, and visitors to the schools.
c. Respect for all candidates running for the Board of Directors and will not campaign during school hours for or against candidates. Campaign activities are also prohibited during school hours regarding bond referendum issues.

Board Policy 401.02 Employee Ethics and Professionalism:

Employees are role models for the students who come in contact with them during and after school hours. The Board recognizes the positive effect employees can have on students in this capacity. An effective educational program requires the services of employees of integrity, high ideals, and human understanding.

To maintain and promote these essentials, all employees of the College Community School District are expected to maintain high standards in their school relationships. All district employees are expected to present and conduct themselves in a professional manner, including in employee dress. Discretion and common sense call for good judgment in decision-making. Employees should avoid actions that would interfere with or have an effect on the educational process or an employees' ability to maintain a professional reputation and perform the essential functions of their job.

The Board of Directors expects Licensed employees of the school district, including administrators, will follow the code of ethics for their profession as established by the Iowa Board of Educational Examiners and to adhere to it in their relationships with students, parents, co-workers, and officials of the district. District administrative staff are compelled to adhere to CURRENT mandatory reporting guidelines related to Iowa Chapter 25: CODE OF PROFESSIONAL CONDUCT AND ETHICS.

These are expectations, but should be noted that they are not all inclusive. The Board of Directors also expects members of all other employee groups to be familiar with and to adhere to high standards of personal conduct, professionalism and responsibility.

Where such standards have been made part of a negotiated contract between the Board of Directors and an employee group, their observance and penalties for violations will be in accordance with the terms of that contract.

Board Policy 605.2 Use of Informational Resources and Board Policy 605.02-R(1) Regulation:

In making decisions regarding access to the school district computers, computer network, the Internet, and other information resources, the College Community School District considers the educational mission, goals, and objectives of the district. Electronic and print information research skills are now fundamental to the preparation of citizens and future employees. Access to the school district computers, computer network, the Internet, and other information resources allows students access to thousands of materials, libraries, databases, bulletin boards, and other resources while exchanging creative ideas and images with people around the world. The College Community School District expects that faculty will blend thoughtful use of the school district computers, computer network, the Internet, and other information resources throughout the curriculum and will provide guidance and instruction to students in their use. School district staff may also have access to the district computers, computer network, the Internet, and other information resources for school/work purposes.

The technology resources provided by the school district, including, but not limited to, the school district computers, computer network, access to the Internet, and other information resources, are the property of the College Community School District. Students, staff, and other users shall only engage in legal, ethical, and otherwise appropriate use of the school district technology resources. Such technology resources are subject to monitoring by the District at any time without prior notice, including via electronic remote access. Staff, students, and other users shall have no expectation of privacy in the school district's technology resources or any materials located therein, including school email accounts.

All CCSD students will receive a Google account that includes access to an email account. This account should be used for educational purposes. As with all interactions on the Internet, students are expected to use these tools in a safe, legal, and ethical manner and in accordance with this policy. CCSD also provides student network wireless access in all buildings. Students are encouraged to bring their own devices on to the CCSD network. CCSD will not be responsible for any damage or loss of any student or staff personal device. The expectations for this use of the CCSD network with personal devices include:

1. All students will use their own secure wireless login to access the network;
2. All student or non-CCSD devices attached to the CCSD network will have up to date security software that includes anti-virus and anti-malware programs;

3. Students or staff who access the CCSD network with a personal device, or who bring their own devices onto CCSD property and use a non-CCSD network to access the Internet, are still bound by this policy.

Unacceptable use of the school district's technology resources, for students and staff and other users, includes, but is not limited to, the following:

1. Users will not create, access, review, upload, download, store, print, post, or distribute pornographic, obscene, or sexually explicit material or other material that uses language or images that are inappropriate to the educational setting, or material that is or could reasonably be expected to be disruptive to the educational process.
2. Users will not create, access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute bullying, harassment, or discrimination, while on school property without an approved educational/instructional purpose.
3. Users will not knowingly or recklessly post false or defamatory information about a person or organization, to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
4. Users will not engage in any illegal act or violate any local, state, or federal statute, regulation, or other law, or school policy, regulation, or rule.
5. Users will not vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses, or by any other means will not tamper with, modify, or change the CCSD Network software, hardware, or wiring, nor shall users download any unauthorized software or programs.
6. Users will not take any action to violate the CCSD Network's security, and will not disrupt the use of the system by other users nor gain unauthorized access to information resources or to another person's materials, information, or files, including "hacking".
7. Users will not post private information about another person or personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes, or passwords and will not repost a message that was sent to the user without permission of the person who sent the message.
8. Users will not violate copyright laws, usage licensing agreements, or use another person's work without the author's prior approval or proper citation, including, but not limited to, the downloading or exchanging of pirated software or copying software to or from any school computer, and

will not plagiarize works they find on the Internet or other information resources.

9. Users will not use the CCSD Network for political lobbying or advocacy, the conduct of a private business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the CCSD Network to offer or provide goods, services, or product advertisements. Users will not use the CCSD Network to purchase goods or services for personal use without authorization from the appropriate school district official.

Users will be responsible for any damages they cause to the school district technology resources. Users will be responsible for payment of any unauthorized charges incurred as a result of their access to Internet services that have a cost involved.

CCSD will provide ongoing instruction for students on current safety, legal and ethical use best practices as part of our 21st Century Skills curriculum. Students will be educated about appropriate online behavior, including interacting with other individuals when using email, social networking websites, chat rooms, and other forms of direct electronic communications, and cyber bullying awareness and response. Parents have the right to review the contents of their child's email account in accordance with the school district student records policy. Parents also have the right to request the termination of their child's individual account at any time.

Plagiarism is the presentation of the thoughts, ideas, or words of another without crediting the sources. It is a form of academic dishonesty and may be grounds for academic sanctions. Students are expected to cite all sources they use. All students and staff must abide by copyright laws. Copyright is a legal issue governed by federal law. Copyright extends to all forms of intellectual property, including print resources, web pages, database articles, images, and other works found on the Internet. The ability to legally use another's work depends on the following justifications:

1. the work is in the public domain;
2. the researcher has received permission from the copyright holder; or
3. the researcher asserts a right for fair use. Under the fair use doctrine of the U.S. copyright statute, it is permissible to use limited portions of a work including quotes, for purposes such as commentary, criticism, news reporting, and scholarly reports.

Fair use is determined on a case-by-case basis. Individuals are expected to make educated, good faith decisions in determining whether fair use applies in a given situation.

Students and staff who engage in inappropriate use of the school district's technology resources or otherwise violate this policy will be subject to disciplinary action. For students, such disciplinary action may include, but is not limited to, structured/non-independent use of technology resources, suspension, reparation for damages, and expulsion. For staff, such disciplinary action may include, but is not limited to, loss of technology resources, use privileges, suspension, reparation for damages, and termination. The school district may also refer inappropriate use of technology resources to law enforcement, and cooperate as appropriate with local, state, and federal authorities in any investigation related to illegal activities.

The College Community School District has a filtering system in place that will monitor and log Internet activity as well as block unacceptable websites as reviewed by faculty, administration. Although the College Community School District is taking reasonable measures to ensure students do not acquire objectionable material, including that which is obscene, child pornography, or harmful to minors, the College Community School District cannot guarantee that a student will not be able to access objectionable material on the Internet. If a student accidentally accesses unacceptable materials or an unacceptable Internet site, the student should immediately report the accidental access to an appropriate school district official.

