

SOUTH TAMA COUNTY SCHOOLS

THE SOUTH TAMA COUNTY BOARD OF EDUCATION WILL MEET IN
REGULAR SESSION ON MONDAY, **AUGUST 20, 2018**, AT 5:30 P.M.
IN THE PROFESSIONAL LEARNING ROOM, PARTNERSHIP CENTER,
215 WEST 9TH STREET, TAMA, IOWA

AGENDA

- I. Call to Order Penny Tyynismaa, Board President
- II. Roll Call and Declaration of Quorum Full Board
- III. Adoption of Agenda
- IV. Consent Agenda (Policy 204.80)
 - Approval of Minutes of Previous Meetings/Work Session
 - Bills
 - Financial Statement
- V. Public Comment
The Board welcomes the opportunity to listen to comments from citizens, but is not able to take action on the issues raised by citizens during public comments, and Board Members intend to make an immediate response. The President shall have the authority to end public comments at any time or limit the amount of time allocated to individuals.
- VI. Action Items:
 - A. Personnel
 - B. Approve Certified Employee Handbook for 2018-19 Jared Smith
- VII. Adjournment

Worksession with ISFIS

REGULAR SESSION
OF THE BOARD OF EDUCATION OF THE
COMMUNITY SCHOOL DISTRICT OF SOUTH TAMA COUNTY

The Board of Directors of the Community School District of South Tama County met on July 16, 2018 in Regular Session at the Partnership Center, Tama, Iowa at 5:30 p.m.

On call of the roll the following were present: Jackie Dvorak, Ron Houghton, Alan Kline, Mandy Lakin and Penny Tyynismaa. Quorum Present

Also present were: Jared Smith, Mary Boege, John Speer, Heather Garrett, Megan Rosenberger, Robert Tyynismaa, Laurie Phelan.

Motion by Houghton second by Lakin to approve the agenda. All Ayes.

Robert Tyynismaa was present to discuss with the Board the hosting of the conference cross country meet and a home meet on the school campus.

Motion by Kline, second by Lakin to approve the consent agenda approving the minutes of the June 11, 2018 and June 27, 218 meetings, financials and bills for payment as presented. All Ayes

Public Comments - None

Motion by Houghton, second by Dvorak to appoint Mary Boege as Board Secretary/Treasurer for the 2018-19 school year. All Ayes

President Tyynismaa administered the Oath of Office to Secretary/Treasurer Boege.

Laurie Phelan was present to explain the iJAG Program to the Board.

Motion by Houghton, second by Dvorak to approve a one year trial program with iJAG and to post the position for the 2018-19 school year. All Ayes.

Motion by Kline, second by Lakin to approve the following personnel requests as presented. All Ayes

Resignations - Todd Dale - Head 8th Grade Football

Motion by Lakin second by Dvorak to approve the depositories at the State Bank of Toledo and Lincoln Savings Bank, with upper limits of \$10,000,000 each. All Ayes.

Motion by Lakin, second by Kline to approve the second reading of Board Policy 402.71 Travel Expense changing the meal reimbursement up to \$40 per day with detailed receipts. All Ayes.

Motion by Kline, second by Houghton to approve the Activity Handbook with the needed updates on coaching positions, Code of Conduct and Code of Ethics. All Ayes.

Motion by Houghton, second by Kline to approve the purchase of the 77 passenger bus from Hoglund Bus for \$89,999. All Ayes.

Motion by Kline, second by Dvorak to adjourn the meeting at 6:47 p.m. All Ayes.

Penny Tyynismaa, Board President

Mary Boege, Board Secretary

SPECIAL SESSION
OF THE BOARD OF EDUCATION OF THE
COMMUNITY SCHOOL DISTRICT OF SOUTH TAMA COUNTY

The Board of Directors of the Community School District of South Tama County met on August 6, 2018 in Special Session at the Partnership Center, Tama, Iowa at 5:30 p.m.

On call of the roll the following were present: Jackie Dvorak, Ron Houghton, Alan Kline, Mandy Lakin and Penny Tyynismaa. Quorum Present

Also present were: Jared Smith, Mary Boege, John Speer, Heather Garrett and Megan Rosenberger.

Motion by Lakin second by Houghton to approve the agenda. All Ayes.

Public Comments - None

Motion by Kline, second by Dvorak to approve the following personnel requests as presented. All Ayes

Resignations - Deb Hoskey - MS Aide

Motion by Houghton second by Kline to remove Jeff Berger and add Jared Smith to the State Bank of Toledo and Lincoln Savings Bank accounts All Ayes.

Motion by Houghton, second by Dvorak to accept the milk bid from Hiland Dairy and the bread bid from Pan-O-Gold for the 2018-19 school year. All Ayes.

Motion by Lakin, second by Kline to approve the final reading of Board Policy 402.71 Travel Expense changing the meal reimbursement to up to \$40 per day with detailed receipts. All Ayes.

The Board read the article Eight characteristics of effective school boards and filled out a survey that will be used to lead the board workshop on August 20th.

Motion by Kline, second by Houghton to adjourn the meeting at 5:52 p.m. All Ayes.

Penny Tyynismaa, Board President

Mary Boege, Board Secretary

SOUTH TAMA COUNTY SCHOOLS
BILLS PRESENTED 8-20-18

7/13/2018	Ankeny High School	Wrestling Entry Fee	\$120.00
7/13/2018	Nicholas De Penning	Baseball Official	\$120.00
7/13/2018	Randy Dougherty	Baseball Official	\$120.00
7/13/2018	Joel Harthoorn	Baseball Official	\$120.00
7/13/2018	Iowa Games	Registration Fees	\$240.00
7/13/2018	Iowa Sports Supply	MS FB & VB Supplies, HS VB Supplies	\$4,425.58
7/13/2018	John Henry Men's BB Head Coach	Registration Fees	\$225.00
7/13/2018	Dave Mohr	Baseball Official	\$75.00
7/13/2018	Deidra Mohr	Baseball Official	\$75.00
7/13/2018	Brian Murphy	Baseball Official	\$120.00
7/13/2018	Rudis	MS Athletic Wear	\$875.40
7/13/2018	Glen Smith	Baseball Official	\$75.00
7/13/2018	West Music Company	Microphone, Stand	\$150.00
7/20/2018	Rudis	Wrestling Sportswear	\$1,215.36
7/20/2018	STC Schools Master Card	FFA Shirts, BB Mound Cover, VB Carts - Credit SB Lodging	\$59.62
7/24/2018	Alliant Energy	Gas and Electric	\$13,557.57
7/24/2018	Benton Comm School	Special Education Tuition	\$5,554.80
7/24/2018	Capital Sanitary Supply	Paper	\$481.20
7/24/2018	Central Rivers AEA	Registration Fees	\$210.00
7/24/2018	Clayton Ridge CSD	Special Education Tuition	\$2,427.42
7/24/2018	Edgenutiy Inc	Software - E2020	\$30,000.00
7/24/2018	Electric Supply of Marshalltown	Maintenance Supplies	\$383.60
7/24/2018	Roy Frakes	Cellphone Stipend	\$360.00
7/24/2018	Grinnell-Newburg CSD	Special Education Tuition, College Courses	\$8,390.20
7/24/2018	Hrabak Lumber	Maintenance Supplies	\$1,563.91
7/24/2018	In-State Livestock Supply	Insect Guard	\$15.75
7/24/2018	Innovative Office Solutions	Plastic Binders	\$56.36
7/24/2018	Iowa Connections Academy	Open Enrollment	\$10,666.90
7/24/2018	Iowa Dept Human Services	Medicaid Billing	\$71,772.00
7/24/2018	Iowa One Call	Underground Locating	\$13.50
7/24/2018	Sandy Jantzen	Cellphone Stipend	\$360.00
7/24/2018	Johnston Comm School	Special Education Tuition	\$5,051.16
7/24/2018	JW Pepper	Music	\$10.99
7/24/2018	Annie Lucas	Mileage	\$306.84
7/24/2018	Marshall Glass Inc	Clear Glass	\$100.83
7/24/2018	Steve McAdoo	Cellphone Stipend	\$360.00
7/24/2018	McGraw-Hill	Math Subscription	\$2,648.51
7/24/2018	Network Services Company	Custodial Supplies	\$207.56
7/24/2018	North Tama County Schools	Special Education Tuition	\$15,957.90
7/24/2018	Quill Corporation	Chair and Office Supplies	\$233.89
7/24/2018	Scharnweber Water	Labor, Repairs, Bus Barn Furnace	\$4,785.55
7/24/2018	School Admin of Iowa	Mentoring Fees	\$500.00
7/24/2018	School Bus Sales	Repair Parts, Supplies, Labor	\$9,863.49
7/24/2018	Steve Schuett	DOT Physical Reimbursement	\$94.00
7/24/2018	Schumacher Elevator	Annual Safety Test	\$425.00
7/24/2018	Jared Smith	Mileage	\$359.70
7/24/2018	STC Schools Master Card	Registration Fees, Meals, Furniture, Lodging, Books	\$19,647.41

SOUTH TAMA COUNTY SCHOOLS
BILLS PRESENTED 8-20-18

7/24/2018	Stein-Hrabak Floor Coverings	Maintenance Supplies	\$318.81
7/24/2018	Supplyworks	Custodial Supplies	\$1,739.36
7/24/2018	Tama Toledo Ace	Maintenance Supplies	\$4,841.69
7/24/2018	Tama/Grundy Publishing	Pubic Notices	\$431.01
7/24/2018	Teaching Strategies	Gold Online Assessments	\$1,145.00
7/24/2018	Thys Chevrolet	Repair Parts, Supplies, Labor	\$520.47
7/24/2018	Timberline Billing	Medicaid Billing	\$1,855.59
7/24/2018	Waverly-Shell Rock	Special Education Tuition	\$33,368.89
7/24/2018	Windstream	Phone Services	\$1,502.29
7/24/2018	Woodwind & Brasswind	Trumpet Mutes	\$372.50
7/24/2018	Waverly-Shell Rock	Special Educaiton - WC	\$779.70
7/24/2018	Cleaver Brooks Sales and Serv	MS Boiler Repairs	\$5,867.52
7/24/2018	D&N Fence Company	MS Fence	\$1,955.00
7/24/2018	DeLage Landen Financial	Copier Lease	\$6,681.00
7/24/2018	Marco	Phone Lease	\$2,099.86
7/24/2018	US Bank Equipment	Printer, Copier Lease	\$9,025.53
7/24/2018	Waverly-Shell Rock	Special Educ Building Lease	\$12,628.77
7/24/2018	STC Schools Master Card	Workshop Fee	\$100.00
7/24/2018	Wordware	Card Pouchs	\$192.97
7/24/2018	Kim Blakesley	In-Service Speaker	\$400.00
7/31/2018	Apple Inc	Computer Lease	\$86,924.50
8/3/2018	Charles Brittain	Assignment of Officials	\$375.00
8/3/2018	Decker Sporting Goods	Volleyball Clothing	\$49.00
8/3/2018	Iowa Sports Supply	Football Equipment	\$863.60
8/8/2018	Ben Adams	Cellphone Stipend	\$360.00
8/8/2018	Alliant Energy	Gas and Electric	\$6,038.47
8/8/2018	Angelus Pacific Co	Classroom Supplies	\$285.36
8/8/2018	Armstrong Medical	D-Fib Supplies	\$76.78
8/8/2018	Atlantic Bottling Company	Vending Machines	\$88.52
8/8/2018	Stan Avery	Mileage	\$42.51
8/8/2018	Beck Repair and Rental	Skid Loader Rental	\$500.00
8/8/2018	Joy Bitterlie	Registration Refund	\$55.00
8/8/2018	Scott Bolen	Cellphone Stipend	\$360.00
8/8/2018	Capital Sanitary Supply	Print Shop Paper	\$23.36
8/8/2018	CDW Government	Computers	\$8,590.00
8/8/2018	City of Toledo	Water and Sewer	\$552.87
8/8/2018	Melissa Cruikshank	Non-Public Transportation	\$454.02
8/8/2018	DMM Irrigation	Labor and Repair Parts	\$1,060.96
8/8/2018	Fatima Dean	Registration Refund	\$90.00
8/8/2018	El Charro Bar and Grill	Taco Bar - Meet and Greet	\$521.63
8/8/2018	Gemplers	Chemical Resistant Gloves, Signs, Coveralls	\$397.56
8/8/2018	Goodyear Tire	Bus Tires	\$864.30
8/8/2018	Grimes Horticulture	Voc Ag Supplies	\$24.25
8/8/2018	Grosse Steel Company	Hollow Metal	\$1,026.00
8/8/2018	Hamilton Bodyworks	Repairs	\$525.00
8/8/2018	Hrabak Lumber	Maintenance Supplies	\$2,355.04
8/8/2018	Iowa Division of Labor	Boiler Inspection	\$80.00

