

**East Sac County  
Community  
School District**



**Staff Handbook  
2018-19**

## TABLE OF CONTENTS

	Page
ESC Long Range Goals	3
Employee Conduct & Appearance	3
Accident Procedure	3
Suicide Intent Procedure	3
Level I & II Child Abuse	4
Anti-Bullying/Harassment	4
Student Records Access	6
Corporal Punishment	6
Employee Physical Examinations	7
Universal Precautions In A School Setting	7
Hazardous Chemical Disclosure	8
Communicable Diseases – Students	8
Communicable Diseases-Employees	9
Asbestos Notification	9
Fire and Tornado Drills	9
Human Growth and Development	9
Equal Educational Opportunity	10
Notice of Nondiscrimination	10
Multicultural/Gender Fair Education	10
Homeless Children and Youth	11
Substance-Free Workplace Regulation	11
Smoke Free Grounds & Buildings	12
Substance-Free Workplace Notice to Employees	12
Appropriate Use of Computers	12
<b>Licensed Teachers</b>	<b>16</b>
Teacher Evaluation Process	17
Reduction of Staff	18
Insurance	19
Supplemental Pay	20
Voluntary Transfers	21
Involuntary Transfers	21

## **LONG RANGE GOALS: East Sac County Schools**

Long-range goals define the desired targets to be reached over an extended period of time. These long-range goals serve two purposes: 1.) To meet locally determined student needs, and 2.) To address state and federal student accountability.

Goal 1: All K-12 students will achieve at high levels in reading comprehension, prepared for success beyond HS.

Goal 2: All K-12 students will achieve at high levels in math, prepared for success beyond HS.

Goal 3: All K-12 students will achieve at high levels in science, prepared for success beyond HS.

Goal 4: All grade 2-11 students will score at or above grade level or have made a year's growth in their scores on the social studies assessment.

Goal 5: All K-12 students will achieve at high levels in 21st century skills, prepared for success beyond high school.

### **EMPLOYEE CONDUCT AND APPEARANCE**

Your actions determine what others think of you personally and as a school employee, as well as how others view our school.

Employees are role models for the students who come in contact with them during and after school hours. Employees shall conduct themselves in a professional manner. Employees shall dress in attire appropriate for their position. Clothing should be neat, clean, and in good taste. Denim blue jeans, jogging suits and sweat suits are not considered appropriate dress for most professional instructors. The exceptions may be approved by the building principal for special occasions, celebrations, etc.

Licensed employees of the school district shall follow the code of ethics for their profession as established by the Iowa Board of Educational Examiners.

### **ACCIDENT PROCEDURE**

If any child is hurt while you are supervising them be sure to fill out an accident report form and return it to your building principal. All minor injuries are to be treated by the teacher or school nurse. Notify parents when appropriate.

### **SUICIDE INTENT PROCEDURE**

Since you should never doubt a student's threat, any suicide note or mention of suicide should be brought immediately to the attention of the guidance counselor and/or administrator or person designated in charge in the building. Never leave the student alone. Send someone else to the office so that the secretary may contact the appropriate person and arrange to cover vacated rooms.

### **LEVEL I & II CHILD ABUSE BY SCHOOL DISTRICT EMPLOYEES ABUSE REPORTING - LEVEL I INVESTIGATOR**

The Iowa Department of Education rules (Ch. 281-102, I.A.C.) require all schools to publish the name of Level-one investigators who will determine jurisdiction and investigate all student

complaints of physical and sexual abuse by school employees. Any student may sign a complaint, such signing must be witnessed by another person over age 18. The Level-One Investigator for East Sac County Elementary – Sac City (662-7200) and Wall Lake (664-2627) Buildings is the counselor, Kellie Mueggenberg and the alternate is Mike Fischer. The Level-One Investigator for East Sac County Middle School is the counselor, Megan Dooley and the building alternate is Denny Olhausen (phone 662-3259). The Level-One Investigator for the East Sac County High School is the counselor, Amanda Miller and the building alternate is Kevin Litterer (phone 665-5001). Level II investigator for the East Sac County Schools is School Investigators of Iowa.