The proper use of the Internet and other information resources, and the educational value to be gained from proper use of the Internet and other information resources, is the combined responsibility of students, parents and employees of the school district.

The College Community School District makes no warranties of any kind, whether expressed or implied, for the technology resources and access it is providing. The District shall not be responsible for any damages suffered as a result of use of its technology resources, including, but not limited to, loss of or unsecured data, delays, nondeliveries, mis-deliveries, or service interruptions caused by any reason, including its own or user errors, omissions, or negligence. Use of any information obtained via the technology resources is at the user's own risk.

The applicable Information Resources Appropriate Use Agreement form must be read and signed by all or other users, as well as by the parent or guardian of student users. The form must then be filed at the school office.

An employee's use of the technology resources provided by the District constitutes his or her consent to the provisions of this policy.

Dress and Grooming

Employees are role models for students and the general public during the school day and at school functions. Consistent with these roles, all employees shall dress in a manner appropriate to the educational environment and their position.

Administrators and supervisors shall interpret and enforce this policy. It shall be the responsibility of the Superintendent, in conjunction with administrators and supervisors, to develop administrative procedures regarding this policy.

Nutrition Services and the Prairie Association of Support Staff: Uniforms

Nutrition Services:

The employer will provide one (1) pair of non-slip shoes in the first year of employment upon successful completion of probationary status and one (1) pair annually in succeeding years from an approved provider as determined by the District for all employees. The amount for the reimbursement of the required non-slip shoes will be $60.00.

Custodian and Maintenance Uniforms:

Upon hire, employees will receive five (5) complete uniforms and $60.00 reimbursement for job appropriate footwear. In subsequent years, the employee will receive work apparel of the employee's choice equivalent to the cost of three (3) uniforms with the expectation that they wear uniforms in good condition.

Employee Outside Employment

The Board believes the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The Board considers an employee’s duties as part of a regular, full-time position as full-time employment. The Board expects such employees to give the responsibilities of their positions in the school district precedence over any other employment.

It is the responsibility of the Superintendent to counsel employees, whether full-time or part-time, if, in the judgment of the Superintendent and the employee’s immediate supervisor, the employee’s outside employment interferes with the performance of the employee’s duties required in the employee’s position within the school district.

An employee may engage in personal business activities outside of the workday and off school district property and provided that such activities do not adversely affect the school district or the employee's job performance or otherwise create a conflict of interest.

The Board may request the employee to cease the outside employment as a condition of continued employment with the school district. Failure to comply with Board requests will result in disciplinary action, including termination of employment.

Employee Political Activity

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

- 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.
- 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.
- Using classrooms, buildings or students for solicitation, promotion, distribution, 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.)
- Using school equipment or materials for solicitation, promotion, election or defeat or any referendum, candidate for public office, legislation, or other political action.

Engaging in prohibited political activities may be grounds for disciplinary action, up to and including termination. Employees may request a leave of absence to run for public office.

Ethics – Board of Educational Examiners

School district employees are expected to perform their jobs in an ethical and honest manner consistent with board policy and the Iowa Board of Educational Examiners (BOEE) rules. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of

Professional Conduct and Ethics of the BOEE. The BOEE's Code of Professional Conduct and Ethics constitutes mandatory minimum standards of practice for all licensed employees. **While classified employees, except coaches, are not subject to the BOEE Code of Ethics, it is good guidance for all employees and recommended reading for classified employees as well.**

Chapter 25 Code of Conduct of Professional Conduct and Ethics can be found at: https://www.legis.iowa.gov/law/administrativeRules/rules?agency=282&chapter=25.

Failure to Complete Reports

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

Gifts

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

For more information on Iowa's gift law, please visit https://educateiowa.gov/resources/laws-and-regulations/legal-lessons/gift-law.

Insubordination

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

Relationships with Co-Workers

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

Staff Technology Use/Social Networking

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

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

EMPLOYEE USE OF SOCIAL MEDIA

Philosophy

The College Community School District recognizes and encourages the use of social media as an educational and communication tool. The District supports uses of current technology in ways that promote, support, and maintain strong, appropriate educational relationships between staff and students. The District recognizes the prevalence of social media used for personal purposes and acknowledges that its staff has the right under the First Amendment to speak out on matters of public concern. However, the District also has the right to regulate the speech of staff in certain circumstances, such as when the personal use of social media interferes with a staff member's ability to perform his or her duties or affects the District's ability to efficiently provide educational services. Accordingly, it is essential that staff members conduct themselves in such a way that their personal use of social media does not adversely affect their position with the District. Intent of Policy The purpose of this policy is to establish

protocols for the use of social media by staff and to outline expectations for its use as it relates to employment. The District also recognizes that the lines between personal use and school use of social media can be confusing. While social media continues to evolve, this policy provides a framework of expectation and general strategies to protect oneself against actions that could result in personal liability and disciplinary action up to and including termination.

Definition of Social Media

For purposes of this policy, "social media" is any form of online publication or presence that allows interactive communication and includes, but is not limited to, social networking websites such as Facebook, YouTube, Twitter, Instagram, or similar sites now or in the future. In addition, personal web pages or blogs, educational networking sites, and electronic messaging fall under this policy.

Legitimate Educational Purpose - As used in this policy, legitimate educational purposes include:

1. Answering academic inquiries regarding homework, other classroom work or assignments.
2. Scheduling appointments for school-related conferences and/or extra help.
3. Clarifying classroom expectations and/or assignments.
4. Notifications related to classroom, club or sports schedules, safety, attendance, events, trips, assignments and/or deadlines.
5. Promoting District events or activities.
6. Promoting success of District employees and students where applicable privacy regulations and permissions permit.

Protocols

These protocols are in place regardless of whether access to any social media is through a district-owned computer.

The District expects its staff to model responsible and appropriate conduct, both at school and away from school. Staff's use of social media forms, including social networking websites (like Facebook and Twitter), personal web pages or blogs, educational networking sites, electronic messaging or other electronic communications, are subject to the normal requirements of legal and ethical behavior within the District community. Staff should be guided by applicable laws and District policies when using social media. The District's expectation is that staff will use maturity, common sense, and sound professional judgment in all electronic interactions with students, parents, and community members.

To protect all parties, it is important that staff, students, and parents understand the boundaries of professional decorum in the use of ever-changing on-line, digital learning possibilities. Staff must conduct themselves in ways that do not distract from or disrupt the educational process and in ways that protect students and staff members alike from inappropriate use or the appearance of inappropriate use.

In all instances it is important that employees conduct themselves in such a way that their personal or school use of social media does not adversely affect their position with the district. Just as the district encourages the use of social media, the district also encourages employees to use good and sound professional practice when using social media.

