

Wapsie Valley CSD

2018-2019

Faculty & Staff Handbook



BE KIND . BE RESPECTFUL ★ BE RESPONSIBLE . BE SAFE
ALWAYS DO YOUR BEST

Wapsie Valley Mission Statement ***Guaranteed Learning for Every Student***

Core Instructional Values

Through a collaborative environment, we:

- **Focus on learning.**
- **Communicate clear learning targets.**
- **Provide timely feedback based on evidence of learning.**
- **Ensure a responsive system based on results.**

Table of Contents

Buildings and Location
Jurisdictional & Equity Statement
Fairbank Staff
Readlyn Staff
Rural Staff
Jr./Sr. HS Staff
Absences, Staff
Accident or Illness, Student
Administrative Designee
Animals/Pets
Attendance, Student
Building and Grounds
Building Security
Bus Transportation
Child Abuse
Classroom Management
Classroom Schedule
Communication/Notes Home
Confidentiality-For All Staff Members
Copying/Duplicating
Custody Issues
Dress Code, Staff and Students
Early Dismissal for Inclement Weather
Emergency Procedures
Field Trips
First Days of School
Guidance
Health Procedures
Human Growth and Development
Mailbox, Staff Bulletin, E-Mail
Meetings
Milk and Snack Breaks
Parties for Students
Receiving New Students
Repairs
Schedule Changes and Interruptions
School Closings/Emergency
School Hours
Smoking/Tobacco
Student Bullying and Harassment
Student Records
Student Transfer Procedure
Substitute Teacher Folders
Supervision, Playground, Lunch, and Before/After School
Supplies and Equipment, Purchasing
Supplies, School Storeroom
Telephone, Student Use
Telephone, Teacher Use
Visitors to Building
Volunteers

Wapsie Valley CSD

Buildings and Locations

<p>Fairbank Elementary 311 5th St. N Fairbank, IA (319) 635-2071</p>	<p>Readlyn Elementary 200 East Fourth Street P.O. Box 280 Readlyn, IA (319) 279-3323</p>
<p>K-8 Rural Schools Fairbank, IA (319) 635-2071</p>	<p>Jr. & Sr. HS (Central Office) 2535 Viking Avenue Fairbank, IA (319) 638-6711</p>

Jurisdictional Statement

This handbook is an extension of Board Policy and is a reflection of the goals and objectives of the Board. This handbook and school district policies, rules, and regulations are in effect while faculty and staff are on school grounds, school district property, or on property within the jurisdiction of the school district, while on school-owned and/or school operated buses or vehicles or chartered buses, while attending or engaged in school activities, and while away from school grounds.

The school district's policies, rules, and regulations are in effect 12 months a year. Violation of school district policy, rule, or regulation may result in disciplinary action.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, and regulations as circumstances warrant including those contained in the handbook. Faculty and staff are expected to know the contents of the current handbook and comply with it.

Questions or concerns may be directed to the Superintendent's Office for information about the current enforcement of the policies, rules, or regulations of the school district.

Equal Access to Education

It is the policy of the *Wapsie Valley* 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 program 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 *Taylor Anderson, 2535 Viking Avenue, Fairbank, Iowa, 319-638-6711 or tanderson@wapsievalleyschools.org*. Inquiries may also be directed in writing to the Director of Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The Board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. For further information related to Equal Access to Education, see Board Policy Code No. 102.

Fairbank Elementary Staff 2018-2019

Name	Position
Dana Harskamp	Principal
Heidi Shannon	Intervention Coach
Gina Wiersma	Collaborative Coach
Brian Smith	School Counselor
SuzAnn Conner	Secretary
Tara Sullivan	Secretary
Ashley Happel	Preschool
Suzanne Kent-Thomas	Kindergarten
Angie James	Kindergarten
Christy Tiedt	Grade 1
Briana Hayward	Grade 1
Kathy Bachman	Grade 2
Cheryl Kleitsch	Grade 3
Danielle Miller	Grade 3
Kari Pleggenkuhle	Grade 4
Nicole Boevers	Grade 5
Amanda Bockholt	Grade 5
Brittany Lenth	Grade 6
Amy Buzynski	TAG/Title I / ELL
Anna Schultz	Instructional Strategist
Dawn Swehla	AEA team lead
Erika Benschoter	Music
Michelle Stanbary	Band
Brian Weepie	PE
McKayla Bellis	Nurse
Sheila Boevers	Pre-School Associate
Michaela Harford	Special Education Associate
Arlene Tiedt	Special Education Associate
Lynda Cutsforth	Special Education Associate
Brianna Haulk	Special Education Associate
Jamie Diers	Special Education Associate
Lori Jergens	Special Education Associate
Heather Sullivan	Library Associate
Jennifer Gordon	Maintenance
Kristen Kaufman	Food Service