SOUTH TAMA COUNTY SCHOOLS
BILLS PRESENTED 8-20-18

8/8/2018	J&V Auto	Transportation Supplies	\$521.85
8/8/2018	Johnson Controls	Fire Alarm Repairs	\$2,390.76
8/8/2018	Jordan's Nursery	Trees and Mulch	\$2,853.85
8/8/2018	K&M Sanitation	Garbage Service	\$850.00
8/8/2018	Marsha Keahna	Registration Refund	\$185.00
8/8/2018	Jason Kingbird	Registration Refund	\$110.00
8/8/2018	Macgill School Nurse Company	Nursing Supplies	\$910.67
8/8/2018	Menards	Maintenance Supplies	\$401.38
8/8/2018	Midwest Microscope Service	Repairs	\$582.00
8/8/2018	Monkeytown	Supplies	\$117.94
8/8/2018	New Century FS	Gas and Diesel	\$2,465.51
8/8/2018	One Source Background Check	Background Checks	\$129.00
8/8/2018	Perfection Learning	Classroom Supplies	\$263.56
8/8/2018	Pitney Bowes	Rental Charges	\$461.58
8/8/2018	Plank Road Publishing	Classroom Supplies	\$112.45
8/8/2018	Mikki Potter	Registration Refund	\$45.00
8/8/2018	Poweshiek Water Assoc	Water	\$41.50
8/8/2018	John Purk	DOT Physical Reimbursement	\$172.00
8/8/2018	Quill Corporation	Laminator	\$159.98
8/8/2018	River City Moving & Delivery	Moving Expenses	\$4,564.00
8/8/2018	Schendel Pest Control	Pest Control	\$210.00
8/8/2018	School Datebooks	Planners	\$795.20
8/8/2018	School Outlet	Student Chairs and Desks	\$3,774.60
8/8/2018	Sherwin-Williams	Paint	\$1,182.80
8/8/2018	Shopko	Supplies	\$24.56
8/8/2018	State of Iowa Elevator Safety	Inspection Fees	\$505.00
8/8/2018	Brook Strasser	Non-Public Transportation	\$855.51
8/8/2018	Supplyworks	Custodial Supplies	\$3,807.55
8/8/2018	Tama County Landfill	Landfill Fees	\$95.65
8/8/2018	Tama Water Department	Water and Sewer	\$841.22
8/8/2018	TPRS Books	Classroom Supplies	\$120.00
8/8/2018	USIC Locating	Locating Services	\$305.97
8/8/2018	Verizon Wireless	Cellphone Services	\$237.36
8/8/2018	Dave Wacha	DOT Physical Reimbursement	\$173.00
8/8/2018	Walsh Door Security	Labor - Electronic Security	\$480.00
8/8/2018	Joleen Wanatee	Registration Refund	\$120.00
8/8/2018	Wilkerson Hardware	Custodial Supplies	\$147.22
8/8/2018	Windstream	Phone Services	\$91.98
8/8/2018	Bernice Yuska	Mileage	\$26.49
8/8/2018	Z-Line	Dump Trailer Tires	\$130.71
8/8/2018	Cleaver Brooks Sales and Serv	Boiler Repairs	\$3,636.36
8/8/2018	Thomas Company	Sheet Metal, Labor - MS Shower Room	\$998.84
8/8/2018	US Bank Equipment	Printer Lease	\$704.83
8/8/2018	Atlantic Bottling Company	Student Vending Machines	\$486.72
8/8/2018	Epic Sports	Dodgeballs	\$78.78
8/8/2018	Dixie Forcht	Golden Gala Sign	\$40.00
8/8/2018	Town & Country Wholesale	Concession Supplies	\$639.35

SOUTH TAMA COUNTY SCHOOLS
BILLS PRESENTED 8-20-18

8/8/2018	Tama Florists	Green Plant	\$25.00
8/8/2018	Tama-Toledo Aquatic Center	Pool Party	\$325.00
8/20/2018	Alliant Energy	Gas and Electric	\$12,083.37
8/20/2018	Atlantic Bottling Company	Staff Vending	\$164.08
8/20/2018	Boys Town Press	Classroom Supplies	\$21.45
8/20/2018	Carquest Auto Parts	Transportation Supplies	\$141.89
8/20/2018	Cengage Learning	Classroom Supplies	\$2,612.96
8/20/2018	Central Rivers AEA	Post Cards, Office Supplies, PD Training	\$876.53
8/20/2018	Chyma's Machine & Welding	MS Gym Floor Plate	\$105.74
8/20/2018	Committee for Children	Bullying Prrvention Posters, Classroom Supplies	\$226.00
8/20/2018	Constructiv Playthings	Classroom Supplies	\$409.26
8/20/2018	Electric Supply of Marshalltown	Lamps	\$606.47
8/20/2018	Epic Sports	Classroom Supplies	\$257.42
8/20/2018	Explorelearning	Reflex Site License	\$3,295.00
8/20/2018	Flaghouse	Classroom Supplies	\$203.51
8/20/2018	Flinn Scientific	Classroom Supplies	\$2,760.87
8/20/2018	Fluency Matters	Classroom Supplies	\$879.00
8/20/2018	Roy Frakes	Parking Reimbursement	\$10.00
8/20/2018	Grainger	Maintenance Supplies	\$457.24
8/20/2018	Marissa Green	Tuition Reimbursment	\$1,000.00
8/20/2018	Greenbelt Technology	Erate Management	\$1,750.00
8/20/2018	Halvorson Trane	Elementary Repairs	\$1,584.46
8/20/2018	Hawkeye Fire & Safety	Extinguisher Inspection	\$1,578.50
8/20/2018	Heartland AEA	TLC Summit	\$125.00
8/20/2018	Lenny Hogendorn	Washer/Dryer	\$2,500.00
8/20/2018	Hoglund Bus Company	Repairs	\$982.59
8/20/2018	IJAG	Program Fees	\$20,000.00
8/20/2018	Innovative Office Solutions	Batteries	\$233.95
8/20/2018	Insect Lore	Caterpillars	\$103.92
8/20/2018	Interstate Batteries	Batteries	\$320.85
8/20/2018	Iowa Communications Network	Internet Service	\$282.00
8/20/2018	Iowa Dept Human Services	Medicaid Billing	\$298.12
8/20/2018	Iowa HS Athletic Directors	Membership Fees	\$255.00
8/20/2018	Iowa Prison Industries	Air Filters	\$17.28
8/20/2018	Iowa State University	STEM Courses	\$2,400.00
8/20/2018	Lakeshore Learning	Classroom Supplies	\$665.55
8/20/2018	Learning Without Tears	Classroom Supplies	\$81.13
8/20/2018	Library Store	Supplies	\$596.23
8/20/2018	Manatts	Fill Sand, Concrete - Elementary	\$5,659.49
8/20/2018	Marco Products	Classroom Supplies	\$21.99
8/20/2018	Marshalltown Comm School	Special Education Tuition	\$9,634.72
8/20/2018	Monkeytown	Classroom Supplies	\$2,396.03
8/20/2018	Kalina Moore	Refund - Book	\$6.00
8/20/2018	NASP Inc	Target Replacement Covers	\$36.00
8/20/2018	Palos Sports	Classroom Supplies	\$30.94
8/20/2018	Plank Road Publishing	Classroom Supplies	\$266.79
8/20/2018	Quill Corporation	Classroom Supplies	\$1,127.39

SOUTH TAMA COUNTY SCHOOLS
BILLS PRESENTED 8-20-18

8/20/2018	Really Good Stuff	Classroom Supplies	\$458.87
8/20/2018	Shelly Riley	Tuition Reimbursment	\$430.00
8/20/2018	Rochester 100 Inc	Classroom Supplies	\$780.25
8/20/2018	Scharnweber Water	Plumbing Supplies	\$1,144.75
8/20/2018	Scholastic Inc	Scholastic News	\$1,518.00
8/20/2018	School Specialty	Classroom Supplies	\$505.20
8/20/2018	Bradley Schweppe	Cellphone Stipend	\$360.00
8/20/2018	Jared Smith	Mileage	\$150.80
8/20/2018	Star Autism Supply	Classroom Supplies	\$96.80
8/20/2018	Supplyworks	Custodial Supplies	\$4,891.05
8/20/2018	Tama Chainsaw & Lawnmower	Oil	\$10.00
8/20/2018	Tama Toledo Ace	Maintenance Supplies	\$2,659.65
8/20/2018	Tama/Grundty Publishing	Pubic Notices	\$1,341.90
8/20/2018	Tama Toledo Kiwanis Club	Membership Dues	\$30.00
8/20/2018	Teacher Direct	Classroom Supplies	\$246.26
8/20/2018	United Art & Education	Classroom Supplies	\$87.40
8/20/2018	Ward's Science	Classroom Supplies	\$284.33
8/20/2018	West Music Company	Vocal Music Supplies	\$20.75
8/20/2018	Windstream	Phone Services	\$1,496.32
8/20/2018	Worthington Direct	Desks	\$2,962.80
8/20/2018	Youth Light	Classroom Supplies	\$77.85
8/20/2018	Access Elevator	Parts and Labor - MS	\$14,719.00
8/20/2018	Cleaver Brooks Sales and Serv	Boiler Repairs	\$1,672.64
8/20/2018	Manatts	Concrete - Partership Center	\$10,032.65
8/20/2018	Marco	Phone Lease	\$2,099.86
8/20/2018	US Bank Equipment	Printer, Copier Lease	\$6,793.98
			\$584,925.25

General Fund	\$407,113.83
Activity Fund	\$10,548.41
Management Fund	\$779.70
Capital Projects	\$125,806.51
PPEL	\$40,033.83
Debt Service	\$0.00
Agency Funds	\$350.00
Food Service	\$292.97
Total of All Funds	\$584,925.25

The above invoices have been reviewed and are hereby approved for payment.

SOUTH TAMA COUNTY SCHOOLS
2017-18 Summary
Through July 2018

General Fund (10)

	<u>Year To Date</u>	
Balance 6/30/18	\$5,306,215.00	
Revenues	\$212,974.57	\$3,992,426.43
Expenditures	<u>\$1,526,763.14</u>	
Ending Balance	\$3,992,426.43	

Management (22)

Balance 6/30/18	\$340,180.63	
Revenues	\$3,045.39	\$127,763.91
Expenditures	<u>\$215,462.11</u>	
Ending Balance	\$127,763.91	

Capital Projects Other Sources (33)

Balance 6/30/18	\$2,991,213.89	
Revenues	\$123,491.26	\$2,768,905.63
Expenditures	<u>\$345,799.52</u>	
Ending Balance	\$2,768,905.63	

PPEL Fund (36) Year To Date

Balance 6/30/18	\$26,534.92	
Revenues	\$23,691.68	
Expenditures	<u>\$41,107.12</u>	
Ending Balance	\$9,119.48	

Balance Per General Ledger \$9,119.48

Debt Service (40)

Balance 6/30/18	\$19,721.26	
Revenues	\$251,052.50	
Expenditures	<u>\$251,052.50</u>	
Ending Balance	\$19,721.26	

Balance Per General Ledger \$19,721.26

Nutrition Fund (61)

Balance 6/30/18	\$100,400.26	
Revenues	\$12,504.45	
Expenditures	<u>\$11,773.86</u>	
Ending Balance	\$101,130.85	

Balance Per Ledger \$101,130.85

Bank to Books Reconciliation		\$7,019,067.56
Statement LSB - Mastercard	\$100.00	
Statement LSB 560	\$7,043,203.36	
Less Outstanding Checks	\$147,372.59	
Plus Adjustments ISF	\$18.97	
Plus O/S Deposit/Voids	<u>\$123,117.82</u>	
Balance per Bank	\$7,019,067.56	

Student Activity (21)

Balance 6/30/18	\$262,925.63	
Revenues	\$2,998.16	
Expenditures	<u>\$15,157.77</u>	
Ending Balance	\$250,766.02	\$250,766.02

Trust Funds (81)

Balance 6/30/18	\$13,449.18	
Revenues	\$0.00	
Expenditures	<u>\$0.00</u>	
Ending Balance	\$13,449.18	\$13,449.18

Trust Fund (82)

Balance 6/30/18	\$176,696.65	
Revenue	\$15.58	
Expenditures	\$0.00	
Ending Balance	\$176,712.23	\$176,712.23

Agency Fund (91)

Balance 6/30/18	\$39,029.63	
Revenues	\$0.88	
Expenditures	<u>\$0.00</u>	
Ending Balance	\$39,030.51	\$39,030.51

Bank to Books Reconciliation

Statement Toledo 12246	\$502.15	
Statement Toledo 8084	\$8,071.11	
Statement Toledo 8106	\$1,933.67	
Statement Toledo 221	\$292,960.45	
Statement Toledo 3821	\$177,712.23	
Less Outstanding Checks	\$1,562.67	
Plus Outstanding Deposits	\$0.00	
Plus NSF Checks	<u>\$341.00</u>	
Balance Per Bank	\$479,957.94	\$479,957.94

Agenda Item VI.A. Personnel

Contracts:

Name	Position	Date
Teresa Davenport	M.S. Food Service	August, 2018
Matthew Beatty	H 8th Football	September, 2018
Matthew Beatty	H 7th G Track	March, 2019
Jerrold Bridgewater	Asst 8th Football	September, 2018
Andrea Rutledge	MS H Softball (2019)	May, 2019
Stephanie Lane	.5 MS Art	August, 2019 (*pending licensure)
Jordan Van Dee	M.S. Sp. Ed. Aide	August, 2018

Officiating:

Name	Activity	Date
Kevin Cartier	MS 8th Volleyball MS 8th Volleyball	September 6, 2018 September 24, 2018
Tiffany Thiessen	MS 7th Volleyball MS 7th Volleyball MS 8th Volleyball MS 8th Volleyball	September 13, 2018 September 18, 2018 October 2, 2018 October 10, 2018
Eugene Ubben	MS 7th Volleyball MS 7th Volleyball	September 10, 2018 October 8, 2018

Coaching Volunteers:

Name	Activity	Date
J.J. Novotny	Football	8/2018
Justin Suchanek	Weight Room, Wrestling	8/2018
Hailee Weiss	Cross Country	8/2018
Doug Stadler	MS Volleyball	8/2018
Ashley Raue	MS Volleyball	8/2018
Sarah Weierman	HS Volleyball	8/2018
Larry Fletcher	Basketball	8/2018
Jake Jacobsen	Basketball	8/2018

Mike Wedmore	Basketball/Softball	8/2018 & 5/2019
Rick Hopper	MS Basketball	11/2018
Levi Hunerdosse	Wrestling	1/2018
Jason Arp	Wrestling	11/2018
Dan Lopez	Wrestling	11/2018
Travis Smith	Wrestling	11/2018
Dale Cruikshank	Wrestling	11/2018
Crystal Hass	Ind. Speech	1/2019
George Corum	Track	3/2019
Bob McBain	Soccer	3/2019
Morgan McFate	Girls Soccer	3/2019
Joe Tafta	HS Baseball	4/2019

Resignations:

Name	Position	Effective Date
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Superintendent's Recommendation:

Approve the personnel requests as presented pending clear background check results and licensure on new hires.