Expectations for the use of social media in employee's work and professional communication

- Employees should carefully consider the pros and cons, potential difficulties and additional responsibilities that may be involved if they accept current College Community School District students as "friends" or "follow" them on social media. Employees are encouraged to create school-specific social media addresses, rather than personal addresses, when utilizing social media to communicate with students. Employees are expected to maintain appropriate professional boundaries in their communications with students.
- Behavior that is inappropriate in the classroom or in other face-to-face interactions at school should likewise be considered inappropriate online.
- Employees should understand that they are personally responsible for the content they publish.
- Employees should be aware that social media sites can change their privacy policies and standards at any time, possibly exposing posts employees' thoughts were private to the public.
- Employees should consider that what they publish may be public for a long time. Employees should set and maintain appropriate social networking privacy settings.
- Employees should be careful about the type and amount of personal information they provide on social media.
- If staff members are participating on a social or educational networking website, web page, and/or blog for District-related business, they may do so only with the prior approval of their supervisor.

- Staff members must identify themselves and their position with the District. Staff members must always use their real name and never create an alias or be anonymous.
- The “prairiepride.org” and/or “crprairie.org” address which is attached to a staff member’s name and/or email implies that he or she is acting on behalf of the District and, as such, the staff member is expected to conduct himself or herself in a professional manner. Additionally, the use of school mascots or logos embedded in content or as primary identifiers (such as profile photos) attached to the site may also create the sense of acting or speaking on behalf of a school, the District or a District program.
- Any information shared via social media regarding the business of the District, whether using personal or District equipment, may be considered a public record. All information communicated through or maintained on the District’s system is subject to being monitored or inspected at any time. There should be no expectation of privacy regarding any information communicated through or maintained on the District’s network system. Employees can be held accountable for relevant district, state and national privacy rules/regulations/laws when using social media.
- Do not submit or post confidential information about the District, its students, alumni, or employees. Staff members should assume that most information about a student is protected from disclosure by both federal law (the Family Educational Rights and Privacy Act) and state law (Iowa Code Section 22.7(1)). Disclosures of confidential or protected information may result in liability for invasion of privacy or defamation.
- By their nature social media forms such as social networking websites and web pages or blogs are not truly private. To minimize unintended disclosure of information, staff members should set and maintain their social networking privacy settings at the most restrictive level.
- Internet networking comments can be forwarded or copied, and archival systems can save information even if a post is deleted. Staff members should assume that a message or image which is posted or communicated can never be completely deleted.
- Staff members should spell check and grammar check content before submitting or posting messages and correct any mistakes as soon as possible. Remember that any writing for publication, even if it is just for a social networking website, represents the College Community School District. Refrain from making unsubstantiated statements and avoid careless comments.

- All electronic contacts (including phone) by teachers/coaches/sponsors/directors with a class/team or individual class/team members shall be for legitimate education purposes only.
- Postings that contain content that disrupts the educational program and damages the relationships of trust necessary between students, staff and parents are strictly prohibited.
- Examples include but are not limited to content that:
    - is sexually provocative or flirtatious in nature.
    - exhibits or advocates for use of drugs and alcohol.
    - would be defined by a reasonable person as obscene, racist, or sexist.
    - promotes illicit, illegal, or unethical activity.
    - violates the District's affirmative action and/or bullying and harassment policies.
    - impedes or interferes with an ongoing or current investigation by district officials regarding an employee or student
- Postings that cause significant interference with the education program, including, but not limited to safe and orderly operation of schools or District functions via any electronic means are prohibited.
- Employees may create a social media site for a school, class, or program only with prior approval from the employee's supervisor. Whenever possible, employees are encouraged to use district-provided student learning platforms such as an approved Learning Management System (LMS)
- Employees accessing social media through a district-owned computer or other electronic device or network are subject to applicable laws and district policies and rules regarding acceptable use of such district-owned resources. It is a violation of Iowa Code to use district equipment or media sites to advocate for or against political candidates or initiatives.
- Remember no person has control over what others may submit or post on social networking websites; therefore, be aware that conduct in a person's private life may affect his or her professional life. Staff members should be vigilant about what others post about them or on their page and, if necessary, take steps to remove comments that pose a risk to themselves or the District.
- If a staff member identifies himself or herself as a District employee, the actions of that staff member will reflect not only on himself or herself but on the District as well.

- The employee is responsible for attending to copyright laws when posting.
- When a non-school provided tool is used for legitimate educational purposes, the building administrator and district technology director shall upon request be granted full administrative access to the site.
- During the workday, staff should refrain from participating on any personal social media, regardless of whether such participation is through District or personal equipment. Use of social media while on duty is prohibited unless the employee is engaged in school-related business.

Rules listed in this policy related to receiving approval for social media sites pertaining to existing sites created prior to the initial approval of this policy are not applicable, all other guidance applies to these sites upon approval of this policy.

Consequences and Disciplinary Action
Employees who fail to comply with this policy or who make other inappropriate use of social media or electronic contacts may be subject to disciplinary action, up to and including discharge from employment. Misconduct that rises to the level of criminal activity will be reported to law enforcement. Misconduct that violates professional ethics will be reported to the Board of Educational Examiners.

Implementation
This policy shall be contained in all staff handbooks and posted on the District website.

Theft

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

Treatment of Patrons of the District

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

Volunteers

College Community Schools encourages ongoing and active volunteer involvement by individuals and groups when it will enhance the educational experience of Prairie students.

A volunteer at College Community Schools is defined as a person who gives of his or her time at College Community Schools without profiting monetarily. All volunteers will be under the direction of a school employee. Examples of volunteers include but are not limited to classroom volunteers, field trip volunteers, bus chaperones, mentor, reading buddy, etc. Volunteers may be asked to supervise students other than their own in certain circumstances with the guidance of a school employee. Field trip volunteers must be in a position to assist in supervising other students in addition to their own child. College Community does not support court mandated community service.

College Community students are welcome to volunteer in a building/classroom other than their assigned building beginning when the student volunteer is in 7th grade. All student volunteers will follow the process in place for these volunteer opportunities.

All volunteers are required to annually complete an online application found at https://collegecommunity.keepntrack.com/apply/ a minimum of 24 hours before their first volunteer session. This application process includes a criminal background check and a check against a nationwide sex offender database.

Volunteers will check in at the building office, sign in on the visitor/volunteer computer and visibly wear the name tag for the length of their volunteer session. They will sign out when leaving the building.

Volunteers are expected to wear appropriate dress. Conduct will be professional to maintain an atmosphere that enhances our student's educational process. Information about students and staff that is obtained while visiting our schools or through volunteer responsibilities shall remain confidential. Volunteers will adhere to all district policies applicable to employees working with children. The Superintendent of Schools or delegated official has the authority to suspend and/or deny the services of any volunteer if the above provisions are not adhered to.

College Community Schools does not discriminate against any volunteer on the basis of race, color, national origin, sex, disability, religion, creed, marital status, sexual orientation, gender identity and socioeconomic status.

Abuse of Students by a School District Employee

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

Physical or sexual abuse of students, including sexual behavior, by employees will not be tolerated. Employees found in violation of this policy will be subject to discipline, up to and including termination. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district.

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

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district.

Employees found in violation of this policy will be subject to disciplinary action up to and including discharge. Employees who commit acts of intentional physical or sexual abuse, including inappropriate sexual behavior toward students, shall be subject to disciplinary sanctions up to and including discharge.

Complaints to the district regarding abuse of students by a school employee shall be investigated promptly and, in a manner, to assure as much confidentiality as practicable. Employees shall be required to assist in the investigation as requested and shall maintain confidentiality during the reporting and investigating process.

