

Certified Employee Handbook



2023-2024

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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

OVERVIEWS

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 Certified Employee Agreement

[AGREEMENT BETWEEN COLLEGE COMMUNITY SCHOOLS & COLLEGE COMMUNITY EDUCATION ASSOCIATION \(CCEA\)](#)

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.

Bullying must be mean and hurtful on purpose, happen repeatedly or likely to be repeated, and involves an imbalance of power. Peer conflict and arguing is not bullying. Students may need help navigating situations in which they are experiencing conflict, but conflict between peers is

not bullying. The act of physical fighting is not bullying.

"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.

"Probationary Teacher" According to Chapter 279.19, the first three consecutive years of employment of a teacher in the same school district are a probationary period. However, if the teacher has successfully completed a probationary period of employment for another school district located in Iowa, the probationary period in the current district of employment shall not exceed one year. A board of directors may waive the probationary period for any teacher who previously has served a probationary period in another school district and the board may extend the probationary period for an additional year with the consent of the teacher.

"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.

College Community School District
10 Year Strategic Plan
 2023-2024 Year 9
Vision: Success for All
Mission: To Ensure Quality Learning Today For Tomorrow

FOCUS	Commitment	TO DO THIS WE WILL...
1	We are committed to creating caring, safe, and equitable school environments that meet the social, emotional, academic, and overall wellness needs of ALL students - ALL means ALL.	<ul style="list-style-type: none"> Foster caring relationships and a sense of belonging with and among all students and families. Strengthen our Multi-Tiered System of Supports for academic, social, emotional, and behavioral health (SEBH) with a focus on identifying and developing essential practices in the Universal Tier. Design for learner variability using the Core Four of Personalized Learning. Value student voice and ownership by using multiple strategies to monitor and enhance student engagement.
2	We are committed to developing leadership capacity of all staff in all departments, implementing best practice strategies, and collaborating with others in a positive culture of continuous improvement.	<ul style="list-style-type: none"> Implement a guaranteed and viable curriculum through effective instruction aligned to the Iowa Core and the Iowa Early Learning Standards. Establish nurturing learning environments through implementation of SEBH Effective Classroom Practices. Engage in a PLC cycle for each unit of instruction to refine instructional practices and respond to student needs in real time. Use a variety of assessments to inform instructional next steps. Implement practices and measurements that support educational equity. Engage in coaching cycles with a focus on elements from our instructional framework (New Teacher Center Core Teaching Capabilities) to improve teaching practices and student learning. Foster opportunities for employee wellness and engagement.
3	We are committed to fully preparing and inspiring all students to use their strengths, communication skills, and critical thinking skills to graduate from high school and complete post-high school education/training.	<ul style="list-style-type: none"> Use <i>Prairie Ready</i> indicators to guide community-relevant career exploration and program development. Value and support all forms of post-secondary choices including two-year college programs, four-year college programs, certification programs, apprenticeships, the military, and other career training programs. Use school data, student interests, and community needs to drive career pathway development, course offerings, and post-secondary opportunities. Systematically analyze our standards based grading practices to ensure students can identify their current level of progress toward achieving course/grade-level standards.
4	We are committed to partnering with parents and our larger community to provide supports, opportunities, and learning experiences to maximize student success.	<ul style="list-style-type: none"> Actively seek and respond to feedback from stakeholders (students, staff, parents, community) to inform the continuous improvement of programs and services. Develop and sustain community partnerships for the purpose of creating and enhancing student wellness and engagement, including opportunities for education/training and career pathways. Collaborate with the greater community and its economy to provide opportunities for students to be active participants, supporters and members of the community they live in.

SUCCESS WILL BE MEASURED...

- By June of 2024, 80% of students will achieve a Meeting or Exemplary level on their initial attempt on District Common Assessments (DCAs) in literacy and math, indicating the impact of instruction in the Universal Tier.
- By June of 2024, increase the percent of students in each grade level cohort (4th - 11th) who score "proficient" and "advanced" on the Iowa State Assessment of Student Progress (IASPI) from the previous year.
- By June of 2024, 80% of students in grades K-6 will meet benchmark goals on the spring FAST literacy screener.
- By June of 2024, 80% of students in 4-year-old preschool will meet or exceed the targeted score on the spring myIGOs literacy screener.
- By June of 2024, 85% of students or more will have 0-1 discipline referrals, fewer than 10% of students will have 2-5 discipline referrals, and fewer than 5% of students will have 6 or more referrals.
- By June of 2024, maintain or increase our overall attendance rate of 95.6% and decrease the number of students who are chronically absent by 3%.
- By June of 2024, 95% of students will graduate or continue to the 18+ Transition Program.
- By June of 2024, at least 75% of students will respond "usually" or "always" to each prompt within the My School index on the School Perceptions survey.
- By June of 2024, at least 85% of staff will respond "agree" or "strongly agree" to each prompt within the Work Environment index on the School Perceptions survey.
- By June of 2024, increase by 10% the number of staff who rate their implementation of The Core Four of Personalized Learning as "Advancing" or "Sustaining" on the School Perceptions survey.

Our ten-year goal is to create a personalized learning system built on a guaranteed and viable curriculum & nurturing learning environments with a strong, multi-tiered system of supports.

www.cprairie.org

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>

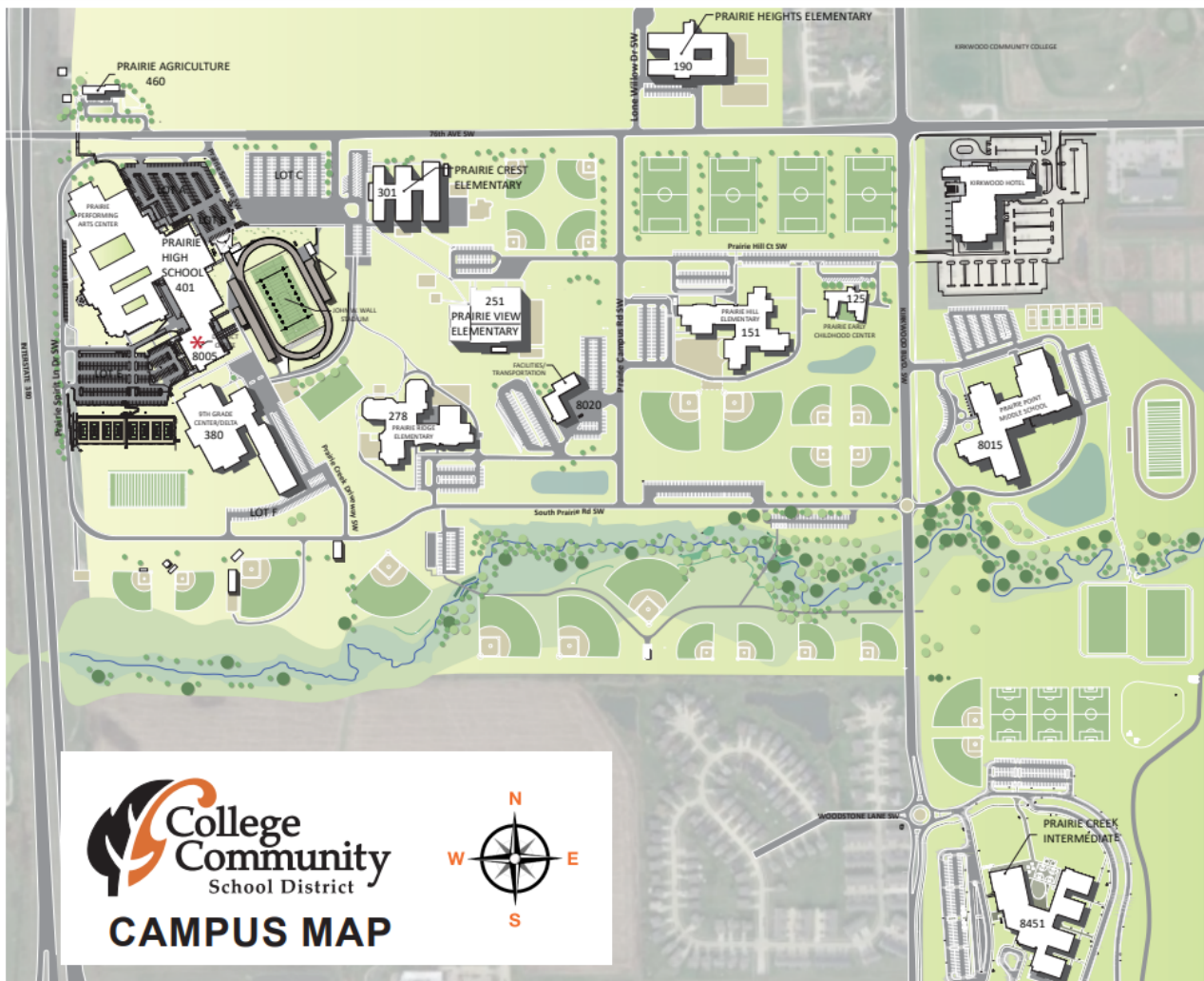
OR

- 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.

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. Updates to the handbook, will be added as an agenda item for the Board of Directors approval prior to the updates being made to the handbook.

COMPENSATION AND BENEFITS

Licensure

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

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.

1. Medical, Dental, Life Insurance

1. All employees covered by this agreement with an FTE of .500 and above will be eligible to select medical and dental insurance through the district's (MIIP) group plans. Employees may choose single, two-person, Adult & children, or family coverage. There may be a mix in coverage between medical and dental but at least single medical coverage must be selected if the employee desires coverage. Employees new to the district will have coverage for a maximum of 10 months in the first year (September through June).
2. The Board shall provide single medical/dental coverage for all eligible employees. The plan will be reviewed on an annual basis and shared with staff during open enrollment. 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 medical/dental coverage to the two person or family coverage.

Eligible employees that choose to not be covered through the district's (MIIP) group plans will receive \$1,500.00 in lieu of insurance. The amount will be paid in twenty- four (24) installments September through August. The July and August installments will be made on or prior to June 30th.

Those declining coverage must meet the following conditions.