## **ANTI-BULLYING/HARASSMENT Policy 106**

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

### **Definitions**

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

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

### **Filing a Complaint**

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

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

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

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building counselor will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

### **Decision**

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

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

### **Publication of Policy**

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

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

Reports of bullying/harassment of students are to be reported to the building principal (elementary buildings-Mike Fischer; MS building-Denny Olhausen; HS building-Kevin Litterer) or building counselor (elementary buildings-Kellie Mueggenberg; MS building-Megan Dooley; HS building-Amanda Miller). It is mandatory that teachers report incidents of student

bullying/harassment to one of the individuals listed above. Reports of bullying/harassment of employees are to be reported to the superintendent, Barb Kruthoff.

## **STUDENT RECORDS ACCESS**

### **Policy 506.1**

Student records are kept for the purpose of helping students to maintain satisfactory progress toward the completion of their education. The type of material maintained in the file will consist of, but not limited to, academic information, attendance records, health history, family and personnel background as well as other information that will enable the school and the student to make necessary decisions with regard to the students progress.

Cumulative folders will be kept in the principal's office. Permanent records are stored in the School Board Secretary's office.

Any staff member who wishes to view a student's record may do so by going to the appropriate administrator, identifying the student and the reason for reviewing the records. All records must remain in the same room as the records are stored and material in the records must be kept confidential.

Other than the parents, only authorized certified personnel, the student, authorized government officials from the U.S. Comptroller Commissioner and Director of the National Institute of Education, the Assistant Secretary for Education and State Education Department, and appropriate authorities in a health or safety emergency may access the student's educational records without the approval or the notification of the student's parents. Records of a student who has reached the age of majority or who is attending a post-secondary educational institution may be accessed by the student's parents or others only with the student's permission.

Information from student's educational records, designated as directory information by the school district in compliance with board policy, "Student Directory Information", may be released without the consent of parents. Parents will have an opportunity to deny the release of directory information without their consent.

## **CORPORAL PUNISHMENT**

### **Policy 503.5**

Corporal punishment is defined as the intentional physical punishment of a student. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

- Using reasonable and necessary force, not designed or intended to cause pain, in order to accomplish any of the following:
  - To quell a disturbance or prevent an act that threatens physical harm to any person.
  - To obtain possession of a weapon or other dangerous object within a pupil's control.
  - For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.

- For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
- To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
- To protect a student from the self-infliction of harm.
- To protect the safety of others.

- Using incidental, minor, or reasonable physical contact to maintain order and control. Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any;
5. The motivation of the school employee using physical force.

Upon request, the student's parents are given an explanation of the reasons for physical force.

## **EMPLOYEE PHYSICAL EXAMINATIONS**

### **Policy 403.1**

Good health is important to job performance. Employees will present evidence of good health, in the form of a physical examination report, prior to their employment with the school district.

School bus drivers will present evidence of good health every other year in the form of a physical examination report unless otherwise required by law or medical opinion. Employees whose physical or mental health, in the judgment of the administration, may be in doubt will submit to additional examinations, when requested to do so, at the expense of the school district.

## **UNIVERSAL PRECAUTIONS IN A SCHOOL SETTING**

Blood and certain body fluids of all persons are considered potentially infectious for human immunodeficiency virus (HIV), Hepatitis B Virus (HIV), and other blood borne pathogens. "Universal Blood & Body Fluid Precautions" should be consistently used regardless of any person's blood borne infection status. These precautions are intended to prevent parenteral, mucous membrane, and non-intact skin exposures of workers to blood borne pathogens.

Universal Precautions APPLY to blood and other body fluids containing visible blood. These precautions also apply to semen and vaginal secretions although these have not been implicated in occupational exposures.

## **HAZARDOUS CHEMICAL DISCLOSURE**

### **Policy 403.4**

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

Each employee shall 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, shall be included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it shall be distributed to all employees, and training shall be conducted for the appropriate employees. The superintendent shall maintain a file indicating when which hazardous substances are present in the workplace and training and information sessions take place.