Mary Beth Ryan	Food Service
----------------	--------------

Readlyn Elementary Staff 2018-2019

Name	Position
Dana Harskamp	Principal
Heidi Shannon	Intervention Coach
Gina Wiersma	Collaborative Coach
Brian Smith	School Counselor
Carol Peine	Secretary
Emilie Drenkow	Preschool
Amy Sheppard	Kindergarten
Wendy Miller	Grade 1
Kayla Ott	Grade 2
Crystal Shedenhelm	Grade 3
Jeannie Lincoln	Grade 4
Jody Busch	Grade 5
Lori Thurm	Grade 6
Alyson Forsyth	Title I
	TAG
Alyson Forsyth	Instructional Strategist
Dawn Swehla	AEA team lead
Erika Benschoter	Music
Michelle Stanbary	Band
Brian Weepie	PE
McKayla Bellis	Nurse
Denise Oltrogge	Instructional Associate
Amanda Eike	Instructional Associate
Laura Phelan	Instructional Associate
Jill Schwickerath	Instructional Associate
Kathy Shook	Instructional Associate
Jodi Edwards	Library Associate

K-8 Rural Staff

2018-2019

Name	Position
Jim Stanton	Principal
Gina Wiersma	Instructional Coach
Nikki Shannon	K-8 Rural
Angie Kleitsch	K-8 Rural
Jenna Beck	K-8 Rural
Jessica Miller	K-8 Rural
Ashley Rechkemmer	Instructional Strategist/ Reading Teacher #4
Amy Nosbisch	Reading Teacher #1, #2
Brenda Hagenow	Instructional Associate
Teresa Duffy	Instructional Associate
Jackie Schneider	Instructional Associate
Vivian Wenger	Instructional Associate
Roxie Gipper	Instructional Associate
Jen Gordon	Maintenance

Jr./Sr. High School Staff 2018-2019

Name	Position
Adams, Danny	Physical Education
Anderson, Taylor	JH/HS Principal
Boeckmann, Calli	Business Manager
Bellis, McKayla	Nurse
Wagner, Angela	TAG/ELA
Bergman, Brett	School Counselor
Bergman, Liz	Instructional Associate
Bergmann, Amy	Instructional Associate
Curley, Melanie	Instructional Strategist
Cushion, Cain	Industrial Tech.
Davie, Justin	Social Studies
Duffy, Joe	Custodian
Fagerlind, Beth	Custodian (Night)
Faust, Jacqueline	Art
Franzen, Katelyn	ELA
Gross, Vaughn	Science
Haberman, Teresa	Instructional Associate
Happel, Ruth	Associate Cook
Henning, Jaime	ELA
Kueth, Justin	Instructional Strategist
Kuker, Julie	Instructional Strategist
Matthias, Jen	Secretary
Matthias, Madison	Study Hall Supervisor
McKowen, Marty	Mathematics/A.D.
Merdinger, Jennifer	Mathematics
Ott, Monica	Instructional Associate
Owens, Mark	Head Custodian
Pickett, Valerie	Science
Rigdon, Kristy	Business Education
Roberts, Brenda	Spanish
Sabotta, Mark	Math
Sacquitne, Adam	Agriculture Ed./FFA
Scaife, Fred	Vocal Music
Schmitz, Carolyn	Head Cook
Sittig, Zane	Social Studies
Stanbary, Michelle	Band
Stanton, Jim	Superintendent
Wiersma, Gina	Instructional Coach
Wilke, Sarah	FCS

ABSENCES, STAFF

All teachers are to be in the school or on duty by 8:00 AM and remain at school until 4:00 PM. Teachers may leave the building on Fridays and the days before holidays once the buses have left and school duties are complete. In the event that teachers and staff members are unable to report to work due to illness or some other emergency, telephone the building designee below before 10:00 pm or between 6:15 and 7:00 AM.