- a) Proof must be provided that the employee is covered by a medical plan under their spouses or parent's name and a waiver must be signed.
 - b) 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.
 - c) Anyone declining coverage in the current year can only return to coverage upon the occurrence of a HIPAA Qualifying Event.
- 3. The Board will provide all employees with an FTE of .500 and above with a \$20,000 term life insurance policy including a \$20,000 accidental death and dismemberment policy. Additional term life insurance may be purchased in increments of \$10,000 to a maximum of \$120,000. Amounts above \$50,000 in coverage is subject to underwriting and is payable under payroll deduction only. Employees cannot pay for amounts above \$50,000 with pre-tax dollars.
- 4. Employees may pay premiums above the Board provided amounts with regular payroll deductions or with salary reduction dollars in accordance with IRS regulations. They may also pay additional medical expenses and establish a dependent care spending account with salary reduction dollars in accordance with IRS regulations. Deductions for the twelve months July through June will be made in twenty-four (24) installments on the September through August checks. The July and August installments will be deducted from the checks for these months written prior to June 30th.
- 5. All insurance benefits shall be subject to the regulations and insurance policy terms of the insurance company providing such insurance and to the regulations of the Internal Revenue Service.
- 6. Description of the insurance coverage shall be provided to all employees by September 30th of each year.
- 2. Disability Income Insurance:
 - 1. The Board shall provide all employees with a .50 FTE contract and above with a disability income protection policy. The coverage shall be seventy percent (70%) of contracted wages (Salary Schedule plus Co-Curricular Schedule).
 - 2. All insurance benefits shall be subject to the rules, regulations and insurance policy terms of the insurance company providing such insurance.
 - 3. Employees may be eligible for disability payments upon approval of the carrier and upon expiration of accumulated sick leave or ninety (90) calendar days, whichever is greater.

3. Continued Medical, Dental, Life Insurance Payment in the Event of Total Disability:

If an employee becomes totally disabled necessitating his/her absence from work, and has exhausted his/her sick leave; the Board will make payment of the employee's insurance payments set forth in paragraph A and B 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's status.

4. Worker's Compensation

If a staff member is injured while performing their duties:

Step 1: Immediately notify Supervisor/Manager of the incident

If this is a life or limb threatening injury, do not call **NURSE**Advantage. Instead, dial 911 immediately.

Step 2: Supervisor/Manager 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 care is necessary, the triage nurse offers telemedicine or in person medical facility options:

PRESS OPTION 4 If:

- you have already sought medical treatment and wish to report the claim
- you do not need to speak with a RN and need to report a worker's compensation claim

PRESS OPTION 7 If:

- your work injury or workplace incident is minor and non-emergent
- you have never sought treatment for the work injury
- you have never reported the work injury or workplace incident before
- you need to speak to a triage nurse

PRESS OPTION 3 If:

- you have already spoke with a **NURSE**Advantage triage nurse and you are calling back for any reason

PRESS OPTION 9 If:

- for all other inquiries
- or, if you are calling from a treatment facility

The Board may pay the employee the difference between the employee's net salary as determined from Appendix 1 of the Working Agreement and the salary replacement benefit received under Worker's Compensation Insurance during the period of receipt of such benefits, and all fringe benefits shall continue to remain in effect. This may be taken from the employee's sick leave only with permission of the employee. The employee will be notified by the business manager or designee of the option. If the option is not chosen, the employee will receive only the worker's compensation payment. Leave entitlement as provided in Article VI shall be reduced one (1) day for each day of absence.

When said leave entitlement is exhausted, the Board shall make no further salary replacement contributions to the employee, and all fringe benefits shall be discontinued except the employee shall have the right to participate in the district's disability insurance program if qualified under the insurance policy.

5. Selection of Carrier

In the event there is a change in the carrier, there shall be no reduction or loss of benefits, unless such coverage is no longer available through any reputable carrier. All insurance program carriers shall be selected by the Board.

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 <https://ipers.org/>.

Certified Coverage Pay

It is recognized that in recent years, the availability of substitutes at the local, regional and state level is diminishing and is; therefore, not a challenge isolated to the College Community School District. It is further recognized that common practice to cover for positions where substitute coverage could not be secured is a common practice of all Iowa School Districts and is required of employees unpaid in most settings.

Coverage of another certified staff member's assignment in their absence due to failure to secure substitute coverage for that class falls under "other duties as assigned" and will be expected from certified staff. Given the recent challenges related to state-wide substitute shortages, it is understood that the frequency of this request for certified staff may create a burden to the completion of regularly assigned duties. Therefore, to accommodate necessary time that may be needed beyond the contract time for completion of employee specific duties lost due to substitute coverage, will be reimbursed under the following guidelines:

- 1.) Certified Coverage Pay is not a required collective bargaining topic, requirements and rates are a handbook item.
- 2.) Certified Coverage Pay will be determined on a yearly basis based on substitute fill-rate data.
- 3.) Certified Coverage Pay will be at the regular hourly amount paid to substitute teachers, not at the certified rate of pay for extra duty or per-diem.
- 4.) Certified coverage pay does not apply to classrooms where co-teaching occurs. In the case of an absent co-teacher, it is the responsibility of the teacher present to provide instruction.
- 5.) Classroom teachers with full teaching assignments and rosters of students will be eligible for reimbursement.
- 6.) Any absence for which certified coverage reimbursement is offered must be an approved/verified absence entered in the district absence system.
- 7.) Any absence for which certified coverage reimbursement is offered must be assigned by the building administrator or his/her designee.
- 8.) The employee seeking certified coverage reimbursement is responsible for submitting pay requests for time worked on the appropriate form within 2 pay periods of the date of the certified coverage to the business office directly. If a pay request is not submitted one time, the pay request will not be honored.
- 9.) Any reimbursement will be on the current district payment schedule/timeline.
- 10.) If a certified teacher covers a class in lieu of a paid substitute at the request of the building administrator or designee, that certified teacher will be paid the percentage of one substitute day equivalent to the time covered. This is including, but not limited to:
 - a.) K-4
 - i.) Splitting a classroom of students as equally as possible among the grade level team. Certified coverage pay for the time covered will be equally divided among the team covering the class.

- ii.) Combining another teacher’s classroom with their own. Certified coverage pay is equal to the amount of time covered.
- b.) 7-12
- i.) Supervision of a classroom during their own prep period. Certified coverage pay is equal to the amount of time of lost prep period or lunch.
 - ii.) Combining another teacher’s classroom with their own. Certified coverage pay is equal to the amount of time covered.
- c.) 5/6
- i.) Splitting a classroom of students as equally as possible among the grade level team. Certified coverage pay for the time covered will be equally divided among the team covering the class.
 - ii.) Supervision of a classroom during their own prep period. Certified coverage pay is equal to the amount of time of lost prep period or lunch.
 - iii.) Combining another teacher’s classroom with their own. Certified coverage pay is equal to the amount of time covered.
- d.) Certified staff / non-classroom teachers
- i.) Certified staff / non-classroom teachers are expected to assist in staff coverage. After completion of the equivalent of two work days of certified coverage, the teacher leader is eligible for up to 2 days equivalent of certified coverage pay per semester.

Teacher Leadership and Compensation

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

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

The MOU between CCEA and CCSD can be found at:

[Memorandum of Understanding: Teacher Leadership System](#)

The district's TLC plan may be found at:

<https://sites.google.com/a/crprairie.org/ccsd-teacher-leadership/>

Additional information regarding the Teacher Leadership and Compensation System can be located at:

<https://educateiowa.gov/pk-12/educator-quality/teacher-leadership-and-compensation-tlc-system>.

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. Full details can be found in the [Business Procedures Manual](#)

Meals: Maximum reimbursement for meals is \$50.00 a day and is not cumulative. The \$50 per day includes tax and tip (20% tip max). 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. Full details can be found in the [Business Procedures Manual](#)

Lodging: Arrangements for lodging should be made through your building and an [overnight travel request form](#) is to be completed online. 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 \$.50 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>

EMPLOYEE RELATIONS

Background Checks

According to [Iowa Code 279.69](#), 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 background checks can be located at: <https://dps.iowa.gov/divisions/criminal-investigation/criminal-history/record-check-forms>

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 and Benefits Specialist.

Employee Paychecks

Pay-checks will be issued on or before the 15th and 30th of each month, via direct deposit. Pay-check stubs are available on the district Staff Self-Serve (ESS) site. Directions for how to access the password protected documents have/will be provided by our business office.

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 Tracie Markland, 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 districts 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 any 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.

According to the "Teacher Evaluation" section of the Iowa Department of Education's webpage (<https://educateiowa.gov/pk-12/educator-quality/teacher-quality>), a local teacher evaluation plan must include the following:

- *The Iowa teaching standards and criteria*
- *A comprehensive evaluation of beginning teachers that includes a review of the teacher's progress on the Iowa teaching standards and the use of the Department of Education's comprehensive evaluation instrument*

- *A performance review of career teachers to be conducted once every three years and includes classroom observation of the teacher, a review of the teacher's progress on the Iowa teaching standards and additional standards and criteria, a review of the implementation of teacher's individual professional development plan, and supporting documentation from other evaluators, teachers, parents and students, and*
- *A peer review must be conducted annually for the years not on the formal evaluation cycle. ([Iowa Code 284.8.1](#))*

1. Notification:

By **September 30th** of each school year, the principal or immediate supervisor shall acquaint each employee under their supervision with the evaluation procedures, criteria and instruments used in evaluation. The evaluation orientation ensures employees understand the evaluation system. No formal evaluation shall take place until the evaluation orientation is completed. An employee starting work after the beginning of the school year shall be given such notification no later than one (1) week prior to the first formal evaluation.

2. Procedures

The professional growth process includes three cycles: These are, Tier I: Beginning Teacher Evaluation, Tier II: Evaluation for Career Teachers, and Tier III: Intensive Assistant Cycle.

Tier I: Beginning Teacher and New to the District Teacher Evaluation

The purpose of the Tier I Cycle is to assist new employees in becoming contributing members of the College Community staff. Focused upon the first three years of district employment for new to the profession teachers and the first year for new to the district experienced teachers, it includes the following components: mentoring, classroom observations, required staff development, and evidence of meeting the Iowa Teaching Standards and Criteria. In this cycle a portfolio from the teacher and classroom observations by the building principal are required.

Classroom Observations

Year one/two faculty members will be formally observed by their principal at least three times at mutually agreed upon times. The first two formal observations will be completed prior to **February 1st** of each contract year. The third formal observation and summative report will be completed no later than **April 30th** of each contract year. These observations will focus upon the Iowa Teaching Standards and Criteria. Each observation will be followed by a feedback conference.

Years one and two, faculty members are also expected to seek student and parent feedback and maintain a portfolio, which addresses the Iowa Teaching Standards and Criteria. District forms will be provided.