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

It shall be the responsibility of the superintendent to develop administrative regulations regarding this program.

## **COMMUNICABLE DISEASES - STUDENTS**

### **Policy 507.3**

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or 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. This plan is reviewed annually by the superintendent and school nurse.

The health risk to immune-suppressed students is determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease is determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district or public health officials.

It is the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

## **COMMUNICABLE DISEASES - EMPLOYEES**

### **Policy 403.3**

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. This plan is reviewed annually by the superintendent and school nurse.

The health risk to immuno-depressed employees is determined by their personal physician. The health risk to others in the school district environment from the presence of an employee with a communicable disease is determined on a case-by-case basis by the employee's personal physician, a physician chosen by the school district or public health officials.

Health data of an employee is confidential and it will not be disclosed to third parties. Employee medical records are kept in a file separate from their personal file.

It is the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

#### **ASBESTOS NOTIFICATION**

The Institute for Environmental Assessment was requested by the East Sac County Schools to review and prepare an asbestos management plan identifying the presence of asbestos within each school building. The Institute's federally certified inspectors, planners, public health and engineering consultants worked in conjunction with school administrative personnel to identify asbestos-containing building products. In addition, the Institute for Environmental Assessment has performed a re-inspection as required by the AHERA regulations. Asbestos is a mineral fiber associated with increased levels of disease when inhaled.

The detailed plan and updated information for each building is open to public review. If you have any questions or comments, please contact the East Sac County Schools Asbestos Program Manager-Steve Nuetzman at 665-5000.

#### **FIRE AND TORNADO DRILLS**

Fire and Tornado Drills are held as required by law.

#### **HUMAN GROWTH AND DEVELOPMENT**

The human growth and development curriculum is being articulated at all grade levels to meet state standards.

#### **EQUAL EDUCATIONAL OPPORTUNITY**

##### **Policy 103**

It is the policy of the East Sac County 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 Amanda Miller, Equity Coordinator, East Sac County CSD, 801 Jackson, Lake View, IA, 51450, 712-665-5000, [amiller@eastsac.k12.ia.us](mailto:amiller@eastsac.k12.ia.us)

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

## **NOTICE OF NONDISCRIMINATION**

### **Policy 103.E2**

It is the policy of the East Sac County 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 Amanda Miller, Equity Coordinator, East Sac County CSD, 801 Jackson St., Lake View, IA 51450, Phone #712.665.5001 or Email: [amiller@eastsac.k12.ia.us](mailto:amiller@eastsac.k12.ia.us) who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3 (2007).

## **MULTICULTURAL/GENDER FAIR EDUCATION**

### **Policy 603.4**

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, color, sex, marital status, national origin, creed, religion, sexual orientation, gender identity, socio-economic status or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

## **HOMELESS CHILDREN AND YOUTH**

### **Policy 501.16**

The East Sac County CSD believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth.

The term “homeless children and youth” means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

- Children and youth who are:
  - Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as “doubled up”);

- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters; or
- Abandoned in hospitals.
- 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;
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board shall:

- Designate the school counselors as the local homeless children and youth liaisons;
- Provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth;
- Remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth;
- Ensure collaboration and coordination with other service providers;
- Ensure transportation is provided in accordance with legal requirements;
- Provide school stability in school assignment according to the child’s best interests;
- Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth’s living situation;
- Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
- Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

The superintendent may develop an administrative process or procedures to implement this policy.

## **SUBSTANCE-FREE WORKPLACE REGULATION**

### **Policy 403.5R1**

A superintendent who suspects an employee has a substance abuse problem will follow these procedures:

1. **Identification** - the superintendent will document the evidence the superintendent has which leads the superintendent to conclude the employee has violated the Substance-Free Workplace policy. After the superintendent has determined there has been a violation of the Substance-Free Workplace policy, the superintendent will discuss the problem with the employee.
2. **Discipline** - if, after the discussion with the employee, the superintendent determines there has been a violation of the Substance-Free Workplace policy, the superintendent may recommend discipline up to and including termination. Participation in a substance abuse treatment program is voluntary.
3. **Conviction** - if an employee is convicted of a criminal drug offense committed in the workplace, the employee must notify the employer of the conviction within five days of the conviction.