Elementary and Rural School:

Suz Ann Conner: (563) 608-9069 Fairbank/Rural

Carol Peine: (319) 230-5866

Jr./Sr. High School

Jen Matthias: (319) 231- 1413

All staff members will be required to fill out a Leave Request Form for all absences as soon as you know you will be gone. If you are out because of illness or an emergency, please take care of this as soon as you return. This form is available from the school secretary or on the Wapsie Valley Schools website on the Staff page. This form should be submitted to the principal.

See Article 11 of the Master Agreement for a list of approved absences.

Chronic/extended (beyond 3 days) absences will require a doctor's excuse.

Staff members have requested in the past to be excused early or to arrive late for personal reasons (doctor appointments, child sporting events, etc.) Although this should happen very infrequently, it is in our students' and district's best interests to avoid hiring a substitute if possible. We must, however, consider maintaining the management of the day and that requiring someone to "cover" a classroom can be disruptive. Certified staff members who **request** to arrive late or leave early must arrive by 9:00 a.m. or leave no earlier than 3:00 p.m. Otherwise, a substitute will be hired and a half-day absence will be recorded. Please keep in mind that this is a special consideration and will occur infrequently. Teachers should email the building principal their request and sign the staff sign-out book. All teachers should notify the secretary before they leave. This information helps the office provide appropriate responses in case of a phone call.

Staff has the option to leave the building during their twenty-minute, duty-free lunch period. Please notify the building secretary prior to leaving the building.

ACCIDENT OR ILLNESS, STUDENT

In the event a student is injured or becomes ill while at school, he/she should be sent to the office. In case of a visible injury, the playground or classroom supervisor must fill out an accident report. The secretary will notify the parents and school nurse and instructions will be requested on what to do. The school nurse ultimately determines when to send children home for health-related reasons. In cases where it is unclear whether it is absolutely necessary to send a child home, the decision will be made collaboratively between the parents and the school nurse. If the school nurse is not available, then the building principal and secretary will make the decision. The classroom teacher may be consulted. When the parent has no telephone number or can't be reached, the school may call the emergency number listed on the health record or call an ambulance if necessary.

ADMINISTRATIVE DESIGNEE

On days when there is no principal and/or A.D., in the building, a teacher from the staff has been appointed as the Administrative Designee.

The duties of the Administrative Designee will include:

1. Instruct the secretary to do any clerical tasks that are of an immediate nature.
2. Instruct the custodian to carry out any duties that require his/her immediate attention.
3. Act as a representative for the building and spokesperson for the staff in case of emergency (fire, tornado, etc.)
4. Direct all communications and actions in cases of personal illness or injury.
 - a. Contact the school nurse immediately.
 - b. Determine emergency procedures.
 - c. Contact parent(s)/guardian(s) of child.
 - d. Transport injured party to doctor if necessary.
 - e. Request a complete accident report from the appropriate supervisors.
 - f. Follow up progress of accident victim.
5. In matters of discipline that require an immediate administrative decision, the administrative designee will handle the situation while another staff member supervises her classroom. When suspension is in order, the student should be removed from class and to a supervised area until the principal returns.

ANIMALS/PETS

Students who would like to bring animals or pets to school must make arrangements with their classroom teacher and get administrative approval before bringing the animal. Teachers should confirm there are no animal allergies before approving the visit. An adult should accompany the child and take the pet home after the class has seen it.

The teacher should assume responsibility for the proper care of classroom pets (hamster, gerbil, fish, etc.) The teacher needs to work with the custodial staff to arrange for the proper removal of

pet waste in a safe fashion.