The Tier I Cycle will conclude with a written performance summary document written by the principal. It must include a “Meets Standard” or “Does Not Meet Standard” on each of the eight standards and identified criteria for each standard. Year Two faculty members must “Meet Standard” in all eight standards and criteria in order to be recommended for a standard Iowa Teaching License. In the event that a Year Two teacher “Does Not Meet Standard” in any or all eight standards, a third year of Tier I evaluation will be recommended with the expectation that the teacher will meet all eight standards in the third year. If this does not occur the teacher will not be recommended for Iowa Licensure and will be terminated from his/her teaching position.

Meets Standard: Clear evidence of all standards and criteria are present and complete, are consistently applied, and are supported by artifact, observation, and/or external input.

Does Not Meet Standard: Evidence of standards and criteria is not present, is incomplete, is observed as inconsistent, is not supported by artifacts, and/or external input.

Tier II: Evaluation for Career Teachers

The purpose of Tier II is to extend and enrich the professional learning and growth of all individuals and significantly impact organizational performance. This Cycle expects faculty with more than 2 years, not including new to the profession teachers, of in-district experience to design their own customized growth process plan. These process plans are formulated into a written document called an “Individual Professional Learning Plan.”

Tier III: Intensive Assistance Plan

The purpose of the Intensive Assistance Cycle is to provide a structured process for a non-probationary teacher who needs additional assistance and support to maintain an acceptable level of performance, as identified in the job description and Iowa Teaching Standards and Criteria. It is used when a teacher’s future employment with the College Community Schools is being scrutinized and a potential termination of contract could result. This process is initiated in writing to ensure that all the requirements of due process are met. It consists of two assistance levels: Level One (Intensified Principal Assistance) and Level Two (Multiple Evaluators).

Level One: Intensified Principal Assistance

One is initiated via a written communication from the teacher’s immediate supervisor and includes the following:

1. A statement of the problem areas of concern.
2. A statement of how the principal and/or designee came to know that a problem area(s) exists.
3. A statement which recommends that the teacher be placed into the Intensive Assistance Cycle at Level One: Intensified Principal Assistance.
4. A brief description of Level One Assistance, including a timeline, (with scheduled review dates), action plan, expected outcomes, and indicators of acceptable performance.
5. A record of the summative evaluative comments made to date.

If Level One does not result in satisfactory progress towards meeting the Iowa Teaching Standards and Criteria, the principal and/or designee will communicate in writing that the teacher be placed into Level Two Intensive Assistance.

Level Two: Multiple Evaluators

Level Two is initiated via a written communication which must include:

- a) A statement of problem areas of concern which still exist.
- b) A statement of how the principal and/or designee and teacher know that problem areas still exist.
- c) A statement of when and how the teacher was made aware of the problem areas.
- d) A statement of how the teacher has responded to date, citing how the situation still remains unacceptable.
- e) A statement to the Superintendent or his/her designee and the teacher that the teacher is to be placed into Level Two Assistance.

The Superintendent or his/her designee will then organize an evaluation team (consisting of two (2) or more new evaluators) to observe and work with the teacher. Each member of this team must have successfully completed the state-mandated requirements for evaluator approval. This team will include administrators only. Level Two will consist of the same procedural components as Level One.

Upon the completion of Level Two, a written summary will be made which either recommends termination to the Superintendent or continued employment with a specified Professional Growth Plan, which must include Level One Intensified Assistance. If performance problems or areas of concern re-emerge, the individual will automatically be placed into Level One Intensive Assistance.

This assistive cycle is intended to allow the organization itself to remain totally responsible for the elimination of marginal or unacceptable practices and

simultaneously reduce the unnecessary anxiety, fear, and concern from those faculty members who are involved in the continuous growth cycle.

Nothing in this section precludes the District from initiating termination procedures at any time under Chapter 279 of Iowa Code for just cause.

3. Observation of work performance of an employee shall be conducted openly. A copy of each formally written evaluation shall be given to the employee and a conference shall be held between the employee and the evaluator within five (5) school days following the observation. This time may be extended by mutual agreement. The employee shall sign the evaluator's copy acknowledging receipt of the employee's copy. The employee's signature on the evaluation form shall be understood to indicate his or her awareness of the material but in no instance shall said signature be interpreted to mean agreement with the content of the material.
4. The employee shall have the right to submit a written response regarding any aspect of the evaluation. The written response shall be made on the form provided by the District and should be submitted within two (2) working days of the conference. Any material including written complaints used for evaluation purposes shall not be placed in the employee's personnel file without the employee's knowledge. The employee shall have the right to attach a written response.

In any proceeding in which the District attempts to use past evaluations to support adverse actions against a teacher, the teacher or exclusive representative may challenge the fairness and accuracy of those evaluations through the grievance procedure. "Adverse action" shall include termination, suspension, layoff, placement on probation, and withholding of a step increase. The timeline for filing a grievance shall commence when adverse action is taken.

5. Informal classroom visits by the superintendent or designee may occur at any time.
6. The above provisions deal with but a single method of employee evaluation, i.e., evaluation of classroom teaching performance. Nothing in this article is to be construed as precluding formal or informal evaluation of employees at any time during their working hours.
7. All Certified Staff members are to have a Professional Learning Plan (PLP) on file electronically by mid-October.

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.

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

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 a 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.

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.

Probationary Status

The first three years of a newly licensed teacher's contract is a probationary period unless the teacher has already successfully completed the three-year probationary period in an Iowa school district.

Iowa Code 279.19 Probationary Period states:

1. The first three consecutive years of employment of a teacher in the same school district are a probationary period. However, if the teacher has successfully completed a probationary period of employment for another school district located in Iowa, the probationary period in the current district of employment shall not exceed two years. A board of directors may waive the probationary period for any teacher who previously has served a probationary period in another school district and the board may extend the probationary period for an additional year with the consent of the teacher.

2. In the case of the termination of a probationary teacher's contract, the contract may be terminated by the board of directors effective at the end of a school year without cause. The superintendent or the superintendent's designee shall notify the teacher not later than April 30 that the board has voted to terminate the contract effective at the end of the school year. The notice shall be in writing by letter, personally delivered, or mailed by certified mail. The notification shall be complete when received by the teacher.

Within ten days after receiving the notice, the teacher may request a private conference with the school board to discuss the reasons for termination. The provisions of sections 279.15 and 279.16 shall not apply to such a termination.

3. The board's decision shall be final and binding unless the termination was based upon an alleged violation of a constitutionally guaranteed right of the teacher.

Thus probationary teachers are employed on one – year continuing contracts. The first three consecutive years of employment in the school district are considered a probationary period. Teachers who have successfully completed a probationary period in a previous Iowa school district will serve one (1) year probationary period.

The teachers consent to extend the probationary period for one year should be obtained prior to **April 15th** of the second year of employment.

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 Labor for posting on IowaWorks dashboard at, <https://www.iowaworks.gov/vosnet/JobBanks/JobSearchCriteriaQuick.aspx>, 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 or the Districts HR Department.

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.

Transfers

Determining the location where an employee's assignment will be carried out is the responsibility and within the sole discretion of the board. In making such assignments, the board will consider the qualifications of each employee and the needs of the school district. The Board has sole discretion in the recruitment, assignment, and transfer of employees in the College Community School District. This exclusive right encompasses all grade, subject and activity or school assignments, whether permanent or otherwise.

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.

Voluntary Transfer Procedures

a. Notification of Vacancies (Posting)

The Board shall post in all school buildings a list of the vacancies which occur during the school year and/or for the following school year as soon as the Board is sure of such vacancies. Such notice shall be posted for **five (5)** school days and shall contain the date of posting, and the final date on which applications will be

accepted. Any vacancy due to resignation or termination that occurs after **July 1** may be filled without posting internally.

b. Selection Procedure

Employees whose requests are on file may be granted an interview concerning their request prior to the date of final transfer determination. Such interviews shall be conducted in such a way as to ensure timely consideration of the request. Any employee denied a position to which he/she has requested a transfer, shall be advised of the decision as soon as it is made. Such employee shall be entitled to a statement in writing as to the reasons for such denial if a request for such a statement is received in the business office prior to **(30) thirty** days following the final determination. Requests for transfer during the school year must be made each time a vacancy or new position is posted.

c. Final Determination

The Board shall have the right to determine if applicants for transfers are qualified for the vacancy. If more than one employee has applied for the same vacancy and both are qualified in the judgment of the Board, and when in the judgment of the Board all other criteria are substantially equal, the determination as to which employee shall receive the appointment shall be made on the basis of seniority.

2. Involuntary Transfer Procedures

Changes in assignment, based on the needs of the district, may be made by the Board at any time. However, **ten (10)** days prior notice shall be given before the transfer is effective. An involuntary transfer shall be made only after a meeting between the affected employee and the Board, at which time the employee shall be given written reasons for the transfer. An association representative may be present at this meeting, if requested by the employee. An employee involuntarily transferred shall, during the remainder of the school year in which the transfer occurred, receive a copy of all vacancy postings, and shall be scheduled for an interview at the employee's request.

Workday

Workday procedures are used to ensure that students will begin and end their day at a consistent time. Parents rely on consistent school workday procedures when preparing their family schedules.

The school year for certified employees will contain **190** days of service.

The workday for licensed employees will begin each day of the school year at a time established by the Superintendent. Licensed employees who are employed only during the academic year

will have the same workday as other licensed employees. "Day" is defined as one workday regardless of full-time or part-time status of an employee.

Licensed employees are to be in their assigned school building during the workday. Advance approval to be absent from the school building must be obtained from the principal whenever the licensed employees must leave the school building during the workday.

The building principal is authorized to make changes in the workday in order to facilitate the education program. These changes are reported to the Superintendent.

The workday outlined within our District policy is a minimum workday. Nothing within our District policy prohibits licensed employees from working additional hours outside the workday. Applicable collective bargaining agreements may apply to the implementation of this policy.

DISTRICT PROCEDURES AND GUIDELINES

Animals in the Workplace

Animals are not allowed on campus with the exception of District Therapy Dogs and pre-approved classroom pets. For classroom pets, the teacher should assume the responsibility for the proper care of the classroom pets (hamsters, gerbils, fish, etc.). Please secure prior approval from your administrator before you consider a classroom pet. Each classroom teacher should find out if there are any students allergic to animals. Please be alert for any parent requests that ask that their child not be involved with animals.