**SMOKE FREE GROUNDS & BUILDINGS**

The 2008 General Assembly passed a law, HF 2212, signed by the governor, which prohibits smoking on all school grounds, including private vehicles parked on school grounds. Smoking has not been allowed in buildings on school grounds for a number of years.

**SUBSTANCE-FREE WORKPLACE NOTICE TO EMPLOYEES**

**Policy 403.5E1**

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

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

The superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy. If the employee fails to successfully participate in such a program the employee is subject to discipline up to and including termination.

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

**APPROPRIATE USE OF COMPUTER NETWORK AND THE INTERNET-EMPLOYEES**

**Policy 415.1R1**

I. Responsibility for Internet Appropriate Use

A. The authority to enforce appropriate use of District technology resources is delegated to trained personnel and/or other adults designated and trained by the District.

B. All users are expected to practice appropriate use of District computers, computer networks and the Internet.

II. Employee Use of District Computers and/or Computer Network and the Internet

A. Employees must be efficient, ethical and legal in their use of the District technology resources.

B. Transmission of material, information or software in violation of any Board policy is prohibited.

C. Employees are prohibited from sending or soliciting sexually oriented messages or images.

D. Employees are prohibited from making or distributing illegal/unauthorized copies of software such as, but not limited to, software that has been downloaded or copied or is in the possession of the user without the appropriate registration or license.

E. Employees are prohibited from sharing a personal user account with anyone other than the network administrator.

F. Employees are prohibited from using instant messenger services, Internet Relay Chat or other forms of direct electronic communication or enter a chat room while using the District's computers, computer network systems or Internet connection unless authorized by the network administrator.

G. Employees are prohibited from vandalizing the District's computers or its computer network system including the use or attempted use of computer viruses or participation in hacking.

H. Employees are prohibited from using the District's computers and/or computer network for any commercial or for profit purposes, personal or private business, product advertisement or political lobbying.

I. Employees are prohibited from using the District's computers or computer network or stand-alone computer for any illegal activity.

J. Employees are prohibited from altering, modifying, corrupting or harming in any way the computer software and data files stored on the District's computers or computer network systems. Employees should not install any software on the hard drive of any District computer or on the District's computer network system or run any personal software from either floppy disk, CD-ROM or other storage media without prior permission and supervision from the appropriate technology staff.

K. Employees are prohibited from using any encryption software from any access point within the District.

L. Employees are prohibited from downloading any programs from the Internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs downloaded from the Internet shall be strictly limited only to those that have received permission from the technology coordinator or assigned technology personnel.

### III. On Line Etiquette

A. It is the employee's responsibility to abide by the policies and procedures of any network that is being accessed. The use of the network may be taken away for violation of board policy or regulations.

B. Employees should adhere to online protocol

1. Respect all copyright and license agreements
2. Cite all quotes, references and sources
3. Adhere to reasonable time limits in gathering needed information or conducting business
4. Apply the same privacy, ethical and educational considerations utilized in other forms of communication

C. When accessing electronic mail, employees should adhere to the following guidelines:

1. No expectation of privacy is implied; private messages should be limited to educational or business usage
2. Delete unwanted messages immediately
3. Use of objectionable language is prohibited
4. Unauthorized use of another person's e-mail is strictly prohibited
5. Always sign messages when authorized to use another person's e-mail

D. Employees should use good and sound practices when using social media on district-owned computers or other electronic devices and should adhere to the following guidelines:

1. Employees should understand that they are personally responsible for the content they post or publish on social media. Only predetermined staff members are to act as representatives of or spokespersons for the District.
2. Employees should not post or publish content that is deemed defamatory or obscene or could cause imminent violence or a true threat, violates copyright or other intellectual property laws.
3. Employees should not post or otherwise publish confidential or protected information about the District, its employees, or students. Disclosure of confidential or protected information may result in liability for invasion of privacy or defamation.
4. Employees may create a social media site for a school, class, or program only with the prior approval of the District Superintendent or designee. No school logos, mascots, photographs of the facilities, or other graphic representations or images associated with the District may be used without permission.
5. Employees should carefully consider the pro and cons of accepting current District students as "friends" through social media. Employees are expected to maintain appropriate professional boundaries in the electronic communications with students.
6. Employees should consider whether a particular posting on social media or other electronic communication puts their professional reputation and effectiveness as a District employee at risk.