Level One and Level Two Investigators shall be appointed annually by the Board of Directors to investigate complaints regarding abuse of students by school employees. Alternate Level One Investigators shall also be appointed. The Level One Investigator is the Executive Director of Human Resources and Equity Coordinator. The Level Two Investigator is the Cedar Rapids Police Department or another local law enforcement agency. Appropriate training shall be provided to Level One Investigators and Alternates.

Abuse of Students by School Employees

A "school employee" means a person who works for pay or as a volunteer under the direction and control of the district. "Abuse" may fall into either of the following categories:

1. Physical abuse means non-accidental physical injury to the student as a result of the actions of a school employee. Injury occurs when evidence of it is apparent at least 24 hours after the incident. No employee is prohibited from using reasonable and necessary force not designed or intended to cause pain for the reasons enumerated by law, or using incidental, minor, or reasonable physical contact to maintain order and control.
2. Sexual abuse means any sexual offense as defined by Iowa Code Chapter 709 or Iowa Code section 728.12(1). The term also encompasses acts of the school employee that encourage the student to engage in prostitution as defined by Iowa law, as well as inappropriate, intentional sexual behavior, or sexual harassment by the school employee toward a student.

To constitute a violation of these rules, acts of the school employee must be alleged to have occurred on school grounds, on school time, on a school-sponsored activity, or in a school related context.

Any person who has knowledge of an incident of abuse of a student committed by a school employee may file a report with the designated investigator. The report shall be in writing, signed, and, if signed by a minor, witnessed by a person of majority age, and shall contain the following information:

a. the full name, address, and telephone number of the person filing.

b. the full name, age, address, telephone number, and attendance center of the student.

c. the name and place of employment of the school employee (s) or agents who allegedly committed the abuse.

d. a concise statement of the facts surrounding the incident, including date, time, and place of occurrence, if known.

e. a list of possible witnesses by a name, if known.

f. names and locations of any and all persons who examined, counseled or treated the student for the alleged abuse, including the dates on which those services were provided, if known.

A school employee receiving a report of alleged abuse of a student by a school employee shall immediately give the report to the designated investigator or alternate and shall not reveal the existence or content of the report to any other person.

Upon receipt of the report, the designated investigator shall provide a copy of the report to the person filing, to the student's parent or guardian (if different from the person filing), and to the supervisor of the employee named in the report. The school employee named shall receive a copy of the report during the initial interview with the investigator. The Level One Investigator shall then proceed with the investigation as outlined in 281-102.8 and 281-102.9 of the Iowa Administrative Code, then write a report in accordance with 281-102.10 of the Iowa Administrative Code.

The person filing and the employee have the right to receive a copy of the Report and Investigation summary. Full Investigator notes and participant statements are to be kept confidential and secure by the Investigator.

If at any point in the investigation process, in the opinion of the Level One Investigator the student would be placed in imminent danger if continued contact is permitted between the school employee and the student, the investigator may:

1. remove the student from contact with the school employee.
2. remove the school employee from service.
3. take any other appropriate action permissible under Iowa law to ensure the student's safety

In a case where referral to the Level Two Investigator is appropriate, the designated investigator shall contact a human resources administrator.

Appropriate investigators shall have access to the educational records of the alleged victim and access to the student for purposes of interview and investigation.

The names and telephone numbers of the Level One Investigators and alternates shall be published annually in student handbooks, the Cedar Rapids Gazette, and in all school buildings.

Behavior Matrix

At College Community Schools, we believe achieving social, emotional, and behavioral health for all is dependent upon collaboration across school, home, and community. It is important to clearly communicate and teach behavioral expectations to students with a focus on preventing unexpected behavior before it occurs. In the event that unexpected behavior occurs in the school environment, staff will respond in a manner that aligns with the CCSD Behavior Response Matrix.

All CCSD Incident Types, their definitions, and the range of required and optional responses are available in the 7-12 Behavior Response Matrix at this link and in the K-6 Behavior Response Matrix at this link.

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 of Directors intends to comply fully with Iowa child abuse and reporting laws. The Board of Directors supports the State's policy "to provide the greatest possible protection to victims or potential victims of abuse through encouraging the increased reporting of suspected cases of abuse, ensuring the thorough and prompt assessment of these reports, and providing rehabilitative services, where appropriate and whenever possible to abused children and their families which will stabilize the home environment so that the family can remain intact without further danger to the child."

Employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties. Any Certified/Classified employee or other mandatory reporter, who, in the scope of professional practice or in their employment responsibilities, examines, attends, counsels, or treats a child and reasonably believes a child has been abused by a person responsible for the care of the child, as defined by law, will make an immediate report to the Iowa Department of Human Services as required by law. In addition, any Certified/Classified employee who has a reasonable belief that a child under the age of 12 has been sexually abused or subjected to prostitution by anyone, will make an immediate report to the Department of Human Services as required by law. The reporting of suspected cases of abuse by employees who are not mandatory reporters is encouraged.

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.

Any person who, in good faith, participates in making such a report or in any judicial proceeding resulting therefrom will be immune from civil or criminal liability.

It is not the responsibility of the school employee who initiated the report to prove that a child has been abused. Such investigations are to be made by the Department of Human Services. For that reason, school employees will not contact the child's family or any other person (besides the proper agency) to determine the cause of suspected abuse or to make any kind of judgment in the matter. The Superintendent will prepare and implement such procedures as necessary to accomplish the intent of this policy.

Report Abuse to the Iowa Department of Human Services :
https://dhs.iowa.gov/report-abuse-and-fraud

Mandatory Reporter Training
Within six months of their initial employment, mandatory reporters will take the Child Abuse **AND** Dependent Adult Abuse training courses involving the identification and reporting of child and adult abuse, or submit evidence they have taken the courses within the previous three years. The courses are to be retaken at least every three (3) years.

For current status of Iowa law regarding child abuse reporting, more information, and to access a guide for mandatory reporters, please go to the Iowa Department of Human Services website at: https://dhs.iowa.gov/.

The Iowa Department of Human Services is now providing both trainings online for free at: https://lsglm700.learnsoft.com/LSGLM/Login/iowalogindhs.aspx

The AEA Online Learning is also providing the online training, however there is still a $25 fee for the Mandatory Reporter training:
https://training.aealearningonline.org/index_login.php

Corporal Punishment, Restraint and Detaining Students

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

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

Individuals with Disabilities Education Act (IDEA)

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 https://sites.ed.gov/idea/. Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students.

CCSD District Developed Service Delivery Plan:
https://docs.google.com/document/d/13gRP0ia2GKTr4gVx4X1aqc4I9pl-Ai-Bh4aoX9La3io/edit?usp=sharing

College Community School District 504 Resources:
https://www.crprairie.org/departments/special-education/section-504/

Transporting of Students by Employees

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

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

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

Administering Medication

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

College Community School District Board Policy in regard to administering medication to students: Board Policy Code 504.3 Administration of Medicine to Students

Anti-Bullying and Anti-Harassment

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

Definitions

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

- "**Electronic**" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones and electronic text messaging.
- "**Harassment**" and "**bullying**" shall mean any electronic, written, verbal or physical act or conduct toward a student based on the individual's actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

    5. Places the student in reasonable fear of harm to the student's person or property.

6. Has a substantial detrimental effect on the student's physical or mental health.

7. Has the effect of substantially interfering with a student's academic performance.

8. 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.

