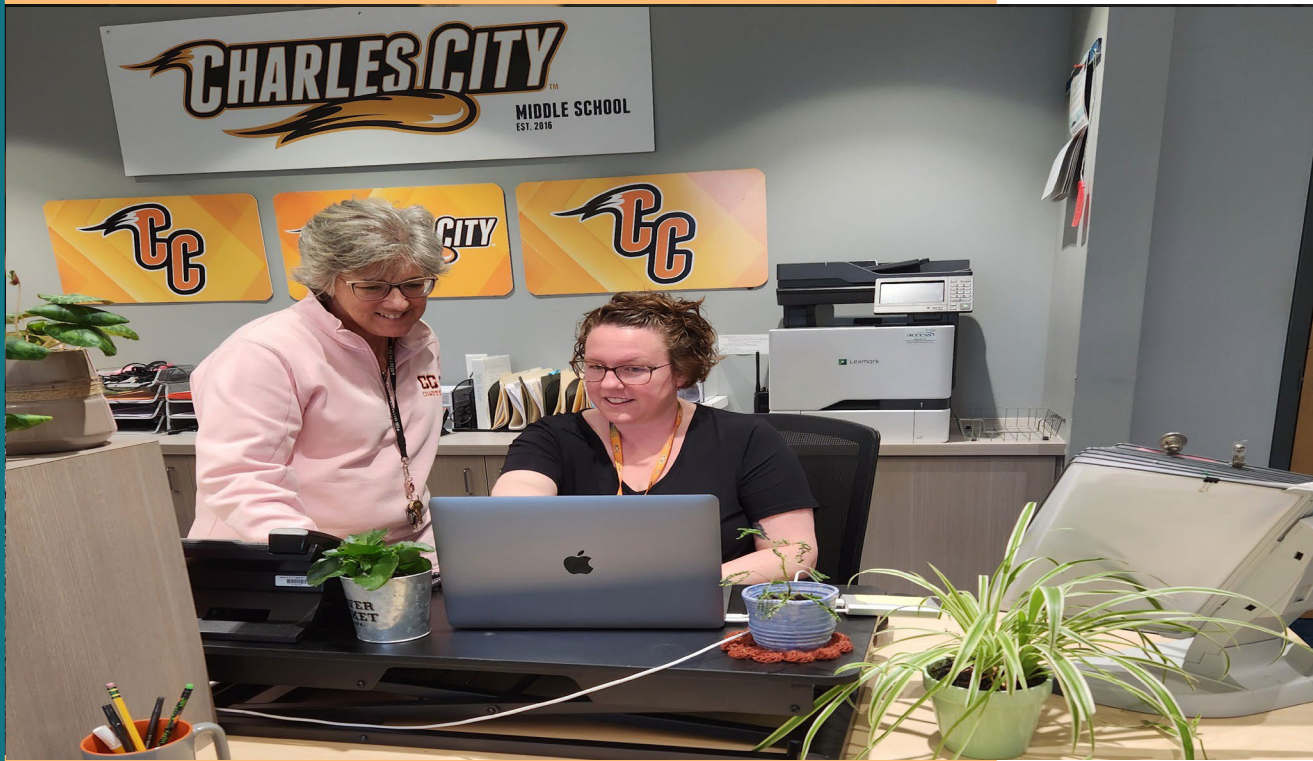




EMPLOYEE HANDBOOK

2024-25

CHARLES CITY COMMUNITY SCHOOLS



TM



www.charlescityschools.org/

Charles City Community School District

Vision: To develop learners who are competent, compassionate, problem solvers.

Mission: To challenge all students to achieve their full potential through engaging, responsive, educational experiences that inspire innovation, critical thinking, and collaboration.

Guiding Principle: We believe all students can achieve at high levels, and we are committed to supporting their learning.

Comet Pride is...

Integrity
Courage
Resilience
Excellence
Responsibility

Table of Contents

Section 1	<i>Introduction</i>	1
	Welcome	1
	Essential Competencies	1
	Definitions	1
	Schools	2
	Offices and Departments	3-4
	Board Policies	4
	Handbook Review Process	4
Section 2	<i>Leadership</i>	5
	Senior Leadership Team	5-6
Section 3	<i>Rules, Expectations, Commitments, and Procedures</i>	7
	Philosophy	7
	Absences	7
	Administering Medication	7
	Anti-Bullying and Anti-Harassment	7-8
	Background Checks	9
	Campus Security, Keys, and Fobs	9
	Cellphones	9
	Communication Guidelines	9-10
	Child Abuse Reporting	10
	Classroom Temperature Mechanical Issues	10
	Conflict of Interest	10
	Continued Education Credit	11
	Contract Release-Licensed Employee	11
	Conduct Expectations	11
	Copyright	11
	Corporal Punishment, Restraint, and Detaining Students	11-12
	Discipline and Intensive Assistance	12-13
	Dress and Grooming	13
	Drills and Evacuations	13
	Email Expectations	13
	Emergency Closings, Inclement Weather, and Other Interruptions	13
	Employee Driver's Licenses and School Transportation	14
	Employee Injury on the Job	14
	Employees on Plans of Assistance and Transfers	14
	Employee Paid Leave	14
	Employee Physical Examination	14-15
	Employee Political Activity	15
	Employee Recognition	15
	Employee Records	15
	Employee Searches	15
	Evaluation	16
	Field Trips	16
	Family Medical Leave (FMLA)	16
	Finance Procedures	17
	Licensure	17
	Gift	17
	Grade Update	17
	Group Insurance Benefits	17-19
	Handbook Concerns	19
	Health and Safety Information	19-21

Homework and Grading.....	22
Individuals with Disabilities Education Act (IDEA).....	22
Interim and Acting Positions.....	23
Investigations.....	22
Iowa Public Employees' Retirement System.....	22
Jury Duty Leave.....	23
Mandatory Reporting of Post-Employment Arrests and Convictions	23
Mentoring and Induction.....	23
Military Service Leave.....	23
Money Handling Procedures and Sale of Merchandise.....	23-24
Moving Expenses	24
Nepotism	24
Pay Increments for Classified Employees.....	24
Parent-Teacher Organization (PTO).....	24
Political Leave	24
Probationary Status	24
Reduction in Force	25
Release of Credit Information.....	25
Religious Holiday Celebrations in Public Schools	25
Resignation-Licensed Employees at Year-End.....	26
Resignation-Classified Employees.....	26
Retirement.....	26
School Nutrition Program	26
School Fees	26
Searches of Students and Property.....	26
Sharing of Classrooms and Common Spaces	27
Sick Time Conversion for Household Illness	27
Smoke and Tobacco-Free Workplace.....	27
Severance Pay28	
Social Media Policy	27
Staff Meetings.....	27-28
Staff Technology Use/Social Networking	28
Standardized Testing and Assessment.....	28
Student Funds, Fundraising, and Money Handling Procedures.....	28-29
Student Records	29
Student Supervision (Teachers and Paraeducators)	29
Substance Free Workplace	29
Succession Planning.....	29-30
Substitute Teacher Pay	30
Transporting of Students by Employees	30
Travel Compensation-Inside the District.....	30
Travel Compensation-Outside the District.....	30
Unpaid Leave	30-31
Visitors/Guests.....	31
Volunteers	32
Walk Through Classroom Observations.....	31
Weapons.....	31
Work Day	31

Section 4

Legal Notices.....	32
Annual Notice of Nondiscrimination.....	32
Asbestos Notification.....	32
Bloodborne Pathogens	32
Communicable Diseases-Employees	32
Continuous Notice of Nondiscrimination.....	32
Equal Opportunity Employment.....	33
Hazardous Chemical Disclosure	33

SECTION 1

Introduction

Welcome

It is a pleasure to provide this handbook to you as a valued staff member. I, along with the Charles City Community School Board are grateful for your service and support to the students and families of Charles City Community Schools where we believe *all students can achieve at high levels, and we are committed to supporting their learning.*

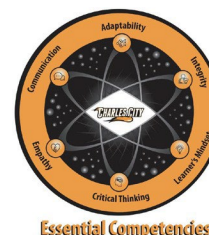
The purpose of this handbook is to provide helpful information and detailed guidelines. Should you require additional information, please visit www.charlescitieschools.org. Here you will find additional policies and resources. All forms referenced in the Employee Handbook can be accessed through the “portal” tab at the top of the District’s website. If you need assistance, please contact Central Services at 641-257-6500.