Agenda Item VI.B. Approve Certified Employee Handbook for 2018-19

Updates have been highlighted.

Superintendent's Recommendation:

Approve the updated certified handbook as presented.

South Tama County CSD
Certified Employee Handbook



2018-2019

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It is the policy of the South Tama 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 complaint procedure for processing complaints of discrimination. If you have questions or a complaint related to this policy, please contact Shauna Smith, Director of Curriculum and Student Services, 1702 Harding Street, Tama, IA 52339, 641-484-4811 or email ssmith@s-tama.k12.ia.us

Introduction

Welcome to the New Year! The South Tama County Community School District is proud of its high quality staff and wants to support you in having a highly productive and satisfying year. This employee handbook is designed to provide you with the information needed to understand the expectations, policies and procedures in place for all employees. If there are additional questions related to district expectations, you may want to visit with your direct supervisor or the superintendent, review existing board policies on the district website, or consult with your building level handbook.

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. 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.

School District Mission Statement, Educational Goals and Expected Outcomes

Mission Statement

It is the mission of the South Tama County Schools to provide a rich academic, student-centered education that results in success for all learners.

Vision Statement

Through the dedication of students, staff, families & community, all learners at South Tama will tackle complex problems and effectively communicate information and ideas so students can successfully complete post-secondary goals. In order to achieve this, staff and students will improve the quality of their work through feedback and reflection, and experience the confidence and accomplishment that comes through the production of meaningful, challenging work.

Learning Principles

- Learning is not a given – it is an active process that requires the learner to ask questions, make connections, and apply learning to existing knowledge and new situations.
- Engaged and sustained learning requires that learners constantly see the value of their work and how it contributes to personal success.
- Learning requires the right blend of challenge and comfort where learners know that success is attainable but they must persist in order for it to happen.
- Learners need clarity about what the learning goals are and the criteria for success to inform the development of their work.
- Learners require regular, timely, and meaningful feedback with opportunities for revision and improvement to produce quality work.
- Learners periodically question assumptions and habits based on new evidence and experiences, which often leads to change.

Definitions

- "The district" means the South Tama County Community School District (STCCSD).
- "Parent" also means "guardian" unless otherwise stated.
- An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.
- "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.
- "School facilities" includes school district buildings and vehicles.
- "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.
- "FLSA" stands for the federal Fair Labor Standards Act

Equal Educational and Employment Opportunity

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, marital status, sexual orientation, gender identity, and socioeconomic status 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.

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

There is a procedure for processing complaints of discrimination. If you have questions or a complaint related to this policy, please contact **Shauna Smith**, Equity Coordinator, 1702 Harding Street, Tama, IA 52339, phone: 641-484-4811, email: ssmith@s-tama.k12.ia.us

Inquiries by employees or applicants for employment regarding compliance STC CSD policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-800-669-4000 or TTY 1-800-669-6820, www.eeoc.gov/field/milwaukee/index.cfm or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, www.state.ia.us/government/crc/index.html. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level. Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), and the Americans with Disabilities Act Amendments Act (ADAAA), the district will consider reasonable accommodation to enable qualified applicants or employees with disabilities to perform the essential functions of the position. The district encourages applicants or employees to make suggestions regarding reasonable accommodations to their elected officials, department heads, or the district ADA Coordinator.

GINA

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to requests for medical information. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual or an individual's family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

School Calendar

The 2018-19 school calendar can be accessed on the district website under Calendars (or access it [here](#)).

Map of District/School

A current map of the school district can be accessed on the district website under Board of Education, Director District Maps.

District Contacts

A South Tama County CSD Staff Directory, including positions held, can be found on the district website (or access it [here](#)).

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 the district's central office, each main office in each building, and on the district's website ([here](#)). Employees are expected to know existing board policies and know to refer to the policies when necessary.

If you have questions about board policies, please contact Superintendent Jared Smith at the district's Central Office (1702 Harding St, Tama, IA 52339) phone: 319-464-1329 or jsmith@s-tama.k12.ia.us.

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 the 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 the sole discretion, to modify or change any portion of this handbook at any time.

COMPENSATION AND BENEFITS

Compensation and 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 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/.

Employees on conditional licenses will schedule a meeting with their supervising administrator once per semester for the duration of the conditional license to report on progress toward obtaining the full license or additional endorsement. The employee will provide a list of courses required to be fully licensed/endorsed. Supervisors will use the copy of that list to note progress each semester. During this meeting, the employee will detail the progress made to earn the full license or new endorsement.

REGULAR SALARY

1. The certified staff base pay for 2018-19 is \$28,515.
2. The district may give new certified employees up to seven (7) years credit for prior teaching experience. Additional credit may be granted at the discretion of the district, particularly if the position is determined to be hard to fill.
3. The salary schedule is based upon a 189 day contract. Individual contracts for other than 189 days will have adjusted compensation based on a per diem rate.
4. Any days added beyond the 189 day contract will be paid a per diem rate.
5. All incoming new staff will be placed on step 5 and be moved to step 6 the following year.
6. Certified staff are salaried and exempt from FLSA provisions, meaning that overtime and comp time are not applied to certified staff members.
7. Teachers may be reimbursed for up to \$1,000.00 a year for tuition for graduate level courses above the B.A. Degree level in the employee's assigned teaching field in the school district. The coursework must align to the individual's teaching assignment and must be approved in advance by

the superintendent. In order to be reimbursed for the tuition, the teacher must provide formal evidence (an official transcript) of course completion with a passing grade of "C" or better. The superintendent in his/her sole discretion may approve the reimbursement of a course outside of an employee's assigned teaching field that the superintendent believes may enhance the teacher's performance and/or value as an employee of the district. Courses must be preapproved using the district form prior to enrollment. For reimbursement to occur, documentation of completion of the course must be submitted and approved. Verified credits earned and reimbursed under this clause may be applied to advancement on the salary schedule. Final payment is determined by when official transcripts are received. Please use the *Tuition Reimbursement* form for this request. This form is available on the district website and in the Appendix.

ADVANCEMENT ON SALARY SCHEDULE

1. Increments (step) --Employees on the regular salary schedule shall be granted one (1) increment or vertical step on the schedule for each year of service until the maximum for their educational classification is reached.
2. Lane --Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move to the corresponding eligible step on the higher lane.
3. Minimum Salary --An employee who was paid the minimum salary of \$28,515 for at least one year, would have his/her next year placement on the appropriate track at the increment at which the lowest salary of the BA lane is above \$28,515.
4. Method of Payment--Payment of services will be on the regular payroll on or before the 20th day of each month or the last scheduled workday prior to the 20th or if the employee opts for payments twice per month, the payments shall be made on or before the 5th and 20th of each month or the last scheduled workday prior to the 5th or 20th.
5. Summer Checks--Summer checks, other than for summer school teachers, shall be by direct deposit, or shall be mailed to the address designated by the employee on the 5th and/or the 20th or the last scheduled work day prior to the 5th or the 20th.
6. National Board Certification—An employee who has achieved National Board Certification will receive an additional 5% salary stipend based on their salary schedule step for as long as they maintain NBC status.

EXTENDED SCHEDULES

1. Employees who have a contract for a duration greater than 189 days will be paid one (1) day's salary for each day exceeding 189. (Daily salaries shall be computed from the salary schedules by placing the individual at the correct step and lane as if he/she were a nine-month (9) employee and divided by 189.) Teachers who are employed on a year-round contract are exempt from these provisions.
2. Summer school teachers teaching in the summer school program shall be paid at a rate of \$22 per hour or at a rate determined by program needs.

SALARY SCHEDULE ADJUSTMENT

1. Teachers will follow the guidelines as set forth by the State of Iowa for license renewal and formal professional improvement.
2. All credit hours above the B.A. Degree must be in the employee's assigned teaching field in the School District before applying to any lanes above the B.A. step. An exception of six (6) of these hours above the B.A. Degree may be under-graduate hours applying to the B.A. plus 20 lanes and must be earned after the B.A. Degree. For courses completed after June 1, 1994, at the sole discretion of the Board, credit hours may be applied to salary schedule horizontal advancement when not directly related to the teaching assignment, but the Board believes the course may enhance the teacher's performance and/or value as an employee of the district. For advancement to occur, such courses should receive written approval for credit application prior to enrollment from the superintendent. All hours applied above the B.A. plus 20 lane must be graduate hours (variation in this criterion may be granted by the Superintendent at his/her sole discretion). This provision shall not be retroactive and shall be applicable only to such hours earned after July 1, 1979.
3. In order to attract new employees in areas of identified teacher shortages, the employer may offer a \$5,000 incentive payment to be distributed over a four year period: \$2,000 the first year followed by \$1,000 in years two through four. Each year's payment will be distributed on the employee's first pay period of the contract year. If the employee does not complete the contract year, the employee will return that year's distribution in an amount proportionate to the contract days unfulfilled. The additional pay will be for those positions determined by the Board to have a limited supply of well-qualified candidates.
4. Teachers requesting advancement on the salary schedule as a result of additional coursework should notify the Superintendent or designee in writing by September 1st and provide transcripts by November 1st. Failure to provide transcripts by November 1st shall result in a salary adjustment effective with the November payroll. Please use the *Preapproval and Request for Salary Schedule Lane Advancement* form for pre-approval of classes. This form is available on the district website and in the Appendix.
5. All credit hours must be earned after conferring of the degree in order to be considered for a salary adjustment.

TEACHER SALARY SUPPLEMENT (TSS)

TSS dollars will be first used to increase the salaries of teachers below the state minimum and then will be distributed amongst certified employees in a 2% x 2% formula. TSS dollars the district receives fluctuates and the amount of distribution to employees is subject to change based on the actual amount of funding the district receives. If funds are not received from the State, the funds will not be distributed.

COMMITTEE WORK

Pre-approved district wide committees and pre-approved individual school committees will be paid at

the rate of \$22.00 per hour. In order for committee hours to be paid the work must be pre-approved, verified by the supervising administrator, last 30 minutes or longer, and completed after the normal work day.

- a. School Leadership Teams (BLT & School Improvement Teams)
- b. SIAC
- c. Ad-hoc committees with a defined purpose that have been formally submitted and pre-approved by the Superintendent or the Superintendent's designee.

MENTOR ASSIGNMENTS

Mentoring assignments shall not exceed one (1) per staff member during the course of a calendar year. Any employee may agree annually in writing to changes.

