

# Central Decatur Community School District



## 2021-2022 Employee Handbook and Procedures Manual

Last Updated: June, 202

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## OPENING STATEMENT

Dear Central Decatur Community School District Staff:

Welcome new and returning staff members to another exciting year of service to our students, families and communities!

As a District, we strive to create an environment in which the diverse backgrounds, experiences and perspectives of all employees are used to better serve our students. It is your collective passion and actions that will enable the Central Decatur Community School District to fulfill its mission and vision. On behalf of the Central Decatur Board of Directors, I appreciate your dedication to our organization and the children and families we serve on a daily basis.

The purpose of the Central Decatur CSD Employee Handbook is to communicate key information and serve as a guide for the employer/employee relationship. This Handbook is neither a contract, either expressed or implied, nor an all-inclusive listing of district policies or procedures. Instead, it is a set of guidelines. This document was developed by a representative District committee and will be reviewed by this committee, providing recommendations for revisions to the Board of Education on an annual basis. The Central Decatur Board of Education reserves the right to make changes to the policies, procedures and other statements made in this Handbook. This Handbook supersedes any previous handbook and can only be changed in writing by the Board of Education. Regardless of date of hire, employees are subject to any amendments, deletions and changes in the Handbook, as well as any changes to board policies.

This Handbook will be maintained on the Central Decatur Community School District website @ [www.centraldecaturschools.org](http://www.centraldecaturschools.org).

Thank you for your ongoing support of Central Decatur Community School District and the RED Way!

Sincerely,

Chris Coffelt,  
Superintendent

## Introduction

This Employee Handbook and Procedures Manual outlines employee relations policies and financial procedures to use in purchasing merchandise, requesting reimbursement for expenses, issuance of school district checks, and payroll procedures/information.

This employee handbook can be a valuable communication resource for both the employer and the employee. It provides guidance and information related to the organization's history, mission, values, policies, procedures and benefits in a written format. It is also viewed as a means of protecting the employer against discrimination or unfair treatment claims. It is an easily accessible guide to the company's policies and practices as well as an overview of the expectations of the Board of Education.

This handbook is a general source of information and may not include every possible situation that could arise. This is especially true during the 2020-2021 school year, due to the COVID-19 pandemic. There are certain policies within and elements of this handbook that may be temporarily suspended or altered in order to be in compliance with the District's Return to Learn and/or Return to School policies and procedures, as well as ongoing guidance from the Iowa Department of Public Health, the Centers for Disease Control, the Office of the Governor, the Iowa Department of Public Education, and other relevant agencies. Any policy or procedural change will be communicated to students and staff. The Iowa Department of Education has created a [return to learn plan](#) that CSD will follow and practice as a district.

This handbook 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.

Auditors for public funds require a strict accounting of all school district funds. The administration and District Business Office has developed these procedures which will allow for a clear accounting trail.

Please keep in mind that we make every effort to handle things efficiently and simply while still following the stringent laws given to us in the Code of Iowa.

All forms referred to in these procedures may be obtained on Google Docs.

## Definitions

- "The district" means the Central Decatur Community School District, represented by the Board of Education.
- "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.

## School District Mission Statement, Educational Goals and Expected Outcomes

# Central Decatur CSD

LINKING LEARNING TO LIFE

BY EMPOWERING  
**EVERY STUDENT**  
**EVERY DAY**

TO BE **RESPECTFUL**  
**EXCELLENT &**  
**DEDICATED**

### RESPECTFUL

- ▶ We believe students excel in a safe, nurturing and positive environment.
- ▶ We believe in and respect every individual, teaching and motivating them to become lifelong learners and leaders.

### EXCELLENT

- ▶ We believe in providing rigorous and relevant learning experiences for EVERY student.
- ▶ We believe in the importance of creating students that are critical thinkers, problem solvers, collaborators and engaged learners.

### DEDICATED

- ▶ We believe in a culture of continuous improvement where all students can and shall learn.
- ▶ We believe in the shared responsibility and partnerships of students, staff, parents and community to ensure every student's success.

# THE **RED** WAY

WE ARE **CENTRAL**  
**DECATUR**

## Equal Employment Opportunity

The Board and the District will not discriminate in educational programs on the basis of: race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, socioeconomic status or marital status.

The Board and the District will not discriminate in employment opportunities on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, socioeconomic status, religion, or disability.

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

Inquiries or grievances related to this policy may be directed to the District Superintendent at the District Administrative Office; to the Director of the Iowa Civil Rights Commission, 400 East 14th Street, Des Moines, Iowa 50319, (800) 457-4416; to the Office for Civil Rights Chicago Office, United States Department of Education, Citigroup Center, 500 West Madison Street, Suite 1475, Chicago, Illinois 60661, (312) 730-1560; or to the Equal Employment Opportunity Commission Chicago Office, 500 West Madison Street, Suite 2000, Chicago, Illinois 60661 (800) 669-4000. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, 400 East 14th Street, Des Moines, Iowa 50319.

For more information regarding Equal Employment Opportunity and Affirmative Action compliance program, please view board policy [402](#).

## District Contacts

Chris Coffelt, Superintendent	<a href="mailto:chris.coffelt@centraldecatur.org">chris.coffelt@centraldecatur.org</a>	Extension 1112
Dan Johnson, MS/HS Principal	<a href="mailto:dan.johnson@centaldecatur.org">dan.johnson@centaldecatur.org</a>	Extension 1104
Amy Whittington, Elementary Principal	<a href="mailto:amy.whittington@centraldecatur.org">amy.whittington@centraldecatur.org</a>	Extension 1811 or Extension 1402
Becky Broich, School Business Official	<a href="mailto:becky.broich@centraldecatur.org">becky.broich@centraldecatur.org</a>	Extension 1111
Cindy Havens, Central Office Assistant	<a href="mailto:cindy.havens@centraldecatur.org">cindy.havens@centraldecatur.org</a>	Extension 1113
Becca Harvey, Human Resources Director	<a href="mailto:becca.harvey@centraldecatur.org">becca.harvey@centraldecatur.org</a>	Extension 1115

## Organizational Chart

[Central Decatur Community School Organizational Chart](#)

## 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 in the District Business Office with Becky Broich,

District School Business Official or <http://centraldecatour.isfis.net/>. Employees are expected to know existing board policies and know to refer to the policies when necessary.

## **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. The District instituted a representative district staff committee to develop this document and will utilize this committee to review the handbook on an annual basis, providing recommendations for revision to the Board of Education. The Board does reserve the right to modify this document without notice, consultation, or publication, except as may be required by contractual agreements and law.

# **COMPENSATION AND BENEFITS**

## **Master Contracts**

[\*\*Certified Master Contract 2021-2022\*\*](#)

[\*\*Classified Master Contract 2021-2022\*\*](#)

## **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, and likely will, result in termination because by law the district cannot pay an employee who does not have a current license, authorization or certification. Specific information regarding an employee's license, authorization, or certification may be obtained from the Iowa Board of Educational Examiners (BOEE). The BOEE may be contacted by calling (515) 281-3245 or by visiting their website, located at [www.boee.iowa.gov/](http://www.boee.iowa.gov/).