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

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

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

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

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

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

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

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

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

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

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

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

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. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

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

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

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

to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Investigation

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or his/her designee will be responsible for handling all complaints by students alleging bullying or harassment that are brought to the building's attention. Allegations of bullying and/or harassment filed with the district office will be investigated by either the district bully/harassment trained investigator or the building principal. The Human Resources Director or his/her designee will be responsible for handling all complaints by employees alleging harassment. Additionally, the Human Resources Director is responsible for investigation all complaints alleging bullying or harassment of a student by an employee that may rise to the level of physical or sexual abuse.

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.

Additional information, including applicable forms, can be found at:
https://educateiowa.gov/pk-12/learner-supports/anti-bullyinganti-harassment

Blood borne Pathogens

Annually, all employees are to complete the blood borne pathogens training. This training is provided by the College Community School District via the Vector Solutions Safe Schools training platform.

The mandatory poster for Job Safety and Health may be located on the United States Department of Labor's website www.osha.gov/Publications/poster.html

And the Iowa specific poster may be located on the Iowa Workforce Development website www.iowadivisionoflabor.gov/iowa-osha-safety-and-health-poster-0.

Communicable Diseases – Employees

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

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

Employee Injury on the Job

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

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

An employee who is injured at work

- **Step 1:** Immediately notify a supervisor of the incident. ***If this is a life or limb threatening injury, call 911.***
- **Step 2:** Supervisor and injured employee should call *(844) 891-6022*
- **Step 3:** A triage nurse gathers pertinent information and guides the injured employee to the appropriate care.
- **Step 4:** If professional medical treatment is necessary, the triage nurse offers tele-medicine or in-person medical facility options.
- **Step 5:** Submit paperwork to HR within 24 hours

Designated clinics are posted at the posting location in each building. All employees are required to sign a Workers' Compensation Medical Treatment Form upon hire indicating that they have read the list of medical facilities which are the designated workers' compensation treatment centers and understand where they are to go for treatment of the work injury. This signed form is placed in the employee's personnel file.

If you choose to be treated by any other medical facility and/or physician, you may not qualify for any workers' compensation insurance benefits and you may be responsible for all medical costs related to this incident. This is in accordance with your state's Workers' Compensation statute.

If the employee needs to be treated by a physician, they are required to go to the designated clinic listed below. **The Attending Physician's Return to Work Recommendations Record Form must be given to the clinic when going in for the initial treatment.** This form will authorize the clinic to treat the employee.

The Silverlinings Nurse Advantage triage nurse will contact the clinic and make the appointment for the employee. They will inform the clinic of the nature of the injury. Injuries that may need more than one-time treatment (sprain/strain injuries to the back, shoulders, arms, wrists, and neck) as well as minor injuries should be sent to Mercy Care Occupational Health at Prairie Creek (next to Kirkwood Hotel) (319-558-0352) during their office hours. If after hours they can be sent to Mercy Care South (319-396-9097). The College Community School District has a policy of providing suitable temporary work assignments for employees who suffer work related injuries and are placed on work restrictions.

Any paperwork given to the employee by the clinic must be sent or delivered to the Human Resources Office by the employee so that it can be processed with the work injury claim. This may include but is not limited to work restrictions, medication purchase, work release, required follow-up appointments.

Mercy Care Occupational Health at Prairie Creek (next to Kirkwood Hotel)

777 76th Avenue SW
PM Cedar Rapids, Iowa 52404
AM-11:30 PM (319)-558-0342

M-Th 7:30 AM-4:30
F- 7:30

Mercy Care South Urgent Care
2815 Edgewood Road SW Cedar Rapids IA 52404
(319)-396-9097

Open until 8:00 PM

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.

Hazardous Chemical Disclosure

Each employee will annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site,

the information and training, if necessary, is included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it is distributed to all employees, and training is conducted for the appropriate employees. Duane Carver, Director of Building and Grounds, 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 may be found at: www.osha.gov/Publications/poster.html

And the Iowa specific poster may be found at: https://www.iowaosha.gov/sites/authoring.iowadivisionoflabor.gov/files/OSHA.snh_.posterb-w-2%20%284%29.pdf.

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.

Substance Free Workplace

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

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.

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: https://www.fmcsa.dot.gov/regulations.

Employee Notification of Arrest, Criminal Charge or Complaint of Child Abuse

Employees are expected to perform their assigned jobs, respect, and follow Board of Education policies, and obey the law. In the event that employees experience any arrests, the filing of any criminal charges, the disposition of any criminal charges pending against them, and/or any charges relating to operating a motor vehicle while under the influence, they must notify their immediate supervisor verbally within one business day after return to work and notify the Superintendent and the Executive Director of Human Resources & Equity using 401.3E. Notification to the above named administrators should occur within three (3) business days of notification to the incident and/or charges. Employees whose duties require possession of a Commercial Driver's License and/or who regularly and frequently operate district vehicles including, but not limited to bus drivers, club sponsors, coaches and administrators must report all charges and citations, including moving violations. Other employees need not report such driving citations.

Employees must notify the Executive Director of Human Resources and Equity and the Superintendent of any child abuse complaints filed against them. Employees must notify the Superintendent in writing/email regarding the findings of any complaint against them alleging child abuse. The Superintendent should be notified of any complaints and findings within three (3) business days of notice of complaint and/or finding.

Information relating to arrest, criminal charges and child abuse complaints will be treated as confidential and maintained as part of the employee's personnel file.

Employees who do not notify the district as required by this policy may be subject to disciplinary action up to and including termination.

Absenteeism

We value every staff member's effort to maintain a strong attendance pattern. 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. Our students benefit from the consistency, continuity, and relationships you offer when you are present.

Paraprofessional hours will vary depending on the supervision needs of the building. In the event that you are unable to report to work due to illness or some other emergency, enter your absence in the Frontline Absence System.

All staff members are required to enter absences in the Frontline Absence System for all absences as soon as you know you will be gone. All staff members including teachers, paras, secretaries, custodians, etc. are required to complete a guest teacher/para folder and return it to the office by the end of the second week of school. Those staff members who do not have a guest teacher/para when they are gone must create a back-up duty plan. This plan should be included in your guest teacher/para folder. Please give the office a copy of the plan by the first day of school.

Misuse of leave procedures or misrepresentation of reasons for leave may lead to discipline, up to and including termination. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for discipline even if the employee has not yet exhausted available paid leave.

Leaves of Absence

Specific language in regard to employee leave is found within the Negotiated Agreements & Handbook Agreements with the Board of Directors of College Community School District.

https://www.crprairie.org/departments/human-resources/employee-forms-and-additional-resources/comprehensive-work-agreements/

Family and Medical Leave

Unpaid family and medical leave will be granted up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) per year to assist eligible employees in balancing family and work life. Requests

for family and medical leave will be made to the superintendent. Employees eligible for family and medical leave must comply with the applicable administrative rules and the district's family and medical leave policy prior to starting family and medical leave.

For additional information regarding the Family and Medical Leave Act (FMLA) please contact Jeri Moritz, Executive Director of Human Resources, or visit the "Family and Medical Leave Act" section of the United States Department of Labor's website, at www.dol.gov/whd/fmla/.

Military Service Leave

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.