Book Clubs (Scholastic Book Club Points)

The use of Scholastic Book Club points for personal gain is strictly prohibited for employees of the College Community School District. Personal use of Scholastic Book Club points is in violation of the Code of Professional Conduct and Ethics and is in violation of Iowa's Gift Law. Benefits that are a result of public property, time, equipment, and status of employment for personal gain rather than for public purposes are unacceptable and strictly prohibited.

Buildings and Grounds

The appearance of our building and grounds depends on the joint effort of staff and students. Teaching respect for property and pride in our school is the responsibility of every staff member. The following paragraphs specify the school-wide expectations for all personnel:

Hallway Expectations Hallways should be free from litter, and all artifacts, posters, and signs should be properly displayed.

Classroom Expectations The appearance of our classrooms sets a tone for our students, staff, and guests. All classrooms should monitor the classroom cleanliness throughout the day. Cleaning procedures should be incorporated into the instructional activities at appropriate times.

Ensure the following procedures are followed for safety:

- Tripping hazards
- Lock doors when appropriate
- Report and spill to a custodian immediately
- Notify custodians of needed repairs or special requests via the [Maintenance Work Request link](#).
- Classroom doors and other entrance doors cannot be propped open
- Do not hang items from the ceiling (Fire Code)

- Secure food items from pest and students

Teacher Responsibilities

- Permanent fixtures (white/blackboards, bulletin boards, electrical outlets, computer hook-ups, air conditioners, etc.), should not be removed by the teacher.
- Keep posted work projects on the bulletin boards, bulletin board strips, etc.
- Be responsible for your own plants and class pets. All plants must be taken home during summer vacation. All pets must be taken home during winter break, spring break, and summer vacation.
- Inform the principal if your classroom or work areas have not been cleaned appropriately.
- Staff members are not authorized to drive on the path between Creek, Ridge, View, and Crest.

Business Office Procedures

Forms and resources related to the Business Office can be found in the *Employee Business Procedures Manual* at:

<https://www.crprrairie.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.

Bus Transportation

At dismissal, students will board buses in the loading area.

- Kindergarten students will be assigned a bus buddy to walk with them to the buses for a necessary length of time.
- Kindergarten teachers should monitor the bus situation until all children feel safe about loading the bus.
- *Each grade level should establish an after-school dismissal plan* to supervise students going to various locations (ECC, office, and bus loading zone).

Bus Requisitions for the use of school buses for field trips must be submitted at least 10 days before the trip, preferably two weeks. The trip requests MUST have an account code included for billing purposes. These requests should accompany the field trip permission form.

Bus Transportation – Student: No child should be permitted to change their bus or wait for a ride with others unless this is approved by the transportation department and the school has received written permission from the parent. A student’s request to call parents for a changed plan is not allowed. Please stress this with your homeroom.

School Bus Safety Rules: Classroom teachers and bus supervisors can help reinforce safe bus riding procedures at the beginning of the school year and as needed. Children should understand that good behaviors are expected anytime, anywhere, and for good reasons.

Bad Weather Pick-Up: In the case of inclement weather, the transportation director will make the decision about picking students up at the buildings.

Child Labor

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

Clerical Days

Days noted as clerical days on the District calendar are considered as work time for teachers and are flexible while ensuring contracted work is completed during this allotted time.

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

Copying/Duplicating/Printing

Using the print shop (located in the business office) is the most economical option and saves money that can be used to purchase other materials for our school. It costs less for them to take care of your printing needs and you can have most items the next day. When in need of printing, please utilize the District's [print shop link](#).

Any number under 50 should be done on the digital copy machine. **You are encouraged to combine several classes' duplication to increase the master/copy ratio. The higher total copies made from each master, the lower the cost.** Each grade level should combine the necessary duplicating requests to reduce costs.

We will continue our goal of reducing our printing costs. When deciding what to copy, please ask yourself these questions:

- Is it instructionally viable?
- Does it align with the characteristics of effective instruction?
- What is MORE instructionally dense? "Task predicts performance"! Low-level, fill-in-the-blank, repetitive tasks will produce students capable of low-level, fill-in-the-blank, repetitive tasks.

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.

At any time, an association representative may be present during these procedures. It is the responsibility of the employee to request for their association representative to join them.

In addition, the Superintendent is authorized to suspend a licensed 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 a certified 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.

Drills

Fire drills, tornado drills and intruder drills will be held frequently, with or without warning at various intervals during the school year in accordance with state law and/or building procedures. We practice these drills in the hope that we never need to experience a real situation, however, please review your emergency crisis materials and be ready to respond appropriately as needed if and when the time comes.

Due Process

If notified by your supervisor of a concern in your job performance and/or employee conduct and a meeting is scheduled, you may have association representation with you at the meeting. It is the employees responsibility to request for an association representative to join them and to notify the administrator/supervisor of the attendance of the association representative.

Due process is to include:

1. that employees is informed of the nature of their alleged misconduct or performance deficiencies (i.e. the charges against them);
2. that employees be given a reasonable opportunity to respond to those allegations before any decisions are made regarding imposition of disciplinary action.

Steps to ensure due process include:

1. a person or entity with the authority to implement disciplinary action conducts an investigation regarding an employee's alleged misconduct or poor performance.
2. An interview with the employee is to be part of this investigation process.
3. The decision maker or person acting on his or her behalf then draws a tentative conclusion regarding the underlying facts that arose as a part of the investigation process.

- a. If that tentative conclusion is that the evidence does not support the allegations, then the disciplinary process is at an end.
4. However, if the evidence from the investigation supports the allegations of misconduct or poor performance, the subject employee, before any disciplinary decisions are made, through the sharing of the findings of the investigation is to be given the opportunity to understand the nature of the evidence against them and an opportunity to give the decision maker their side of the story before a disciplinary action is taken.

Early Dismissal

When we have 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 your guest teacher folder about **where** to find these cards.

If the building or guidance secretary sends you an email regarding an address or phone number change, please make corrections on the emergency card.

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 accomplishment

Equipment, Media, and Technology

Extensive media resources are available in each school's IMC and through GWAEA. Care should be taken to ensure the materials used are of an appropriate instructional level. There is no fine for late returns, however, replacement fees are charged for lost and damaged items.

It is the responsibility of all teachers to know how to properly use technology. It is also your responsibility to supervise students' use of school equipment. With a large number of teachers who must use the equipment, it is important that it is checked out properly and those reservations are honored. Reservations should be made at least **five (5)** days in advance to ensure the materials are available when needed. The Media Specialist will coordinate checkouts and scheduling. Please report any malfunctions to the Media Specialist.

The main purpose of the media program (IMC) is to promote literacy and skills. With printed materials and modern technology, children are given unlimited opportunities to research and explore. The classroom teachers and the Media Specialist should collaborate on a regular basis to ensure that all children acquire appropriate information literacy skills that are specified in the district's curriculum expectations.

Practice caution if you choose to show a commercial movie or internet videos to the students for instruction or class party. Movies rated other than "G" or "PG" should not be shown to the students. All PG movies should have approval from the principal; teachers should communicate that the movie is being shown so that there is awareness. **All movies and videos shown to students should have an instructional connection and should be recorded in the teacher's lesson plans.** Teachers should strictly limit the number of movies and videos used over the course of a year.

Fundraising Activities

All fund-raising activities must be approved by the principal and CFO prior to any outside salesperson meeting with students to discuss said project. Contact with students, by the promoter, to promote a project prior to approval will terminate consideration of the request.

No employee of College Community School District may serve as the agent for any project sponsored by a student group of the College Community Schools.

All items purchased for fund raising projects must be purchased using the normal business procedure of the school district, i.e., requisitions to the business office. No employee is to submit or sign an order. [Forms for approval of fund-raising projects](#) may be obtained on the District website. The form must be completed at least 30 days prior to the event to allow for board approval.

All fund-raising activities must be approved by the principal and CFO prior to any outside salesperson meeting with students to discuss said project. Contact with students, by the promoter, to promote a project prior to approval will terminate consideration of the request.

No employee of College Community School District may serve as the agent for any project sponsored by a student group of the College Community Schools.

All items purchased for fund raising projects must be purchased using the normal business procedure of the school district, i.e., requisitions to the business office. No employee is to submit or sign an order. The *Fundraiser Request Form* for approval of fund-raising projects can be found at: <https://www.craprairie.org/fundraiser-request-form/>

Grant Writing

Definition: Grant Writing is a [formal application process](#) to request monetary support from an organization other than the district or the Prairie Foundation. The requests should be used to support the educational mission of the district.

A grant proposal should:

- **Align with CSIP and the Building Action Plan**
- **Align with current best practice research**
- **Address an identified, compelling need**
- **Enhance or enrich, rather than district from, existing school resources**
- **Strongly support student learning**
- Strengthens rather than weakens equal opportunities for all students.
- Include provisions for key staff learning/training
- Be sustainable without additional district resources unless the program becomes an integral part of the school curriculum
- Include a clear, reasonable plan to account for funds
- Meet Federal or State requirements associated with the grant

Procedures for grant/program approval:

1. Before submitting a grant, the teacher grant writer will:
 - Consult the building principal for initial approval

- Review district policies related to material selection and compliance with grant expenditures
 - Fill out the [online cover sheet for grant/program requests](#) which goes to Chief Financial Officer Angela Morrison.
 - Grant/Program applications should not be sent to outside organizations before District approval.
2. When an application is complete and has preliminary approval, a final copy shall be sent to Chief Financial Officer Angela Morrison.
 3. Establish a budget monitoring/record keeping structure by using this sheet as soon as the grant has been approved by the granting institution. The *Grant Report and Budget Sheet* can be found at:
<https://www.crprairie.org/app/uploads/2020/10/Grant-Report-and-Budget-Sheet.xls>

Grant/Program Recipient Responsibilities:

Grant/Program Recipient Responsibilities:

- Notify the Business Office that a grant/program has been funded prior to receiving the money. (All grants/program funds will be deposited into Miscellaneous Grant Revenue or the Principal's Activity Account for your building unless required to be accounted for separately.)
- Monitor expenditures from the grant to ensure that all money is spent in accordance with grant requirements. All money must be spent in the same fiscal year in which the grant was received. *The final balance in the account must be zero or less for the grant to be complete.*
- Complete a Grant Report and Budget Sheet by **April 30th**. Email a completed form to Chief Financial Officer Angela Morrison (amorrison@crprairie.org).