## **Salary Schedule**

[\*\*2021-2022 Certified Salary Schedule\*\*](#)

[\*\*2021-2022 Classified Salary Schedule\*\*](#)

### Substitute Teachers

Substitute teachers will be paid a per diem rate. Substitutes employed for 10 or more consecutive days in the same position shall be paid according to the prevailing salary schedule beginning on the eleventh day. Substitute licensed employees are expected to perform the same duties as the licensed employees.

## **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.

The District and District employees acknowledge their role extends beyond the walls of the classroom. District employees will be asked to work at different District activities and events. District employees will be paid for their time when supervising or working these events and provided a family activity pass should they work and/or supervise two events/activities.

## Continued Education Credit

Central Decatur Staff may be required to complete training as required by federal or Iowa law or due to a District requirement. Additionally, license or certification may be required for a job due to law or District requirement. It is the responsibility of staff members to maintain any required certifications or licenses. Documentation of trainings, licenses and other requested information must be provided to the District Business Office.

As a courtesy, the District Business Office will send an annual reminder of required trainings. Staff members who have not completed training by the due date may be removed from their duties and may be placed in unpaid status at the discretion of the Superintendent until training or licensure is completed. Failure to obtain required certification, licensure or to complete training may be grounds for discipline and/or termination. While Central Decatur works to provide a courtesy reminder for some requirements, it does not absolve an employee's responsibility to maintain job training, certification and licensure necessary for his/her job. Central Decatur does not assume any liability for missed reminders or errors in dates. To check on license expirations and renewal process visit: <http://www.boee.iowa.gov/>

Credit for horizontal advancement will include education courses if required for advanced degree or current teaching field courses unless otherwise approved by the Board. The employee must submit to the Superintendent a letter of intent to advance from one (1) educational lane to another during the month of May of the fiscal year prior to when said advancement will take place. Verification of educational credit must then be filed with the Superintendent by September 5th in order to advance on the salary schedule for the current school year.

## Group Insurance Benefits

### Licensed Employees

Licensed employees may be eligible for group benefits as determined by the board and required by law. The board will select the group benefit program(s) and the insurance company or third party administrator which will provide or administer the program.

In accordance with the Patient Protection and Affordable Care Act (ACA), the board will offer licensed employees who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, with minimum essential coverage that is both affordable and provides minimum value. The board will have the authority and right to change or eliminate group benefit programs, other than the group health plan, for its licensed employees.

Licensed employees who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, are eligible to participate in the group health plan. Licensed employees who work at least 20 hours per week are eligible to participate in dental, vision, term life, cancer, short-term disability, accident, and specified critical illness group insurance plans. Employers should maintain documents regarding eligible employees acceptance and rejection of coverage.

Regular part-time licensed employees (i.e., employees who work less than 30 hours per week or 130 hours per month) who wish to purchase coverage for benefits other than health may participate in group benefit programs by meeting the requirements of the applicable plan. Full-time and regular part-time licensed

employees who wish to purchase coverage for their spouse or dependents may do so by meeting the requirements of the applicable plan.

Licensed employees and their spouse and dependents may be allowed to continue coverage of the school district's group health program if they cease employment with the school district by meeting the requirements of the plan.

Licensed employees who can document in writing that he/she is covered by a spouse's group health plan will receive \$2,500 included with their monthly pay to be spread over 9 or 12 months.

#### Classified Employees

Classified employees may be eligible for group benefits as determined by the board and required by law. Single health insurance coverage with Health Savings Account (HSA) funding in the amount of \$2,500 will be for the following: Cooks, Custodians, and Full-Time Office Managers.

In accordance with the Patient Protection and Affordable Care Act (ACA), the board will offer classified employees, who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, with minimum essential coverage that is both affordable and provides minimum value. The board will have the authority and right to change or eliminate group benefit programs, other than the group health plan, for its classified employees.

Classified employees, who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, are eligible to participate in the group health plan. Classified employees who work at least 20 hours per week are eligible to participate in dental, vision, term life, cancer, short-term disability, accident, and specified critical illness group insurance plans. Employers should maintain documents regarding eligible employees acceptance and rejection of coverage. Any individual that qualifies through the Affordable Care Act (ACA) and opts to take the school's health insurance shall not experience a wage increase for the first year in which they participate in the insurance, but will in ensuing years.

Regular part-time classified employees (i.e., employees who work less than 30 hours per week or 130 hours per month) who wish to purchase coverage for benefits other than health may participate in group benefit programs by meeting the requirements of the applicable plan. Full-time and regular part-time classified employees who wish to purchase coverage for their spouse or dependents may do so by meeting the requirements of the applicable plan.

Classified employees who can document in writing that he/she is covered by a spouse's group health plan will receive \$2,500 included with their monthly pay to be spread over 9 or 12 months.

#### **Employee and Family Resources (EFR)**

Central Decatur Community School District provides a company sponsored benefit that helps employees prevent or manage personal problems that can negatively impact their quality of life and workplace productivity. EFR seeks to promote the health and wellbeing of its workforce; retain valued employees; and maintain a productive and efficient work environment. This is offered to CSD employees and their family members at no cost with 24/7 services. [Website](#) access and phone access, 1-800-327-4692, are available.

## MetLife Disability Insurance

Central Decatur Community School District provides basic life and disability insurance for all full time employees. Benefit includes \$15,000 below the age of 64 and younger. The benefit decreases 35% at the age of 65 years old and 50% at 70 years old.

## 403(b) Program

Central Decatur Community School District is a member of the State of Iowa Retirement Investors' Club. Salary reductions can be made for employees' 403(b) accounts in accordance with the State of Iowa Retirement Investors' Club. Salary reduction forms must be turned in to the High School Business Office. A new Salary Reduction form will need to be turned in for any changes to existing salary reductions. Forms turned in prior to the 15th of the month will be in effect for that month's payroll. Forms turned in after the 15th will take effect the following month.

For more information: [Core Providers](#) [Salary Reduction Form](#)

## 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](http://www.ipers.org/index.html).

## Travel 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.

Travel outside of the school district must be verbally pre-approved by the employee's supervisor. 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. Employees are expected to use school vehicles for school related activities. If a school district vehicle is not available, the employee will be reimbursed at the district rate (calculated in cents per mile). The current district rate is \$ .39/mile.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. 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. In exceptional circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim.

Failure to have a detailed receipt will make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip are reimbursed by the employee to the school district no later than ten (10) working days following the date of the expense.

The superintendent is responsible for developing administrative regulations regarding actual and necessary expenses, district travel allowances and assignment of school district vehicles. The administrative regulations will include the appropriate forms to be filed for reimbursement to the employee from the school district and the procedures for obtaining approval for travel outside of the school district.

## 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.

### 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 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, upon five days' notice, require the employee to cease approved solicitations as a condition of continued employment. [See Board Policy 408](#)

### Employee Orientation

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

### Employee Records

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

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

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between Becky Broich, SBO or Cindy Havens, Central Office Assistant and the employee. The school district may charge a reasonable fee for each copy made. See Board Policies [406](#) and [407](#).

## **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 when needed. Anything on the school district's computers, server, website, etc. and in school district files, etc. are considered a public record and open to public inspection. If the school district conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. Should the school district get a request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to employees.