Employees found to have engaged in inappropriate use of social media or other electronic communication may be subject to disciplinary action by the District, up to and including termination.

#### IV. Unauthorized Costs

If an employee gains access to any service via the Internet which has a cost involved or if an employee incurs other types of costs, the employee will be responsible for those costs.

# Licensed Teachers

## **Teacher Evaluation Process**

### **Notification**

- All employees shall be informed of the procedures for licensed staff evaluation at the beginning of the school year.
- Each licensed employee will be informed of the formal evaluation procedures during the PD days prior to the start of school
- Licensed employees will meet with their evaluator prior to October 1<sup>st</sup> of each school year to write their Individual Career Development Plan.
- Licensed employees working in more than one building may have a formal evaluation by more than one evaluator.

### **Frequency of Formal Evaluations**

- Probationary teachers will have a minimum of three formal evaluations during the first year and a minimum of two formal evaluations for the duration of their probationary period.
- Teachers with a permanent license but are new to the district will be on probation according to Board Policy 405.9. These teachers will have a minimum of three formal evaluations during the first year of employment with the district.
- Non-probationary teachers will have a minimum of at least one formal evaluation every three years.
- Ongoing informal evaluations of licensed employee's skills, abilities and competence will occur for all licensed employees.
- No formal evaluations will take place during the week preceding Christmas break.
- All formal evaluations shall be completed by April 30<sup>th</sup> of the calendar year.
- Within fifteen (15) school days following the classroom observation, a post-evaluation conference will be held between the licensed employee and the evaluator.

### **Other**

- If a licensed employee disagrees with the written evaluation, the employee may submit a written statement to be attached to the file copy of the evaluation document.
- All formal evaluations will be at the full knowledge of the employee.
- The licensed employee will be provided with a copy of the signed and dated formal evaluation document.
- A copy of signed and dated formal evaluation documents are placed in the personnel file of the licensed employee.
- If any report of evaluation is placed in an employee's evaluation file the employee will be notified. The employee has the right to attach a statement to that document.
- Each licensed employee has the right to view the contents of their evaluation file. Files will not leave the Business Office.
- A licensed employee will be notified if any written complaint is placed in their evaluation file. The employee has the right to attach a statement to that document.

### **Intensive Assistance**

- See Career Teacher Intensive Assistance Plan

### **Individual Professional Development Plan**

Upon completion of the evaluation process, the final step is for each teacher to develop his/her own Individual Professional Development Plan. This plan should be an outgrowth of what has been learned through the Body of Evidence, and will provide a blueprint for what the teacher will focus on for the upcoming school year. The document must fall within the umbrella of district and/or building goals, but should be personalized to meet the identified needs of the individual. The process is for the individual teacher to develop the plan, and then meet with the building principal to discuss and approve. A follow-up is required at the end of the school year to review progress on individual goals and develop further goals for the next school. This is a continuous improvement model so each year progress will be documented and new goals set, e.g., this will occur every year.

### **Reduction of Staff**

Any licensed employee with an East Sac County CSD contract will be notified of their termination/reduction prior to the issuing of contracts for the upcoming school year.

When the Board determines it necessary to reduce staff, the following procedures will be used.

- The Board will attempt to accomplish staff reduction by attrition.
- If attrition cannot be implemented as a means for reduction, any teacher holding a temporary or emergency certification, unless the certificate has been asked for by the district, will be the next reduced.
- Any employee in the Assistance Phase of Intensive Assistance will be reduced unless needed by the District to maintain an academic program.
- If staff reduction still has not been accomplished the remaining employees to be laid off will be determined by the Administration on the basis of certification, evaluation, education, and seniority.