Grant Writing information and forms can be found at:

<https://www.crprairie.org/grant-application-cover-sheet/>

Lesson Plans

Lesson plans should be developed prior to lessons. There is no need to hand in lesson plans to the office except when directed by the principal. Teachers on the evaluation cycle will bring completed lesson plans to pre and/or post-observation conferences. The format of the lesson plan is a teacher's decision. However, five major elements should be included in all lesson plans.

- **LT: Learning Targets** – What would you like your students to learn? What do you expect 80-100% of your students to know or be able to do by the end of the lesson?

- **IA: Instructional Strategies and Activities** – How do you plan to accomplish that outcome?
- **SA: Student Application** – What is the student’s task?
- **A: Assessment** – How do you know your children learned what you intended to teach? What evidence will I have?
- **Plan for Differentiation** – How will you modify your instructional plan so that 80-100% of your students will reach the learning objective?

Changes in the typical schedule should also be recorded. Any additional information such as teaching materials, student text, or student assignments that would be helpful to you or any substitute teacher should be recorded. **Lesson plans that contain only page numbers and student assignments are unacceptable.**

The principal may review the lesson plans to relate the observation with the learning activities.

Online Purchasing

To make online purchases, refer to the [Business Procedures Manual](#) and [Board Policies](#) in the 700 series: Non-Instructional and Business Services.

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.

Professional Development and Learning

High quality teaching is imperative for student success and professional development plays a key role in this success. Employees are expected to attend all professional development opportunities and staff meetings provided by the school district unless they are on leave or have been excused by their building principal.

On designated professional learning days, the schedule will be as follows: 7:45am-11:15am, 11:15am - 12:15pm lunch, 12:15 pm-3:45 pm.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to Tracy Schipper, Executive Director of Elementary Programs, or Roderick Wade, Executive Director of Secondary Programs. Approval of Tracy Schipper, Director of Elementary Programs or Roderick Wade, Executive Director of Secondary Programs must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

The Board of Directors shall maintain and support a comprehensive career development program for the professional development of its employees and shall budget for the program in accordance with state requirements. It is the policy of the school district to support the connection between educator professional development and improved student achievement. Under the direction of the Superintendent or his/her designee, the District and each school building shall annually establish school improvement priorities with an aligned action plan for professional development. Each school will develop and implement a professional development system with the following characteristics:

1. Its primary focus is improved student learning and achievement.
2. It is based upon current, documented research findings.
3. It focuses upon content and curricular needs as well as teaching methodology.
4. It utilizes approved content providers.
5. It is developed and directed by professional educators.
6. It is aligned with employee and administrative performance standards.

Each principal, working in collaboration with the Superintendent or his/her designee, will report annually to the Board of Directors the effectiveness of their building's professional development system and its relationship to its student achievement goals identified in its school improvement plan.

The District shall also ensure that employees and administrators have individual professional development plans. All professional development plans shall meet the requirements of applicable law.

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.

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 2024” 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 Fees

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

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.intouchrecepting.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. If you receive a media request from a news media outlet, please refer them to Community Relations Director, Steve Doser at sdoser@crprairie.org. Please notify Steve of any media inquiry you receive as well.

Soliciting from Non-District/Outside Sources

There are many worthy causes in our community that need financial support. Overseeing monetary donations, requesting money from students on multiple occasions, and determining who should or should not receive our support puts our school in a very difficult position. Therefore, our efforts will focus on school-sponsored fundraising initiatives. The district office will support outside non-profit organizations by distributing approved information via the electronic backpack. All non-profit requests and flyers need to be directed to the district office for approval.

When planning an event, keep in mind that students or staff should never be coerced or compelled to participate in fundraising activities. We do not support fundraisers that award privileges such as wearing specific clothing for a donation because they single out students and/or staff who are not able to participate.

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.

CONDUCT IN THE WORKPLACE

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 student contact hours for the building in which they work.

Employees' children not attending their parent/guardian's assigned school site, if on site with the employee, children 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 during non-student contact hours for the building in which they work 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.

Board Policy 902.04 outlines the use of electronic devices for [Live Broadcasting / Recording / Photographs / Use of Electronic Devices](#).

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.

To ensure confidentiality of parents' personal information, place parent email addresses in the "BCC" (Blind Carbon Copy) section of the email if there are multiple recipients. Do not share parents' personal contact information (email, phone number, address) without written permission.

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, gender, sexual orientation 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 or the 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.

EMPLOYEE STANDARDS OF CONDUCT

Academic Freedom

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

Academic freedom may be defined as the opportunity of qualified scholars in their own field of expertise to pursue the search for truth in its many forms and to make public their methods and findings. It is the opportunity of qualified teachers to encourage freedom of discussion of controversial questions in the classroom, and to develop in students a love of knowledge and a desire to search for truth. The teachers should keep in mind that academic freedom is not a guaranteed political right, but rather a condition for the successful practice of the academic profession in a free society.

The Board emphasizes that the application of the principle of academic freedom at the elementary-secondary school level involves considerations that are not equally present in a college or university setting. Teachers should take into account the relative immaturity of their students and their need for guidance and help in studying the issues and arriving at balanced views. Teachers should also recognize that academic freedom presupposes the teacher to be an expert in each area being considered, and that the general, introductory nature of elementary and secondary training does not necessarily qualify a teacher as an expert in all areas.

While the Board intends to encourage teachers to pursue academic freedom in their classrooms, it also expects that controversial issues will be presented in a fair and unbiased manner with respect for conflicting views, and that the maturity and intellectual grasp of students will be taken into account at all times.

Ethics and Conduct

All employees should familiarize themselves with school board policies 404.1, 404.2, 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 individuals 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 404.1 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 404.02 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.

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 BOEEs 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. This is addressed in [Board Policy 402.02: Gifts to Employees](#).

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.

Collaborative Working 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. 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 within the District. Staff members must always use their real name and never create an alias or be anonymous.
- The “crprairie.org” web 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 districts 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.

More information in regard to volunteering can be found at:

<https://www.crprairie.org/community/volunteer/>

STUDENT AND CLASSROOM ISSUES

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, and 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 initial employment, all school district employees are to complete 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: www.dhs.iowa.gov/sites/default/files/Comm164.pdf.

The AEA Online Learning provides the online training for free at:

[Child Abuse training at http://training.aealearningonline.org/](http://training.aealearningonline.org/)

Corporal Punishment, Restraint and Detaining Students

State law, otherwise known as Chapter 103B, 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/seclusion-and-restraint>.

Communication, District Newsletter

The CCSD Newsletter is the official school newsletter. The Newsletter is sent in electronic form to all registered district residents and is located on our district website. Any “Newsworthy” articles should be submitted to District Community Relations, Steve Doser, or building secretary by the deadline in order to be included in the newsletters.

Communication, Divorced Parents

In the case of children of divorced parents, all communications and information, direct or indirect, must be supplied to the parent having legal custody. The divorce laws stipulate, “The custodial parent alone has responsibility for the custody, care, control and education of said children”. If both parents have custody, duplicate information should be sent to both custodial parents.

Be cautious when communicating with families and avoid language that might convey a personal judgment or impression. Work with the school counselor and/or building principal to review legal documentation and/or written consent related to agreements between divorced parents.

Food in the Classroom (gum, candy, pop)

Student use of gum, candy or pop is at the discretion of the teacher or supervisor of that classroom. Teachers are discouraged from having food or drink in regular carpeted classrooms and are encouraged to offer healthy snacks instead. Please let the custodial staff know immediately if there are any spills or if you find gum on the floor or desks. If there is a spill on the carpeted area DO NOT clean it yourself without also telling a custodian. If not treated correctly it will leave a permanent stain.

Field Trips

An educational field trip is a trip off the school site taken by a group of students in connection with the work of an organized class or activity. Educational field trips serve the instructional program by using resources that cannot be brought into the classroom. Carefully planned trips that operate in conjunction with and help to enhance the regular instructional program are encouraged. However, prolonged trips that are mainly recreational will not be sponsored. In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district.

If a field trip is required for a course, students are expected to attend the field trip, unless an appropriate reason prohibits attendance. The field trip must be approved by the building principal in advance. The Board of Directors must approve all overnight or out of state trips.

Approval is to be requested via the Field Trip request form that is located in *Frontline Central* forms bank for staff access.

Parents must be notified of any field trip and have the right to excuse their children from the trip by a written note or a phone call.

All educational field trips sponsored by the school must meet approved guidelines and administrative regulations as to purpose, educational value, planning details, student health and safety, parent permission and supervision. (Refer to District Policy 603.2)

If parents have signed the Field Trip form, no specific parent permission is necessary, but parents must be informed of the trip and given the chance to refuse participation.

A parent/guardian permission and health form must be completed for trips outside the Cedar Rapids/Iowa City area. Health/permission forms with specific health issues and emergency information are online in the student section of the crprairie.org home page. Trips such as the Washington, D.C., and Outdoor Education Camp at I-O-DI-SE-CA, have their own procedures in place.

If a fee is needed for a trip, free and reduced policies apply.

Transportation requests must be submitted to the Transportation Department at least one week in advance of the field trip. (Get the request forms from the building secretary)

Note: Sponsors have the responsibility to provide a list of students to the school office and appropriate staff. If students will be gone for an extended time and medications are to be administered off school grounds, please notify the nurse's office at least a week in advance.

Homeless Children and Youth

Responsibility. The District shall make reasonable efforts to identify homeless children and youth within the District, encourage their enrollment in school, eliminate existing barriers in District policies and procedures which may serve as barriers to their enrollment, and ensure that homeless children and youth have equal access to the same free public education, including public preschool education, as it is provided to other children and youth.

Definitions. *"Homeless children and youth"* means individuals from age three through age 21 who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations.
- living in emergency or transitional shelters.
- abandoned in hospitals.
- awaiting foster care placement.
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- migratory children who qualify as homeless because they are living in circumstances described in this definition.

Incarcerated children and youth and children and youth in foster care are **not** considered homeless.

If you have questions about whether a child or youth's current living arrangement should be considered homeless, please contact the district's Homeless Liaison at (319) 848-5200.

Homework and Grading

Homework:

Homework should be an integral and relevant part of a student's instructional program. It should be used consistently throughout the grades and classes.

Homework is defined as the out-of-class assignments which may be considered as an extension and enrichment of the regular classroom instructional program, as reinforcement of newly acquired skills, as application and practice of recent learning, or as preparation for further learning. Homework is viewed as an opportunity to equip students with a clear understanding of the District's mission, expectations, and emphasis upon quality work and learning.