## **Evaluation**

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

## **District Evaluation Process**

### **CD Certified Staff Evaluation Policy**

Within **four weeks** weeks after the beginning of each school year, the principal or immediate supervisor shall acquaint each employee under their supervision with the evaluation procedures, criteria and instruments used in evaluation. The evaluation orientation ensures employees have an understanding of the evaluation system. No formal evaluation shall take place until the evaluation orientation is completed.

There shall be a minimum of **one (1)** formal evaluation every three years for certified staff, and one formal evaluation every year for classified staff. Every employee shall receive five **(5)** days notification of when the first evaluation is to take place. All other formal evaluations shall be conducted with knowledge of the employee.

The formal evaluation shall be in writing. Classified staff evaluations will use this [template](#). The classified employee and supervisor will each complete the employee form prior to a formal meeting. The employee shall meet with the principal or immediate supervisor within five (5) days following the formal evaluation. The principal or immediate supervisor will review the evaluation with the employee. The employee shall sign the evaluation. The signature will indicate that the principal or immediate supervisor has discussed the results with the employee but does not necessarily imply the employee is in agreement with the evaluation results.

An employee that feels the evaluation is unfair, unjust or inaccurate may begin the handbook complaint process or other appropriate process. Failure to submit a complaint shall indicate agreement with the evaluation. The evaluation results shall be placed in the employee's personnel file.



If the principal or immediate supervisor determines that the employee's performance is not meeting expectations as prescribed by board policy, district procedures or law, the principal or immediate supervisor shall recommend to the superintendent that the employee participate in an intensive assistance program. If an employee has gone through an intensive assistance plan and failed to meet the established criteria, the district may begin the termination process.

Certified Staff will complete an annual individualized professional development plan. This will be submitted to the building principal by October 1. Staff should utilize this [form](#).

## Employee Required Trainings

- Bloodborne Pathogens – yearly
- Right to Know – yearly
- Mandatory Reporter (both Child and Dependent Adult) – every 3 years
- Suicide Prevention & Postvention – yearly on July 1st
- Adverse Childhood Experiences: From Toxic Environmental Stresses to Success- every 3 years\*
- Health and Safety for Teachers and Staff- yearly
- Seclusion and Restraint: Chapter 103- yearly
- District Crisis Threat Assessment Training- yearly

## Grievance Procedures

A grievance is a properly channeled complaint of an alleged violation, misinterpretation, or misapplication.

Grievance procedures are a means of internal dispute resolution by which an employee may have their complaints addressed. The goal of the grievance process is to, at the lowest level possible, secure equitable solutions to problems that arise. Other employee complaint procedures should be in accordance with the district's board policy.

### Certified Process

#### Step One

Within eight (8) school days of the grievance, the aggrieved will discuss the problem with the building principal to resolve the problem.

#### Step Two

If the problem is not resolved within three (3) school days, said statement of the problem will be submitted to the principal within ten (10) school days of the grievance. Upon receiving the written statement, the principal will have ten (10) school days to return to the aggrieved a written response.

#### Step Three

In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved employee shall file, within five (5) school days of the principal's written decision at the second step, a copy of the grievance with the superintendent. Within ten (10) school days after such written grievance is filed, the aggrieved and superintendent or his/her designee shall meet to resolve the grievance. The Superintendent or designee shall file an answer within ten (10) school days of the third step grievance meeting and communicate it in writing to the employee and the principal.

#### **Step Four**

If the grievance is not resolved satisfactorily at step three, the aggrieved employee shall file, within five (5) school days of the Superintendent's written decision at the third step, a copy of the grievance with the School Board. Within thirty (30) school days after the School Board receives a copy of the grievance, the aggrieved and the School Board shall meet to discuss the grievance. The School Board shall file a decision regarding the grievance within twenty (20) school days of meeting with the aggrieved and will provide a copy of the decision to the aggrieved and the Superintendent. The decision of the School Board will be binding on all parties.

The failure of an employee or the Association to act on any grievance within the prescribed time limits will act as a bar to any further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits may be extended by mutual agreement. A grievant may be represented at all stages of the grievance procedure by himself/herself or at his/her option, by an Association representative selected by the Association. If the grievant is not represented by the Association, the Association shall have the right to be present and to state its view at all stages of the grievance procedure.

All grievance proceedings will be held in confidence. All documents, communications, and records dealing with the processing of a grievance shall be filed separately from personnel files of the participants. Class grievances involving more than one supervisor and grievances involving administration above the building level shall be filed by the Association at Step Three.

#### **Classified Process**

##### **Step One**

Within five (5) school days of the grievance the aggrieved will discuss the problem with their immediate supervisor to resolve the problem.

##### **Step Two**

If this problem is not resolved within three (3) school days, said statement of the problem will be submitted to the principal within ten (10) school days of the grievance. Upon receiving the written statement, the principal will have ten (10) school days to return to the aggrieved a written response.

##### **Step Three**

In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved employee shall file, within five (5) school days of the principal's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) school days after such written grievance is filed, the aggrieved and Superintendent or his/her designee shall meet to resolve the grievance. The Superintendent or designee shall file an answer within ten (10) school days of the grievance meeting and communicate it in writing to the employee and the principal.

##### **Step Four**

If the grievance is not resolved satisfactorily at step three, the aggrieved employee shall file, within five (5) school days of the Superintendent's written decision, a copy of the grievance with the School Board. Within thirty (30) school days after the School Board receives a copy of the grievance, the aggrieved and the School Board shall meet to discuss the grievance. The School Board shall file a decision regarding the grievance within twenty (20) school days of the meeting and will provide a copy of the decision to the aggrieved and the Superintendent. The decision of the School Board shall be binding on all parties.

If the Association or any employee files any claim or complaint in any form other than under the grievance procedure of the Agreement, then the School District shall not be required to process the claim or set of facts through the grievance procedure. If the stipulated time limits are not met, by the Administration, the grievant

shall have the right to appeal the grievance to the next level of procedure. The Association may be brought into the grievance procedure only upon the written request of the aggrieved employee.

All grievance proceedings will be held in confidence. Grievance decisions shall be kept on file by the principals and available for review by School Board Negotiators.

### **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 their supervisor and/or Superintendent within three (3) days. 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.

[Board Policy 409](#)

### **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 one year probationary period.

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

### **Public Complaints about an Employee**

The board recognizes that 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.

[Board Policy 405](#)

## 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 Iowa Department of Education for posting on TeachIowa, [www.teachiowa.gov/](http://www.teachiowa.gov/), the online state job posting system. Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board will employ certified 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 superintendent has the authority to hire, without board approval, classified staff including bus drivers, coaches, custodians, paraeducators, maintenance staff, clerical personnel, and food service workers. The superintendent shall give notice to the board of all such hires.

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.

## Transfers

The District shall post on Teach Iowa, the District's website and in an All Staff email, a list of the vacancies which occur during the school year and/or for the following school year upon knowledge of the vacancies.

An Employee possessing the necessary qualifications may apply for consideration for any posted vacancy. Such applications must be a letter of interest in writing/email and submitted to the Human Resources Director by the date on the posted notice. A letter/email of interest must be submitted each time an opportunity is posted and applications shall not carry over from one opportunity to transfer to another. An Employee need not formally resign his/her present position in order to apply for a different position within the District. When filling a vacancy, the district will consider the applicant's education, experience, previous evaluations, and years in the district.