Public Office

Upon written application to the Board, an unpaid leave of absence may be granted by the Board to an employee elected to public office. The length of said leave shall not exceed the term of the office. Upon return from said leave, the employee will be placed in such a like position as is available. Rejection of an offered position terminates the District's obligation under this section.

Unpaid Leave

For the purposes of this guidance document, unpaid leave shall be defined as: Leave for an employee whose need for time off of work falls outside of applicable leave covered in working agreements, Board policy and handbooks. Such leave shall be infrequent and for extenuating circumstances outside of an employee's reasonable control or planning and shall not be considered guaranteed.

Notes:

- *Approval for unpaid leave is not guaranteed, it is strongly suggested that itineraries for needed unpaid leave not be set or paid for prior to final approval.*
- *These procedures are not applicable to unpaid leave related to FMLA.*

Unpaid Leave Request Process:

1) Request a brief meeting with your immediate supervisor to discuss your request for unpaid leave, the format of this meeting should be in person or via phone.

2) Enter your request in the Frontline Absence System and in the "*Notes to Administrator*" provide a note in regard to the reason for your leave request. For example: "family wedding out of town" vs. "going out of town." The request must have a reason given or it will be denied during the final step and you will be asked to resubmit your request. Employees are not asked to give details related to medical procedures for themselves or others, just put "medical procedure/appointment for *relation*." Regardless of initial (principal) or final (superintendent) determination (approved or denied), all requests must be entered into the system.

3) Hold the meeting with your immediate supervisor for him/her to consider your request.

4) Your supervisor will process the request and either approve or deny this request. If denied, the supervisor will describe the reasons for the denial. To determine approval, the superintendent has asked the principal/supervisor to consider a variety of items which could include the following:

    A. What is the impact of the absence on our students and the effective functioning of the building or department?

    B. Use of unpaid leave for the same purpose should not occur on a yearly basis and should only be used for exceptional, unique, and/or uncontrollable circumstances in which contracted leave is unavailable.

    C. Prior purchase of arrangements or itinerary will not be a consideration of granting unpaid leave, please seek permission ahead of making arrangements.

    D. The employee must exhaust all other applicable leave options within the contract prior to being approved for unpaid leave.

    E. In general, leaves of more than 2 working days in a row will not be approved without the approval of extenuating circumstances.

    F. Unpaid leave requests that are in addition to personal leave days in order to be absent for a full week or an extended period of time over a two week time frame will not be approved unless it is due to an extenuating circumstance.

    G. Notice of need for unpaid leave shall be communicated as soon as possible to the employee's supervisor as it may impact the employee's ability to take unpaid leave due to building staffing needs for requested days.

The system will route your request with principal/supervisor approval to the Superintendent for final approval. The Superintendent shall review the request with

considerations including, but not limited to those in #4 above to make a final approval determination.

Unpaid Leave Request Flow Chart



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.

For more information on AHERA, please visit the Environmental Protection's website of Asbestos and School Buildings at:
https://www.epa.gov/asbestos/asbestos-and-school-buildings.

Building Security

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

Front Door Security
All building doors on campus are locked for the majority of the instructional day and all visitors must request access. Please make sure you carry your access key cards with you at all times so that you can enter the building during the day.

Building exit doors are not to be propped open at any time.

Drills and Evacuations

The building principal or designee is responsible for scheduling emergency drills. Teachers and support staff are responsible for implementing the procedures according to each building's plan. Individual grade level teachers should practice all drills within the first two weeks of school with students, prior to the building-wide drills

Fire and tornado drills are required by Iowa Code Chapter 100. School districts must have two fire drills and two tornado drills in each school building before December 31 and two fire drills and two tornado drills in each school building after January 1 of each school year.

School districts are required by law to conduct at least one emergency operations drill based on the district's emergency operations plan each school year. The board shall determine which personnel will participate in the drill(s) and whether students and/or law enforcement will participate.

Emergency Closings, Inclement Weather and Other Interruptions

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the local radio/television station to broadcast a school closing announcement.

It is the responsibility of all employees to stay informed of school delays or cancellations as they are announced and posted. Employees are encouraged to be tuned into local radio and television stations for this information and/or check the district website at https://www.crprairie.org/. The district will send an automated message to parent/guardians and staff if a delay or cancellation is warranted.

As a general rule, Student Support Staff (i.e.: Paraprofessionals and Clerks, ten-month employees) will adjust their work time by the same amount of time of the delay or early out. Exception: Cooking staff who normally start before 9:00am will never start later than 9:00am if school is going to be in session. Certified Staff may also adjust up to the amount of time of the delay or early dismissal and need to be present to provide active supervision of students at the beginning and end of the school day. Those employees who work "part time" hours (less than a normal school day) shall have a pre-arranged work time, as approved by the building Administration, for these days.

When the District has an early dismissal because of inclement weather, teachers are asked to stay until after the buses leave the school. Parents are asked to complete a yellow, emergency dismissal card at the beginning of the school year. It is the classroom teacher's responsibility to make sure that all forms are returned, and they should be

properly filed in the classroom in case of an emergency. Make a note in the guest teacher folder about where to find these cards. If the building or guidance secretary sends an email regarding an address or phone number change, please make corrections on the emergency card.

Hazardous Chemical Disclosure

The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

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

Employees who will be instructing or otherwise working with students will disseminate information about the hazardous chemicals with which they will be working as part of the instructional program.

It is the responsibility of the superintendent, or designee to develop administrative regulations regarding this program.

Legal Reference: 29 C.F.R. Pt. 1910.
Iowa Code chs. 88; 89B. 875 I.A.C. 110,130.
Code No. 403.4

Hazardous Communication/Workers Right to Know

In accordance with Board Policy 403.4 and the District's SAFETY PROGRAM (HAZARDOUS COMMUNICATION/WORKERS RIGHT TO KNOW PROGRAM) **all employees shall read, view, and review the hazardous training disclosure materials provided by the District.**

Certified staff and Non-Certified Staff:

The "Right to Know" training will be completed through the College Community School Districts Vector Solutions Safe Schools training website.

District Responsibilities:

District Administrators shall be responsible for providing appropriate "Right to Know" training to all new employees and existing employees who have been temporarily or permanently transferred and when any new chemical is used within the building.

District Administrators, or designee(s), shall be responsible for maintaining Material Safety Data Sheets (MSDS) for all chemicals used in the buildings. An alphabetical master list and individual copy of each MSDS sheet shall be provided to the Director of Buildings and Grounds for the District Master Files.

The District shall provide, train, and monitor the use of appropriate safety equipment and supplies for employee use of chemicals and hazardous materials.

Employee Responsibilities:

Employees shall participate in the required "Right to Know" training as provided by the District.

Chemicals and Hazardous materials shall be used per manufacturer's instructions.

Employees shall use only approved, properly marked, containers for mixing and storage of District approved chemicals.

Employees shall familiarize themselves with the location and information provided in the District provided MSDS information booklets and appropriately use the safety equipment and supplies provided by the District.

Employees shall notify District Administration when training, supplies and/or safety equipment have not been provided.

Safety Regulations

Staff should become thoroughly familiar with all established safety regulations, building evacuation plans, the operation and location of signal alarms, fire extinguishers, AEDs, and other devices located in their specific work area, as well as within the general locale of their assignment.