	2% x 2% TSS			2018-2019		
	(1) BA	(2) BA-20	(3) MA	(4) MA-20	(5) MA-40	(6) Spec-20
(1) Step	\$28,515	\$29,941	\$32,222	\$34,218	\$34,503	\$37,070
	\$5,011	\$5,111	\$5,211	\$5,312	\$5,412	\$5,512
(2) Step	\$29,656	\$31,081	\$33,363	\$35,359	\$35,644	\$38,210
	\$5,111	\$5,211	\$5,312	\$5,412	\$5,512	\$5,612
(3) Step	\$30,796	\$32,222	\$34,503	\$36,499	\$36,784	\$39,351
	\$5,211	\$5,312	\$5,412	\$5,512	\$5,612	\$5,713
(4) Step	\$31,937	\$33,363	\$35,644	\$37,640	\$37,925	\$40,491
	\$5,312	\$5,412	\$5,512	\$5,612	\$5,713	\$5,813
(5) Step	\$33,077	\$34,503	\$36,784	\$38,780	\$39,066	\$41,632
	\$5,412	\$5,512	\$5,612	\$5,713	\$5,813	\$5,913
(6) Step	\$35,118	\$36,844	\$39,425	\$41,421	\$41,706	\$44,273
	\$5,512	\$5,612	\$5,713	\$5,813	\$5,913	\$6,013
(7) Step	\$36,259	\$37,984	\$40,566	\$42,562	\$42,847	\$45,413
	\$5,612	\$5,713	\$5,813	\$5,913	\$6,013	\$6,113
(8) Step	\$37,399	\$39,125	\$41,706	\$43,702	\$45,128	\$46,554
	\$5,713	\$5,813	\$5,913	\$6,013	\$6,113	\$6,214
(9) Step	\$38,540	\$40,266	\$42,847	\$44,843	\$46,269	\$47,694
	\$5,813	\$5,913	\$6,013	\$6,113	\$6,214	\$6,314
(10) Step	\$39,680	\$41,406	\$43,987	\$45,983	\$47,409	\$48,835
	\$5,913	\$6,013	\$6,113	\$6,214	\$6,314	\$6,414
(11) Step	\$40,821	\$42,547	\$45,128	\$47,124	\$48,550	\$49,976
	\$6,013	\$6,113	\$6,214	\$6,314	\$6,414	\$6,514
(12) Step	\$42,247	\$43,687	\$46,269	\$48,265	\$49,690	\$51,116
	\$6,113	\$6,214	\$6,314	\$6,414	\$6,514	\$6,615
(13) Step	\$43,647	\$45,113	\$47,694	\$49,405	\$50,831	\$52,257
	\$6,214	\$6,314	\$6,414	\$6,514	\$6,615	\$6,715
(14) Step	\$45,047	\$46,648	\$49,120	\$50,546	\$51,972	\$53,397
	\$6,314	\$6,414	\$6,514	\$6,615	\$6,715	\$6,815
(15) Step	\$46,447	\$48,183	\$50,720	\$51,686	\$53,112	\$54,538
	\$6,414	\$6,514	\$6,615	\$6,715	\$6,815	\$6,915
(16) Step	\$47,847	\$49,718	\$52,320	\$53,311	\$54,253	\$55,679
	\$6,514	\$6,615	\$6,715	\$6,815	\$6,915	\$7,015
(17) Step	\$49,247	\$51,253	\$53,920	\$54,936	\$55,903	\$56,819
	\$6,615	\$6,715	\$6,815	\$6,915	\$7,015	\$7,116
(18) Step		\$52,788	\$55,520	\$56,561	\$57,553	\$58,494
		\$6,815	\$6,915	\$7,015	\$7,116	\$7,216
(19) Step			\$57,120	\$58,186	\$59,203	\$60,169
			\$7,015	\$7,116	\$7,216	\$7,316
(20) Step				\$59,811	\$60,853	\$61,844
				\$7,216	\$7,316	\$7,416
(21) Step					\$62,503	\$63,519
					\$7,416	\$7,517

SALARY SCHEDULE FOR REGISTERED NURSES

Experience

1 year	90% of Base Salary
2 to 4 years	100% of Base Salary
5 to 8 years	105% of Base Salary
9 years and over	120% of Base Salary

Nurses qualifying for state base will be paid according to state mandates.

PAYROLL DEDUCTIONS

Per state law, association dues cannot be included in payroll deductions.

PAY PERIOD INFORMATION

Employees can elect to be paid once per month on the 20th of the month or twice per month on the 5th and the 20th of the month. Once the employee chooses an option, that method will remain in effect until the next fiscal/contract year.

MAKE-UP DAYS

If a school day is cancelled for any reason, the superintendent, in consultation with the Board of Directors, will determine the need for making up the day or time on a case-by-case basis. The standard position will be that if days are made up, they will be added on at the end of the regular school year for students. If school is extended due to additional make-up days, employees must fulfill their contract. This takes precedent over any other commitments.

Compensation for Extra Duty

An employee may volunteer or be required, depending on a given situation, to take on an extra duty position(s), with the extra duty being secondary to the major responsibility of the employee.

EXTRA DUTY SUPPLEMENTAL PAY

1. The activities listed on the Extra Duty Schedule are official school-sponsored activities covered by school insurance.
2. Although a staff member may voluntarily hold more than two (2) extra-duty assignments, it will be a normal practice to limit each employee to two (2) extra duty assignments in a single school year. If an employee has more than two assigned extra duties and wishes to reduce their extra assignments, he/she shall notify the Activities Director of his/her desire. The Administration shall have one (1) year in which to seek a replacement. If at the end of this year the desired reduction is impossible,

the third extra duty assignment shall be compensated for at the next higher class of the salary schedule.

3. The rate of compensation for extra-duty assignments shall be as shown on the accompanying salary schedule for extra duties.
4. Athletic related extra-duty experience shall mean experience within a single sport except softball and baseball shall be considered as a single sport and that the seventh and eighth grade coaching assignments shall be interchangeable.
5. Experience for non-athletic related duties shall specifically refer only to the duty that is being assigned. Example: High School Band
6. Credit for coaching outside the district shall be determined for new teachers in the same manner as experience on the regular salary schedule but shall not exceed ten (10) years. Credit for non-athletic duties which are designated by an asterisk (*) on the Extra Duty Schedule Classification page, included in this document shall be determined for new teachers in the same manner as experience on the regular salary schedule but shall not exceed ten (10) years.
7. Head coaching experience will include one year of head coaching experience for every two years of assistant coaching experience.
8. Employees (PK - 12) will be required to supervise a maximum of three (3) athletic/activity assignments during the school year. Attendance beyond three (3) such assignments a school year will be at the employee's discretion. Failure to report to supervise an athletic/activity assignment will result in a payroll deduction of \$75 and a mandatory reassignment of an additional duty. Staff will be admitted, at no charge, to regularly scheduled school events. This requirement is in addition to contracted extra duties.

EXTRA DUTY SCHEDULE (Index Multiplied by the Base)

STEP	I	II	III	IV	V	VI
1	0.150	0.105	0.095	0.070	0.060	0.035
2	0.155	0.106	0.096	0.071	0.061	0.036
3	0.160	0.107	0.097	0.072	0.062	0.037
4	0.165	0.108	0.098	0.073	0.063	0.038
5	0.170	0.109	0.099	0.074	0.064	0.039
6	0.175	0.110	0.100	0.075	0.065	0.040
7	0.180	0.112	0.101	0.076	0.066	0.041
8	0.185	0.114	0.102	0.077	0.067	0.042
9	0.190	0.116	0.103	0.078	0.068	0.043
10	0.195	0.118	0.104	0.079	0.069	0.044
11	0.200					

EXTRA DUTY SCHEDULE CLASSIFICATIONS

Level

- I. Head Varsity Coaches (Football, Volleyball, Basketball, Wrestling, Track, Soccer, Softball, Baseball)
- II. Assistants to Level I Head Varsity Coaches and Head 7-12 Cross Country, 9-12 Golf, and 9-12 Tennis coaches
- III. Assistant to Level II
High School Cheerleading (Football, Basketball, Wrestling)
High School Dance Team
High School Student Council
Individual Speech
Large Group Speech
Musical Director
Play Director
Weight Training (25-25-25-25 split)
- IV. Middle School Coaches (Football, Volleyball, Basketball, Wrestling, Track, Softball and Baseball)
Musical or Play Costumer
Technical Director
- V. Assistants to Level III and IV
High School Color Guard
Middle School Student Council
National Honor Society
- VI. Prom
RTI Coordinator
Special Olympics
Conference Art Program
- * High School Music (Instrumental or Vocal) \$7,500
Middle School Music \$3750
Elementary (Instrumental or Vocal) \$2,200
Before and after school practices and events, evening and weekend performances, concerts, and competitions. Also, summer instruction and performances including such activities as: individual lessons, competitions, parades, marching band, band camp, and approved trips.
- ** Winter Event Coordinator \$6,000
- ** Fall Event Coordinator \$3,250
- ** Spring/Summer Event Coord. \$3,250

Definitions: Assistant to Level I includes any 9th, 10th, JV, or Assistant coaching positions to Head Varsity Coaches listed to Level I

Assistant to Level II includes any assistant Head Varsity Coaches listed at Level II

Positions will be assigned per Activities Director and in conjunction with Head Varsity Coach

Group Insurance Benefits

1. Insurance coverages that are selected as part of the Board-provided South Tama County CSD Flexible Benefits Plan shall be for twelve (12) consecutive months or until the following August 31 if an employee is hired after September 1, beginning with the effective date of their contract. Employees new to the district shall be covered by Board-provided Flexible Benefits Plan no later than the earliest date of coverage provided by the insurance policy. When necessary, payment of premiums on behalf of the employee shall be made retroactively or prospectively to assure uninterrupted participation and coverage.
2. Employees on paid leave or covered by the Family Medical Leave Act shall continue to have Board contributions made according to the level described above, subject to the eligibility provisions, set forth by the insurance carrier.
3. Insurance providers shall be selected by the Board.
4. School Liability - Each employee shall be covered by a liability insurance program covering job-related performance duties paid for by the Board of Education.
5. Workers' Compensation - Each employee shall be covered by Workers' Compensation paid for by the Board. Absence due to illness or injury incurred in the course of the employee's employment shall not be charged against the employee's sick leave days unless the employee elects to receive from the Board the difference between his/her salary and the benefits received under Workers' Compensation for the duration of the employee's absence. If the employee does elect to receive full pay under this proposal, then the Board shall reduce the employee's sick leave days by a prorated formula, computed upon the number of dollars which the Board provides in addition to Workers' Compensation benefits. The number of sick leave days deducted under this full pay provision shall be determined solely by the Board for full pay in relation to the employee average daily pay. All other fringe benefits will remain in effect.
6. The Board shall provide up to \$860.00 per month per employee covered by this agreement to participate in the South Tama County CSD Flexible Benefits Plan.
 - a. To be eligible for this benefit a certified employee must be employed by the district at least half time (.5). Those persons employed half time (.5) will receive one-half of the Board's contribution. Any person employed more than half-time (.5) shall receive a board contribution in the equivalent amount as the employee's FTE status. However, if an employee works an average of thirty hours or more per week, the employee will receive the full contribution.
 - b. These moneys shall be understood to be tax free dollars in accordance with Section 125 of the IRS code with the exception of cash option (see f below)
 - c. Employees may opt to supplement the Board contribution with pre-tax dollars to pay for further benefits subject to the limits of Section 125.
 - d. All forms pertinent to the South Tama County CSD Flexible Fringe Benefit Plan are available on

the district website under Human Resources.

- e. The Board and Administration shall inform employees of the plan.
- f. Pamphlets, brochures, or other descriptions of the STC CSD Flexible Benefits Plan shall be available from the Central Office and on the District website.
- g. The STC CSD Flexible Benefits Plan shall include the following items:
 - i) Health Insurance - Each employee shall be required to choose one of the options as described in Selection of Benefits Plan unless they can provide proof of coverage in their spouse's group insurance plan, or as current law provides. Once an employee is enrolled in the group health insurance plan, the employee will no longer be able to opt out of the group health insurance plan and take advantage of the Cash Option.
 - ii) Life Insurance - Each employee shall be required to choose and enroll in a \$12,000 life insurance policy as described in Selection of Benefits Plan.
 - iii) Disability - Each employee shall be required to take the long term disability insurance policy with scheduled monthly income protection of 60% of covered monthly compensation upon expiration of sick leave.
 - iv) Cash Option - An employee may choose to receive the cash difference between the Board contribution and the employee choices in cash as a taxable addition to his/her monthly pay. This option will not be available to employees initially placed into benefit eligibility after July 1, 2015 or those who drop any insurance coverages.
 - v) The STC CSD Flexible Benefits Plan may provide optional insurance coverage(s) for dental, vision, accident, etc.
 - vi) Annuity - An employee may enroll in the state approved annuity plan.

Continuation of Insurance Coverage (COBRA)

If you resign or your employment is otherwise terminated, or if your work hours are reduced, and consequently you or your dependents are no longer eligible to participate in the group health insurance plan offered by the district, you and your eligible dependents may have the right to continue to participate for up to 18 months at your (or your dependents') expense. The 18-month continuation coverage period provided in the event of your termination or reduction in working hours may be extended to 36 months for your spouse and dependent children, if, within that 18-month period, you die or become divorced or legally separated, or if a child ceases to have dependent status. In addition, if you enroll for Medicare during the 18-month period, your spouse and dependent children may be entitled to extend their continuation period to 36 months, starting on the date that you become eligible for Medicare.

If you are determined to be disabled under the Social Security Act at the time of your termination or reduction in hours, you may be entitled to continuation coverage for up to 29 months.

Your eligible dependents may extend coverage, at their expense, for up to 36 months in our group health insurance plans in the event of your death, divorce, legal separation, or enrollment for Medicare benefits, or when a child ceases to be eligible for coverage as a dependent under the terms of the plan. If you or your eligible dependents elect to continue in the group health insurance plan, you will be charged the applicable premium. Failure to make timely payments may result in termination of coverage.

If this election for continuation coverage is made, you and your dependents may have the option to convert this coverage to an individual policy with our insurance carriers at the end of the continuation period.