Involuntary transfers of employees may be made by the district when transfers are necessary for the efficient operation of the district. When determining which employees will be transferred, the district will consider:

- 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

Employees who are transferred will be notified, in writing, of the involuntary transfer and the reasons why at least **five (5)** days before the transfer goes into effect. The employee may request a conference with the superintendent to discuss the reasons for transfer.

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

Determining the location where an employee's assignment will be carried out is the responsibility and within the sole discretion of the Board, upon recommendation by the Building/District Administration. In making such assignments, the Board will consider the qualifications of each employee and the needs of the school district.

## 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. It is recognized that the employee's professional day extends beyond student contact hours to include the time for such responsibilities as additional planning and evaluation, faculty and committee meetings, parent conferences, supervision of students at events, overnight trips, and other professional responsibilities of the employee. At no time is alcohol permitted.

The Work Day is established at each building level and in conjunction with the Building Principal, while the days of service are detailed in individual employee contracts.

## Work Day For Certified Employees

The school year for certified employees will contain 191 days of service. The work day for employees shall consist of 8 hours per day. The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which employee attendance is required.

The in-school work year, for certified employees contracted on a nine-months' basis, shall be one hundred ninety-one (191) days which includes one hundred seventy-three (173) teaching days, thirteen (13) in-service days, and five (5) paid holidays. These holidays are: Labor Day, Thanksgiving, Christmas, New Year's Day, and Memorial Day. Any days beyond the 191 contract days are paid at the per diem rate.

Certified employees are to be in their assigned building during the school day for 8 hours/day with a paid duty-free lunch. Certified employees will be on campus and available at least 15 minutes before the start of and 15 minutes after the end of the school day in order to plan the day's work, confer with students and parents, and perform other such duties that are appropriate for employees as prescribed by the Board. The remaining time to complete an 8 hour day will be completed at the employee's discretion.

The District understands the role coaches play in the development of our student-athletes and that coaching schedules may conflict with this policy. Coaches should review their practice and game schedules with building administration and the athletic director in order to ensure classroom coverage and coaching responsibilities are both met.

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 before or after the regular work day without additional compensation.

On days preceding holidays and/or school vacations, employees may leave after student dismissal in their respective building or the end of the work day, whichever comes first, and after all students have left the building.

### **Preparation Time**

Classroom certified employees shall, in addition to their lunch period, have daily preparation time during which they shall not be assigned to any other duties as follows:

- Elementary school - 30 minutes
- Middle school - 1 class period
- High school - 1 class period

### **Inclement Weather Exception**

Employee attendance shall not be required whenever student attendance is not required due to inclement weather or other emergency closing.

### **Work Day for Classified Employees**

The work day for employees will begin at a time established by their supervisor. "Day" is defined as one work day regardless of full-time or part-time status of an employee.

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

Additional language including job assignment, work hours, and number of contract days will be included in your letter of assignment for classified employees. This includes: Paraeducators, SPED Paraeducators, Transportation, Technology, Custodial, Kitchen, Front Office and Business Office Staff.

## **DISTRICT AND BUSINESS OFFICE PROCEDURES AND GUIDELINES**

### **District and Business Office Procedures and Guidelines**

#### **Payroll Procedures**

#### **Extended Contracts**

An employee who has extended days as a part of their contract must document time records for those days.

#### **Revenue Procedures**

1. Checks payable to Central Decatur Community Schools must be deposited to a school account. Checks may not be cashed in the office.
2. Cash will not be returned to the bearer for checks written over the amount. Additional cash will be applied to the overage to their lunch account, any other owed fees. The check may also be returned to the bearer requesting them to make a check out for the proper amount owed.

3. The District will only accept checks payable to Central Decatur Community Schools. District officials will not accept two-party checks.
4. Any Activity Fund revenue collected must be turned into Shondell Martin in the High School Office by noon daily. Activity Fund revenue includes any money raised by students in an athletic group or school organization/club such as Basketball, FFA, International Club, etc. The linked [Income Form](#) must be completed and turned in with the money. If Shondell is not here, the income form and money may be left with Becky Broich or Cindy Havens in the District Business Office. Money is not to be kept **in classrooms overnight**.
5. Any revenue for lunch, breakfast, milk or a la carte needs turned into Joy Evertsen daily.
6. Any other revenue needs to be turned into the building office daily. This money will then be secured or turned into Becky Broich in the District Business Office. If this cannot happen, staff are expected to contact their building principal.

## Memorial Donations

The Board of Education will donate \$30 to the Central Decatur Community School Foundation in memory of the loss of the following: mother, father, spouse, or children.

## Postage and Outgoing Mail

Staff needing to send out school-related mail may drop it off in the District office tray labeled "Outgoing Mail". Postage will be added and the mail taken to the post office daily. Staff should not use the District Office to deliver their personal mail or bills. Building offices may maintain personal outgoing mail services.

## Purchasing and Expenditures

### Overnight Field Trips

Central Decatur believes field trips can contribute to the achievement of educational goals of the district and the overall experience of the students. Board approval will be required for field trips and excursions which are overnight and/or out of state. All guidelines for travel out of district shall be adhered to when traveling. When staying overnight sponsor/teacher/volunteer will have their own room and there will be a boy/girl rooms for students.

[Board Policy 633](#)

### 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](http://www.iowadivisionoflabor.gov/child-labor).

### Committees

*District Committees can be used to research and/or address matters that are important to employees and the district. Current District Committees can include: work around curriculum, instruction and assessment, student and staff wellness, emergency operations and safety.*

## Copyright

Copyright is a form of intellectual property that protects original works of authorship including literary, dramatic, musical, and artistic works. The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use” doctrine. Any duplication of copyrighted materials by district employees must be done with the permission of the copyright holder or within the bounds of “fair use.” The district has purchased a license agreement to show/use certain movies in the district. Please review this [agreement](#) before showing movies.

**NOTE:** 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](http://copyright.gov/help/faq/index.html).

## Discipline

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

The district uses progressive discipline procedures to prevent undesirable employee behavioral issues. In most cases, the district will follow the steps below. However, the district may combine or skip steps depending on the facts of each situation and the nature and severity 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. Employees in Step Two shall be placed in an intensive assistance plan.

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

### **Step Three – Recommendation for Termination of Employment**

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



## Employee Recognition

The district recognizes and appreciates the services of its employees. Employees who have served the school district, 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. [See Board Policy 415](#)

## 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 building principal and/or superintendent concerning such activities.

## 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 are on leave or have been excused by their building principal.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to the building principal. Approval of the building principal 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. Any professional leave requests need to be entered on the time-clock system. Staff must indicate the type of professional development attending in the comment area in order to allow the District to appropriately allocate funds.

### Classified Staff

In the case in which building principals or the superintendent assigns an employee to attend a meeting, the District will provide registration and transportation. Lodging and meals will also be provided at the discretion of the administrator assigning the employee to the meeting.

## 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](http://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/religious-holiday-celebrations-public-schools).