Again, thank you for your commitment to our district. If you would like to speak with me, please don’t hesitate to contact me. It would be a pleasure to visit with you personally.

Brian Burnight, Superintendent
Superintendent@charlescitieschools.org

Essential Competencies

After a six-month journey in the spring of 2019, a team of 30 students, staff, parents, board members, community, and leadership embarked on the Next 20 Project. During this time, the team worked to develop what are the essential competencies that our graduates may need over the next 20 years to prepare them for success after graduation. Below are the essential competencies this team developed. Every student has the right to learn and will drive all the teaching and learning that happens each day: adaptability, integrity, critical thinking, communication, empathy and growth.



Definitions:

Administrative Support: This generally refers to clerical support and secretaries at the different campuses.

Associate Director: Staff that supervises the daily operations of an office.

Program Director: Staff that supervises the daily operations of a specific program.

Central Services: This is the district office and houses the offices of Finance, Talent, Academics, Transportation, Operations, and the Superintendent.

Certified: Staff for which Board of Educational Examiners licenses are required for their positions.

Classified: Staff for whom Board of Educational Examiners licenses are not required.

Senior Leaders: These are individuals who serve in leadership roles such as the Superintendent, principals and directors, and are responsible for the supervision of staff.

Seniority: This is an employee's length of continuous service with the employer since the employee's last date of hire. An approved leave of absence or layoff due to staff reduction does not constitute a break in service. In the event the seniority of two or more employees is equal, the employee with the greater total years of teaching experience outside the district will have greater seniority. In the event both above are still equal, the employee with the most college credits earned in his/her field beyond the B.A. degree will have greater seniority. An employee accrues seniority in any subject area the employee previously worked or presently works in. If an employee moves to another department either voluntarily, involuntarily, or partially; the employee continues to accrue seniority in the original department and begins to accrue in the new department from zero.

Schools

Charles City High School

Levi Crawford-Miller, Principal
Susan Johnson, Associate Principal
641 257-6510
cchs@charlescityschools.org

Charles City Middle School

Joe Taylor, Principal
Dana Sullivan, Associate Principal
641 257-6530
ccms@charlescityschools.org

Lincoln Elementary

Chealsey Moen,
Principal
641 257-6560
lincoln@charlescityschools.org

Washington Elementary

Joe Carney, Principal
641 257-6570
washington@charlescityschools.org

Innovative Campus Includes Two Programs:

Flex Program

Susan Johnson, Associate Principal
641-257-9064
innovativecampus@charlescityschools.org

Carrie Lane High School

Susan Johnson, Associate Principal
641-426-5975
carrielande@charlescityschools.org

Offices and Departments

Superintendent's Office

Dr. Brian Burnight, Superintendent of Schools • Administrative Support, Heather Kowalski

The Superintendent provides leadership to the Senior Leadership Team to ensure efficient, effective, and equitable service and support district-wide. The Superintendent serves as the chief executive officer of the School Board and provides direction to the organization through the implementation of the Strategic Plan.

Superintendent@charlescityschools.org

641 257-6500

Academic Services Department

Dr. Jennifer Schilling, Director of Academic Services •

This office is responsible for providing leadership to all aspects of academics including curriculum, instruction, assessment, student support services, and specialized programs throughout the district.

641 257-6500

learning@charlescityschools.org

Activities Department

Dana Sullivan, Activities Director • Administrative Support, Jeremy Van Soelen

This office is responsible for all athletics, performing arts, and student organizations. This office also coordinates with the Operations Department for facility rentals and use.

641 257-6510

activities@charlescityschools.org

Finance and Human Resources Department

Danielle Bonnstetter, Director of Finance/Payroll

Moriah Mitchell, HR/Food Service Supervisor

Madison Mitchell, Accounts Payable/Accounts Receivable

Heather Kowalski, Central Services Administrative Support

This office is responsible for providing leadership on all budgetary, accounting, financial management, and reporting matters. This includes the development, distribution, and reporting of budgetary and fiscal information to the Board of Directors and various state and federal agencies.

641 257-6500

finance@charlescityschools.org

Operations Department

Jerry Mitchell, Director of Operations

Sam Gaston, Associate Director of Operations

The Operations Department is responsible for school facilities, transportation, custodial services, and maintenance of all buildings and grounds.

641-257-6590

operations@charlescityschools.org

Information and Technology Department

April Hanson, Director of Technology

John Carpenter, Technology Administrative Support

The Technology Department is responsible for all technology, software, hardware, and integration for the school district. They provide support for computers, technology, software, and phones. They work in conjunction with our campus administrative support and media technology staff to support all students.

641 257-6590

technology@charlescityschools.org

Board Policies

Board policies provide guidance for all aspects of school operations and employment. Board policies are available at www.charlescityschools.org. If you have questions about board policies, please contact any Senior Leader.

Handbook Review Process

The handbook shall be reviewed on an annual basis by representative employees and Senior Leaders. The handbook shall be approved annually by the School Board. Employees with feedback and suggestions for improving the handbook are encouraged to contact the Director of Finance.

SECTION 2 LEADERSHIP

Senior Leadership Team

The Senior Leadership Team is composed of the administrators (certified) and directors (non-certified) who serve as the visionary and supervisory leaders of the school district. This includes the campus principals, associate principals, and district directors. They are responsible for the vision, mission, and core values, through service to others. They also act as the chief advisors to the Superintendent.

School Improvement Advisory Committee (SIAC)

At the school district level, Iowa Code requires school districts to have a School Improvement Advisory Committee. As stated in §280.12, the board of directors of each public school district and the authorities in charge of each nonpublic school shall do the following:

1. Appoint a school improvement advisory committee to make recommendations to the board or authorities. The advisory committee shall consist of members representing students, parents, teachers, administrators, and representatives from the local community, which may include representatives of business, industry, labor, community agencies, higher education, or other community constituents. To the extent possible, committee membership shall have balanced representation with regard to race, gender, national origin, and disability.
2. Utilize the recommendations from the school improvement advisory committee to determine the following:
 - a. Major educational needs.
 - b. Student learning goals.
 - c. Long-range and annual improvement goals that include, but are not limited to, the state indicators that address reading, mathematics, and science achievement.
 - d. Desired levels of student performance.
 - e. Progress toward meeting the goals set out in paragraphs “b” through “d”.
 - f. Harassment or bullying prevention goals, programs, training, and other initiatives.
3. Consider recommendations from the school improvement advisory committee to infuse character education into the educational program.

In the Charles City Community School District, there are four teachers appointed to the SIAC; one from each building. Each serves a two-year (2-year) term. Contact the Senior Leader in your building if you wish to serve on the SIAC. It is open to both Association and non-Association members.

Teacher Quality Team (TQ)

Iowa Code also requires school districts to have a Teacher Quality team. As stated in §281-83.7(284), the committee is subject to the requirements of the Iowa open meetings law (Iowa Code chapter 21). To the extent possible, committee membership shall have balanced representation with regard to race, gender, national origin, and disability.

To meet the provisions of the Iowa Code while also meeting our vision, mission, core values, and distributed leadership design, the district will have an established Teacher Quality Team. This team shall be composed of Senior Leadership and teacher leaders. Each campus shall be allotted Teacher Quality funding based on campus teacher population using established formulas. The committee shall do all of the following:

1. Monitor the implementation of the requirements of statutes and administrative code provisions relating to this chapter, including requirements that affect any agreement negotiated pursuant to Iowa Code chapter 20.
2. Monitor the evaluation requirements of this chapter to ensure evaluations are conducted in a fair and consistent manner throughout the school district or agency. In addition to any negotiated evaluation

procedures, develop model evidence for the Iowa teaching standards and criteria. The model evidence will minimize paperwork and focus on teacher improvement. The model evidence will determine which standards and criteria can be met through observation and which evidence meets multiple standards and criteria.