ATTENDANCE, STUDENT

Elementary Buildings

Children are lined up to enter the building at the 8:05 bell. School begins at 8:17. The tardy bell will ring at 8:15. Any child arriving after 8:15 (without an acceptable hall pass/excuse) should be marked tardy. A hall pass marked “excused” indicates that the child has an excused tardy. The attendance record must be accurate for state reporting. Attendance and lunch count must be entered into your computer by **8:40**. If you know why a student is gone, please enter it on the computer attendance form. **Parent notes to excuse students during the school day should be sent to the office.**

Jr./Sr. HS

Due to a number of different morning activities, the building will be active early and often. Janitorial staff reports to the building as early as 6:00 a.m. Please make sure you check in with them if you plan to schedule activities as early as 6:00-6:30 a.m. An early bus will bring students at approx. 7:30 a.m. daily, those students will report to supervised classrooms, the Commons area, or supervised activities. Staff should be reminded if you schedule an a.m. appointments, practice, etc. with students you are responsible for their supervision. Morning activities will conclude no later than 8:00 a.m. to allow students a chance to eat breakfast, shower, and attend the school day.

Teacher responsibilities regarding student attendance during the school day:

- Please keep in close touch with the parents of children who are absent or who are frequently tardy.
- Develop instructional plans to ensure punctuality. Tardy must be marked accurately based on the school criteria (when the tardy bell rings at 8:15, students must be present in the room).
- If students are absent for two days, get in touch with the parents via telephone or e-mail with student’s assignments. Be sure to ask the parent if the student is well enough to work on assignments. Parents and children will appreciate this concern.
- **Alert the office as early as possible if you suspect a chronic poor attendance or chronic tardy pattern.**

Doctor’s appointment/excused absences

We encourage dental and doctor appointments to be made for out-of-school hours. Students will be excused for necessary dental and doctor appointments during school hours upon the written or telephone request of the parents. Students must be in the building by 11:40 in order to participate in extracurricular activities if they call in sick. A student that goes to the dentist or doctor and comes back to school for the remaining time in the morning or afternoon will not be counted absent unless he/she is gone for more than two hours.

The principal will excuse absences upon receiving a written statement from a student’s parents. The attendance record will be adjusted, as needed, by the secretary.

Any student arriving late or leaving early for such appointments must check in/out in the office with their parent. Adult signature will be required on the logbook at the elementary buildings.

BUILDING AND GROUNDS

The appearance of the building and grounds depends on the joint effort of staff and students. Teaching respect for property and pride in their school is the responsibility of every teacher, administrator, and school personnel. Our success depends on our concerted effort.

Classroom expectations

All classrooms should monitor the classroom cleanliness throughout the day. Certainly there are times when learning and working is messy and loud. Cleaning procedures should be incorporated into the instructional activity at appropriate times. At the end of the day, the following things must be done:

- Pick up litter from the floor
- Put away all books and binders
- Clear all desktops
- Place all chairs on top of desks or stack in groups
- Turn lights off

Students should be taught to assist with the above tasks whenever appropriate.

Bathroom expectations

Generally students should go to the bathrooms with a pass, one at a time, unless the class is taking a supervised break. If more than one student uses the bathroom, you might consider assigning a monitor that will remind students to keep the bathroom floor free from litter, remind students to flush the toilet and wash their hands, and report any misbehavior.

Library/Computer expectations

All computers evenly spaced

Keyboard placed in front of monitor

Mouse/mouse pad to the right of the keyboard

All paper and scraps picked up after using the computers

Chairs pushed in

Turned off at the end of the day

Bookroom, Storeroom, & Workroom expectations

The bookroom, storeroom, and workroom spaces are shared amongst all staff. Please be respectful of materials and space by keeping the area neat. Check-out and return materials to the proper place and in a timely manner.

BUILDING SECURITY

Keys and Building Access

A building key/access fob is issued to each staff member. Teachers are responsible for the keys. Keys are not to be loaned to unauthorized personnel or duplicated. Students should not have access to teacher keys. All keys must be returned to the office each year to the building secretary for an inventory. It may be checked out again once the secretary finishes the inventory. If you lose your key, be sure to notify the office immediately.

Windows

Elementary Buildings

In order to make your room more secure and have the heating/air conditioning system run smoothly, keep your windows shut. If the window is open, make sure to close and latch classroom windows.

Jr./Sr. HS

Staff is encouraged to use their windows at their own discretion to regulate temperature in their classrooms. Staff should note to make sure all windows are closed and latched when they leave the building each day.