The district will contact you concerning these options at the time termination occurs or your work hours are reduced. The district will contact your qualified beneficiaries in the event of your death or enrollment for Medicare benefits. However, in the event that you become divorced or legally separated, or one of your dependents ceases to be eligible for coverage under our group health insurance plan, you and/or your dependent is responsible for contacting the district to discuss continuation/conversion rights. You and your qualified beneficiaries are also responsible for notifying the district within 60 days of qualifying for social security disability benefits.

Iowa Public Employees' Retirement System

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

Travel Compensation – Inside the District

The Board will provide reimbursement at the federal mileage rate per mile to employees who are required to travel from one (1) building to another during their school day assignment.

No employee will receive travel allowance between his/her home and school. Teachers scheduled to teach in more than one building, or assigned by their supervisor to travel to another building, shall be reimbursed for building assignment to building assignment travel only. There shall be no travel allowance for periodic faculty meetings, curriculum meetings, or programs attended by teachers generally.

Payment will be made in the following manner: Requests for payment must be verified and signed by the employee and the supervising principal, and are to be submitted monthly to the Business Manager. They will be paid monthly provided that the amount is \$20.00 or more. If this amount is not \$20.00 or more, such request slips will be accumulated until the month the amount is \$20.00 or more. All final payments, whatever the amount, will be made after June 1. All payment for mileage and expense reimbursement over \$20.00 will be forfeited if not claimed within 120 calendar days of incurring the expense. This form is available on the district website and in the Appendix.

Travel Compensation – Outside the District

Employees traveling on behalf of the district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs. Personal additional expenses such as additional mileage, hotel amenity charges and alcohol charges will not be reimbursed.

Travel outside of the school district must be pre-approved on a form provided by the district. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel, and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the superintendent, is approved 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 receipt, indicating the date, purpose, and nature of the expense for each claim item. Failure to have a detailed receipt will make the expense a personal 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. This form is available on the district website.

EMPLOYEE RELATIONS

Background Checks

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

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.

Employee Orientation and Mentoring

Employees must know their roles and duties. New employees will participate in an orientation program. Each certified staff member in their first year of employment in any district will be assigned a mentor teacher. 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 Annie Lucas, Benefits and Payroll, Central Office, 1702 Harding St, Tama, IA 52339, 641-484-4811 x2205 or alucas@s-tama.k12.ia.us.

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 the records are open to the public by law, will employee personnel records be accessible to individuals other than the employee or authorized school officials. For example, employee salaries, use of leave and other basic information is public. In addition, pursuant to Iowa Code Section 22.7(11)(a), certain information relating to individuals employed by a public school district contained in personnel records shall be public records, including the fact that the individual resigned in lieu of termination, was discharged, or was demoted as the result of a disciplinary action, and the documented reasons and rationale for the resignation in lieu of termination, the discharge, or the demotion.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. Employee records are maintained at the district's central office. The school district may charge a reasonable fee for each copy made.

The teacher shall be notified in writing when any complaint, commendation, or informal evaluation is placed in the personnel file.

Employee Searches

Employees should have no expectation of privacy in their classrooms, desks, computers or other school district provided space or equipment. The school district may look into these items as warranted. Anything on the school district's computers, server, website, etc. and in school district files, etc. is district property and subject to inspection at any time. 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 public 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 in the desk or work space which is assigned to employees.

Evaluation

Certified Staff Evaluation

Effective teacher evaluation is an essential part of the total instructional program. Performance-based evaluation is a continuous process, which relates directly to on-the-job performance. Performance-based evaluation is a cooperative effort between the administration and teaching staff, with the support of the Board of Education. Standards in a performance-based evaluation system reflect measurable, observable, and definable teacher behavior.

A. NOTIFICATION

Within two (2) weeks after the beginning of each school year or first day of work, the appropriate administrator shall acquaint newly hired employees under his/her supervision with the evaluation procedures. Within two (2) weeks after the beginning of each school year the appropriate administrator shall acquaint all employees with any changes in the evaluation procedures. No evaluation shall take place until such orientation has been completed. All evaluation forms will be made available to certified staff when the orientation is provided.

B. REQUIRED OBSERVATION

Teacher Evaluation Tiers and Timelines

Tier I Faculty (Year One)

Activity	Timeline
First Formal Observation*	Within first month of employment
Second Formal Observation	Completed by February 1st
Third Formal Observation	Completed during 2nd Semester but prior to March
Summative Conference Completed	Completed by May 15th
Informal Observations	To be determined
Cumulative Professional Portfolio	Created and maintained during year one and two

Tier I Faculty (Year Two)

Activity	Timeline
First Formal Observation*	Within first month of employment

Second Formal Observation	Completed the end of the first semester
Third Formal Observation	Completed during 2nd Semester but prior to March
Summative Conference Completed	Completed by March 30th
Informal Observations	To be determined
Cumulative Professional Portfolio	Completed by March 15th

Tier I Faculty (Year Three)

Activity	Timeline
Individual Professional Development Plan	Plan submitted by October 1st
Informal and Formal Observations	To be determined
Summative Conference	Completed by May 15th

Tier II Career Faculty (Year One)

Activity	Timeline
Individual Professional Development Plan*	Completed by October 1st
Formal Observation	Completed by February 1st
Informal and Formal Observations	To be determined

Tier II Career Faculty (Year Two)

Activity	Timeline
Self-evaluation based on the Iowa Teaching Standards and Criteria	Completed by December 1st
Conference with Principal	Completed by December 1st
Informal and Formal Observations	To be determined

Tier II Career Teacher (Year Three)

Activity	Timeline
Conference with Administration concerning student performance on local, state, national assessments	Completed by May 1st
Informal and Formal Observations	To be determined
Summative Conference (Documentation is needed which supports the Iowa/District teaching standards and criteria)	Completed by May 15th

*The Individual Career Plan may include activities for one, two, or three year periods. The Plan must be linked to the building student achievement goals or the district comprehensive school improvement plan (CSIP) and must be linked to the Iowa Teaching Standards.

Employee 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.

PROCEDURE

Level One: Principal or immediate supervisor - informal

An employee with a complaint shall first discuss it with his or her principal or immediate supervisor, either directly or through his or her chosen representative, with the objective of resolving the matter informally.

Level Two: Principal or immediate supervisor - formal

When the complaint is not resolved informally, the employee(s) may submit a formal complaint in writing within 15 working days of the event or within working 15 days of learning of the event to the principal or immediate supervisor. The formal complaint must contain a statement of the alleged misinterpretation or misapplication of the handbook or policy, including the facts upon which the complaint is based, the issues involved, the provisions of the handbook involved, the claimed basis for the alleged misinterpretation or misapplication and the resolution that is sought. The person to whom the complaint is submitted shall render his or her decision in writing to the complainant within working 15 days of the submission of the complaint.

Level Three: Superintendent of Schools

If the employee(s) is/are not satisfied with the decision rendered at level two, he/she/they may appeal to the superintendent of schools within five days of the level two decision. This level contemplates discussion between the parties in interest and the Superintendent. The superintendent shall render a written decision on the complaint within ten days of receiving the appeal. The decision of the superintendent of schools shall be final.

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 course of 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

Any employee who is arrested or convicted of any criminal charges shall report such information to the superintendent of schools within 24 hours of the event. Failure to do so shall incur discipline, 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 another family member employed by the school district subject to the approval of the board.

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 employee's contract is a probationary period unless the employee has already successfully completed the three-year probationary period in an Iowa school district. Newly licensed employees who have successfully completed a probationary period in a previous Iowa school district will serve a two year probationary period.

Public Complaints about an Employee

The board recognizes situations may arise in the operation of the school district which are of concern to parents, employees, students and other members of the school district community. Public complaints about an employee shall be addressed as detailed in board policy 400.4 and 400.55.

Qualifications, Recruitment and Selections

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.

All job openings shall be submitted to the online state job posting system (TeachIowa, www.teachiowa.gov/). Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board will employ employees after receiving recommendations from the superintendent. The superintendent, however, will have the authority to hire an employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

The board may employ temporary teachers for a period up to six months and temporary administrators up to nine months. Temporary employees will be employed to fill a vacancy created by a leave of absence or unexpected termination of a licensed employee.

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.

Technology Use

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may not be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student Internet records and access

records are confidential records treated like other student records. Students' internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

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.

VOLUNTARY TRANSFERS

A voluntary transfer is the movement of an employee to a different grade level (P-5), building, or general subject area upon a vacancy therein, at the request of the employee.

Upon receipt of a resignation, the Superintendent shall post a dated list of teaching vacancies on the TeachIowa website. Vacancies and/or openings will be advertised in accordance with District's policies and procedures on advertising. Employees who desire a voluntary transfer shall submit their request in writing to the TeachIowa website.

The approval of a request for transfer shall not be automatic. However, the request of the employee shall be granted if it is determined by the administration that the transfer does not conflict with the best interests of the school system and the person is the most highly qualified for the position.

INVOLUNTARY TRANSFERS

An involuntary transfer is the movement of an employee to a different grade level (P - 5), building, or general subject area at the direction and order of the Superintendent without the employee's consent. When determining which employees will be transferred, the district will consider, but not be limited to:

- The educational needs of the district
 - The employee's academic background
 - The financial needs of the district
 - The applicable laws, rules, and regulations, and
 - The number of years the employee has worked for the district
1. Notice of an employee's involuntary transfer shall be given to the employee within five days (5) of the Superintendent's decision and in normal circumstances shall be given on or before the 1st of July preceding the school year in which the transfer shall be effected.

2. In unforeseen circumstances the administration may make an emergency involuntary transfer after July 1, to meet the needs of the instructional program.
3. Involuntary transfers shall not be made for wholly arbitrary or capricious reasons, and in all cases the employee shall be notified in writing of the reasons for the transfer.
4. In the event that the employee objects to the involuntary transfer he/she may appeal the procedures utilized and affecting his/her transfer at the appropriate level of the complaint procedure.

Teachers shall not be involuntarily transferred into a teacher leader and compensation position (TLC).

Work Day

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

The work day for certified staff members at the South Tama County CSD is from 7:45 to 3:45.

Employees are to be in their assigned building during the work day. Advance approval to be absent from the school building must be obtained from the principal or supervisor whenever an employee must leave the school building during the work day.

Employees may be required to attend professional meetings or work activities before or after the regular work day without additional compensation.

There will be no more than two personal days per building per day granted for certified staff and the granting of these days is first come, first serve. Requests to exceed this can be made to superintendent.

Scheduled appointments, scheduled sick leave, or personal days will only be granted on full-day professional development days for certified staff members with the recommendation of the building principal and the permission of the superintendent of schools. **A staff member who misses professional development for any reason is still responsible for the learning that was missed.**

Each employee shall receive a continuous twenty-seven (27) minute duty free lunch. Duty free lunch shall not include required travel time to duty assignments. An employee may agree annually in writing to an adjustment in the lunch period. Employees who leave the building for lunch should follow the building handbook procedures and may need to sign-out and sign-in at the building office.

DISTRICT PROCEDURES AND GUIDELINES

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 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 copyright.gov/help/faq/index.html.

Discipline

The Superintendent may discipline a teacher or other employee for violation of the policies, regulations and rules of the School District or for other conduct that has major adverse impact on job performance. Such discipline may, without limitation, include suspension without pay or termination.

Warning, reprimands, or other disciplinary action may be in writing, should be communicated to the teacher or other employee, and may be included in the teacher’s or other employee’s personnel file.

In case of suspension without pay, the principal, supervisor, or Superintendent shall give written notice of the reasons for the suspension without pay and a copy should be placed in the employee’s personnel file.

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 reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense.

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.

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. The documentation shall include actions that will correct the identified behavior and a timeline identifying when the corrective actions should be completed and documented.

Step Three – Unpaid Suspension

If the issue in Step Two is not corrected, the employee may be subject to unpaid suspension 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 assign a staff member to unpaid suspension.

Step Four – Recommendation for Termination of Employment

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

Employee Recognition

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

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

Professional Development

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 have been excused by their direct supervisor and the superintendent.

Requests for attendance or participation in a professional development program, other than those development programs sponsored by the school district, are made to the superintendent on the form provided. Approval of the superintendent 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.

Professional development includes non-student time on early release days and full-day non-student days. These are identified on the district's master school calendar. It is expected that certified staff will participate in professional development activities as determined by the district. The district will produce a district-level professional development plan and calendar each year.

Parent-Teacher Organization (or other parent organization)

It is at the discretion of the parents of students in each school building and the building level certified staff to determine whether a parent-teacher organization is appropriate. Please see the building-level staff handbooks for further information.

Religious Holiday Celebrations in Public Schools

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

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 of the superintendent.

School Nutrition Program

The district operates a school nutrition program in accordance with the laws and regulations of the US Department of Agriculture and the Iowa Department of Education. Employees may purchase meals and other items, including milk. The cost of a meal for adults is \$4.00. Employees may not maintain an individual negative school lunch account balance. Contact Sandra Jantzen, Food Service Director, STC Administration Office, 1702 Harding Street, or phone 484-5016 for further details.

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 especially 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. Administrators and staff must have approval through the Superintendent's office

prior to releasing information or participating in an interview with members of the local, regional, state or national level media including radio, websites, newspapers, or television.

Please keep in mind what you say or how you present yourself is a direct reflection on the district. There is no such thing as an off the record conversation. It is important to always be professional and courteous with members of the media.