The goals of carefully assigned homework should be:

1. To systematically establish and strengthen quality student work habits and the importance of on time, complete assignments.
2. To stimulate voluntary effort, initiative, independence, responsibility, self-direction, and pride and joy in producing quality work.
3. To encourage a carryover of worthwhile school activities into permanent leisure interests.
4. To supplement and support the school experience through related home activities.
5. To reinforce school learning by providing the necessary practice, integration, and application.
6. To acquaint parents with what their children are learning in school, and to invite their help when desirable.
7. To acquaint students with information and materials which will be used in subsequent lessons.

Each building principal will develop guidelines for the assignment of homework aligned with student achievement priorities.

Grading:

The scheme or technique for evaluating and reporting student progress is determined by the nature of district and school objectives, the grade level of the students, the purpose of

evaluation, and the persons who receive and interpret the information. The task of developing grading and reporting procedures at the school level is tied directly to the total educational process. As that process changes, evaluation and reporting procedures must also change.

Therefore, it is the wish of the Board of Directors that the precise methods and techniques for evaluating and reporting student progress be determined at the individual building level, within the framework of the Board of Director's educational philosophy and this policy.

Reporting should help the learner evaluate himself/herself, help the parents/guardians understand their child's strengths and needs, and help the teacher improve instruction and curriculum development on the basis of the student's performance.

A formal reporting of student progress via a report card will be provided to parents aligning with the building's individual calendar format (i.e. quarter, trimester, etc.). These reports should be provided at the end of approximately equal grading periods during the school year.

An informal reporting process focused on a parent-teacher conference will be scheduled twice each school year for the elementary and intermediate grades. Efforts to continue parent-teacher conferences in the secondary schools should be made by the staff of the secondary schools. However, alternate procedures for maintaining home-school communications should be developed if parent-teacher conferences in the secondary schools have proven to be an ineffective means of communicating with the vast majority of the parents of secondary students.

Records of student achievement should be kept accurately by all teachers, and period marks should be supported by sufficient data on the students' day-to-day school performance.

Elementary Education (Preschool)

1. Preschool will have a minimum of three parent-teacher conferences and/or home visits per year. Written, anecdotal progress reports will be provided to parents every twelve weeks that address students' social-emotional, physical, cognitive, and language development.
2. Parent conferences will be scheduled whenever requested by a parent, a teacher, a counselor, or an administrator. It is the Board of Directors' wish that teachers and administrators do everything possible to keep in close contact with parents throughout a student's elementary school years.

Elementary Education (K-4)

1. Kindergarten through grade 4 will have two parent-teacher conferences a year. Written, anecdotal progress reports will be provided to parents every twelve weeks, or three times per year. If a child is working below expectations, an intermediate (mid-term) report will also inform the parents. A, B, C, D, F grades are not given in grades K through 4.

2. Grades will not be used to discipline students. Determination of progress related to work habits and social skills will be considered separately from academic areas.
3. Parent conferences will be scheduled whenever requested by a parent, a teacher, a counselor, or an administrator. It is the Board of Directors' wish that teachers and administrators do everything possible to keep in close contact with parents throughout a student's elementary school years.

Intermediate Education (5-6)

1. Fifth and sixth grade will have two student led conferences a year. Written progress reports will be provided to parents each trimester. If a child is not making progress toward the standards, a mid-term communication will inform the parents. Standards based grades and not A, B, C, D, F grades are used at Prairie Creek.
2. Grades will not be used to discipline students.
3. Parent conferences will be scheduled whenever requested by a parent, a teacher, a counselor, or an administrator. It is the Board of Directors' wish that teachers and administrators do everything possible to keep in close contact with parents throughout a student's intermediate school year.

Middle School Education and 9th Grade Academy (7-9)

1. Grading procedures and policy should be thoroughly explained and widely distributed in writing to students during their first week in school. This will prevent misinterpretation at a later date.
2. Honor roll will be determined by grade point averages of all courses in which a student is enrolled. In computing the total grade point average of Point students, grades in all required and elective subjects will be given equal weight and consideration.
3. Grades will not be used for student discipline.
4. 7th-9th grade will have two conferences a year. Written progress reports progress reports will be provided to parents each trimester. If a child is not making progress towards the standards, a mid-term communication will inform the parents. Standards based grades will be reported in grades 7-9; A, B, C, D, F, or it will also be used in grades 8 and 9.

A - outstanding level of achievement

B - high level of achievement

C - satisfactory level of achievement

D - minimal level of achievement

F - achievement not acceptable - failing becomes an F if not made up within the time specified by the teacher

W - withdrew from the course with parent and school approval

I - incomplete.

In calculating grade point averages:

A's =4.0

B's =3.0

C's =2.0

D's =1.0

F's= 0.0

5. Other exceptions to the standard grading system may be made only with the approval of the Superintendent or his designee.
6. Plus (+) or minus (-) signs will not be used with letter grades on permanent records. However, plus or minus signs may be used by the teacher on the report cards at the teacher's discretion.
7. Grade report cards are sent home with all students at Prairie Point at regular intervals. The grade reports at the end of the first and second marking periods will be considered "in-progress" marks; semester grades will carry more weight than "in-progress" marks. Semester grades will not necessarily be an average of the two marking periods. Semester grades become part of the permanent record (transcript).
8. If students are doing unsatisfactory work, interim notices will be sent to parents in advance of the regular reports. A student will not be denied credit without proper notification to the student and the parent. This presumes that the student maintains a consistent level of performance through the end of the semester.
9. Conferences may be requested at any time by parents, teachers, counselors, or administrators. It is the Board of Directors' wish that teachers and administrators do everything possible to keep in close contact with parents throughout a student's years at Prairie Point.

Secondary Education (10-12)

1. Grading procedures and policy should be thoroughly explained and widely distributed in writing to students during their first week in school. This will prevent misinterpretation at a later date.
2. Honor roll will be determined by grade point averages of all courses in which a student is enrolled. In computing the total grade point average of secondary school students, grades in all required and elective subjects will be given equal weight and consideration.
3. Grades will not be used for student discipline.
4. The high school in the College Community School District generally uses the letter grades A, B, C, D, and F, W, and I with the following interpretation:

- A - outstanding level of achievement
- B - high level of achievement
- C - satisfactory level of achievement
- D - minimal level of achievement
- F - achievement not acceptable - failing becomes an F if not made up within the time specified by the teacher
- W - withdrew from the course with parent and school approval
- I - incomplete

5. In calculating grade point averages:

A's =4.0

B's =3.0

C's =2.0

D's =1.0

F's=0.0

6. Advanced Placement (AP) courses taught at Prairie High School; grades are weighted so that:

A's =5.0

B's = 4.0

C's = 3.0

D's = 2.0

F's = 1.0

Additionally, the administration has the ability to weigh other college or community college courses if they meet the same criteria as those of AP courses—taught on site, uniform curriculum, and uniform assessment.

7. Other exceptions to the standard grading system may be made only with the approval of the Superintendent or his designee.
8. Plus or minus signs will not be used with letter grades on permanent records. However, plus or minus signs may be used by the teacher on the report cards at the teacher's discretion.
9. Grade report cards are sent home with all students at the secondary level at regular intervals. The grade reports at the end of the first and second marking periods will be considered "in-progress" marks; semester grades will carry more weight than "in-progress" marks. Semester grades will not necessarily be an average of the two marking periods. Semester grades become part of the permanent record (transcript).
10. If students are doing unsatisfactory work, interim notices will be sent to parents in advance of the regular reports. A student will not be denied credit without proper notification to the student and the parent. This presumes that the student maintains a consistent level of performance through the end of the semester.

11. Conferences may be requested at any time by parents, teachers, counselors, or administrators. It is the Board of Directors' wish that teachers and administrators do everything possible to keep in close contact with parents throughout a student's high school years

Note: A school has no authority to retain a student's report card to coerce payment of school fees when the student has completed scholastic requirements. Attorney General's Opinion, 3/12/65.

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.crpriarie.org/departments/special-education/section-504/>

Parent/Teacher Conferences

Teachers will be compensated two (2) days for parent/teacher conferences. Each site will determine the structure and schedule for parent/teacher conferences.

Parent Teacher Connect Users Guide links will be located on each building's website as conference dates approach for parents/guardians to register.

Parties for Students

Treats are permitted at school during birthdays and special events, such as Fall parties, Winter celebration, Valentine's Day, and other special days. Parents are asked not to send treats to school unless it is a birthday or special event. Individual classroom parties will be determined by each homeroom teacher.

The College Community School District will follow the federal guidelines:

The district will restrict snacks or party treats to prepackaged/commercially prepared food.

- Encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutritional standards for individual food and beverages.
- Provide parents with a list of foods that meet the district snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities.

The classroom must be cleaned up before dismissal on the day of the party following the school-wide cleaning criteria. Again, teach team concepts and processes to make parties a student responsible event (i.e. various committees to prepare for communication, set up, clean up).

Non-school related party invitations cannot be distributed at school. This is stated in the parent handbook. We are not able to fulfill parent requests for other family's contact information.

Inform parents that we are not able to share confidential contact information of students and their families for a variety of reasons.

Because we want to encourage students' social interaction and cooperate with families, you may offer to forward an email from the parent that includes their contact information. Forwarding an email birthday invitation from one parent to all of the parents in your class is another option. Remember to use the "BCC" (Blind Carbon Copy) function so that you do not inadvertently share other parents' email addresses.

Passes for Students

Students must follow the procedure for signing out of a classroom using the appropriate room pass. Having a student sign-out provides a history of who is in the hallway and common areas if a problem/issue occurs.

Under no circumstances should teachers give permission for students to miss a class without having first secured the consent of the other teacher involved and the principal.

When it is necessary for students to miss classes because of field trips and other activities, all teachers must be informed at least one day in advance by email.

Students are not to be granted permission to hold meetings or practice sessions at any time during the school day unless a teacher supervises them.

Restroom Expectations

Generally, students should go to restrooms **with a pass, one at a time**. Be cautious of students who may take frequent restroom breaks. If necessary, the classroom teacher should teach children a monitoring procedure to keep children accountable.