Safety in the Workplace

The personal safety and health of each employee of the College Community School District is of primary importance. To the greatest extent possible, the District is committed to providing the safest work environment possible for all employees regardless of job duties. It is the philosophy of the District that all employees shall

cooperate in all areas of safety while performing the functions of their position. Only through such cooperation can the District effectively provide a safe working environment for all employees.

The District accepts the responsibility for leadership of the safety and wellbeing of all employees, for the effectiveness and improvement of work conditions, and for providing the safeguards necessary to ensure safe working conditions. It is the Administration's responsibility to develop the proper attitudes toward safety for themselves and for those they supervise. Employees are responsible for cooperation in regard to safety in the workplace and to be in compliance with safety rules and guidelines established by the District.

The following list of guidelines is meant to be general rules to follow by all employees of the College Community School District. In addition to items mentioned below, workers will follow all guidelines and safety precautions associated specifically with their job duties as outlined by District Handbooks and Manufacturer's Specifications.

- It is every one's responsibility to work in a safe manner and follow all safety guidelines as prescribed in employee manuals.
- All employees shall immediately report unsafe working conditions or practices.
- Employees will be provided instructions, manuals, and safe handling procedures for products and equipment. If this does not occur, employees should request training, and/or, safe handling instructions of all items used in the workplace that they are not familiar with or feel they are not adequately trained to utilize.
- Employees shall practice "proper lifting techniques" when handling heavy objects. Lift with the legs and a straight, upright back.
- Employees shall not handle or operate equipment outside the scope of their normally assigned duties without proper training.
- Appropriate attire, including footwear, shall be worn at all times depending on the job to be performed and the weather conditions.
- Protective clothing, goggles, gloves, etc. shall be worn when prescribed by the manufacturer. Ladders or approved step stools shall be utilized to reach high areas. Stepping on desks, chairs, other furniture, or items not meant for this purpose is prohibited.
- All employees should work to maintain a clean working environment at all times, free of wastepaper and items that may cause a hazard.
- Employees should be familiar with the location of Fire Extinguishers, Defibrillators, and first aid items in the buildings and locations they are assigned.

School Security

- All buildings are to be locked during normal operating hours
- All visitors are to enter/exit the main door(s)
- Students/Staff **are not** to prop doors open
- Students/Staff **should not** allow persons in locked doors
- Clearly communicate your emergency codes/signals
- Practice your procedures for intruder/fire/severe weather early in the school year
- Continually ask students to communicate things they hear; it is their building and they play a key role in letting us know when things may not be right.

Staff Identification Badges

An identification badge shall be issued to each employee. Badges shall be worn when the employee is on duty and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard.

To assist with the safety and security of our buildings and to enhance culture, image and relationships, all employees are required to display an employee ID badge while on duty during their established contract /work time.

Employee ID badges shall:

- Be utilized by ALL employee groups
- Include the name and a photo of the employee
- Be provided upon hire to each employee with a lanyard or clip and plastic protector
- Be utilized as an ID and the employee's building entry fob
- Be displayed by the employee in a manner that is visible to other individuals, displayed above the belt line on a lanyard or clip. For individuals doing work in which the ID badge may pose a safety risk or interfere with the task, the employee may secure their ID during that task. While performing these tasks, the ID badge may not be visible or clipped below the belt line. Common examples could include kitchen staff serving food, custodians doing equipment repairs or teachers supervising students using equipment. Supervisors will clarify and approve any exceptions to the display expectations if employees have questions.

- Badges remain the property of the district and shall be returned to your immediate supervisor or building principal at the time of resignation, retirement, or termination.

Employees may:

- Personalize their lanyards, but not the ID badge itself
- Purchase their own lanyard/clip, but that lanyard/clip must be in compliance with employee dress expectations. All district provided lanyards will include a safety release clip. Any employee provided lanyard must have a safety release clip.

Lost or Stolen ID Badges:

- Since this ID Badge also functions as an employee key fob, **any lost or stolen ID badges must be reported to the employees Building Principal or Supervisor within 24 hours of the loss.** The supervisor is to then immediately notify Duane Carver, Director of Building and Grounds.

- The employee is to then contact Kim Simoens, Administrative Assistant to Human Resources, who will issue a replacement badge at a cost to the employee.

Badges remain the property of the district and shall be returned to your immediate supervisor or building principal at the time of resignation, retirement, or termination.

Threats of Violence

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

Visitors/Guests

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

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

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school

events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

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

Workers Compensation

All personnel are covered under the worker compensation law. In the event you are injured on the job, please secure forms from the secretary of the principal and have the injury reported to the Administrative Office.

The District has contracted with ARGENT (West Bend Insurance) for its Work Comp. Insurance needs. Employees are sometimes unfortunately injured during the course of their duties. The bottom line is that bad things happen to good folks, even when they are doing the right thing. Our job as a District (this means all employees) is to work in a manner that is as safe and effective as possible. Job injuries are difficult on employees and they are difficult on the District. Slips and falls make up many of the injuries that occur in our District. We need to do commonsense things every day to ensure that we are acting in a safe manner. All employees are reminded of the following:

- Always wear appropriate clothing, especially footwear that allows you to move comfortably and provide appropriate traction indoors and out. Open toed shoes and/or those not securely fastened to your feet statistically result in more injuries.
- Follow those procedures you learned when dealing with situations where students become “out of control”. Put your skills to work. CPI or other.
- Never stand on chairs, ledges, desks, countertops, etc.… always use a ladder or step ladder when needed.
- Do not overreach and ask for assistance when necessary.
- Watch for signs of wet floors.
- Come to work well rested to ensure you are alert.
- Be aware of hazards and remove them or alter them when you can.

- Promptly report all improperly working equipment, trip hazards, unsafe environments, etc. to the Building Custodian or Administrator

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

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

Steps for when an employee is injured at work

- **Step 1:** Immediately notify a supervisor of the incident. ***If this is a life or limb threatening injury, call 911.***
- **Step 2:** Supervisor and injured employee should call *(844) 891-6022*
- **Step 3:** A triage nurse gathers pertinent information and guides the injured employee to the appropriate care.
- **Step 4:** If professional medical treatment is necessary, the triage nurse offers tele-medicine or in-person medical facility options.
- **Step 5:** Submit paperwork to HR within 24 hours

Designated clinics are posted at the posting location in each building. All employees are required to sign a Workers' Compensation Medical Treatment Form upon hire indicating that they have read the list of medical facilities which are the designated workers' compensation treatment centers and understand where they are to go for treatment of the work injury. This signed form is placed in the employee's personnel file.

If you choose to be treated by any other medical facility and/or physician, you may not qualify for any workers' compensation insurance benefits and you may be responsible for all medical costs related to this incident. This is in accordance with your state's Workers' Compensation statute.

If the employee needs to be treated by a physician, they are required to go to the designated clinic listed below. **The Attending Physician's Return to Work Recommendations Record Form must be given to the clinic when going in for the initial treatment.** This form will authorize the clinic to treat the employee.

The SilverLinings Nurse Advantage triage nurse will contact the clinic and make the appointment for the employee. They will inform the clinic of the nature of the injury. Injuries that may need more than one-time treatment (sprain/strain injuries to the back, shoulders, arms, wrists, and neck) as well as minor injuries should be sent to Mercy Care Occupational Health at Prairie Creek (next to Kirkwood Hotel) (319-558-0352) during their office hours. If after hours they can be sent to Mercy Care South (319-396-9097). The College Community School District has a policy of providing suitable temporary work assignments for employees who suffer work related injuries and are placed on work restrictions.