This includes:

- Participating in an interview about a specific topic such as a staff discipline, student discipline, bond issue or crisis situation
- Submitting articles or editorials to a newspaper
- Releasing student test data

Basic exceptions would include:

- Newsletter type information or invitations to open house type events submit to the newspaper that do not express an opinion or stance on a particular topic. Principals are responsible for pre screening this type of information and addressing concerns prior to the information being released to the media.
- A staff member who is a coach participating in an interview after a competition.
- A principal making a positive comment about a student event such as a carnival, concert or such.

Staff Meetings

Certified staff members will have staff meetings and they might go beyond school hours and may be uncompensated. Staff meetings provide an opportunity for the communication of important school district information to be shared between administration and employees.

Staff meetings shall be held monthly. Staff meetings will last approximately **an hour** unless there are other circumstances to consider and any changes will be communicated with staff in advance. If classified staff are to attend a staff meeting, this will be communicated by the administrator managing the meeting in advance.

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 district's Professional Development Plan and Calendar.

Teacher Leadership and Compensation

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

- Attractable 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.

Source: [Teacher Leadership and Compensation System](#), Iowa Department of Education.

The district's TLC plan, as well as regular updates on TLC activities, can be found on the school website.

CONDUCT IN THE WORKPLACE

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 could result in disciplinary action, up to and including termination.

Conflict of Interest

No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. Such actions may subject the employee to disciplinary action, up to and including termination.

Employees will not act as an agent or dealer for the sale of textbooks or other school supplies to the school district. Employees will not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or parents. Employees will not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

Since employees have access to information and a captive audience that could present a conflict of interest, employees may only solicit other employees or students for personal or financial gain with the prior, advance approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may require the employee to cease approved solicitations as a condition of continued employment.

Employee Publication or Creation of Materials

Materials created by employees and/or the financial gain therefrom are the property of the school district if school materials and/or time were used in their creation and/or such materials were created in the scope of the employee's employment unless prior arrangements are made. The employee must seek prior written approval of the superintendent if there is an interest in the individual keeping copies of the materials upon separation from the district.

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.

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. Employees are expected to supervise students when necessary and anywhere on school property should the situation warrant it.

Offensive or Abusive Language

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

Performing Unauthorized Work While on Duty

All district employees are prohibited from performing unauthorized work while on duty. Doing so could result in 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 the administrator in that building. Failure to do so will limit district responsibility and/or increase employee responsibility. It is expected 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 disciplinary action.

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 backtracking 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 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. Teachers still provide instruction that supports identified standards and grade level expectation.

Breaks and Meal Periods

Leaving the place of duty during a work shift without permission of your direct supervisor, except during unpaid break periods, is cause for discipline, up to and including termination. Employees are expected to return to work immediately upon completion of a paid or sanctioned unpaid break.

Dress and Grooming

Employees are role models for students and representatives of the District to the general public.

The Board recognizes the positive effect employees can have on students in this capacity. Clothing and appearance can affect staff members' work performance, relationships with their coworkers and effective relationships with students. The Board strongly suggests and encourages employees to dress, groom, and conduct themselves in a professional manner appropriate to the educational environment.

All staff members should conduct themselves in a professional manner and are asked to use good judgment in dressing and grooming appropriately and respectfully while at school and while involved in school activities. In making clothing decisions, it is important to maintain a professional appearance. Employees should dress in attire appropriate for their position. For example, athletic or sportswear may be appropriate for a Physical Education instructor, but not a core academic instructor.

This policy and corresponding administrative procedure have been developed to describe the District's interests and assist in determining what attire is appropriate and acceptable. At all times, clothing should be neat, clean and should not interfere with the employee's performance. Discretion and common sense call for an avoidance of extremes which would interfere with or have an adverse effect on the educational process. If an article of clothing does not fall within the parameters of acceptable attire, it should not be worn. Building Principals may ask an individual to change clothing if he/she is not dressed appropriately.

Building Principals shall have the latitude to designate special days where clothing expectations may be more relaxed than indicated in the policy or administrative procedure.

It shall be the responsibility of the Superintendent, in conjunction with the building Principals, to work with staff members in developing administrative procedures regarding this policy.

Employee Outside Employment

The board believes that the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board expects that district employees will give the responsibilities of their positions in the school district priority over any other employment.

Employees with external employment must keep the two positions separate and the external job cannot impact the school district job. Should a supervisor believe the external position is impacting the internal one; the supervisor will address it with the employee.

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:

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

Engaging in prohibited political activities may be grounds for disciplinary action, up to and including termination.

Ethics – Board of Educational Examiners

School district employees are expected to perform their jobs in an ethical and honest manner consistent with board policy and the Iowa Board of Educational Examiners (BOEE) rules. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Professional Conduct and Ethics of the BOEE. The BOEE's Code of Professional Conduct and Ethics constitutes mandatory minimum standards of practice for all licensed employees. For a copy of the ethics code, please visit www.boee.iowa.gov/doc/ethHndot.pdf.

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 disciplinary action.

Gifts

Employees are expected to follow the restrictions on gifts in Iowa Code section 68B.22. 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.

Insubordination

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

Relationships with Co-Workers

School district employees are encouraged to create an environment where co-workers' 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 may be 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 or accessed on school district equipment or any material used in conjunction with the school district's computer network.

Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external website without 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 the district's Technology Director in establishing and maintaining the site.

Theft

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

Treatment of Patrons of the District

Patrons of the district are to be treated with respect on school grounds and at school events. Employees should be courteous at all times (even when the patron is not), and report to district administration any mistreatment by district patrons.

Volunteers

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

Any individual interested in volunteering for the district should contact Connie Cooper, STC Administration Office, phone 484-4811, for the appropriate paperwork. A background check will be conducted for all volunteers. Volunteers serve at the discretion of building or district level administrators and shall not perform roles equivalent to any district employee.

STUDENT AND CLASSROOM ISSUES

Abuse of Students by a School District Employee

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

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

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.

This is current Iowa law regarding abuse of students by school district employees. Refer to the Iowa Department of Education training manual for supporting materials and forms. The training manual can be located at: www.educateiowa.gov/chapter-102-level-i-investigator-manual-january-2011-school-leader-update-legal-lesson

Child Abuse Reporting

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

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

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

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they have taken the course within the previous five years. The course will be re-taken at least every five years.

This reflects the current status of Iowa law regarding child abuse reporting. For 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

Corporal Punishment, Restraint and Detaining Students

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

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

Field Trips

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

Individuals with Disabilities Education Act

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

Homework and Grading

Each building has established policies and procedures regarding the assignment of homework and grading systems. Please see building level employee handbooks for more details. For additional information on this topic, including student assessment tips, please visit the “Student Assessment” section of the Iowa Department of Education’s website located at www.educateiowa.gov/student-assessment.

Parent/Teacher Conferences

Conferences with parents are offered a minimum of once each semester for all grade levels. These conferences may include the student. Please refer to the building level employee’s handbook for additional details. Parent/Teacher/Student Conferences are one method of providing updates of

student progress to parents and students. They are also an excellent method for building relationships and creating a welcoming school environment.

At times, these conferences can be stressful for parents. District staff members must always conduct themselves in a professional and courteous manner. If a given situation is proving difficult to manage, consider including the building administrator in the conversation.

Teachers should be prepared to provide detailed information on specific individual student progress to parents and their students, as well as to provide suggestions for improvement as appropriate. Language interpreters will be available, if needed.

Searches of Students and Property

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected without a search warrant.

Employees must adhere to district policy and administrative regulations regarding the search, pat down or inspection of a student and his or her belongings.

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 disciplinary action up to and including termination. For additional information regarding the applicable standard in the Iowa Board of Educational Examiners Code of Professional Conduct and Ethics, please visit the Board of Educational Examiners website located at www.boee.iowa.gov/doc/ethHndot.pdf.

Student Funds and Fundraising

Student fundraising for school activities may occur upon approval of the principal on a schedule determined by district policy and with an employee overseeing the fundraising. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must identify a specific purpose for fundraising and secure the approval of the principal prior to spending the money raised.

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. Confidential student records are only available to staff members if there is an educational reason to review the records. All

reviews of any confidential student records shall be recorded by the appropriate manager of the 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 disciplinary action, up to and including termination, and expose the employee to personal liability for violation of Iowa's privacy law.

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.

Anti-Bullying and Anti-Harassment

502.11 Anti-Bullying, Anti-Harassment, and Hazing Prohibited

The South Tama 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. Harassment and bullying of or by students, staff, and volunteers are against federal, state, and District Policy and is not tolerated by the board. 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. 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, at any school function or school-sponsored activity and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

Definitions

The board prohibits harassment, bullying, hazing, or any other victimization, of students and employees based on any of the following actual or perceived traits or characteristics, including but not limited to, race, color, creed, age (for employment), sex, national origin, religion, marital status (for programs), gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status (for programs) or familial status.

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

“Harassment” and **“bullying”** 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:
 - Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
 - Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
 - Implied or explicit threats concerning one’s grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or

- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning 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.

"Hazing" occurs when the student intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student [for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with the school]. Prohibited acts include but are not limited to, any act of a physical nature such as whipping, kidnapping, holding another student against his/her will, or any forced activity which endangers the physical health or safety of the student. Students who violate this section could be subject to criminal penalties in addition to school discipline.

"Sexual harassment" may include, but is not limited to, 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 by a school employee 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.
- The South Tama County Community School District has a zero tolerance policy for sexual harassment.

"Stalking" and **"hate crimes"** are defined by state and federal law, and are to be reported to the proper legal authorities for prosecution.

"Volunteer" means an individual who has regular, significant contact with students for school purposes, but is not a district employee.

Filing a complaint

Any person alleging a violation of this policy may file a written complaint by using the Anti-Bullying, Anti-Harassment and Hazing Prohibited Complaint Form (502.11 E2) or the Anti-Bullying, Anti-Harassment and Hazing Prohibited Witness Disclosure Form (502.11 E3) at the end of this policy. Employees who are aware of harassment or bullying may file a written complaint or report the conduct to a building or District administrator. The complaint may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is believed to be involved in the alleged misconduct.

The complainant should file the initial complaint within 60 working days with the school's principal, whose decision may be appealed to the Superintendent. The complainant may be required to provide any evidence of harassment or bullying including, but not limited to, letters, emails, tapes, signs, and pictures. If a written complaint is filed, the equity coordinator will review within 15 working days review the allegations to determine if the complaint states a possible violation of this policy. If so, the equity coordinator will commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement as a part of the investigation.

District employees, students and volunteers are expected to fully and fairly cooperate in the investigation. An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists.

A written investigative report will be completed following a formal investigation, and a summary of the report, including a determination that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. [Disposition of Complaint form (502.11 E4). The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes discrimination, bullying or harassment.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

For further details on reporting and investigation, please see 502.11 E1 "Anti- Bullying/Anti-Harassment Investigation Procedures."

Complaint Procedure – Disability

The District has also established a complaint procedure to handle allegations of discrimination based on disability and to handle concerns regarding accommodation of disabled students. A parent, guardian, or student may utilize such complaint procedures.

Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations and to the extent possible in consideration of the need to investigate allegations of misconduct and take corrective action with misconduct has occurred.

Retaliation Prohibited

No person shall retaliate against a student or other person because that person has filed a discrimination or harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, termination of employment, or exclusion from school grounds and activities.

Corrective Actions

Upon completion of an investigation into a complaint filed under this policy, the District will take action to halt any improper discrimination, harassment, or bullying and will take other appropriate corrective actions to remedy all violations of this policy. Such actions include, but are not limited to, discharge, suspension, expulsion or exclusion from school grounds and activities of a perpetrator of discrimination, harassment, or bullying.

Individuals who knowingly file false bullying or harassment complaint 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.

Assessment and Training

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop and revise procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include strategies for recognizing, handling, and preventing harassment. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment.

The superintendent shall make regular reports to the Board to progress made toward reducing bullying and harassment.

Other Agencies

Students and their parents may also contact the Iowa Civil Rights Commission and the Office of Civil Rights of the United States Department of Education for assistance.

Notification

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook,
- Inclusion in the registration materials,
- Inclusion on the school or school district's website, and
- A copy shall be made to any person at the Central Office, 1702 Harding Street, Tama, Iowa 52339.

Legal References: 20 U.S.C. §§ 1221-1234i (2004); 29 U.S.C. § 794 (2009); 42 U.S.C. §§ 2000d-2000d-7 (2004); 42 U.S.C. §§ 12001 et seq. (2004); Senate File 61, 1st Regular Session, 82nd General Assembly (2007); Iowa Code §§ 216.9; 280.3, 280.28 (2009); 281 Iowa Admin. Code §§ 12.3 (2), (6), (130).

Cross References: 502 Student Rights and Responsibilities 503 Student Conduct 506 Student Records 1006.10 Discrimination Grievance Procedure (Revised January 17, 2005; July 16, 1007; May 18, 2009, March 15, 2010; March 21, 2011, July 8, 2013, July 7, 2014; January 19, 2015; March 9, 2015, September 19, 2016, January 8, 2018)

For additional information, including applicable forms, please visit the “Anti-Bullying/Anti-Harassment” section of the Iowa Department of Education’s website, at www.educateiowa.gov/pk-12/learner-supports/anti-bullyinganti-harassment and the “Bullying and Harassment” section of the Iowa Department of Education’s website, at www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/bullying-and-harassment.