Student Accident or Illness

All accidents occurring on the school grounds or in the classroom should be reported to the nurse immediately. If the nurse is not in, the accident should be reported to the Principal's office. In either case, the prescribed accident form should be completed within 24 hours and turned in as soon as details are known. This form is available at the nurse's office. In the event that a child wishes to go home because of illness and the nurse is not in the building, decisions should be made by the principal. Each principal is asked to designate to the nurse one person in his building who should handle first aid cases in an emergency. It is not the school's responsibility to take children home except in emergencies.

All those involved in handling cases of emergency should exercise good judgment and avoid creating undue harm; but yet, be sure that speed and communications prevail. The parents will be notified by the secretary and instructions will be requested on what the parent would like to do. If the parent cannot be reached, the school may call the emergency number listed on the health record or call an ambulance.

Student Attendance

Attendance will be taken at the beginning each period and entered into "Campus" by the teacher. Staff should notify the office of any attendance concerns.

Teacher responsibilities regarding attendance

- Please keep in close touch with the parents of students who are absent or who are frequently tardy.
- Develop instructional plans to ensure punctuality. A tardy must be marked accurately based on the school criteria (when the tardy bell rings at 9:00 a.m., students must be present in the room).
- If a student is absent for two consecutive days, contact the parents of the student to communicate the student's schoolwork assignments. In addition, be sure to ask the parent if the student is well enough to work on assignments.

Excessive Absences Alert the office as early as possible if you suspect a poor attendance or tardy pattern. When excessive absences cause a student to work below his/her capability, the school will notify the parents and that the absences are having a negative impact on the student's academic and social growth. It is most effective when the classroom teacher is the first person to express concerns about attendance to the parent(s). Let the parent(s) know that monitoring attendance is one of our jobs and inquire about how the school can support the parent to ensure strong attendance for his/her child. The building principal or designee will work with the District Truancy Officer to address excessive absence cases. Teachers should be prepared to share the documentation of communication efforts with families regarding poor attendance and tardiness.

Doctor's appointment/excuses for students We encourage dental/doctor appointments to be made outside of school hours, on Saturdays, and during vacation periods. Students will be excused for necessary dental appointments during school hours, upon the written or telephone request of the parents. The office will update the attendance record of students leaving early and arriving after morning attendance.

Dismissal of individual students:

The principal or his/her designee will excuse any student on a written request by the parent to leave school premises before the regularly scheduled time. **All students must be picked up from the office (not the classroom) if they are dismissed during the day. The parent is required to sign the child out in the office prior to leaving the building.**

K-6 Specific:

Students are dismissed to classrooms according to the time and procedure outlined in the building guidebook. Students not in class at the specified school start time should be marked absent. Any students arriving after the specified start time must check at the school office to receive a hall pass to provide to the teacher upon entering class. The Guidance Secretary will update the student's attendance record to reflect the late arrival. The attendance record must be accurate for state reporting. Attendance must be entered into your computer by the time specified in your building guidebooks. The Guidance Secretary will distribute attendance information to the teacher when there is a concern. **Parent notes to excuse students during the school day should be sent to the office.**

Students Personal Property

Because toys and other items may distract from instruction and learning, please allow students to bring toys and other personal items with them only on days designed by you. Students should avoid bringing valuable items to school. Valuable objects require extra attention from school personnel, and we cannot guarantee their safe return. Items may be confiscated and can be reclaimed by a parent or guardian.

Knives, weapons, caps/cap guns, or any object that could be dangerous will be confiscated. The parent or guardian will be contacted by the principal or designee to discuss their return. Please communicate this rule with parents early in the year and throughout the year as needed.

No sports equipment should be brought from home without prior principal permission. Those items that pose potential unsafe conditions will not be approved.

Searches of Students and Property

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation, or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facilities. The furnishing of a locker, desk or other

facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause a material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy 505.6 regulating search and seizure.

Reasonableness of scope of a search may be determined based on:

- a) the age of the student.
- b) the gender of the student.
- c) the safety of the students and/or others.
- d) the nature of the violation; and
- e) the objectives to be accomplished by the search.

Standardized Testing and Assessment

Assessment is an important part of the education process and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Board of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in discipline, up to and including termination.

Student Funds and Fundraising

Students and school-sponsored organizations may raise funds to support the activities of said groups or to support the general educational goals of the district. Fundraisers by individual teachers, individual classrooms, or individuals shall be prohibited—all fundraising must be part of a larger organized fund-raising effort.

No individual, teacher, classroom, or student may use an on-line or social-media outlet for fundraising purposes. Such as “GoFundMe” and “donors choose” would be examples of prohibited sites.

Fund-raising sponsored/conducted by recognized school organizations and all efforts organized or conducted at school shall be allowed to create fundraising sites or use commercial fundraising sites for solicitation of donations from the public if they adhere strictly to district protocols and are approved by the appropriate building administrator and the Superintendent or the School Board in advance of posting the solicitation.

All fundraising activities must have prior approval of the building principal (or designee). Activities receiving building principal approval must be submitted for the superintendent’s (or designee) approval by submitting a “Request for Approval of Fund-Raising Project” form thirty-days prior to the fundraising event/activity. Proposed dates of sale of ongoing items like “spirit wear” must be submitted for approval. Once approved, sales dates may be adjusted with the building principal’s written approval.

Participation by students in charity activities of a general nature (such as a natural disaster recovery) is considered a desirable part of their total education and shall be supported as long as it does not become overly burdensome. Drives to collect food, clothing, or cash are all covered by this policy. Activities that require door-to-door sales are forbidden below middle school age.

Fundraising for individual charity benefits shall be limited to the individual building/buildings directly impacted by the event causing the benefit to be initiated. Even then, individual charity benefits should be infrequent and limited in scope so as to avoid undue burden on student or staff time. In the case of charity fund-raising the process outlined in the above paragraph is still required.

No fundraising activity shall violate the Healthy Kids Act by selling food products during the school day or that compete with the school nutrition program.

Student Cumulative Folders

Cumulative folders are kept in locked files in the office area. The guidance secretary is in charge of the files and will check them out to teachers. Cumulative folders are to remain in the school office at all times. Review files in a confidential area in the office when receiving a new student. Please be aware that these are confidential folders and should not be viewed by anyone other than authorized school personnel and parents/guardians.

Student Records

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

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

College Community School Board Policy in regard to student records:

- [Board Policy Code 506.01: Student Records](#)
- [Board Policy Code 506.01-R\(1\): Student Record Access - Student Record Files](#)

Telephone, Student Use

Student use of the school phone should be limited to emergencies during the school day (forgotten homework or going to a friend's home after school is not considered an emergency). Teachers should write a pass indicating your approval of phone use before sending a student to the office. Children will not be called out of class to talk on the phone except for emergency situations. Messages will be taken to the students if requested by the parent.

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

Tutoring

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

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

HEALTH AND WELL-BEING

Administering Medication

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

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

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

- **“Trait or characteristic of the student”** includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.
- **“Volunteer”** means an individual who has regular, significant contact with students.

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 Board Policy 104.0 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.

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.

Workplace bullying / harassment refers to unreasonable conduct by an individual (or a group) directed towards an employee (or 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.

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 https://www.iowaworkforcedevelopment.gov/sites/search.iowaworkforcedevelopment.gov/files/content-files/70-8025_SafetyandHealthPoster_2022-01.pdf

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.

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
Cedar Rapids, Iowa 52404
(319)-558-0342

M-Th 7:30 AM-4:30 PM
F- 7:30 AM-11:30 PM

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

Smoke and Nicotine 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 the form found with [Board Policy Exhibit 402.6-E\(1\)](#). 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 Board Policy [402.6](#), may be subject to disciplinary action up to and including termination.

LEAVES AND ABSENCES

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.

All certified teachers work an 8-hour day with start and end times determined by the building. Paraprofessional hours will vary depending on the supervision needs of the building. In the event that teachers are unable to report to work due to illness or some other emergency, enter your absence in the [Frontline Absence System](#).

All certified 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.

All teachers are expected to have adequate plans available at school that will enable the guest teacher to supervise and instruct your students in your absence. When you return, a guest teacher information sheet should be completed and returned to the office.

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.

Employee Non-work, Non-paid, Non-school Calendar Holidays

The employee holidays for the **2023-2024** school year are as follows:

Labor Day	September 4th
Thanksgiving Day	November 22nd - 24th
Winter Break	December 22nd - January 2nd
New Year's Day	January 1st
Martin Luther King Day	January 15th
Good Friday	March 29th
Memorial Day	May 27th

Leaves of Absence

Specific language in regard to employee leave is found within the Negotiated Agreement between the Board of Directors of College Community School District and the College Community Education Association:

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

An employee may be granted a leave of absence without pay for reasons acceptable to the Board for a period of not less than **one (1) semester** or more than **one (1) year** and which may not be renewed more than **one (1) time**. An employee on a full year of extended leave must notify the superintendent by certified mail, return receipt requested, of his/her plan to return the following year, by the first day of February in the year of the extended leave or his/her position will be declared vacant. An employee on a semester of extended leave must notify the superintendent by certified mail, return receipt requested, of his/her plan to return the following semester no later than **forty-five (45) calendar days** prior to the end of the semester the employee is on leave, or his/her position will be declared vacant.

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:

<https://www.dol.gov/agencies/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.

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.
- 5) 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



SAFETY AND SECURITY

Asbestos Notification

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

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

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.

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.

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.

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 9:00 am 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.

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.

It is the teacher's further responsibility to:

1. Properly instruct the students in procedures to follow in the use and handling of potentially dangerous materials in the classroom.
2. Properly instruct the students in procedures to follow should an emergency arise including the use of safety devices, evacuation of the building or evacuation to shelter areas.
3. Post adequate instructions within their assigned area for evacuation of the building and labeling of hazardous or dangerous materials used in the classroom.

4. Take precautions for safe storage of all potentially dangerous materials used in the classroom.

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 TracieMarkland, 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. They are to report to the main office upon arrival.

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. All work-related accidents occurring on the school grounds or in the classroom are to be reported to the building administrator immediately. If the building administrator is not in, the accident should be reported to the building secretary or nurse. In the event you are injured on the job, follow the following outlined steps:

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.

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.

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
Cedar Rapids, Iowa 52404
(319)-558-0342

M-Th 7:30 AM-4:30 PM
F- 7:30 AM-11:30 PM

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

Open until 8:00 PM

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

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

Resignations – Certified Employees

A Certified employee who has not accepted a contract tendered for the ensuing school year by the Board of Directors may resign effective at the end of the current school year by filing a written resignation with the Board Secretary. **The resignation must be filed no later than the last day of the current school year, or the date specified by the Board of Directors for returning the contract, whichever occurs first.** However, an employee is not required to return a contract to the Board of Directors or to resign less than 21 days after the contract has been offered.