### **Prohibited Activities:**

- Displays of religious symbols such as a crèche, an angel, a menorah, or a banner with a religious message (e.g., "Gloria in Excelsis Deo")

- Display of a Christmas tree with religious symbols such as stars, angels, the baby Jesus, etc.
- School-wide prayer or Scripture readings
- A musical concert with exclusively religious music
- Banning students from offering candy canes or other items with a religious message during Non instructional-time (before or after school or during a recess) and not done in the classroom. Schools may still prohibit distribution within classrooms.
- Holding a “Christmas Party” in the classroom. (A “holiday” or “end of semester” or “end of 2019” party would be ok.)

#### **Permissible Activities:**

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

### **School Fees**

Iowa law identifies the types of fees schools can charge. School districts only have the authority to charge fees for textbooks, school supplies, eye and ear protective devices, summer school, driver’s education and transportation for students not eligible for free transportation. Fees cannot be charged for school activities that occur during the school day. 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 building administration and/or the superintendent. [See Board Policy 547](#)

### **School Nutrition Program**

The district operates a school nutrition program. Employees may purchase meals and other items, including milk. [See Board Policy 715](#)

Cooks, custodians, office managers, teachers on duty, and paraeducators shall be supplied with lunch every day the lunch program is in operation.

### **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. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

## **Staff/Grade Level/Department Meetings**

Meetings provide an opportunity for the communication of important school district information to be shared between administration and employees as well as review grade level and department business. Employees are expected to attend these meetings unless they are on leave or excused by an administrator.

## **Teacher Leadership and Compensation**

Central Decatur has developed a teacher leadership system in order to support teachers, improve classroom practice and increase student achievement.

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

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

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

# **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 will result in disciplinary action, up to and including termination.

The use of cell phones and other communication devices may be appropriate to provide for the effective and efficient operation of the School district and to help ensure safety and security of people and property while on School district property or engaged in school-sponsored activities.

The Board authorizes the purchase and employee use of cell phones as deemed appropriate by the superintendent. School district-owned cell phones shall be used for authorized school district business purposes, consistent with the school district's mission and goals. Personal use of cell phones is prohibited

except in emergency situations. Any expenses incurred for such personal use shall be reimbursed to the school district.

Use of cell phones in violation of board policies, administrative regulations, and/or state/federal laws will result in discipline, up to and including dismissal, and referral to law enforcement officials, as appropriate.

The superintendent is directed to develop administrative regulations for the implementation of this policy, including a uniform and controlled system for identifying employee cell phone needs, monitoring use and reimbursement. Provisions may also be included for staff use of privately owned cell phone for authorized school district business.

Employees may possess and use cell phones during the school day as outlined in this policy. Employees should not use cell phones for personal business while on-duty, including staff development times, parent-teacher conferences, etc., except in the case of an emergency or during prep time or break/lunch times. Employees, except for bus drivers, see below, are prohibited from using cell phones while driving except in the case of an emergency.

Cell phones are not to be used for conversations involving confidential information. School district-provided cell phones devices are not to be loaned to others.

School bus drivers are prohibited from using any communication device while operating the bus except in the case of an emergency, or to call for assistance, after the vehicle has been stopped. Employees violating the policy will be subject to discipline, up to and including, discharge. It is the responsibility of the superintendent to develop administrative regulations regarding this policy.

## **EMPLOYEE USE OF CELL PHONES REGULATION**

### Cell phone Usage

1. Cell phones shall be used in a manner that does not disrupt instruction and should not be used during school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of personal health or safety involved.
2. Cell phones should not be used to transmit confidential information either verbally or written.
3. Employees are prohibited from using a cell phone while driving, unless in the case of an emergency, unless the vehicle has come to a complete stop.
4. Cell phones are provided specifically to carry out official school district business when other means of communications are not readily available. These devices may not be used for routine personal communications except in emergencies.
5. Personal use of school district-provided cell phones is limited to making or receiving calls for family emergency purposes, including contacting a family member or child care provider to advise that the employee is going to be late arriving home or picking up children for a reason directly related to his/her official school district duties, i.e., a meeting which runs later than expected or a last minute schedule change. Whenever possible, such calls should be made or received on school district or other public telephones.
6. Employees issued a cell phone are responsible for its safekeeping at all times. Defective, lost or stolen cell phones are to be reported immediately to the superintendent who will in turn notify the service provider. Reckless or irresponsible use of school district equipment, resulting in loss or damage may result in the employee having to reimburse the school district for any associated costs of replacement or repair.

7. Cell phones and any other school district issued communication equipment issued for employees are to be returned to the board secretary at the conclusion of the school year, activity or as otherwise specified or immediately upon request.

#### Cell Phone Authorization

School district-provided cell phones may be purchased and authorized for staff use in accordance with the following guidelines:

Cell phones may be assigned or made available on a temporary basis, by the superintendent, when it is determined:

1. The assignment of a cell phone device to the employee is a prudent use of school district resources;
2. The employee's job responsibilities requires the ability to communicate frequently and access to a school district or public telephone is not readily available.
3. The employee's job involves situations where immediate communication is necessary to ensure the safety of individuals and security of school district property.

#### Cell Phone Business Procedures

School district employees may be reimbursed for use of privately owned cell phones to conduct school district business in accordance with board policy and this regulation, with prior approval of the superintendent.

1. Requests for reimbursement for authorized use of employee owned cell phones are to be submitted on school district provided forms accompanied by a copy of the billing statement with the school district business related calls highlighted. A notation for each highlighted entry, indicating the nature of the call is required. The employee's immediate supervisor must sign-off on the billing statement verifying the calls were school district business related. School district reimbursement for authorized use of employee owned cell phones will be made in conformance with school district payment procedures. Requests for reimbursement, including the highlighted billing statement must be submitted within thirty (30) days of the end of the time period for which reimbursement is requested. Requests submitted after the reimbursement deadline has passed will be denied.

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

## **Offensive or Abusive Language**

Threatening, intimidating, or using abusive and profane language by school district employees towards others (especially students), 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. This would include selling items to student or staff for personal benefit or using staff email for the solicitation of personal business. 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 Building Principal and/or Superintendent. 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 back-tracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

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

# **EMPLOYEE STANDARDS OF CONDUCT**

## **Academic Freedom**

The district's curriculum leaves room for teacher discretion and academic freedom within the confines of acceptable materials 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.

[See Board Policy 616](#)

## Break of Meal Periods

Leaving the place of duty during a work shift without signing out at the front office, 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. Classified staff will receive a paid lunch unless they are leaving the grounds. In which, they must clock out when leaving with approval from supervisor.

## Confidentiality

1. Do not voluntarily discuss personal information about students except with other professions who need to know the information to help students.
2. Do not repeat rumors or gossip that you hear regarding the personal lives of students, their families, or faculty/staff.
3. If you know a student is experiencing a problem, send, or accompany that student to the appropriate district employee (counselor, nurse, and administrator).
4. Do not discuss personal situations regarding students in public areas. Go to a private office.
5. Never give any type of information regarding students to non-school parties. Refer those requesting information to the administrative offices.
6. Avoid personal involvements with students. Refer students who request help with personal problems to those within the district whose jobs are to provide assistance
7. Limit discussions of students and written statements about them or contents you know to be true or have reason to believe is true. Remember, people outside the school might see what you have written or hear what you have said.
8. Always assume statements made in front of others will be repeated.
9. If you believe a student poses a threat to themselves or others, inform the appropriate administrator immediately.
10. [FERPA](#), The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records

## Dress and Grooming

All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee. Also, as role models for students, all staff members are expected to not only dress appropriately, but practice appropriate hygiene.