3. Determine, following the adoption of the Iowa professional development model by the state board of education, the use and distribution of the professional development funds distributed to the school district or agency as provided in 2007 Iowa Code Supplement section 284.13, subsection 1, paragraph “d,” based upon school district or agency, attendance center, and individual teacher professional development plans.

4. Monitor the professional development in each attendance center to ensure that the professional development meets the school district or agency, attendance center, and individual teacher professional development plans.

5. Ensure the agreement negotiated pursuant to Iowa Code Chapter 20 determines the compensation for teachers on the committee for work responsibilities required beyond the normal workday.

6. Make recommendations to the school board and the certified bargaining representative regarding the expenditures of market factor incentives.

There is an equal number of teachers and administrators that serve on the TQ Team. Teachers are appointed by the President of the Charles City Community Education Association.

SECTION 3

RULES, EXPECTATIONS, COMMITMENTS, AND PROCEDURES

Philosophy

Charles City Community School District employees should embrace the vision, mission, principles, and values, and abide by board policy and procedures. The following information, listed alphabetically, provides guidance for employees.

Absences

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 submit leave requests through Frontline Education (formerly Aesop) either online (<https://login.frontlineeducation.com>) or by calling (800) 942-3767. Senior Leaders may also require employees to notify their direct supervisors of all times when they will be absent. Employees will be advised if this is the case.

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 progressive discipline may be utilized.

Misuse of leave procedure, misrepresentation of reasons, and unauthorized tardiness/early departure are prohibited.

Lesson plans are to be completed three to five days ahead and should be detailed enough for a substitute teacher to follow without difficulty. Unit plans should be in place for long-term absences.

Administering Medication

The supervision of any medication distribution to students shall be in 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 and with appropriate training/certifications.

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. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

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

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

“Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability,

ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

"Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.

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

Filing a Complaint

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

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

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The assigned Senior Leader (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 participate in any administrative or judicial proceeding resulting from or relating to the report.

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

Publication

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

- student handbook
- employee handbook
- registration materials
- school or school district's website

Background Checks

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

Campus Security, Keys, and Fobs

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

Each school building has a secure entrance for students, staff, and the public. The entrance doors are programmed to be unlocked prior to student arrival and then relocked once the school day is underway. Exterior doors at each school should be kept closed unless there is direct supervision.

Keys & Fobs

All employees are responsible for the building keys and/or fobs issued to them. If an employee loses a building key or fob, s/he should notify their Senior Leader immediately so that a plan can be put in place to secure the building. The employee may be responsible for the cost of rekeying or the cost of a new fob. When an employee separates from the district, they shall return their district keys and fobs to the Senior Leader upon their last day of work. The Senior Leader is responsible for notifying the Director of Operations of the receipt of the keys and fobs.

At no time should an employee give a building key or fob to a student or community member to unlock doors and access the building.

Cellphones

School employees are encouraged to utilize their cell phones as an effective instructional tool and model appropriate behavior. Please keep in mind to conduct personal business during breaks and non-instructional hours.

Communication Guidelines

High-quality communication is essential for all students, parents, and staff to be successful. Below are some guidelines that will ensure positive communication outcomes for all.

Staff-to-Parent Communication

1. Ask, "If I was the parent would I want to know?" If so, make the contact home.
2. Contact parents via telephone if a student is struggling or falling behind.

Student Communication

1. Respond with kindness and respect..
2. Apply the "Golden Rule."
3. Reach out to an adult when considering quitting an activity.

Staff Communication

1. Interact face to face, if at all possible.
2. When upset, wait 24 hours prior to discussing.
3. Seek solutions and consensus for disagreements.
4. Maintain loyalty to those who are absent.

Child Abuse Reporting

The district is responsible for protecting all students and as mandatory reporters, employees must strive to ensure students are able to be productive without outside factors interfering with their ability to learn. In compliance with state law and to provide protection to victims of child abuse, all incidents of alleged child abuse must 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.

As detailed in CCCSD Board Policy 402.2, employees must, *“Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, and dependent adult abuse or submit evidence they’ve taken the course within the previous three years. Once the training course has been taken, the certificate will remain valid for three years. Employees who have taken the two-hour training course will take the one-hour follow-up training course every three years and prior to the expiration of their certificate.”*

The online certification training course can be taken through the Central Rivers AEA, free of charge at <https://www.aealearningonline.org>

NOTE: Please remember there are two types of reporters identified in Iowa law: mandatory reporters and permissive reporters. Mandatory reporters are those individuals who are required by law to report suspected incidents of child abuse when they become aware of such incidents within the scope of their employment or professional responsibilities. Permissive reporters are not required by law to report abuse but may choose to report to the Iowa Department of Human Services. While all licensed school employees, teachers, coaches, and paraeducators are mandatory reporters within the scope of their profession, they are considered permissive reporters outside the scope of their profession.

Classroom Temperature Mechanical Issues

The acceptable classroom temperature shall generally be in the range of 65-80 degrees. If this range is not able to be achieved within a reasonable amount of time by the maintenance staff then accommodations will be collaboratively made with the staff member and Senior Leadership. In the event of an issue, you should contact your Senior Leader. Note: This policy is meant to cover mechanical failure and not normal weather conditions.

Conflict of Interest

Employees may not use their positions to obtain financial gain or anything of substantial value for the benefit of themselves, or affiliated organizations.

Continued Education Credit

The following procedures are in place for licensed employees wishing to apply earned credits toward movement on the salary schedule:

- Employees must submit a written application and secure permission to apply courses to their lane advancement.
- The Graduate Credit Application Form is available by calling Central Services at (641) 257-6500. Employees that will have, or believe they might have enough credits by the fall to advance to another lane must request lane advancement by April 1.
- Employees must provide suitable evidence (e.g., student grade report) of additional credits by September 10 with the Department of Human Resources if a salary adjustment is requested.
- After an official transcript is filed with the Superintendent, a new contract will be issued and the employee's salary will be adjusted retroactively.

Contract Release – Licensed Employees

Licensed employees who wish to be released from an executed contract must give written notice to the Human Resources Department. 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 in determining 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.

Conduct Expectations

School district employees are encouraged to create professional relationships with students to assist with their learning. Employees are expected to maintain ethical and appropriate relationships with students at all times that meet the school's vision, mission, core values, and Iowa code.

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.

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."

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 prevent harm to persons or property.

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a student. If a student is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parents. 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 [Seclusion and Restraint | Iowa Department of Education](#)

Discipline and Intensive Assistance

Communication Expectations for Discipline and Intensive Assistance

These expectations serve as protocols for administration and senior leadership to follow in notification to employees of any meetings that involve discipline or performance beyond the scope of typical coaching and routine evaluation. These processes are considered best-practice and follow our vision, core values, and commitments as a school district.

1. The staff member will be verbally notified of a meeting with the supervisor at least 24 hours in advance. The meeting will be held at a mutually convenient time. The employee will be advised of their right to bring representation and also a brief description of the nature of the meeting.
2. The staff member will then receive an email from the supervisor confirming the time/date of the meeting, who will be in attendance from the district, and their right to bring representation.
3. If applicable, the supervisor will notify the Uniserv director to give them notice of the meeting for scheduling purposes.
4. Meetings will generally be held after school hours and not on Fridays if possible. These meetings will generally not be held during teacher prep or before school unless requested by the employee.
5. Written notes (including any corrective action documentation) will be provided electronically after the meeting by the supervisor with the opportunity for employee feedback.

Progressive Discipline Procedures

The following information is provided as a general guideline. Steps may be accelerated based on the severity of the behavior.