#### Definitions

- Formal Evaluation-Using the most recent formal summative evaluation. The score for each criteria within the eight Iowa Teaching Standards, will be added together and divided by the number of criteria to arrive at the employee's final score
- Education-Licensed employees will receive ½ point for every three graduate credit hours they have recorded by January 1 of the year up to a maximum of 5 points.
- Seniority-Licensed employees will receive 1 point for each year of service to the East Sac County CSD up to a maximum of 5 points (years).

Licensed employees identified for reduction using the procedures above will be notified in writing no later than April 30<sup>th</sup> of the year preceding the reduction.

Licensed employees that have been reduced will be recalled to vacant positions as defined by Article XV and Article XVI, for which the licensed employee is properly licensed. Recall right shall extend for two years from the effective date of the layoff, June 30<sup>th</sup> of the year of layoff.

Recall Rights Definition-The employee/s who was released will automatically be hired to fill the vacancy if they are qualified and if employment is desired. A licensed employee reduced to part-time will have recall rights to any full-time position, for which they are properly licensed.

Upon recall, licensed employees will be credited with seniority and related benefits that were earned prior to layoff.

## **INSURANCE**

Types: The Board agrees to provide all full-time (defined as more than 35 hours per week) employees health and major medical insurance. Employees working 25-35 hours per week will receive health and major medical insurance at a pro-rated level equal to the individual employment percentage.

Health and Major Medical: Each employee meeting the criteria described above in section A shall be covered by a health and major medical program paid for by the Board in an amount not to exceed the premium cost for the single \$500 deductible PPO plan described below. The district will pay the same dollar amount toward any family plan selected by the employee. Employees may select from the plans listed below.

- a. \$500 deductible PPO plan
- b. \$750 deductible PPO plan
- c. \$2500 deductible HDHP plan

Any employee selecting a plan costing the district less than the premium for the \$500 deductible PPO plan will have the following options for the difference in premium cost:

- a. Difference placed into a Health Savings Account (qualified plan only)
- b. Difference paid toward family health insurance (any plan)
- c. Difference added to salary (minus district costs for FICA, IPERS, and social security)

Employees may choose one of the three options during the insurance registration process. Any change in healthcare providers must be approved by both the Board and Association.

Insurance Waiver Option: Teachers may opt for a yearly TSA in the amount of \$4200 (\$350 per month for 12 months, September through August) in lieu of insurance. Those who choose this option must sign a waiver to forfeit the school district's insurance policy; this waiver must be signed annually. Additionally anyone choosing this option must complete the required paperwork for a TSA through consultation with his/her financial advisor. Employees who voluntarily give up their right to insurance may return to any open East Sac County insurance plan during the open enrollment period.

Timeline: The following timelines and dates apply:

- a. Each employee on staff as of June 30, 2011 shall remain insured by the level of coverage in effect on that date as long as they are an employee of the school district.

- b. Any employee hired after June 30, 2011 will receive coverage under the Board's preferred provider health insurance plan. The preferred provider plan will provide no less coverage than the Board's existing preferred provider plan as of June 30, 2011.

Long-Term Disability: Each employee shall be covered by a long-term disability insurance program, fully paid by the Board that provides a basic benefit of not less than sixty percent (60%) of the employee's salary.

Coverage: The Board provided insurance programs shall be for twelve (12) consecutive months. Employees new to the District shall be covered by Board-provided insurances no later than one (1) month after initial employment. When necessary, payment of premiums on behalf of the employee shall be made retroactively or prospectively to assure uninterrupted participation and coverage.

Descriptions: The Board shall provide each employee a description of the insurance coverage provided herein within ten (10) days of the beginning of the school year or date of employment, which shall include a clear description of conditions and limits of coverage as provided above. The Board will be responsible for providing insurance information in the form of application and enrollment meetings. The Board shall have a representative of the carrier present in the fall to explain coverage and changes of benefits to the employees.

Continuation: In the event that an employee, absent due to illness or injury, has exhausted sick leaves accrued, the above-mentioned benefits shall continue throughout the balance of the school year.