## 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, 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.

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

### [Board Policy 411](#)

## Ethics – Board of Educational Examiners

School district employees are expected to perform their jobs in an ethical and honest manner consistent with board policy and the Iowa Board of Educational Examiners (BOEE) rules. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Professional Conduct and Ethics of the BOEE. The BOEE's Code of Professional Conduct and Ethics constitutes mandatory minimum standards of practice for all licensed employees. While classified employees, except coaches, are not subject to the BOEE Code of Ethics, it is good guidance for all employees and recommended reading for classified employees as well. For a copy of the ethics code, please visit [www.boee.iowa.gov/doc/ethHndot.pdf](http://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 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. [See Board Policy 410](#)

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

Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external websites. Employees shall not use the school district logos, images, iconography, etc. on external websites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee’s job. Employees, students and volunteers need to realize that the internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who do not want school administrators to know their personal information should refrain from exposing it on the internet. Employees who would like to start a social media site for school district sanctioned activities should contact the superintendent for approval. Once approved by the superintendent, the employee must work with the building principal and/or superintendent in establishing and maintaining the site. See Board Policies [629](#), [630](#), and [631](#).

Staff technology use and social networking is detailed in the Staff Acceptable Use Policy. When staff confirm they have read and understand the Staff District Handbook, they also are indicating they have received, reviewed and agree to the terms of the Staff AUP.

## **Theft**

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

## **Treatment of Patrons of the District**

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

## **Volunteers**

The board recognizes the valuable resources it has in the members of the Central Decatur school 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. Background checks will be conducted on volunteers that serve on a regular basis or those that work directly with students.

# **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 discharge.

The district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. Employees are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigation process. See Board Policies [419-419.1](#).

**NOTE:** *This is a reflection of 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](http://www.educateiowa.gov/chapter-102-level-i-investigator-manual-january-2011-school-leader-update-legal-lesson)

## Mandatory 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 three years. See Board Policies [418-418.1](#)

**NOTE:** *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](http://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. Only those staff that are CPI certified may restrain 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](http://www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint).

[Central Decatur Restraint-Seclusion Log](#)

## 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. Overnight and out of state field trips require board approval in advance.

[Board Policy 633](#)

## 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/](http://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.

[Board Policy 610](#)

## Homework and Grading

Student grades are maintained on PowerSchool and are meant to reflect current student performance. As such, grades should be kept up to date and posted weekly. Failure to meet the required deadlines may result in disciplinary action.

**NOTE:** 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](http://www.educateiowa.gov/student-assessment).

## Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled once during each semester and are posted on the District calendar. Staff are encouraged to communicate student progress on a regular basis throughout the school year and not wait for conferences to share if a student is struggling. Parents/Guardians are encouraged to attend parent/teacher conferences as a way to monitor their child’s performance and engage in the school system.

Elementary conference times will be assigned by the secretaries and parents will be notified of their conference time. High school conferences are not on assigned schedule times, but parents are able to visit each teacher when available.

Employees are expected to be in their classrooms during the parent teacher conference scheduled times. Should a staff member not be able to attend parent/teacher conferences, they must notify their building administrator prior to the conference day.

## 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. See Board Policies

[Board Policy 544](#)

[Board Policy 544.1](#)

## **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](http://www.boee.iowa.gov/doc/ethHndot.pdf).

## **Student Funds and Fundraising**

Student fundraising for school activities may occur upon approval of the principal, superintendent and Board at least one week prior to the fundraising event or the start of a fundraising campaign 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.

When collecting checks, make sure the check is made out to: Central Decatur Community Schools. When money is collected from students, it is the teacher/sponsor's responsibility to inform students that if the teacher/sponsor is absent or unavailable, all funds are to be turned into the building office manager. Money should not be kept in classrooms and should also be turned into the building office manager daily with a completed [Income Form](#). If the building office manager is unavailable, turn in funds and income form to Becky Broich or Cindy Havens in the High School Business Office. All funds collected must be receipted and deposited into the school activity fund account. In the event of loss, any person, who has not properly receipted, secured, or deposited cash received, may be held personally responsible for replacement of any amount lost.

During fundraising, an accurate accounting of merchandise and funds must be maintained. No cash prizes or gift cards will be given to students for sales. All merchandise will be sold or returned to the vendor for credit. At the completion of the fundraising project, complete the Fundraising Project Final Report and submit to Becky Broich or Cindy Havens in the High School Business Office.

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

## Student Records

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

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

See Board Policies [520-520.1](#)

## 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.
- Students may be transported in extreme cases by private vehicles for school purposes. The building principal and/or athletic director should be contacted in these situations.

[See Board Policy 906](#)

## 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. See Board Policies [531](#), [531.1](#), and [531.2](#).

### Anti-Bullying and Anti-Harassment

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

#### Definitions

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

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

#### Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 30 days of the event giving rise to the complaint or from the

date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

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

**NOTE:** *Iowa Code 280.28 requires all school districts in Iowa to have anti-harassment/anti-bullying policies, to make complaint forms available to targets of bullying or harassment, to put investigative procedures into place and to collect and report data regarding incidents of bullying and harassment. Additionally, this law has been incorporated into the accreditation rules (281 – Iowa Administrative Code 12.3(13)) adopted by the State Board of Education).*

### **Investigation**

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

### **Decision**

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

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

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

See Board Policies [502](#), [502.1](#), [502.2](#), [502.3](#), and [502.4](#).

**IASB NOTE:** *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](http://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](http://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/bullying-and-harassment).*



## 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. See Board Policies [532](#), [532.1](#), and [532.2](#).

## Employee Injury on the Job

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

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

It is the responsibility of the employee injured on the job to inform their immediate supervisor within twenty-four hours of the occurrence. It is the responsibility of the employee’s immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury. [See Board Policy 426](#) Complete this [packet](#).

## Employee Physical Examination

The district believes good health is important to job performance. School bus drivers will present evidence of good health upon initial hire and every other year in the form of a physical examination report, unless otherwise required by law or medical opinion.

The form indicating the employee is able to perform the duties, with or without reasonable accommodation, for which the employee was hired, must be returned prior to the performance of duties. The cost of bus driver renewal physicals will be paid by the school district.

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

The district will comply with occupational safety and health requirements as applicable to its employees in accordance with law. [See Board Policy 420](#)

## 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. Sue Carroll, Director of Maintenance, will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place. The mandatory poster for Job Safety and Health is posted in each building. [See Board Policy 422](#)

## 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 prohibits smoking, and the use of tobacco and nicotine products as cited in board policy, on all school grounds and in school vehicles. [See Board Policy 424](#)

## 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](http://www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm)? See Board Policies [423](#), [425-425.1](#).