Stranger Awareness

Please be cognizant of building visitors. If you do not recognize a person in the building, do not hesitate to introduce yourself and offer assistance. The offices are “out-of-the-way” and you are the eyes and ears of the hallways.

BUS TRANSPORTATION REQUESTS

Requests for the use of school buses for field trips must be submitted two weeks minimum advance of the trip. These requests should be submitted to the transportation director who will arrange transportation if available. It is your responsibility to follow up prior to the trip to make sure that travel arrangements have been made.

CHILD ABUSE

It is recommended that all suspicions of child abuse or neglect be discussed with the principal and guidance counselor immediately.

Iowa Code requires certificated school employees, registered nurses, licensed practical nurses and licensed Instructional Associates to report to the Department of Social Services all instances of suspected child abuse involving students. Any school nurse, licensed Instructional Associate, or certificated school employee who is found guilty of knowingly and willfully failing to report suspected cases of child abuse is subject to a fine and imprisonment for up to ten days. Civil liability may also be imposed for the damages caused by failure to report suspected child abuse. Immunity from suit for such actions as slander and libel is extended to those making reports in good faith.

Child abuse is defined as non-accidental physical injury suffered by a person under 18 years of age resulting from acts or omissions of parents, guardians or persons legally responsible for the child (Senate file 1225, Amendment to Chapter 235, child Abuse, Code of Iowa).

Staff members who suspect child abuse are to report those concerns to the principal and guidance counselor. Together, the principal, the counselor, and staff member will make a report to Department of Human Services (DHS) within 24 hours. A written report must be submitted to DHS within 48 hours of the oral report. It will include the name of the third party, the date, and the purpose of the notification on the written report to DHS. The report should contain:

- Name, age, address of the suspected abused child
- Name and address of parents, guardians, or persons legally responsible for his/her care
- Description of injuries, including evidence of previous injuries
- Name, age, and condition of other children in the home
- The child's whereabouts if different from parents, guardians, or persons legally responsible for the child
- Any other information considered helpful
- Name and address of person making the report

CLASSROOM MANAGEMENT

A well-managed classroom takes thoughtful planning, direct and effective instruction, and ongoing maintenance. Standard Six of the Iowa Teaching Standards requires that teachers demonstrate competence in classroom management. Research shows that an effective management system must be established in the first two or three weeks of school; if it isn't, attempts to establish a system for the year will be difficult. Establish your system and have students practice and consistently review it. Relationships with students should remain professional in and out of the classroom. Relationships with students should remain focused on academics and improving student learning and not continue in any unprofessional matter inside or outside of the classroom.

Principles for effective classroom management

Be Proactive

Effective instruction eliminates most of the behavior problems. Carefully plan all lessons to strive for the greatest student engagement. Plan procedures and routines for all transitions and independent activities to minimize possible confusion.

Create Ownership

Believe that all children want to be at their best. Apply quality tools and grouping strategies such as class meetings and community circles to gain student cooperation. Self-assessment should be conducted to gain insights from individuals or the whole class.

Communicate Clear Expectations

Classroom belief statements, guidelines, and rules should be defined, instructed, posted, and reviewed. Frequent practice is necessary in the beginning or when the desired behavior is not

performed at the satisfactory level.

Focus on Positive Interventions

Corrective actions must be instructional rather than punitive in nature. Not all students are emotionally stable or socially mature enough to know the right way or to choose the right things to do. Effective teaching methods include direct instruction, modeling, use of rationale, role play, rehearsal, and practice.

Partner With Parents

Even the least involved parents have the same interest as you do – the success of their child. Create an understanding, accepting, and empathetic atmosphere when communicating with parents regarding management support. Believe that all parents care, but don't be too critical of yourself or lose your faith when their support level is low.

Maintain Student Dignity at ALL TIMES

The brain cannot focus on learning under stress. When a child loses dignity, his/her negative emotions such as anger, frustration, fear, or anxiety will take over and shut down their energy for learning. It is never acceptable to shout at students or make comments with the intent to embarrass them into changing their behavior. Profanity in front of students is never acceptable. All signify a loss of teacher control and student dignity. **Praise in public, admonish in private.**

CLASSROOM SCHEDULE

Please post a copy of your classroom schedule in your room. Please turn in a copy of your classroom schedule to the office by the end of the first school day. If the schedule is changed later, turn in an updated copy to the office at that time.