Any paperwork given to the employee by the clinic must be sent or delivered to the Human Resources Office by the employee so that it can be processed with the work injury claim. This may include but is not limited to work restrictions, medication purchase, work release, required follow-up appointments.

Mercy Care Occupational Health at Prairie Creek (next to Kirkwood Hotel)

777 76th Avenue SW
PM Cedar Rapids, Iowa 52404
AM-11:30 PM (319)-558-0342

M-Th 7:30 AM-4:30
F- 7:30

Mercy Care South Urgent Care
2815 Edgewood Road SW Cedar Rapids IA 52404
(319)-396-9097

Open until 8:00 PM

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://educateiowa.gov/resources/legal-resources/legal-lessons/firearms-school-grounds.

TERMINATION OF EMPLOYMENT

Resignation – Classified Employees

Classified employees who wish to resign mid-year or mid-assignment must give the school district at least fourteen (14) days' advance notice. Those resigning at year end or at the end of an assignment must give notice by **June 1st** of the current contract year.

For purposes of insurance, vacation, sick leave accrual and other benefits, the last date actually in attendance at work will be used as the date of resignation unless otherwise agreed upon by the district and employee.

Nutrition Services: Staff Reduction Procedures

In the event it becomes necessary to reduce the workforce, employees with the least seniority, shall be laid off first if the remaining employees can qualify to do the work as determined by the employer. When recalling employees, they shall be recalled according to seniority, if they are qualified for the position to be filled. If any job coming under this agreement is eliminated, employees who are qualified will be permitted to use their seniority to bump into other jobs covered by this agreement. In the event of a layoff, an employee so laid off shall be given ten (10) working days' notice of recall by certified letter, mailed to his/her last known address. The employee must respond to such notice within three (3) working days after receipt thereof, and actually report to work in seven (7) working days after receipt of notice unless mutually agreed otherwise. In the event the employee fails to comply with the above, he/she shall be terminated and lose all seniority. Working days are days the Central Business Office is open. All employees on a layoff status shall retain their seniority, salary grade longevity, and vacation longevity that they had when they were laid off. They will not continue to earn seniority, vacation longevity or salary grade longevity while on layoff. Upon return to work after recall, a laid off employee will have his seniority length of service adjusted to give him credit for past seniority. An employee on layoff who is recalled for service, shall get credit for a full month of seniority, a full month of vacation longevity and a full month of salary grade longevity, for any month in which the employee was called back as a substitute for more than ten (10) days. His/her previous insurance coverage will be terminated. Previous accumulation of unused sick leave will be reinstated upon recall.

Nutrition Services and the Prairie Association of Support Staff: Reduction in Force

The board has the exclusive authority to determine the appropriate number of employees. A reduction of employees may occur as a result of, but not be limited to, changes in the education program, staff realignment, changes in the size or nature of the

student population, financial situation considerations and other reasons deemed relevant by the board.

A. Seniority shall be used in staff reduction procedures when the employer determines employees are equally qualified.

   For the purpose of this section, employee positions are categorized as follows:

   Category A -- Clerks and Secretaries

   Category B -- Paraprofessionals

   Category C -- All other employee positions B.

B. In the event it becomes necessary to reduce the workforce, employees with the least seniority, in a category, shall be laid off first if the remaining employees can qualify to do the work as determined by the employer. An employee who was transferred from one category to another, shall retain bumping and recall rights in both categories to positions for which they are qualified as determined by the employer. Other employees placed on reduction shall have recall rights only to positions in the category from which they were laid off. Employees shall be recalled according to seniority within their category if they are qualified for the position to be filled as determined by the employer.

   Employees must notify the Director of Human Resources in writing of their intention to bump within five (5) days of receiving notice of layoff.

C. The employee who is to be recalled will be notified by certified mail to his or her last known address. The employee must respond in writing to the employer by certified mail within seven (7) days after receipt thereof, and actually report to work in ten (10) days after receipt of notice unless mutually agreed to. In the event the employee fails to comply with the above, he/she shall be terminated and lose all seniority rights under this agreement. Employees shall have recall rights as provided in this paragraph for a period of one (1) year from the effective date of the layoff.

D. All employees on a layoff status shall retain the seniority and prior longevity that they had when they were laid off. They will not continue to earn seniority, vacation, or longevity while on layoff. Upon return to work after recall, a laid off employee will have his/her seniority date adjusted to give him/her credit for seniority. An employee on layoff who is recalled for service shall get credit for a full month for which the employee worked more than ten (10) days. His/her previous insurance coverage will be reinstated.

E. An employee may retain district insurance coverage during the period of layoff by paying the premium in full to the school district insurance carrier as provided in

the Insurance Article of this agreement, if permissible under the master insurance policy.

F. A person may be employed by the District as a replacement employee for the following reasons:

    1. to replace an employee granted a leave of absence.

    2. to replace an employee who has opted to participate in an experimental program.

    3. to fill a position created by special circumstances.

A replacement employee shall not be entitled to recall as described in this article. A replacement employee shall be advised of the employee's status at the time of hire and advised of the expected duration of employment as a replacement employee.

Terminations

Section I.

Bus Drivers are employed for a school year or the remainder of the school year if employment is offered after the start of the school year. These contracts are not automatically renewable as they are issued on an annual basis.

During the term of the bus drivers' contract, the contract may be terminated in several ways, including but not limited to

1. An employee may be laid off as a result of reduction in force, under the terms of applicable laws, contracts and policy.

2. The employee may file a resignation with the Superintendent in accordance with the Board of Directors' policy on support staff resignations or with an applicable clause in the appropriate negotiated contract.

3. employee may be discharged at any time for cause or upon fourteen days' notice for any reason pursuant to applicable law or in accordance with the terms of the employees' meet and confer agreement or a master contract if applicable.

4. The Board of Directors and the employee may mutually agree to terminate the contract.

A driver may assume that they will be recommended for employment for the next school year unless the driver has been notified otherwise prior to June 1st of the current contract year.

Section II

All other classified employee employment is considered automatically renewable on an annual basis unless the Board or the employee terminate as specified below:

1. The employee may retire.
2. An employee may be laid off as a result of reduction in force, under the terms of applicable laws, contracts and policy.
3. The employee may file a resignation with the Superintendent in accordance with the Board's policy or classified employee resignations or with an applicable clause in the appropriate negotiated contract.
4. An Employee may be discharged at any time for cause or upon fourteen days' notice for any reason or in accordance with the terms of the meet and confer agreement or a master contract if applicable.

Retirement

Employees who will complete their current "contract" (meaning the current school year of employment) with the board may apply for retirement. No employee will be required to retire at a specific age.

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

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

APPENDIX

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the College Community School District's Employee Handbook available at https://www.crprairie.org/. I understand the employee handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult Jeri Moritz, Executive Director of Human Resources, with any questions I have about the contents of the employee handbook or any questions that I feel were not addressed.

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

_____

Employee's Signature Date

_____

Employee's Name (Printed)

This form is completed through the College Community School District *Vector Solutions: Safe Schools Learning Management System (LMS).* An electronically signed record of acknowledgement will be electronically documented in the *Vector Solutions: Safe Schools Learning Management System (LMS).*