Step One – Verbal Warning

The employee and the Senior Leader shall meet to bring attention to the existing conduct issue. The issue shall be discussed and the nature of the problem clearly described as well as applicable district policies and procedures. The meeting shall be documented by the Senior Leader.

Step Two – Written Warning

If the issue or issues in Step One are not corrected, the employee and the Senior Leader shall meet to review the existing behavioral issue and any additional incidents. The Senior Leader shall outline the consequences for failing to meet conduct expectations to the employee.

The Senior Leader 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 Senior Leader will discuss the appropriate action with the Superintendent. The Superintendent has the authority to recommend the termination of an employee to the Board.

Certified Employee Intensive Assistance

Certified employees in need of comprehensive improvement for performance beyond the typical informal coaching and support shall be engaged in a two-step intensive assistance process that will first utilize a Memo of Awareness and then a Plan of Assistance. In some cases needing urgent improvement, the Memo of Awareness may be bypassed for an immediate Plan of Assistance.

1. Memo of Awareness (MOA): The Memo of Awareness is a non-binding document utilized by administration to highlight areas of growth, success criteria, and the support available to assist the staff in their improvement. These are non binding documents that will not be included in the employee’s file. MOA’s shall generally be in place for at least 30 days before the use of a Plan of Assistance, although this

is a guideline.

2. Plan of Assistance (POA): Plans of Assistance are formal action plans that identify areas of growth, expectations, metrics, and supports to assist the staff member in comprehensive improvement. The formal plan will be utilized as a support system as well as a measurement to determine if the staff member will remain as an employee with Charles City Community Schools. Initial POA's shall not be less than 30 days or exceed 12 months in length/duration. POA's may be extended beyond the 12 months upon mutual agreement of the district and employee. The determination of the successful completion of a POA shall rest solely with the district. The district has the final determination of the content of the POA; however, it shall be the practice of the district to allow the employee feedback and collaboration on the creation of the POA.

- a. Any Initial License teacher who is recommended for Year Three licensure, shall be placed on a POA.
- b. Any certified staff member that fails any full standard of their annual evaluation shall be placed on a POA.

Dress and Grooming

All employees are required to dress in a professional and appropriate manner. Clothing deemed inappropriate will be discussed with the employee. Questions about appropriate attire should be addressed to the appropriate Senior Leader.

Drills and Evacuations

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

Fire and tornado drills are required by law. School districts must have two fire and two tornado drills before December 31st, and two fire and two tornado drills after January 1st for a total of eight drills each school year. Schools also must conduct an evacuation drill within the first ten (10) days of the school year.

Email Expectations

Please remember that ALL electronic mail sent to or received from a district email account is public record and may be subject to subpoena and/or open records requests. For this purpose only, all email sent to or received from district email accounts is archived. A good rule of thumb is to never put anything in an email that you wouldn't want printed in the local newspaper.

Emergency Closings, Inclement Weather, and Other Interruptions

Occasionally, the school may be delayed, released early, or canceled due to emergencies, inclement weather, and/or other interruptions. Licensed and classified employees will remain, if necessary, for the safety of students.

The District will utilize a variety of traditional and social media platforms to communicate a change in the school day, including but not limited to

- SchoolMessenger phone calls, texts, and emails (see your campus administrative support to get signed up).
- All-district-staff email
- District social media pages
- District website (www.charlescityschools.org)
- KCHA radio
- Local television stations (KIMT, KTTC, KAAL, KCRG, & KWWL)

In the event that all schools are closed, personnel who must report at normal start times, or as soon as possible, include all 12-month classified staff, and supervisory custodial staff.

Employee Driver's Licenses and School Transportation

For some of our positions such as bus drivers and maintenance personnel, valid driver's licenses are required as part of their job descriptions. For all other positions, valid driver's licenses may not be required for their position.

However, in order to drive a school vehicle, school employees must be legally eligible. Employees desiring to drive school vehicles must be on our Approved Employee School Transportation List. The employee must fill out the appropriate documentation with the Operations Department and provide a copy of their valid driver's license. If an employee's driver's license becomes invalid at any point, the employee must notify their Senior Leader within 48 hours to be removed from our Approved Employee School Transportation List.

Employee Injury on the Job

Employee and student safety is of the highest priority. An employee should remove themselves from and report any situations where safety is compromised. If an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the organization, or an individual of a 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 group of persons of common ancestry or qualified medical professionals as quickly as possible.

It is the responsibility of the employee injured on the job to inform the supervisor immediately. Additionally, it is the employee's responsibility to inform the Human Resources Department within 24 hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within 24 hours after the employee reported the injury.

The Charles City Community School District has a designated medical clinic to treat all workplace-related injuries and illnesses. If an employee needs medical attention due to a work-related injury or illness, seek treatment at:

Floyd County Medical Center Clinic
1501 S. Main Street, Suite 6
Charles City, IA 50616 / (641) 257-1184

For a serious injury or illness, seek immediate treatment at the nearest emergency facility. The Floyd County Medical Center is located at 800 11th Street, Charles City, Iowa. The number is (641) 228-6830.

Employees on Plans of Assistance and Transfers

Employees that are on current Plans of Assistance may not be eligible for voluntary/involuntary transfer during the duration of the plan. This shall only be superseded in the event of the reduction in force process.

Employee Paid Leave

Employees may be placed on paid leave at the discretion of the Superintendent or their designee for the purpose of conducting investigations or other reasonable matters.

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. All other employees shall present evidence of good health, in the form of a post-offer, pre employment physical examination report.

The cost of the initial examination will be paid by the employee. 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 up to a maximum of \$70. The school district will provide the standard examination form to be completed by *Breitbart Chiropractic* or a certified medical examiner for bus drivers.

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 the law.

Employee Political Activity

Employees have full equality with other citizens in the exercise of their political rights and responsibilities, but employees shall refrain from inappropriate 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.

Employee Recognition

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

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

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, applications 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 and copy items from their personnel files as needed and requested.

Employee Searches

The school district reserves the right to inspect classrooms, workstations, and district property for the purpose of maintenance as well as within the scope of applying policy, procedures, and application of the law.

Evaluation

The evaluation procedure is a process to foster improved employee engagement and performance. The process is collaborative and will utilize a process that is peer and collaboratively reviewed and created. For certified employees, the foundation of the process shall be the Iowa Teaching Standards and the district job descriptions. For classified employees, the foundation of the process shall be the district job descriptions. The evaluation shall be administered by the assigned Senior Leaders.

Within two weeks after the beginning of each school year, Senior Leadership shall notify each employee under their supervision of the evaluation procedures, criteria, and instruments to be used in the 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.

All teachers with an initial license and career teachers in their first year of teaching in the Charles City Community School District fall under the Tier I evaluation process.

A teacher who is not meeting one or more of the following criteria falls under Tier III:

1. District expectations under the Iowa Teaching Standards 1-7 & Criteria (Standard 8 is excluded)
2. The Individual Career Development Plan
3. District Job Descriptions

Teachers who are not in either Tier I or Tier III fall under the provisions of Tier II.

A licensed employee that feels the evaluation is unfair, unjust, or inaccurate may grieve evaluation procedures as detailed in the collective bargaining agreement, except for probationary teachers and Tier III teachers. 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 Senior Leader determines that the licensed employee's performance is not meeting performance standards they shall recommend to the Superintendent that the employee participates in an intensive assistance program. The district reserves the right to administer the intensive assistance process at any time the employee is not meeting performance standards. If the employee fails to meet the established criteria, the district may begin the termination process.

All employees shall be evaluated at least once every three years. The district reserves the right to administer the evaluation process to employees in need at any time it is deemed necessary.

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 Senior Leader in advance.

For major trips, which are defined as requiring two nights of lodging and are outside Iowa and its contiguous state, the Superintendent and Board shall approve the detailed trip schedule and budget after approval of the campus Senior Leader. See board policy for additional information on student field trips and major trips.