COLLABORATION

Effective collaboration amongst staff members is a key component to our success at Wapsie Valley. No one teacher is solely responsible for the learning of students, collaborative team efforts will guide our path to learning for all students. Staff members are expected to embrace working in collaborative teams and being effective and professional team members.

COMMUNICATION/NOTES HOME

Elementary Buildings

Teachers are strongly encouraged to send home or post on their websites a monthly newsletter highlighting classroom learning. Copies should be shared with the building principal. Personal contacts, such as phone calls or emails are also important to consider. It is the expectation that a minimum of one personal contact is made with parents prior to the first parent-teacher conference to discuss their child's progress.

If at all possible, there will be one parent-teacher conference per child in the fall and spring. If a family would like to request two separate conferences this will request needs to be submitted to the building principal. The building principal will make a decision and notify the family and

teacher.

Teachers will also be asked to contribute articles to the elementary website and Facebook page. These articles should be a 1-2 paragraphs long that highlight something that is happening in their classroom or at their grade level.

Jr./Sr. HS

Teachers will keep a parent contact log for any communication made with parents, which can be kept in the Contact Log within Infinite Campus. Teachers are required to make updates to grades every two weeks. Teachers are strongly encouraged to post lesson plans and class information on Infinite Campus to open communication with their students.

CONFIDENTIALITY-FOR ALL STAFF MEMBERS

A public school is a very busy place. Hundreds of people-children, staff members, volunteers, parents, community members-come and go in a school building and on the grounds each day.

- What you see or hear or discuss in school stays in school
- Discussions about a child need to be directed to persons directly working with that child. Beyond that, those discussions become gossip.
- There are many direct ties to the community within a building. Staff members live in the community. Parent volunteers are frequently in the building. Some are in the building so much that we forget they are not members of the staff.
- There is a definite distinction between “need to know” and “want to know.”
- Don’t discuss child issues and child behaviors in the presence of the child, unless the child is involved in the discussion. Be sensitive to how a child might interpret (or misinterpret!) an adult’s words.
- Remember that email is NOT a secure format. This is especially true for sending messages to multiple people at the same time. A better practice is still face-to-face contact, which has the benefit of being able to check for understanding.
- As with much of our work, a great deal of confidentiality comes down to respect, caring, and responsibility.

COPYING/DUPLICATING

We encourage you to make wise use of our limited resource of paper. It is recommended that you plan in advance for big projects (assembling student journals, publishing/laminating classroom books, etc.) if you would like assistance.

CUSTODY ISSUES

If a student isn’t living with his/her parents, the school must receive legal papers indicating who is responsible for the child. Without legal documents stating otherwise, the school considers both parents as custodial parents. Students can be released to either parent unless legal papers indicate otherwise.

Any parent who is not living with the child but has partial custody is entitled to receive communication regarding their child's education (progress reports, newsletters, etc.)

DRESS CODE, STAFF AND STUDENTS

Dress code, ALL Staff

Every member of our staff serves as a role model for our students. Please remember this when preparing your personal appearance for the school day. In this district, Fridays are casual days and jeans are acceptable. If you are going on a field trip casual attire may be appropriate, depending on the type of activities in which you will be participating, if you have any questions contact the building administrator.

Dress code, Students

What students wear to school and how they fix their hair is the responsibility of students and parents. We encourage students to dress for freedom of play and comfortable learning. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Certain types of clothing may be appropriate for other settings such as the beach, the mall, the park, or neighborhood, but are not appropriate for school. Our intention is to help students understand the message that is sent to others by their choice of clothing. We encourage parents to talk with their children about appropriate attire for school.

Clothing promoting items illegal for use by minors (i.e. monograms or writing referring to drugs, alcohol, sexual or racial references, or swearing) cannot be worn at school. Likewise, gang attire (bandanas, symbols, low-riding pants, etc.) is not appropriate.

Students cannot wear heeels, shoes with cleats in the building, half-shirts with midriiffs showing, halter tops, very short shorts, or very low-rise pants. Shirts with open backs are not permitted. Shirts with large draping arm-holes will not be permitted.