**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.

## **Other Health and Safety Information**

### **Central Decatur District Wellness Policy**

## LEAVES AND ABSENCES

### Leave Requests

#### **ALL LEAVE REQUESTS NEED TO BE ENTERED ONLINE & IN A TIMELY MANNER!**

If you have planned your leave in advance, please enter your leave request as soon as possible. If your leave is unexpected and not pre-approved (example: sick leave), leave requests must be entered immediately upon returning to work. We need this information prior to the end of the pay period in order to update your leave balances. If you are gone due to COVID19 your [FFCRA Form](#) and a note from the Department of Public Health and/or a doctor's note must be completed and turned in the day you return to work. [Employee Rights FFCRA](#)

### 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 must notify their immediate supervisor 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 for three consecutive workdays, without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated. 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.

### Sick Leave

Sick Leave will be earned at the following rate:

1st year of employment	15 days
Subsequent years	15 days

Unused sick leave shall accumulate from year to year up to a maximum of one hundred thirty (130) days. The current entitlement of fifteen (15) days shall be used prior to deducting from the employees accumulated sick leave. The Board may in the case of extreme emergency extend accumulated sick leave. Staff will be notified of how many sick days have been deducted and the number of accrued days the employee has prior to June 30 of each year. A statement shall be brought from a physician for sick leaves of three days or longer.

### Bereavement Leave

The district understands that employees may need time off to mourn the loss of a family member or close friend. Each employee may receive up to four (4) days leave per death of an employee's spouse/partner, child, parent, sibling, grandparent, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law,

brother-in-law, or sister-in-law. One day shall be granted in the death of other relatives or friends. The above days may be extended in extreme conditions.

## Personal Leave

Employees shall be granted a leave of absence for personal leave with full pay at a rate of three (3) days per year. Personal leave may be taken for any reason, the importance of which the employee feels in his/her sole judgment exceeds the importance of his/her duties at school. A supervisor may limit the number of employees taking personal leave on a given day to ten (10) percent of the employees reporting to him/her. An employee planning to use a personal leave day shall notify his/her supervisor submitting the request through the district leave request system at least two (2) days in advance, except in cases of emergency.

Personal leave is non-cumulative. Employees may apply for reimbursement of unused personal leave and it will be paid as follows:

Certified staff will be paid \$85 per unused day.

Classified staff who work more than five (5) hours per day and 180 days per year will be paid \$55 per unused day.

Classified staff who work less than five (5) hours per day will be paid \$45 per unused day.

## Employee Holidays

Certified Employees:

Certified employees' holidays are designated on the district annual school calendar and include: Labor Day, Thanksgiving, Christmas, New Year's Day, and Memorial Day.

Classified Employees:

Classified employees who work twelve (12) months will receive nine (9) paid holidays. These days include: Labor Day, Thanksgiving, the day after Thanksgiving, Christmas, the day before or after Christmas, New Year's Day, Good Friday, Memorial Day, and the 4th of July. Employees that have accumulated comp. time may use their comp. time for any other day that has been approved by their immediate supervisor.

Paraeducators, cooks, and office managers will be allowed paid holidays for Thanksgiving, Christmas, New Year's Day, Labor Day, and Memorial Day at their daily, hourly rate of pay.

## Employee Vacation

Vacation may be available for those employees who work 12 months a year or as included in an individual contract or applicable collective bargaining agreement. The schedule is as follows:

1. 1st through 7th year                      2 weeks
2. 8th through 15th year                    3 weeks
3. 16th and beyond                            4 weeks

Third and fourth week of vacation may be taken at any time during the school year. The time is to be agreed upon by the employee and immediate supervisor.

Vacation time may not be accumulated from one year to the next with the exception that if work responsibilities dictate, the superintendent may extend the utilization of vacation through the month of July in the following year and in cases of emergency.

## Professional Leave

If the Central Decatur Board of Education determines funds are available, certified employees shall be granted up to two (2) days of professional leave. Professional leave may be used to attend conferences, workshops, visit other schools, and/or attend university/college classes/seminars.

An employee planning to use professional leave shall notify his/her principal one (1) week in advance of the date, time, location, sponsoring organization, and stated objective or activity the employee wishes to attend. A principal may limit the number of employees taking professional leave on any given day to ten percent (10%) of the certified employees reporting to him/her. In cases in which the building principal or the Superintendent assigns a teacher to attend a meeting, the District will provide registration and transportation per [Board policy 416](#). Lodging and meals will also be provided at the discretion of the administrator assigning the teacher to the meeting. Professional leave is non-cumulative.

## Sick Leave Pool

The sick leave pool is a voluntary pool for all employees. The purpose of the sick leave pool is to provide extended sick leave benefits to those members who incur a prolonged illness or accident and have exhausted their regular sick leave benefit.

### Membership Eligibility:

Employees who satisfy the following requirements will be eligible to receive sick leave benefits from the sick leave pool to the extent of availability in the pool.

1. They must be an employee of Central Decatur Community School District.
2. If the employee chooses to join the sick leave pool they must contribute one (1) day of sick leave to the sick leave pool. The annual levy will not exceed one (1) day.
3. The option to join the sick leave pool will only be available between the start of the school year and October 1 of any given year.
4. Employees who have met all requirements may be eligible to draw from the sick leave pool.

### Administration:

The sick leave pool shall be administered by the sick leave pool committee. The sick leave pool committee shall consist of the executive committee of the Central Decatur Employee Association and the Superintendent or his/her designee. The sick leave pool committee shall have the following responsibilities.

1. To annually review policies and operations of the pool and to recommend policy changes.
2. To establish annual levies. (Not to exceed one day per member per year.)
3. The committee will determine or declare that any days left in the pool will carry over to the next school year.
4. To receive and act upon applications for withdrawals.
5. To publish and disseminate an annual report on the operation of the sick leave pool.
6. The number of days in the bank will consist of the days carried over from the previous year in addition to all contributed days for the year's participation. The number of days in the bank will accumulate, but the maximum total amount of days that can be in the bank is 400 days.

### Application for withdrawal of days:

1. Application for withdrawal of days from the sick leave pool will be forwarded to the executive committee of the Central Decatur Employee Association.
2. The applicants must have exhausted all accrued sick leave benefits.

3. The employee must be unable to work due to a serious health condition as defined under the Family and Medical Leave Act.
4. The committee will take action on the application within ten (10) working days. Action will consist of approval, disapproval, or tabled pending further information.
5. Days missed due to normal pregnancy will not be for sick leave pool benefits. Days missed due to complications from pregnancy will be eligible for sick leave pool benefits.
6. In no event shall the committee be allowed to award days not in the pool.
7. Persons withdrawing sick leave days from the pool will not have to replace these days except as a regular yearly contributing member.
8. A person terminating employment with the school district or withdrawing from the sick leave pool membership will not be able to withdraw any contributed days from the sick leave pool.
9. The executive committee of the Central Decatur Employee Association will contact the administration of the approvals.

Appeals process:

Should an employee disagree with the decision of the sick leave pool committee, an appeal may be filed and presented before a full Central Decatur Employee Association meeting. Application forms in connection with withdrawal of days from the sick leave pool are here: [Classified](#) [Certified](#)

## Family Illness Leave

Employees shall be granted a leave of absence for family illness with full pay at a rate of two (2) days per year. Family illness leave may be taken for caring for a sick or injured member of the employee's immediate family to be named as employee's: spouse, child, parent, sibling, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and step family members. This leave is non-cumulative.