Family Medical Leave Act (FMLA)

Unpaid FMLA 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 personal and work life. Requests for FMLA will be made to the Human Resources Department, in the Central Services Building. Employees eligible for FMLA must comply with the applicable administrative rules and the district's FMLA policy prior to starting FMLA.

For additional information regarding FMLA please contact *the Human Resources Department* or visit the *FMLA section of the United States Department of Labor's website*, at <https://www.dol.gov/agencies/whd/fmla>

Finance Procedures

The Charles City Community School District utilizes software modules for purchasing and receiving, absence/leave requests, money collections, and maintenance and vehicle requests. Staff members will be given log-in information to use Frontline Education (formerly Aesop), Weblink, and SchoolPay when their job requires it.

Employees always must obtain approval prior to purchasing an item, planning to be absent or use to leave, or launching a fundraiser. Professional leave approval is done through Frontline Education (formerly Aesop). Travel expenses may be reimbursed with prior approval of the appropriate Senior Leader.

The District has several credit cards and lines of credit available with local vendors. If you are in question as to the best process for purchasing an item, please contact the Finance Office at Central Services. The district credit card may be checked out with permission from the Director of Finance.

Licensure

Employees required to hold a license, authorization, or certification are responsible for keeping it current. The district will make reasonable efforts to keep employees notified of expiring certifications; however, the employee is ultimately responsible for keeping these current to maintain their employment status.

Gifts

As per Iowa code, employees are not permitted to directly or indirectly solicit, accept, or receive gifts valued in excess \$3.00. Please see your Senior Leader if you have specific questions about the receipt of gifts.

Grade Update

Teachers are expected to update their grades every two weeks through the approved communication system. Teachers should contact parents and guardians of students that are falling behind in coursework or in danger of failing as soon as they become aware of such.

Group Insurance Benefits

At the option of the employee, the Board agrees to provide each full-time employee that has a written individual contract with the District the following insurance protection.

HEALTH CARE COVERAGE

Each full-time employee shall be covered by a BlueCross BlueShield health care program with a premium paid by the Board, that meets the following minimum specifications:

The program will cover many services including

- Basic hospital (inpatient and outpatient), surgical and medical services
- X-ray, laboratory, pathology, and related testing services for the diagnosis and treatment of an illness or injury
- Most prescription drugs and medicines
- Preventative physical examinations and related preventative services
- Immunizations (excluding travel immunizations)

All covered services are subject to a deductible (except services performed in and billed through a participating physician's office), coinsurance, and contract limitations and must be medically necessary.

Benefit Period Deductible – 95% Blue Advantage Plan (HMO)

- \$2,000 deductible per member per benefit period. \$4,000 in deductibles per your group of persons of common ancestry per benefit period.
- Coinsurance: 5% Select Provider Group. No coverage for non-Select or non-BlueCard PPO providers.

- Out of Pocket and Lifetime Maximum: \$3,500 maximum per member per benefit period. \$7,000 maximum per your group of persons of common ancestry per benefit period. The lifetime benefits maximum is unlimited.
- Office Visit Copay: \$20 copay for Designated PCP, \$25 copay for a PCP, \$50 copay for Specialist
- All active eligible employees 65 and over shall continue their group health coverage in this form.
- The Board shall pay a total single health care premium for those selecting this coverage.

Benefit Period Deductible – 95% Alliance Select Plan (PPO)

- \$1,000 deductible per member per benefit period. \$2,000 in deductibles per your group of persons of common ancestry per benefit period.
- Coinsurance: 5% Select Provider Group and 15% for covered services you receive from all non-Select or non-BlueCard PPO participating or non-participating providers.
- Out of Pocket and Lifetime Maximum: \$2,000 maximum per member per benefit period. \$4,000 maximum per your group of persons of common ancestry per benefit period. The lifetime benefits maximum is unlimited.
- Office Visit Copay: \$25 copay for a PCP, \$50 copay for a Specialist
- All active eligible employees 65 and over shall continue their group health coverage in this form.

LIFE INSURANCE

Each full-time employee shall be covered by a term life insurance program paid for by the Board that provides a minimum death benefit of \$50,000 to age 70.

DISABILITY INSURANCE

Each full-time employee shall be covered by a disability insurance program paid by the Board that provides the following benefits:

- A ninety (90) calendar day waiting period For Classified Staff and Other Non-Union, 66 2/3% of salary to a maximum of \$6,000 per month.
- For Administrative Support, Certified Staff and Senior Leadership Team, 66 2/3% of salary to a maximum of \$8,333 per month.
- Eligibility to age 70. Maximum benefit period subject to Carrier's Contract provisions.
- Integrated with Social Security, Worker's Compensation, and IPERS.

WORKER'S COMPENSATION

Each employee shall be covered by Worker's Compensation benefits paid for by the Board with benefits as provided by law.

SCHOOL LIABILITY

All employees shall be covered by school financial liability insurance covering the job-related performance of duties. Employees required to use personal automobiles in their assigned duties shall be covered by Board paid auto liability insurance, as the primary insurer.

FAMILY COVERAGE

Family coverage will continue to be offered to each full-time.

DENTAL COVERAGE

Each full-time Admin Support, Certified, or Senior Leader employee shall be covered by single dental insurance at a rate not to exceed \$33.20 per month.

ALL COVERAGE

The Board-provided insurance programs shall be for twelve (12) consecutive months. Employees new to the District shall be covered by Board-provided insurance no later than one (1) month after initial employment.

CONTINUATION

In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the said benefits shall continue throughout the balance of the school year.

Employees on paid leave shall continue to have Board contributions made according to the levels described above.

An employee on non-paid leave for one month or longer may choose to continue their coverage per COBRA guidelines. The cost of such during the leave shall be borne by the employee. The carrier(s) shall determine the appropriate rate(s) per COBRA guidelines. The employee will remit payment to the Board in advance of the premium(s) due date.

INSURANCE COMPANIES

The Board shall have the sole and exclusive right at any time to procure insurance providing benefits herein described in Article 14 from any insurance company.

Handbook Concerns

Questions or concerns regarding this handbook can be resolved as follows:

Step One

Within **ten** days after the alleged misinterpretation or misapplication of the handbook, an employee with a concern shall privately discuss the issue with their immediate Senior Leader and attempt to find a resolution. The Senior Leader will respond within five workdays.

Step Two

If the concern is not resolved at Step One, the employee may submit a formal written complaint with the Senior Leader. The formal written concern must be submitted to the Senior Leader within ten workdays after the receipt of the Level One response.

The formal complaint must contain a clear and concise statement of the alleged misinterpretation or misapplication of the handbook, including the facts upon which the complaint is based, the issues involved, the provisions of the handbook involved, the claimed basis for the alleged misinterpretation or misapplication and the resolution that is sought.

The Senior Leader will provide a written answer to the formal complaint within five workdays.

Step Three

If the concern is not resolved at Step Two, the employee shall submit a formal written concern to the Superintendent within five workdays. The Superintendent will provide a written answer to the formal concern within ten workdays. The Superintendent's decision will be final.

If there are multiple concerns stemming from the same issue, the Superintendent may process the complaints as a group.

Health and Safety Information

Wellness

The board promotes healthy students by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards and be in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety, and packaging to ensure high-quality meals. See the DE guidance on [Healthy Kids Act | Iowa Department of Education](#)

The school district will make every effort to eliminate any social stigma attached to and prevent the overt identification of students who are eligible for free and reduced-price meals. Toward this end, the school district may utilize electronic identification and payment systems; provide meals at no charge to all children, no matter of income; promote the availability of meals to all students; and/or use nontraditional methods for serving meals, such as "grab-and-go" or classroom breakfast.