Certified employee resignations received after **June 30th** will not be accepted by the Board of Education until a suitable replacement is found. Suitability is at the sole discretion of district and school administrators. If no replacement is found, employees will not be released from their contract. If a suitable replacement is found:

- Resignations received after **June 30th**, the resigning certified employee will be required to reimburse the District \$1500.00 for costs incurred in hiring a replacement employee.
- Resignations received after **August 15th**, the resigning certified employee will be required to reimburse the District \$2500.00 for the cost incurred in hiring a replacement employee.

These expenses shall be payable to the District by the resigning teacher as a condition for Board acceptance of the resignation. The district shall not deduct these expenses from the employee's salary unless the employee provides written permission. Failure to provide reimbursement may result in legal action.

The resignation will be voted on by the Board of Directors in open session.

An administrator may file a written resignation with the Board Secretary on or before **May 1** of each year or the date specified for return of the contract, whichever date occurs first.

Additional rules apply to former employees of College Community Schools who have terminated employment or retired and are being considered for rehire as active employees.

Generally, retirees and former employees may be eligible for rehire after a minimum of 26 weeks has passed since their last day of employment or hours of service. Retirees and former employees must have terminated under circumstances that make them eligible for rehire. Specific rules apply to those who have retired under the District's Early Separation Program.

Exceptions to this policy may be made based on College Community's staffing needs subject to Administration approval.

Terminations – Certified Employees

Contracts for Certified employees are issued for one-year periods and are continued automatically for equivalent periods unless modified or terminated by mutual agreement between the Board of Directors and the staff member or terminated as provided by law.

Modification of a contract may be tendered on, or any time after, March 15 of each year. The individual contract cannot be inconsistent with a negotiated master agreement. Certified employees will have at least 21 days from the date the modification is issued to sign and return the contract; if it is not signed and returned, the previous contract will remain in effect unless modified by the master contract.

Termination of a Certified Employee contract may occur in several ways, including but not limited to:

1. The employee may retire.
2. The Board of Directors and the employee may mutually agree to terminate the contract during or at the close of the current contract year. There will be a written resignation to confirm the agreement. (An employee may also be laid off as a result of reduction in force; the terms set forth in the law and the master contract shall be followed.)
3. An employee who has not accepted a contract for the ensuing school year may
4. File a letter of resignation with the Board Secretary prior to the end of the present contract year or the date specified by the employing board for return of the contract, whichever date occurs first. The resignation will be voted on by the Board of Directors in open session by roll call vote.
5. The Board of Directors may elect to terminate the contract at the close of the school year pursuant to the procedures of state law.
6. An employee may be discharged at any time for just cause pursuant to the procedures of state law.

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, and changes in the size or nature of the student population, financial situation considerations and other reasons deemed relevant by the board.

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

All bargaining unit personnel shall be entitled to all terms and conditions of this Article, except certain replacement employees as outlined in Section F.

When the Board finds it necessary to reduce staff, the following procedure shall be used to determine those employees to be placed on staff reduction leave without any pay or benefits, effective at the end of their current contract.

A. Reduction Within Units or Programs

Staff reduction shall be determined on a unit or program basis. If the least senior employee is necessary due to certification to maintain an existing academic program in these areas, then the next least senior employee shall be considered for staff reduction. Units and/or programs are defined as follows:

1. PK through grade four, classroom teachers
2. Grades five & six, classroom teachers
3. Grades 7-9, curriculum areas:
 - a. Business Education
 - b. Family and Consumer Sciences
 - c. Industrial Technology
 - d. Language Arts/English/Reading
 - e. Mathematics
 - f. Science
 - g. Social studies
4. Grades 10-12, curriculum areas:
 - a. Business Education
 - b. Drivers Education
 - c. Family and Consumer Sciences
 - d. Industrial Technology
 - e. Language Arts/English/Reading
 - f. Mathematics
 - g. Science
 - h. Social studies

5. The following areas shall be considered on a K-12 basis:

- a. Art
- b. Instrumental Music
- c. Media Specialists/Librarians
- d. Nurses
- e. Physical Education
- f. Vocal Music
- g. Counselors
- h. Special Education
- i. Special Reading Teachers
- j. Gifted and Talented
- k. Drop-Out Prevention
- l. Computer/Technology
- m. Curriculum Specialist
- n. Health
- o. ELL
- p. World Language
- q. Instructional Coach/Building Facilitator

B. Criteria

In all units and/or programs as defined in A.1, A.2, A.3, A.4, and A.5, staff reduction shall be based on seniority. This means total professional service in the district shall establish the basis for years of seniority.

Total professional service shall mean complete or partial years of employment in the district. The date and time a signed contract is received in the business office shall determine the official beginning date for seniority.

The term of a sabbatical shall be considered the same as professional service to the district.

This article does not limit an employee to the number of years he/she has been serving in the particular unit or program in which he/she is now serving; nor does it imply

continuous employment within the district. When seniority is equal after applying these criteria, demonstrated performance as determined by the formal evaluation, shall be the determining factor. The formal evaluation to be used shall be that of the current school year, as provided in Article X, "Employee Evaluation Procedures".

C. Seniority Lists

Each present employee may choose to be listed on any units or programs as defined in Sections A.1, A.2, A.3, A.4 and A.5, to which they are then assigned and ranked in order of seniority for the purposes of staff reduction only. The program(s) and/or unit(s) selected must be ones for which the employee is certified and has had prior contracted experience. Employees hired after January 1, 1993, will be limited to units or programs in which they have been contracted by the College Community School District.

The selection of a program(s) and or unit(s) shall be completed by **September 30**. Employees that have not made a selection by **September 30** or that have made an erroneous selection will be assigned by the district to a program(s) and or unit(s) and notified of said assignment in writing. A copy of the tentative Seniority List shall be made available to all teachers and posted on or before **October 30th**. Teachers then will have ten (10) workdays following the posting of the tentative list to make one change in placement on a seniority list and/or correct any erroneous or invalid placement by requesting the same in writing. The District may refuse changes which are themselves erroneous. A draft of the final seniority list will be made available to all teachers and posted. Any protest of, errors in, or omissions from the list must be made to the District in writing within **thirty (30) days** from the date of posting. If any changes are made to the list as a result of protest, the final list shall be posted and provided to the Association. When staff reduction is to occur within a unit and/or program, the least senior member of that unit or program shall be reduced first. If the least senior member of the affected program or unit has a second staff reduction listing, then he/she may become a member of that second program or unit, and the least senior member of that second program or unit shall then be placed on staff reduction. This process will continue until the necessary staff reduction occurs. Extracurricular assignments shall not be considered where staff reduction is necessary.

D. Notification

Notice shall be given to each employee affected by this procedure and the Association as soon as known, and no later than **April 30th** preceding the year staff reduction is to be effective. Such notice shall include specific written reasons for the reduction of staff.

E. Recall Rights

The Board shall inform all employees on staff reduction leave of all vacancies within the school system. Such notification shall be in writing mailed by ordinary mail to the employee's last known address. Employees placed on staff reduction under this article shall have recall rights to any position for which

1. They are certified and have taught or
2. They are certified and have an academic minor in the area, or
3. They are certified and are willing to attain up to 9 semester hours of academic training in the area within 18 months.

Recall rights exist for **2 years** from the effective date of the staff reduction. Employees on recall shall be recalled in the reverse order of placement on staff reduction. Probationary employees under chapter 279 of the Code of Iowa (first two years of employment) will have the same recall rights as other employees under this article unless the probationary employee was not recommended for continued employment or a recommendation was deferred on both his/her evaluations during that year. No new employees may be hired while there are employees on staff reduction who may be recalled to the position(s) available.

An employee selected for recall will be informed by the Board of his/her re-employment, in writing. Such written notice shall specify the position to which the employee is being recalled and the date of such recall. Any such notice shall be mailed certified mail, return receipt requested, to the last known address of the employee in question as shown on the school district's records. Any such notice shall be considered received by the employee on the date the return receipt is signed. It shall be the responsibility of each employee on staff reduction to keep the Board advised of his/her current address. Within **ten (10) calendar days** after an employee receives this notice of re-employment, he/she must advise the Board in writing by certified mail that he/she accepts the position offered in such notice and that he/she will be able to commence employment on the date specified in such notice, or no later than **thirty (30) days** from the date of acceptance. The **thirty (30) day** requirements may be extended by the Superintendent. Any and all reemployment rights granted to an employee on staff reduction shall terminate upon such employee's failure to accept within **ten (10) days**. In the event the certified mail is returned undeliverable, the employee's recall rights will terminate **fifteen (15) days** after the date of original mailing.

Any employee re-employed by exercising his/her recall rights shall be placed on his/her next sequential step when he/she resumes professional service. Upon return, the employee shall retain the seniority he/she had accumulated before staff reduction leave.

The Board shall annually provide the Association with a current list of those who have retained recall rights provided by this Agreement.

F. Temporary Contracts

According to *Iowa Code 279.13 Contracts with Teachers*, a person may be employed by the District as a certified temporary employee for the following reasons:

1. To fill a certified position for up to six months
2. To fill a vacancy for military leave of absence. The contract automatically terminates upon the individuals return from military Service

A temporary certified employee is not subject to the termination provisions for teachers as outlined in Chapter 279.

A temporary certified employee shall not automatically be entitled to recall as described in this Article. A temporary certified employee shall be advised of his/her status at the time of hire and advised of the expected duration of employment as a temporary certified employee. The temporary certified employee's status shall be noted on the employment contract.

Notwithstanding the provisions of this section, any person hired for a second year in the District shall be entitled to all terms and conditions of this Article.

G. Benefits

1. Employees on staff reduction shall be given every opportunity to substitute in positions for which they are certified.
2. Employees on staff reduction may be continued as part of the district's insurance programs, upon payment of the required premiums by the employee. This benefit shall be subject to the regulations of the insurance carrier.
3. All benefits to which an employee was entitled at the time of his/her reduction, including unused accumulated sick leave, shall be restored to the employee upon his/her return to active employment, and the employee shall be placed on the proper step of the salary schedule for the employee's current position, according to the employee's experience and education.

Retirement

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

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

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

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/departments/human-resources/employee-forms-and-additional-resources/district-wide-employee-handbooks/>

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 and Equity, 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)*.