Classified and Certified Staff:

Employees may receive five (5) additional days per year for family illness leave to care for a sick or injured member of the employee's family (employee's spouse, child, parent, sibling, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and step family members). The employees will be required to trade one (1) sick leave day for each family illness day used (up to five (5) days). This makes a total of seven (7) days that may be used for family illness days per year. This leave is non-cumulative. If these five (5) days aren't used there would be no pay for these days.

Family Illness leave is non-cumulative. Employees may apply for reimbursement of unused personal leave and it will be paid as follows:

Certified staff will be paid \$85 per unused day.

Classified staff who work more than five (5) hours per day and 180 days per year will be paid \$55 per unused day.

Classified staff who work less than five (5) hours per day will be paid \$45 per unused day.

## Family and Medical Leave

Unpaid family and medical leave will be granted up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) per year to assist eligible employees in balancing family and work life. Year is defined as school year, July 1 - June 30. Requests for family and medical leave will be made to the superintendent. Employees eligible for family and medical leave must

comply with the applicable administrative rules and the district's family and medical leave policy prior to starting a family and medical leave. See Board Policies [427](#), [427.1](#), [427.2](#), [427.3](#), and [427.4](#)

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

## **Jury Duty Leave**

The board recognizes employees may be summoned for jury duty. Employees who are called for jury service will notify their immediate supervisor within twenty-four hours after notice of call to jury duty and will provide suitable proof of jury service to the school district.

Licensed employees will receive their regular salary. However, any payment for jury duty will be paid to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours. [See Board Policy 413](#)

## **Military Service Leave**

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

The leave is without loss of status or efficiency rating and without loss of pay during the first thirty calendar days of the leave. [See Board Policy 412](#)

## **Political Leave**

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

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

## **Unpaid Leave**

Unpaid leave may be used to excuse an absence not provided for in other leave policies of the board. Unpaid leave for employees must be authorized by the department/building supervisor. Leaves of absence without pay are not encouraged and such requests will generally be denied.

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



## 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.

**IASB NOTE:** Federal law requires a school district to notify students and parents about the school district's asbestos management plan annually. While there isn't a requirement to notify employees, it is recommended. Each school building must have a plan in the office.

**IASB NOTE:** If school buildings have been determined to be asbestos free, that information should be included in this section.

### 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 their immediate supervisor, to report any security/safety hazard(s) or condition(s) they identify.

Additional details and resources can be found in the [Central Decatur District Emergency Operations Plan](#).

### Drills and Evacuations

Central Decatur developed a District Emergency Operation Plan during the 2018-2019 school year and maintains a district emergency operations committee that consists of representative staff, community agencies and parents. Staff, students and parents will be trained, prepared and educated on District responses to the most likely threats students throughout the school year, including fire, tornado and other emergency drills.

The District Emergency Operation Plan is reviewed and approved by the CD Board of Education and the Decatur County Emergency Management Coordinator on an annual basis. While this document is shared with district staff, the document is not a public document and shall not be shared with parents or the community in order to maintain the safety of students.

[See Board Policy 538](#)

**NOTE: 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.

## Emergency Closings, Inclement Weather and Other Interruptions

When the superintendent decides the weather threatens the safety of students and employees, staff, students and parents will be notified through a school closing announcement broadcasted through local television stations, radio stations and district social media, including Textcaster.

**NOTE:** Include specific procedures to reflect the school district's practice for when schools will be dismissing prior to the normally scheduled time or beginning later than the normally scheduled time. Issues to consider when drafting an emergency closing procedure include, but are not limited to:

- Are parents/guardians contacted via text message or phone call in addition to the notification provided via the radio/TV station listed above?
- Have parents already filled out an emergency procedure form that details how the student is to get home?
- How are employees to receive updates about changes to student dismissal routines?
- Whether hourly employees will or will not be paid for the outage due to weather or other interruption?
- What time must employees report and what time will classes begin if there is a late start?
- When are employees permitted to leave following a non-routine dismissal?

## 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 on the outer garment or on a lanyard.

## 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.

## Visitors/Guests

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

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

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

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee is responsible for taking the action necessary to cease the inappropriate conduct. [See Board Policy 902-903](#)

## **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>.

[See Board Policy 541](#)

## **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 in writing within the time period set by the board for return of the contract. This applies to regular contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Resignations of this nature will be accepted by the board.

### **Resignation – Classified Employees**

Classified employees who wish to resign must give the school district at least 14 days' advance notice.

### **Reduction in Force**

The board has the exclusive authority to determine the appropriate number of employees. A reduction of employees may occur as a result of, but not be limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, financial situation considerations and other reasons deemed relevant by the board.

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

Staff reduction shall be accomplished by category of employees and if skill, ability, qualifications, and competence are equal, as determined by the Superintendent/Board, then seniority prevails. The term seniority shall mean an employee's continuous length of service in the Central Decatur Community School District.

*When a reduction is deemed necessary, the district shall first attempt to accomplish the necessary reduction by normal attrition. If further reductions are needed, the superintendent will identify designated groups for further evaluation.*

*Employees within the designated groups will be evaluated. Probationary teachers deemed necessary to maintain a program or teach a subject area should be identified and may not be considered for reduction. Otherwise, probationary employees will be discharged first.*

*If further reductions are needed, the superintendent shall consider the following criteria in making the recommendations:*

- *Endorsements and educational preparation within the grade level and subject areas in which the employee is now performing*
- *Relative skills, ability and demonstrated performance*
- *Qualifications for co-curricular programs*
- *Number of continuous years of service to the school district. This will be considered only when the foregoing factors are relatively equal between employees.*

## **Retirement**

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

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

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

The Board of Education will consider whether or not to offer an early retirement incentive on an annual basis. Should the Board offer an incentive, a formal announcement will be posted to all district employees and the superintendent will convene a meeting with interested staff to review details of the early retirement incentive should it be offered. All guidelines reviewed in the Early Retirement Incentive shall be followed by the District and the employee.

## Appendix

### Acknowledgement of Receipt – Anti-Harassment Policy

#### Harassment Prevention Policy

I acknowledge that I have received a copy of the District Anti-Harassment Policy. This Policy has been explained to me and I have been directed to thoroughly read and to ask any questions that I may have about the Policy.

I understand that I am expected to comply with the provisions of the Anti-Harassment Policy and that failure to do so may subject me to discipline, up to and including termination.

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Employee's Signature

Date

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Employee's Name (Printed)

### Acknowledgement of Receipt – Public Records Notice

Pursuant to Iowa Code section 22.15, the District must notify you in writing that should you be demoted, discharged, or resign in lieu of being discharged, the fact of the demotion, discharge or resignation will be public record. In addition, any documentation showing the reasons or rationale for the disciplinary action will be public records and disclosed should any member of the public request the records.

Acknowledgements:

A copy of this notice was provided to \_\_\_\_\_ [EMPLOYEE] on the date outlined below.

Rebecca A. Harvey  
[Name & Title of School Official]

\_\_\_\_\_  
Date

I received a copy of this notice on DATE

\_\_\_\_\_  
[EMPLOYEE NAME]

\_\_\_\_\_  
Date

## Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the Central Decatur Community School District's Employee Handbook available at *[website address or location]*. 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 ***[insert name and position title]*** 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. [Google Form Acknowledgment](#)

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Employee's Signature

Date

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Employee's Name (Printed)

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