## **SUPPLEMENTAL PAY**

The supplemental pay schedule is an index system based on a percentage of the Generator Base and experience in a particular activity in the system. Employee's participation in extra-curricular activities which extend beyond the regularly-scheduled in-school day shall be compensated according to the rate of pay or other stipulations in Schedule B.

- New Employees: A new employee assuming a position as head or assistant may be allowed up to seven (7) years experience credit on the supplemental index schedule.
- Advancement of Current Employee: An assistant or a middle school coach advancing to a head position in the same area may receive full credit for experience at East Sac County for placement on the supplemental index schedule.
- Expenses of Traveling Employees: Employees who may be requested to use their own automobiles in the performance of their teaching (Schedule A) duties will be reimbursed mileage at the applicable state rate/mile. Employees must drive to the point of work at the beginning of the day with no reimbursement. Employees will be reimbursed for any travel during the day. Returning home from the last point of work during a day is not reimbursable.

- When a school vehicle is not available and an employee uses their own automobile for approved field trips and other business of the District, the employee shall be reimbursed at the state rate/mile.

## **VOLUNTARY TRANSFERS**

A transfer shall be the movement of an employee to any vacant position within the District.

Notice of Vacancy: The superintendent shall deliver to the Association and shall post in all school buildings a list of all vacancies except for vacancies covered by Section E. The notice of a vacancy will include the date of posting and the final date on which applications will be accepted. Notices shall be posted in the office or faculty room for at least six (6) school days before the final date when applications must be submitted. The vacancy list shall be maintained with current additions, deletions, and revisions. Any vacancy identified prior to May 31<sup>st</sup> shall be posted no later than June 10<sup>th</sup>. Vacancies identified after May 31<sup>st</sup> shall be treated as summer vacancies.

Mid Year Vacancies: Vacancies which occur during the school year or within the period of twenty-one (21) days prior to the opening of the student school year, shall be filled at the discretion of the Board.

Summer Vacancies: The Association president will be notified of summer vacancies.

Application: Any employee may apply in writing to the superintendent's office for any posted vacancy. All applications shall name the vacancy for which the applicant wishes consideration. Except for employees who have been involuntarily transferred during the current year, when teaching skill and educational preparation are considered equal, the most senior employee shall be given preference.

Appointment:

1. If an employee accepts reappointment to one of the vacancies, he/she shall be ineligible to apply for any other vacancy for a period of one (1) year.
2. Any employee who accepts appointment to a vacancy shall be entitled to retain such seniority rights and benefits as may have accrued prior to such appointment.

Administrative/Supervisory: A licensed employee who transfers to any instructional administrative or supervisory position and who later returns to former status shall be entitled to retain such seniority rights and fringe benefits as may have accrued prior to such transfer.

## **INVOLUNTARY TRANSFERS**

Definition. Movement of an employee to a vacant position from one building, grade level, or subject area to another building, grade level, or subject area as determined and directed by the Board and not based upon the request of the employee, is considered an involuntary transfer.

Notice. The first priority to fill a position shall be by voluntary transfer.

The notice of an involuntary transfer shall take place on or prior to March 31<sup>st</sup>, except in case of emergencies, late resignations, or other unforeseen circumstances.

Procedure: The best candidate for the position will be selected at the discretion of the Superintendent and approval of the Board.

Meeting and Appeal: An involuntary transfer shall be made only after a meeting between the employee involved, the Association representative, the superintendent or his/her administrative designee, and other appropriate administration representatives, at which time the employee shall be give written reason(s) for the transfer.

Priority in Reassignment: A list of open positions in the School District shall be made available to all employees being involuntarily transferred. Such employees may request the positions, in order of preference, to which they desire to be transferred. When teaching skill and educational preparation are considered equal, an employee transferred involuntarily shall be given first consideration, upon request, for voluntary transfer.

Educational Development: All employees of the East Sac County School District must meet state educational requirements. The District may adopt a program requiring more education beyond the state minimum requirement only if it establishes a program with the mutual agreement of the Association for the reimbursement of some or all of the additional expenses.