Bloodborne Pathogens

Annually, all employees will be required to take the training. This training is included in the group of mandatory trainings required of all employees each year and made available through AEA Learning Online. More information will be provided.

The mandatory poster for Job Safety and Health may be located on the United States Department of Labor’s website www.osha.gov/Publications/poster.html and the Iowa specific poster may be located on the Iowa Workforce Development website www.iowadivisionoflabor.gov/iowa-osha-safety-and-health-poster-0. School districts should also include in this item where the mandatory poster will be displayed.

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 bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping.

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. When 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 employees as quickly as possible. The school district is not responsible for medical treatment of an injured employee.

It is the responsibility of the employee injured on the job to inform their supervisor within twenty-four hours of the occurrence. It is the responsibility of the employee’s immediate supervisor to file an

accident report with Annie Lucas, Benefits, within twenty-four hours after the employee reported the injury.

Employee Physical Examination

The district believes good health is important to job performance.

Employees whose physical or mental health, in the judgment of the administration, may be in doubt must submit to additional examinations that are job-related and consistent with business necessity, when requested to do so, at the expense of the school district. The district will comply with occupational safety and health requirements as applicable to its employees in accordance with law.

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. Steve McAdoo 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 located at www.osha.gov/Publications/poster.html and the Iowa specific poster may be found at www.iowadivisionoflabor.gov/iowa-osh-safety-and-health-poster-0. These posters will be displayed in the area near any hazardous substance.

Smoke and Tobacco Free Workplace

The district is committed to providing a safe and healthy workplace and to promoting the health and well-being of employees. As required by Iowa Code Chapter 142D, the Iowa Smokefree Air Act, and also motivated by a desire to provide a healthy work environment, the district Board Policy 910.10 prohibits smoking, and the use of tobacco and nicotine products as cited in board policy, on all school grounds and in school vehicles. Unauthorized use of tobacco substances during work hours, while on district time or property, or while engaging in district business will result in discipline, including immediate dismissal.

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 immediate dismissal.

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

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

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

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.

Leaves and Absences

All leave requests must be scheduled using the district's electronic leave request system (AESOP) prior to taking leave. If the leave is the result of an emergency the employee must record their absence in the system within one (1) work day of the absence.

ABSENCES WITH LOSS OF PAY

1. Leaves with a loss of pay are not welcomed, but in the case of an emergency, may be granted by the Superintendent. These leaves shall be accompanied by a loss of 1/189 of the certified employee's contract salary each day on such leave. The 1/189 deduction assumes a 189-day contract and contracts for other lengths will be adjusted accordingly. Requests for such leave shall be made to the employee's building administrator who will forward the same to the Superintendent of Schools.
2. Involuntary absences not provided for in this contract may be excused by the Superintendent. The employee shall make application to the Superintendent through the employee's building Administrator immediately for excuse for such absence.
3. Education Improvement Leave
 - a. Educational Improvement Leave without salary may be approved at the sole discretion of the Superintendent for not more than one (1) calendar year duration. An extension may be granted in unusual or extenuating circumstances at the discretion of the Superintendent. Such leave is granted without loss of accumulated sick leave; the employee will not receive

experience credit for time on leave from work, but would be reinstated at the next appropriate step and lane in the salary schedule.

- b. Education Improvement Leave may be granted by the Superintendent for the following purposes: Advanced professional training, education, or travel considered pertinent and significant to the professional skills and competency of the employee and of value to the school district. Each request will be considered on its own merits. The Superintendent at his/her sole discretion must determine if such leave is in the best interest of the District.
- c. If a certified employee is granted such leave of absence, he or she shall be guaranteed a position in the Community School District of South Tama County for the following school year upon written request for reassignment to active duty. Such request should be filed with the Superintendent by January 15 of the year of leave. Failure to file written application by January 15 voids the guarantee of position. The above-mentioned guarantee is subject to the following conditions:
 - 1) The individual does not accept full-time employment while on leave of absence. This does not apply to leave granted for military service.
 - 2) The individual is able to perform all duties required of his/her position satisfactorily at the time of his/her request for reassignment and at the time of reassignment.
 - 3) This guarantee is not to be interpreted as guarantee that an individual will be placed in the same position that he or she left at the time that leave was approved. The employee will be reinstated into a position for which he or she qualifies.

4. Provisional Leave

- a. The Superintendent may grant an extended provisional leave of absence without pay for other circumstances not set forth above.
- b. The return to his/her position shall not take place within ten (10) working days prior to the end of a quarter.

5. Extended Disability Leave

- a. It is recognized that, on occasion, an employee may feel the need for a leave of absence with the purpose of obtaining medical treatment. In case of a request for an extended leave of absence due to a medically-related problem, when the time for a leave of absence can be projected ahead of time or can be at the employee's discretion, the Board would request, for the preservation of the educational process, that such leaves only be requested if the employee cannot arrange for a period of incapacity to occur during non-school periods. However, in the event of elective surgery or predicted medical disability which is to occur during the school year, the following procedures shall apply:
- b. The employee shall notify the Superintendent at least three (3) weeks in advance for extended leaves of absence which are to be longer than two (2) weeks. The employee shall notify the Superintendent at least two (2) weeks in advance for shorter disability leaves of absence. In both instances the employee shall give the Superintendent written notice of the date which he

or she expects to commence extended leave and the total amount of time he or she expects to take.

- c. After giving due consideration to the desire and capabilities of the employee, the need for efficient administration of the schools, and the continuity of the educational process, the Superintendent will make a decision concerning the leave, the Superintendent or a designee shall reply to the employee as soon as the decision can be made. The Superintendent's response shall include whether the leave is approved and/or satisfactory dates for such leave.
- d. Sick leave benefits will be used for disability leave until all sick leave is used. Only after sick leave benefits are exhausted will long term disability benefits take effect. Any paid leaves shall run concurrent with FMLA leave.
- e. Disability leave without pay may be allowed beyond the period for which the employee has sick leave available if there are medical reasons, according to a doctor's statement, for such leave; such leave may be allowed up to the end of the school year in which the sick leave has been exhausted, with the Board continuing coverage of insurance benefits up to the end of the contract year if the same can be provided within the rules and regulations of the insurance carrier. Insurance coverage will be maintained further if the employee is either on paid leave or unpaid FMLA leave.
- f. A statement from a qualified physician will be required to prove that the employee is capable of resuming duties. In addition, the district may require an employee to pass a fitness for duty physical exam prior to returning to work. This exam would be paid for by the district.
- g. In the event of a difference of opinion between the employee (and his or her doctor) and the Board considering the length, duration, or nature of a disability leave, the Board may require a second medical opinion and/or require the employee to submit to an examination by another physician. The Board shall select the physician and pay the cost of the second evaluation and/or opinions.

ABSENCES WITHOUT LOSS OF PAY

Absences without loss of pay will be granted in the following situations:

1. Sick leave, family illness, death or critical illness as provided in this handbook.
2. While acting as a chaperone for a school sponsored activity or attending a required event.
3. A professional day(s) may be approved by the Superintendent if the activity will assist the development of the teacher in meeting the requirements of or working with the building level student achievement goal(s), the district comprehensive school improvement plan (CSIP) or the Standard(s) 1-8 of the Iowa Teaching Standards.
4. Head varsity coaches will be allowed to use personal days to attend state tournaments in their respective IHSAA or IGHSAA sports. If the team they coach makes the state tournament, the district will cover costs associated with the team's and coach's participation in the tournament.

5. Other absences of less than one-half day in length for good cause shown and when substitutes need not be employed will be handled at the building level.
6. An employee shall be excused for jury duty, required court appearance related to their duties as a school employee, and to provide testimony in a criminal case, in which they are not the defendant, as required by court order which they are unable to resist. The absence shall be at full pay provided any fees or remunerations (except for meal and travel reimbursements) are turned over to the Community School District of South Tama County.
7. An employee may request from the Superintendent or designee up to four (4) paid days during the time they are actively working on entry submissions for initial National Board Certification.
8. Personal leave
 - a. Each employee shall be allowed three (3) days each year for leave with full pay.
 - b. For each unused day of personal leave, the employee will be paid at the current year substitute daily rate. Employees will only be reimbursed for a maximum of two remaining personal days annually. Payment will not be made for increments in less than .5 unused days.
 - c. Each employee shall make written requests for personal leave to the building principal at least five (5) working days prior to the anticipated leave date. The Superintendent shall notify personnel at least three (3) working days prior to the anticipated leave date of the disposition of the case. Only two (2) individuals using personal days will be permitted per building per day (the Partnership Center is considered part of the high school). As long as the request falls within the guidelines of this section such leave will be approved. Emergency requests shall be considered on an individual basis.
 - d. Such leave may not be granted during the first and last weeks of any school year nor during the first three (3) days preceding and succeeding school vacations or holidays unless approved at the discretion of the Superintendent or his/her designee.
9. Sick Leave
 - a. The current sick leave provision shall apply to all employees who work a portion of the school year. All sick leave absences without loss of pay shall be deducted from cumulative sick leave of the subject employee. All absences will be computed per the employee's average work day and on standard pay scales. The Iowa Sick Leave Law shall be in force in the Community School District of South Tama County as follows:
 - 10 Days Cumulated Sick Leave - Year 1
 - 11 Days Cumulated Sick Leave - Year 2
 - 12 Days Cumulated Sick Leave - Year 3
 - 13 Days Cumulated Sick Leave - Year 4
 - 14 Days Cumulated Sick Leave - Year 5
 - 15 Days Cumulated Sick Leave - Year 6
 - And Each Succeeding Year

- b. Sick Leave will be cumulative until a maximum of 105 days have been accumulated.
- c. Pregnancy Leave: Employees who are disabled from performing their duties because of medical reasons associated with pregnancy or post-delivery problems related to pregnancy, shall receive the sick leave benefits provided herein on the same basis as employees whose disability is related to other illness or injury. The FMLA policy outlined in this handbook applies. In addition, pursuant to Iowa Code section 216.6(2)(e), any employee who is not eligible for FMLA leave is entitled up to six weeks of paid leave with the remainder unpaid leave due to the employee's pregnancy, child birth or related medical conditions. Doctors frequently prescribe a six week post-delivery recovery period if there are not complications. Absence beyond that medically prescribed is without pay. You shall contact the Central Office to verify terms for leaves of absence.
- d. The employee will provide, upon request, reasonable verification of illness. If the employee is absent because of illness, injury, or disability for a period of 3 consecutive working days or more, the employee must present a physician's statement of approval to return to work. Use of sick leave for reasons other than personal illness is not allowed and could be grounds for progressive discipline including and up to termination.

10. Family Illness

Each employee shall be granted four (4) days per year, cumulative to ten (10) days leave of absence with pay due to illness of any member of the employee's immediate family. Immediate family shall be defined as: spouse, children, children legally in the employee's care, brothers, sisters, mother, father, grandparents, sons/daughters-in-law, parents-in law, and grandchildren. (The list shall also include "step-relative" in the same categories as listed). The FMLA policy shall apply to family illness days. Employees with remaining sick days at the end of contracted school year may exchange three (3) days of sick leave in for one additional family illness day. This exchange can be completed for up to six (6) family illness days, but not to exceed ten (10) days. This conversion must be completed prior to July 1st.

Leave for family illness must be an illness requiring the employee's assistance for the ill person if the person resides in the employee's household. For a member of the employee's family not residing in the household, the illness must be a critical illness or severe injury as defined as:

- (a) illness or injury involving hospitalization.
- (b) Illness or injury involving the possibility of death.
- (c) illness or injury that requires immediate emergency medical attention.
- (d) accompany a member of the immediate family to a medical appointment when their presence is needed. (Normal pregnancy is not included under (d)).

11. Bereavement Leave

- a. A total of up to ten (10) days absence per year (maximum five (5) per occurrence) shall be allowed for a death in the immediate family, as defined below, without loss of salary.
- b. The immediate family shall constitute any of the following persons: Employee's spouse, children, children legally in employee's care, siblings, parents, grandparents, parent-in-law,

siblings-in-law, grandparents-in-law, grandchildren, grandchildren-in-law, aunts, uncles, nieces and nephews (The list shall also include “step-relative” in the same categories as listed).

- c. Attendance at funerals where immediate family is not involved as defined above will be permitted. Certified staff members may be granted up to one (1) full day leave to attend the funeral of a person(s) who in life represented a special kinship or friendship. A written request for leave under this provision defining special kinship must be filed with the principal and approved by the Superintendent. This request should be filed one (1) day prior to the leave day. Approved absences under this provision, beyond one (1) day, will result in loss of pay.
- d. Leave of absence of this nature is not cumulative.

12. Military Leave

Employees with military obligations will be granted leaves of absence in accordance with applicable federal and state laws.

13. Family and Medical Leave (FMLA)

It is the policy of the district to provide unpaid family and medical leave in accordance with the federal Family and Medical Leave Act (FMLA) of 1993. Whether or not a particular situation is covered by FMLA depends on whether the law’s requirements have been met, not on whether an employee actually requests FMLA leave. The district will designate leave as FMLA leave if the employee is eligible for FMLA leave and if the law’s other requirements are satisfied, even if the employee has not requested FMLA leave.