The school district will develop a local Wellness Policy Team. The local wellness policy team will develop a plan to implement and measure the local wellness policy and periodically review and update the policy. The Committee will report annually to the board and community regarding the content and effectiveness of this policy and recommend updates if needed. The report will include compliance with this policy, the extent to which this policy compares to model Wellness policies, and describe the progress made in achieving the goals of this policy. Please see CCCSD Board Policy (507.9) and regulations (507.9R1) regarding wellness for additional information.

Life-Threatening Allergy

The Charles City Community School District is committed to providing a safe and nurturing environment for students. The Charles City School Board understands the prevalence of life-threatening allergies among school populations and proactively endorses the concept of being allergy aware and allergy smart.

Recognizing that the risk of accidental exposure to allergens can be reduced in the school setting, the District is committed to working in cooperation with parents, students, and physicians to minimize risks and provide a safe educational environment for all students.

Furthermore, it is understood that allergic reactions can be unpredictable and that school personnel must be proficient at recognizing and reacting to an incident. The focus of allergy management shall be on awareness, education, communication, prevention, and emergency response.

The goals for allergy management include:

1. To establish procedures for identifying, managing, and ensuring continuity of care for students with life-threatening allergies across all grade levels from Early Childhood through grade 12.
2. To maintain the health and protect the safety of children who have life-threatening allergies in ways that are developmentally appropriate, promote self-advocacy and competence in self-care, maintain confidentiality, and provide appropriate educational opportunities.
3. To ensure that interventions and individual health care plans for students with life-threatening allergies are based on medically accurate information and evidence-based practices and are shared with staff trained in recognizing and responding to allergic reactions.

In accordance with applicable law, it is the policy of the district to provide all students, through necessary accommodations where required, the opportunity to participate in all school programs and activities, as can be reasonably expected. Accordingly, the Superintendent shall direct district building administrators and staff to act affirmatively and work closely with parents to assure that the needs of children with documented

allergies are taken into consideration in planning for district programs. The district school nurse(s) will review practices annually with all staff and make recommendations for updates based on current medical practices.

Procedure for Implementing Life-Threatening Allergy Policy

1. The Senior Leadership, in consultation with the school nurse, will be responsible for notifying classroom teachers, instructional assistants, and parents of students in classrooms where one or more students have a life threatening allergy. (The allergy must be clearly documented by the primary care physician or a board-certified allergist.) It must be considered a disability as defined in Section 504 of the Rehabilitation Act of 1973 of the Americans with Disabilities Act and updates for an accommodation to be made. Notification will include an explanation of the severity of the health threat, a description of signs and symptoms to be aware of, and a concise list of foods and materials to avoid. Parents, in consultation with their primary care provider/allergist, will provide the list of allergens to be avoided.
2. At the beginning of each school year the school nurse, in consultation with district administration, will educate all staff regarding the provisions of the Life-Threatening Allergy Policy and Regulations.
3. Classroom teachers will provide notification for substitute teachers regarding students with life-threatening allergies as part of their instructions to substitutes when teachers are absent. Notification will include an explanation of the severity of the health threat, a description of signs and symptoms to be aware of, and a concise list of foods and materials to avoid.
4. The Charles City Community School District will be peanut-aware for grades PK-8. At Washington Elementary and Lincoln Elementary, nuts and nut products may not be brought to school. We request that parents and students avoid including nuts and nut products in lunches and snacks for students at Charles City Middle School.
5. No homemade treats or food items for students may be brought into classrooms by parents or staff where there are students with life-threatening allergies. All treats in those classrooms must be commercially prepared and packaged for distribution with intact ingredient labels. Treats may be distributed by the classroom teacher for special occasions, such as birthdays or holiday parties. Classrooms with students who have life threatening allergies may have more specific guidelines depending on the type(s) of allergy.
6. Food preparation will only be allowed in the academic curriculum at the secondary level (grades 5-12) with the principal's and health care professional's pre-approval. An exception will be made for food preparation as related to the Individual Education Plan of individual student's goals served in special education in grades PK-8. Precautions will be taken for students with life-threatening allergies.
7. Only non-food manipulatives should be used in classrooms. Peanut butter jars should not be used for the storage of manipulatives, even if the jars have been thoroughly washed.
8. At the 8th grade, the school nurse and/or health teacher will provide education to all 8th grade students concerning allergy awareness, signs and symptoms of anaphylaxis, and usage of epi-pens as part of the health class curriculum. This promotes self-advocacy and education while empowering students for real-world experiences in high school and beyond.
9. Classroom pets are allowed provided that nut-free foods and bedding are used. Visiting pets are prohibited in our schools. An exception will be made for service/therapy animals and approved classroom curriculum units involving animals as a part of a lesson or lessons.
10. Whenever students travel on field trips, a clear plan to activate Emergency Medical Services (911) should be reviewed by all teachers and chaperones. Field trips need to be chosen carefully; no child should be excluded from a field trip due to unavoidable allergen exposure. (NOTE: How to activate EMS should be included on the field trip forms.)
11. The Director of Operations will be notified of the student(s) who have life-threatening allergies. It will be the Director's responsibility to communicate this information to all regular drivers and substitute drivers.
12. Lunchroom Procedures:
 - a. All students and staff are encouraged to wash their hands with soap and water after eating and/or handling food.
 - b. Lunchroom tables will be sanitized after each lunch shift.

Homework and Grading

Progress reports are an important communication tool between school and home. Board policy 505.1 states that students will receive a progress report at the end of each grading period. Students who are doing poorly and their parents are notified prior to the end of the semester in order to have an opportunity to improve their grades. The board encourages the notification of students who have made marked improvements prior to the end of the grading period.

At the end of each grading period, teachers will make available grades for a report card containing grades for their students in all of the student's courses. Standards-based grading is used K-12 and recognized on the report card.

Individuals with Disabilities Education Act (IDEA)

IDEA is a federal law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education, and related services to eligible children. Employees are expected to comply with IDEA. For additional information regarding IDEA, please visit The United States Department of Education website, located at <https://sites.ed.gov/idea> Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students.

Interim and Acting Positions

At times, vacancies within the school district can occur that are unable to be filled permanently due to the timing. From time to time at the discretion of the Superintendent or their designee, positions will be filled in a temporary Interim or Acting position. This will only be done in accordance with the applicable state/federal law and collective bargaining agreement language.

Definition:

Interim: positions that are filled for one year or less in a full vacancy. The personnel remain probationary and can be released at the end of the duration of the position.

Acting: positions that are not full vacancy and the permanent employee will be returning at a future time/date. The personnel shall serve until the permanent employee returns.

Interim positions will be filled using the full hiring and selection process of the district. Upon completion of their term, they may apply for consideration for permanent placement through a letter of intent to the appropriate senior leader or or The Human Resources Department. They will have an expedited review process by a hiring/selection team that will utilize the "Interim Position Selection Rubric" to grade and score their candidacy.

Acting positions do not retain any rights to the expedited review process. Acting positions include the Senior Leadership Succession Plan. Acting positions may be appointed without a hiring process at the discretion of the Superintendent or their designee.

Investigations

Employees are expected to provide reasonable cooperation in investigations led by the school district or any other government agency tasked with official business that involves the district.

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.

Jury Duty Leave

The board recognizes employees may be summoned for jury duty. Employees who are called for jury service will notify their Senior Leader within 24 hours after notice of call to jury duty.

Licensed employees and classified employees will receive their regular salary, less a deduction for the amount of the jury duty payment to the employee. Employees will be required to present a copy of the check to the 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.

Mandatory Reporting of Post-Employment Arrests and Convictions

Any employee who is arrested or convicted of any criminal charges shall report such information to the appropriate Senior Leader within two calendar days, or 48 hours.

Mentoring and Induction

All new certified employees shall be engaged in a mentoring and induction program. This includes those new to the profession, and veteran employees new to the district.

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. Military Service Leave is without loss of status or efficiency rating and without loss of pay during the first thirty calendar days of the leave.

Money Handling Procedures and Sale of Merchandise

The sponsor should seek approval for the fundraiser with the building office. If approved with the building office, the School Board must approve. Completed applications should be sent to the Activities Department. Contact the Activities Office for more information.

The sponsor should discuss the fundraiser and cash handling process with the campus office. The method of ordering and money handling should be agreed upon. The sponsor should not accept money from a student but direct them to the campus office. Money should not be taken home for safekeeping or left in desk drawers or file cabinets. If an after hours deposit is required contact your campus office for the nighttime lockbox key. The next business day the key should be returned to the office along with the total of the amount deposited.

A flyer/pamphlet with student instructions should be created and include the following information: beginning and ending date of sales, name of the event, instructions on how students should submit their orders, who will be collecting orders and payments, and how event proceeds will be used. All expenses must meet the public purpose test. Keep in mind that the District cannot donate funds unless the event flyer lists a specific donation and those supporting the fundraiser are made aware of it. Questions on public purpose should be addressed with the Director of Finance.

The campus office will deposit money with Central Services weekly even if the fundraiser is not complete. The sponsor will receive a copy of each receipt and will keep this receipt on file for their fundraising records. All money should be deposited intact. That is, all money should be deposited in the form in which it is collected and should not be used for making change or disbursements of any kind.

At the end of the Fundraiser, the sponsor/campus office shall summarize the orders collected and submit the order to the vendor through k-purchase. Employees are prohibited from receiving or soliciting gifts from anyone who would have an interest in their actions. The sponsors should not order extra merchandise.

The sponsor/building office should complete a final report at the conclusion of the fundraiser. For student sales, the order summary should reconcile to the number of items sold per the vendor invoice and the amount

deposited. Material variances, if any, should be explained. The final report should include a general statement describing the control procedures or the steps taken to ensure money given by the public/students for the event has been deposited in the District's account.

Moving Expenses

Moving expenses may be offered to new employees moving within the boundaries of the school district. This is for eligible certified and/or Senior Leader staff members. See the Finance Department to learn more and obtain proper forms for approval.

Nepotism

Individuals who are related may be employees of the school district. However, having a relative serve as the supervisor of another family member/relative is not typically permitted, it *may* be allowed with the Superintendent's recommendation and the support of the School Board.

The employment of more than one individual in the group of persons of common ancestry (relative) will be made on the basis of their qualifications, credentials, and experience. See board policy for additional information.

Pay Increments for Classified Employees

All employees, except 12 month employees, shall have the option of receiving their pay over 9 or 12 months. A request for pay over 12 months must be submitted in writing to Central Services prior to the first pay period of the school year. All choices will be irrevocable for the remainder of the year. Bi-weekly salary will be estimated by dividing the employee's estimated annual salary by 26 bi-weekly pay periods. Adjustments will be made in the months of June, July, and August.

Parent-Teacher Organization (PTO)

Washington and Lincoln Elementary Schools have a PTO that supports the work taking place at the schools and raises money for equipment, field trips, and other approved expenditures. Please contact an elementary Senior Leader to learn more about the PTO and how you can become involved. Involvement is open to Association and non-Association members alike.

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 licensed or classified employee will be entitled to one period of leave to run for the elective public office, and the leave may commence within thirty days of a contested primary, special, or general election and continue until the day following the election.

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

Probationary Status

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

The probationary period for classified employees is *90 working days* unless otherwise stated in an employee contract, letter of assignment, or applicable collective bargaining agreement.

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.

The reduction in licensed employees, other than administrators, will be done through normal attrition if possible. If normal attrition does not meet the necessary reduction in force required, the board may terminate licensed employees.

It is the responsibility of the Superintendent to make a recommendation for termination to the board. 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/extra-curricular programs; and
- Number of continuous years of service to the school district. This will be considered only when the foregoing factors are relatively equal between licensed employees.

Due process for terminations due to a reduction in force will be followed.

NOTIFICATION

The Board shall provide a final written notice to the employee affected by staff reduction as soon as possible, but no later than April 30th. Such notice shall include reasons for reduction of staff.

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. Confidential information about the employee will be released to an inquiring creditor with written authorization from the employee.

Religious Holiday Celebrations in Public Schools

Public school officials need to be respectful of the religious beliefs of employees and students. The Iowa Department of Education has provided the following non-exhaustive checklist for prohibited and permissive activities related to religious holiday celebrations in public schools.

Prohibited Activities:

- Displays of religious symbols such as a crèche, an angel, a menorah, or a banner with a religious message. (e.g., "Gloria in Excelsis Deo")
- Display of a Christmas tree with religious symbols such as stars, angels, the baby Jesus, etc.
- School-wide prayer or scripture readings.
- A musical concert with exclusively religious music.
- Banning students from offering candy canes or other items with a religious message during Non-Instructional time (before or after school or during a recess) and not done in the classroom. Schools may still prohibit distribution within classrooms.
- Holding a "Christmas Party" in the classroom. (A "holiday" or "end of semester" or "end of 2024" party would be permissible)

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.

Resignation – Licensed Employees at Year-End

A licensed employee who wishes to resign must notify the Human Resources Office in writing within the time period set by the board for the 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 shall be accepted by the board.

Resignation – Classified Employees

Classified employees who wish to resign mid-year or mid-assignment must give the school district at least 14 days advance notice. The notice of intent to resign will be in writing to the Human Resources Office. Employees resigning at year-end or at the end of an assignment must give notice by May 31.

Retirement

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

Application for retirement will be considered when the employee states in writing to the Human Resources Office, 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 has an early retirement policy for both licensed and classified employees. Each year the board officially votes on whether or not to elect to offer early retirement to employees.

School Nutrition Program

The district operates a school nutrition program. Employees may purchase meals and other items, including milk. In accordance with board policy 710.4 that was approved June 24, 2019, students and staff will have use of a joint meal account. When the joint account balance reaches -\$30.00, students and staff members may no longer make purchases. "A la carte" purchases will not be allowed as soon as the balance goes negative. When an account reaches this limit, students and staff shall not be allowed to charge further meals until the negative account balance is paid. Staff member accounts shall not be allowed to have a negative balance.

Payment on the accounts can be made to the kitchen cashiers or at any of the school offices. Electronic payments also can be made at any time by logging into the joint account.

School Fees

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

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 when the threshold of reasonable suspicion is met. Inspections may also be made as part of routine maintenance and repair.

Sharing of Classrooms and Common Spaces

There will be times that rooms and facilities will need to be shared to best serve students. Below are the expectations for sharing of rooms and facilities:

1. Cooperation is key. If a staff member requests use of a room or facility to best serve students, the Senior Leader will attempt to meet the need.
2. Leave the room in the same condition it was found. This includes removing trash, putting furniture back to its original position, and not making any permanent changes to the room without permission.

Link for Facility Requests: <https://fs-charlescityschools.rschooldtoday.com/authentication/credential/login/>

Sick Time Conversion for Household Illness

If classified, administrative support or Senior Leader staff members exhausts their household illness leave per the Collective Bargaining Agreement/Handbook, they may use an additional three days of employee sick leave if needed. Teachers are covered with the same language in their Collective Bargaining Agreement.

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 142 D, the Iowa Smoke-free Air Act, and also motivated by a desire to provide a healthy work environment, the district prohibits smoking and the use of tobacco and nicotine products as cited in board policy on all school grounds, and in school vehicles.

Social Media Policy

For purposes of this policy any website, other than the school district website or school district sanctioned websites, are considered external websites. Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external website without consent of the Superintendent or their designee. 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 without written permission.

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 should not connect with students via external web sites without consent of the Superintendent or their designee. Employees, who would like to start a social media site for school district sanctioned activities, should contact the Superintendent or their designee.

It is the responsibility of the Superintendent to develop administrative regulations implementing this policy.

Staff Meetings

Staff meetings provide an opportunity for the communication of important school district information to be shared between administration and employees. Senior Leaders will determine the time, location, and

frequency of building level meetings while adhering to expectations for contract work hours and extra-curricular obligations.