FMLA Leaves Available

An eligible employee will be granted up to 12 work weeks of unpaid, job-protected leave each 12-month period for any of the following qualifying reasons:

1. The birth of and/or need to care for your newborn child.
2. The placement of a child with you for adoption or foster care.
3. The need to care for your spouse, son, daughter, or parent with a serious health condition; or
4. A serious health condition that makes you unable to perform the functions of your job.
5. Because of any qualifying exigency (urgent need) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. Qualifying exigencies may include attending certain military events, arrangement for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions and attending post deployment reintegration briefings.

FMLA Service Member Leave

An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a single 12 month period to care for the service member. The 26 workweeks is a combined total with other reasons for FMLA leave. For example, if an employee had used 6 weeks of FMLA leave for his/her own serious health condition, 20 weeks would be available during that 12 month period for service member leave.

FMLA Eligibility Requirements

To be eligible for FMLA leave, you must meet all requisite elements of statutory eligibility. You must have worked for the district for at least 12 months and for at least 1,250 hours, excluding hours paid but not worked, during the 12 months immediately preceding the start of the leave.

FMLA General Provisions

For purposes of this policy:

“Child” means a son or daughter under 18 years of age, or a child 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee’s child is one for whom the employee has actual daily responsibility for care and includes a biological, adopted, foster or step-child.

“Parent” does not include parents-in-law.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves

- inpatient care in a hospital, hospice, or residential medical care facility; or
- a period of incapacity that requires absence from work for more than three consecutive calendar days AND involves either two or more treatments by a health care provider, or at least one treatment by a health care provider plus a regimen of continuing treatment; or
- any period of incapacity due to pregnancy or prenatal care;
- chronic serious health condition;
- long-term conditions for which treatment may not be effective; or multiple treatments and recovery there from.

The **“12-month period”** during which the leave entitlement occurs is designated as the 12-month period measured forward from the beginning of the state fiscal year.

If you and your spouse are both employed by the district, and are both eligible for FMLA leave, you and your spouse will be limited to a combined total of 12 weeks of FMLA leave a year taken for any one or all of the following reasons: birth of a child or to care for the child after birth; placement of a child with you for adoption or foster care, or to care for the child after placement; or to care for your parent with a serious health condition. This limitation does not apply in cases of leave to care for the serious health condition of your spouse or child, or because of your own serious health condition.

FMLA - How and When Leave May Be Taken

FMLA leave is taken either in consecutive workweeks; intermittently in separate blocks of time; or by reducing the number of days you work per week, or hours per day.

Intermittent or reduced schedule leave may be taken when medically necessary to care for your spouse, child, or parent with a serious health condition, or because of your own serious health condition. You must provide Benefits with medical certification of the need for intermittent or reduced schedule leave, and must attempt to schedule your intermittent or reduced schedule leave so as not to disrupt district operations. Intermittent or reduced schedule leave for the birth of a child or the placement of a child for adoption or foster care will be allowed only with Human Resources approval. Leave for the birth of a child or placement of a child for adoption or foster care must be taken within 12 months of the birth, adoption or placement.

FMLA Notice Requirements

If you know in advance that you will be taking leave because of birth, adoption or placement of a foster child in your home, or because of planned medical treatment for you or a covered family member, you must notify the district at least 30 days in advance.

If circumstances require that the leave begin in less than 30 days, you must notify the district as soon as is practicable.

When the need for leave is foreseeable based on planned medical treatment for you or your covered family member, you are expected to consult with the district and to make a reasonable effort to schedule the treatment so as not to unduly disrupt district operations.

FMLA Medical Certification

When leave is requested to care for a child, spouse, or parent with a serious health condition, or because of your own serious health condition, you must provide the district with written medical certification from the appropriate health care provider. This certification will include the date of onset, the probable duration, type of treatment, and other appropriate medical facts concerning the condition. If you are seeking leave for your own health condition, the certification must also state that you are unable to perform the functions of your position. For leave to care for a family member, the certification must state that you are needed to care for the family member, and an estimate of the amount of time you will be needed. Other certification requirements apply in the case of intermittent or reduced schedule leave. Generally, employees should provide the certification before the leave begins if the need for leave is foreseeable. Otherwise, employees have 15 days from the date of the district's request to furnish medical certification.

The district also may require periodic medical recertification, and/or periodic reports from the employee during FMLA leave. Medical certification is required when an employee is returning to work after leave for the employee's own serious health condition.

FMLA - Use of Paid Leave

The district will require you to use paid leave as part of your FMLA leave as follows:

1. You must use any sick leave for any portion of a FMLA leave to care for your own serious health condition. You may use accumulated personal time for any portion of a FMLA leave to care for your own serious health condition.
2. You must use any accumulated family illness days for any portion of a FMLA leave for birth, adoption, foster placement, or to care for a child, spouse, or parent with a serious health condition. You may use any accrued personal time for any portion of a FMLA leave for birth, adoption, foster placement, or to care for a child, spouse, or parent with a serious health condition.

When you have used all required paid leave for any portion of a FMLA leave, the balance of the leave will be without pay.

FMLA Rights and Benefits during Leave

All benefits, which you had accrued before taking leave, will be retained after returning from an approved FMLA leave, if not depleted during the leave.

While you are on family or medical leave, paid or unpaid, the district will continue your group health insurance coverage at the same level and under the same conditions that coverage would have been provided had you continued working. You will be required to continue to pay your contribution to the premium to the district by the 10th of the month for the following month's coverage.

Under certain circumstances, if you fail to return to work after an approved FMLA leave, the district may require you to reimburse it for the amount the district paid for your health insurance premium during the leave.

FMLA - Returning to Work

At the conclusion of your FMLA leave, you will be restored to your former position, or one with equivalent pay, benefits, and conditions of employment, provided you have complied with the requirements of this policy. Upon returning to work from leave due to your own serious health condition, you must provide certification from your health care provider that you are able to resume work and fit for duty

Holidays

The following days are days off for all certified personnel, if the holiday falls within the contract: Labor Day, Thanksgiving, Christmas, New Year's Day, Good Friday, Memorial Day and Fourth of July.

Vacation Days

The adopted calendar will dictate unpaid vacation dates. The Monday following Easter will not be used as a makeup day in the event of unscheduled school closures. January 2nd will also be considered a non-paid vacation day unless it falls on a Thursday.

Attendance and Absenteeism

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees who will be away from their normal place of work during normal duty hours are expected to report their absences in AESOP. Except in cases of emergency, absences should be requested and approved in advance. Employees must notify their building principal of all times when they will be absent or to submit leave requests. Absences arranged in advance (vacations and personal days) do not require a call when absent or when returning to work, unless outside the scheduled time off.

If an employee is absent without proper notification and authorization, the employee shall be considered to have abandoned his or her position and progressive discipline will be applied, which may include termination. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. 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 disciplinary action even if the employee has not yet exhausted available paid leave.

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.

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 superintendent to report any security/safety hazard(s) or condition(s) they identify.

During the regular school day, access to the building is restricted. Any visitor must be granted access to the building through the central office. Staff members will use fob or key access to enter the building. Please see building-level handbooks or discuss this issue with your building administrator for more detailed building-level procedures. It is expected that all employees will adhere to established building security provisions and protocols.

Drills and Evacuations

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

Fire and tornado drills are required by law. School districts must have two fire and two tornado drills before December 31 and two fire and two tornado drills after January 1 for a total of eight such drills each school year. Your building administrator will review building-specific procedures for each drill.

Emergency Closings, Inclement Weather and Other Interruptions

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify local and regional radio/television stations to broadcast a school closing announcement as well as sending notice using the district's Blackboard telephone/text notification system.

If the school district releases early or starts late, notice will be issued as quickly as possible using email and the district's blackboard system, followed by notice on various regional television and radio media outlets. Your building administrator will review building-specific details related to early releases or late starts.

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. If an employee comes to work without the permanent badge, a temporary badge may be obtained from the district's central office. The loss of a permanent badge shall be immediately reported to the superintendent's assistant, who will issue a replacement badge at a cost to the employee. Badges remain the property of the district and shall be returned to the building principal at the time of resignation, retirement or termination. The badge simply identifies the individual as a district employee – it does not grant access to buildings or provide any other scan capability.

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 disciplinary action if the threat impacts the orderly and efficient operation of the school. Employees engaging in threatening behavior will face disciplinary consequences up to and including termination. Please report any incidents to the building level administrator or the superintendent.

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 main office of their presence in the facility upon arrival.

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

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

Weapons

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

Employees are prohibited from bringing weapons and other dangerous objects on school grounds. Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy. For more information, visit the Iowa Department of Education Legal Lesson on Firearms on School Grounds at <https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/firearms-school-grounds-january-2013-school-leader>.

For additional information, see local board policy 402.25.

TERMINATION OF EMPLOYMENT

Contract Release – Licensed Employees

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

Release from a contract may be made contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the board the cost incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, the costs may be deducted from the employee's salary. When required, payment of these costs will be a condition for release from the contract. Failure of the licensed employee to pay these expenses when required may result in the district filing a cause of action in small claims court against the employee.

Resignation – Licensed Employees at Year End

A licensed employee who wishes to resign must notify the superintendent by May 1 of each year. This applies to regular contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Resignations of this nature will be accepted by the board. See local board policy 403.45 for additional information.

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.

Employees requesting the retirement incentive must submit a written request to the Superintendent by February 1st of each year stating the intent to retire at the end of the current contract year and the request for the incentive. Applications made after the date set by the board for the return of the employee's contract to the board may be considered by the board if special circumstances exist. It is within the discretion of the board to determine whether special circumstances exist.

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

The district will annually decide whether to offer an early retirement incentive under local board policy 402.52. That decision is normally made at the December board meeting, and will be made with enough time to meet the February 1 deadline each year.

Appendix

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the South Tama County Community School District Employee Handbook available at <http://www.s-tama.k12.ia.us/>. 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 the superintendent 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)

Assignment/Building

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE – COPY PROVIDED TO EMPLOYEE



SOUTH TAMA COUNTY COMMUNITY SCHOOL DISTRICT

Certified Staff

Preapproval and Tuition Reimbursement

1. Courses should receive written approval for credit prior to enrollment. Please submit this form to the Superintendent for preapproval.

2. Teachers may be reimbursed for up to \$1,000 a year for tuition for graduate level courses above the B.A. degree level in the employee's assigned teaching field in the school district. In order to be reimbursed for the tuition, the teacher must provide formal evidence (an official transcript) of course completion with a passing grade of "C" or better. The superintendent in his/her sole discretion may approve the reimbursement of a course outside an employee's assigned teaching field that the superintendent believes may enhance the teacher's performance and/or value as an employee of the district. For reimbursement to occur, such courses should receive written approval for credit application prior to enrollment and completion of the course. Verified credits earned and reimbursed under this clause may be applied to advancement on the salary schedule. (Certified Handbook)

___ Please provide a receipt showing the cost of each course in order for reimbursement to be processed.

___ Official transcripts should be ordered and mailed directly to the Superintendent, 1702 Harding Street, Tama, IA 52339.

Teacher Name (please print): _____

Degree held: _____ Current teaching assignment

College/University _____

COURSE COMPLETION

COURSE #	DESCRIPTION	SEMESTER HOURS

Employee Signature _____

Date: _____

Central Office Use Only

1. Courses preapproved by: _____ Date: _____
Dr. Jared Smith, Superintendent

2. \$1,000 graduate level tuition reimbursement approved for the 2018-19 school year:
_____ Date _____



Dr. Jared Smith, Superintendent

SOUTH TAMA COUNTY COMMUNITY SCHOOL DISTRICT

Certified Staff

Preapproval and Request for Salary Schedule Lane Advancement

1. Courses should receive written approval for credit prior to enrollment. Please submit this to the Superintendent for preapproval for courses selection prior to enrollment.

2. In addition to preapproval for courses, to request an advancement on the salary schedule as a result of additional course work, teachers should notify the Superintendent (or designee) in writing by **September 1st** and provide transcripts by **November 1st**.

*Failure to provide transcripts by November 1st shall result in a salary adjustment effective with the November payroll.

*Please note all credit hours must be earned after conferring of the degree in order to be considered for a salary adjustment. (Certified Handbook)

Official transcripts should be ordered and mailed directly to the Superintendent, 1702 Harding Street, Tama, IA 52339.

Teacher Name (please print): _____

Advance to: BA20 MA MA20 MA40 Spec-20 (Please circle one)

Degree held in: _____ Date Conferred: _____

College/University _____

ADDITIONAL HOURS AND COURSEWORK

COURSE #	DESCRIPTION	SEMESTER HOURS

Employee Signature _____

Date: _____

Central Office Use Only

1. Courses **preapproved** by: _____ Date: _____

Dr. Jared Smith, Superintendent

2 Effective _____, you will advance from your current Lane _____ Step _____ to Lane _____ Step _____ on the Certified Salary schedule for 2018-19. Your advanced **base** salary will be \$ _____.

Lane Advancement Approval by: _____

Dr. Jared Smith, Superintendent

Date _____