Classified staff members shall be compensated for any in-service or other work-related meeting held by the district, inside the district, whether mandatory or voluntary, at his/her regular hourly rate of pay including longevity. Bus drivers will be compensated at the route driving rate.

Staff Technology Use/Social Networking

Usage of the school district's computer resources carries high 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 cannot expect 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 website without the 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 who would like to start a social media site for school district-sanctioned activities should contact the Superintendent's Office.

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 the Board of Educational Examiners' ethical codes that promote the integrity of the assessment and the validity of student responses.

Student Funds, Fundraising, and Money Handling Procedures

Traditional

The District has developed procedures for fundraising and money handling to inform all employees of their business responsibilities when handling money on behalf of the District, for example, camps/clinics, a student activity fundraiser, gate receipts, or resale events such as t-shirt sales. All employees should familiarize themselves with the procedures and follow the steps when necessary. Prior approval for the event must be obtained. Reference the "Fundraising and Money Handling Procedures" handbook for detailed information.

The sponsor/supervisor is responsible for collecting money and keeping accurate records of sales and money collected. All funds collected through school activities are under the financial control of the district (the district, not students, is the owner of the funds). The district has the right to regulate both the fundraising activities and the expenditures of the funds raised. Expenditures must have prior approval before purchases are made. At the end of the fundraiser, the sponsor/supervisor shall submit a reconciliation of revenue and expenditures to the Central Services Office.

All monies must be deposited or left with the campus administrative support on a nightly basis. Employees who do not follow the above procedures may be personally responsible for any lost/stolen money/goods.

Online Fundraising/Crowdfunding

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 Finance Department. 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.

Please refer to board policy 704.6 for additional information about what is permissible.

Student Records

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

Student Supervision (Teachers and Paraeducators)

It is essential that teachers and paraeducators are supervising at their classroom doors and hallways during passing and times. Teachers and paraeducators are expected to address student behavior that does not meet the building and rules. Paraeducators will also have assigned positions for hallway duty and should report there immediately during passing and transition times.

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, or in a condition that 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.

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 <https://www.fmcsa.dot.gov/registration/fmcsa-forms>

Succession Planning

The Charles City Community School District has created succession planning for the Senior Leadership Team in the event a leader is incapacitated and unable to perform their essential duties. Each Senior Leader has designated and trained two different levels of succession that can provide continuity of leadership and services in the event of a long-term absence. The leaders that are providing succession must meet the Iowa Code for certifications and licensure. The decision to activate the succession planning is at the discretion of the Superintendent or designee.

For Superintendent succession, Iowa Code requires that the school district have a fully qualified and licensed Superintendent of record. In the event of a long-term absence or the Superintendent being incapacitated, this could include designating a current senior leader with Superintendent licensure, hiring an interim Superintendent, or utilizing the Central Rivers AEA Chief. In the event that there is an interim Superintendent

or the AEA Chief in this role, a local senior leader in the succession plan would still be responsible for the day-to-day essential operations of the school district, unless otherwise directed by the school board.

Substitute Teacher Pay

Substitute teachers who are assigned to work for a half day, will receive 50% of the full day substitute pay allotment.

Transporting of Students by Employees

Generally, the 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 Senior Leadership to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the Senior Leadership 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 Finance Department 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 provided prior permission.

Travel Compensation – Inside the District

Employees traveling on behalf of the district and performing approved school district business shall 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. Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at the IRS standard mileage rate and must submit a claim at the end of each semester.

Travel Compensation – Outside the District

Employees traveling on behalf of the district and performing approved school district business will be reimbursed for actual and necessary expenses per board policy. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses, and registration costs. Itemized receipts are required for all reimbursements for these costs.

Travel outside of the school district must be pre-approved by the supervising senior leader. Travel outside the State of Iowa must be approved by the Superintendent.

Pre-approved expenses for transportation within 300 miles of the school district administrative office will be by automobile. If a school district vehicle is not available, the employee will be reimbursed for expenses at the mileage reimbursement rate that is set annually by the Board.

Pre-approved expenses for transportation outside of 300 miles of the school district administrative office may be by public carrier. Reimbursement for air travel will be at the tourist class fares. Should an employee choose to travel by automobile, reimbursement will be limited to the public carrier amount. Pre-approved expenses for transportation in a rental car are limited to the cost of a Class "C" rental car at a medium-priced agency unless the number of traveling on behalf of the school district warrants a larger vehicle.

Unpaid Leave

Unpaid leave may be used to excuse an absence not provided for in other leave policies of the board. Employees must exhaust all applicable paid leave prior to submitting request for Unpaid leave. Unpaid leave for employees must be authorized by the Superintendent.

Whenever possible, employees will make a written request for unpaid leave **five** days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary are made unless they are waived specifically by the Superintendent.

The Superintendent will have 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.

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 check-in at the office. Individuals who wish to visit a classroom while school is in session are asked to notify the Senior Leadership and obtain approval 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.

Volunteers

The board recognizes the valuable resources it has in the members of the 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.

Recruitment, training, utilization, and the maintenance of records for the purposes of insurance coverage and/or recognition of school district volunteers is the responsibility of the Senior Leadership Team.

All volunteer coaches and all classroom volunteers must have a background check conducted by Central Services. Please contact your Senior Leader for assistance with this process.

Walk Through Classroom Observations

Classroom observations are a vital component of providing a strong instructional program within a school. At Charles City Community Schools, the building principals are committed to providing consistent observations and feedback. It is a priority for building principals to make time to be in classrooms with teachers and students. This practice enables principals to build relationships, become knowledgeable of the curriculum and instruction, and provide feedback. Feedback and reflective questions may come in written feedback, emails, face-to-face conversations, and discussions.

Weapons

The district believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment and present a threat to the health and safety of students, and staff. **All weapons and other dangerous objects are strictly prohibited 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.

Work Day

The work day for employees will begin at a time established by the collective bargaining agreement and the school calendar. "Work Day" is defined as one work day regardless of the full-time or part-time status of an employee.

Annual Notice of Nondiscrimination

The Charles City Community School District offers career and technical programs in the following areas of study:

- Agriculture, Food, and Natural Resources
- Architecture and Construction
- Business, Management, and Administration
- Hospitality and Tourism
- Manufacturing

It is the policy of the Charles City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Superintendent, CCCSD Central Services, 1204 1st Avenue, Charles City, Iowa, 50616, Phone: 641-257-6500, superintendent@charlescityschools.org

Asbestos Notification

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. Two of the district's buildings are asbestos-free: the middle school and the transportation center.

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 Operations Department.

Bloodborne Pathogens

Annually, all employees identified in the district's Bloodborne Pathogens Exposure Control Plan are required to take bloodborne pathogens training. In addition, the Job Safety and Health poster from the United States Department of Labor will be displayed in each building's employee lounge.

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 others. 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.

Guidance on the 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.

Continuous Notice of Nondiscrimination

It is the policy of the Charles City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs or its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Superintendent, CCCSD Central Services, 1201 1st Avenue, Charles City, Iowa, 50616, Phone: 641-

257-6500, superintendent@charlescitieschools.org

Equal Opportunity Employment

The district will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directives, and regulations of federal, state, and local governing bodies. The district does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, sexual orientation, and gender identity in its employment and personnel practices. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities, and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

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

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator/Superintendent by writing to the Affirmative Action Coordinator, CCCSD Central Services, 1204 1st Avenue, Charles City, Iowa 50616, by phone at (641) 257-6500, or email at superintendent@charlescitieschools.org

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-800-669-4000 or TTY 1-800-669-6820, www.eeoc.gov/field/milwaukee/index.cfm or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, www.state.ia.us/government/crc/index.html. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Hazardous Chemical Disclosure

Annually, each employee will review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or worksite, 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. The Operations Department will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

The mandatory posters for Job Safety and Health are displayed in each building's employee lounge. Copies of these posters can be found at www.osha.gov/Publications/poster.html and the specific Iowa poster is located at [Job Safety and Health](#)