Hats or other head coverings are not permitted during the school day. Exceptions can be made in emergencies. Examples are for medical reasons but are not limited to this. When worn and asked to be removed, the head covering will be given to the teacher and may be picked up at the end of the day.

Coats or approved outerwear must be worn when the temperature is below 60° F. Boots and snow pants must be worn to play in the snow. Boots and snow pants must be worn to play off of the blacktop during muddy spring weather, as well.

While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

EARLY DISMISSAL FOR INCLEMENT WEATHER

When we have an early dismissal because of inclement weather, teachers are asked to stay 15 minutes after the buses leave the school. Elementary parents will be asked at registration to inform the school, in writing, of their plans in the event of an early dismissal. Students will be transported by bus, parental arrangements, or they will be responsible for their own transportation in their vehicles. Practices after school are at the discretion of building administrators and must be optional to all students involved if they are allowed. These practices will last no longer than one hour after dismissal.

EMERGENCY PROCEDURES

Procedures for all emergencies can be found in individual staff binders. Tornado, fire, lock-down, student/staff crisis, and bomb threat procedures, as well as general emergency contact information are located there.

FIELD TRIPS

A teacher desiring to take a class on a field trip requiring bus transportation (play, concert, etc.) away from the building and grounds must complete a *Field Trip Request for Approval* form. This is available from the building secretary and should be submitted to the principal two weeks in advance of the trip. Be sure that the educational value of taking the field trip outweighs staying in school. Proper supervision is critical for student safety. A ratio of one adult per eight-ten students is the minimum. Parent chaperones must be informed of behavioral and safety guidelines.

Advance planning is critical for a successful outing. Communicate the setting of dates, time schedule, and special directions or precautions that may have to be taken. Ask about possible hazards that may be encountered and areas that need to be considered to ensure safety of students. A pre-site inspection is encouraged if you are not familiar with the area to be visited.

Prior to the trip, send home a parent letter. Include the following items:

- Who – grade, group, club, and who is responsible
- What – describe field trip
- Where – the site or sites to be visited
- When – date, time, schedule of events
- How – bus, walking, etc.
- Why – educational benefit, enrichment, supplement

Discuss the trip with students. Include explicit rules and instructions on behavior, courtesy, and safety precautions. This includes instruction on bus safety.

Due to insurance regulations, students should not be transported in personal vehicles. A school vehicle must be provided for all field trips. Request for a school vehicle should be made and a driver secured in advance.

FIRST DAYS OF SCHOOL

Elementary Building

All teachers need to teach the following school routines during the first days of school so that the school operation will be on track as soon as possible. Please see the procedures that are applicable to your building and your position.

1. Morning breakfast/outdoor procedures and expectations
2. Morning attendance and lunch/milk choice expectations
3. The Warrior Way PBIS lesson plans
4. Homeroom expectations
5. Hallway behavior expectations
6. Bathroom expectations
7. Recess procedures and behavior expectations
8. Lunch procedures and behavior expectations
9. Lunch to recess procedures/behavior expectations
10. Bus loading procedures and behavior expectations on bus loading and riding
11. Fire/Tornado procedures and behavior
12. Assembly expectations

GUIDANCE

The school counselor provides classroom, small group, and individual counseling. Please refer any student or group of students that you believe to be in need of counseling support to the elementary guidance counselor.

Students will experience classroom guidance for forty minutes each six day cycle in the elementary buildings. Teachers are strongly encouraged to stay in the classroom during guidance so that they can overhear the topics of discussion. This will be beneficial in developing a common language for staff and students.

Due to the immediate need of the guidance counselor's support, emergencies will arise that require the counselor's attention. Please be prepared if this should happen during your scheduled guidance time as your students will not have classroom guidance that week.

HEALTH PROCEDURES

The nurse is at Fairbank, Readlyn, Rural schools, and Jr./Sr. when her schedule allows. The building secretary will help with children needing medical attention on other days. The school nurse will review procedures for distributing medication and first aid. Students should bring an Office Pass from their supervising teacher except in the case of an injury that needs immediate attention. Teachers should screen children who ask to go to the nurse's office. Going to the nurse's office should not become an excuse to leave the classroom. Children should be sent to the nurse's office if you suspect a fever, the child is vomiting or bleeding, or was injured while at school.

At the end of each quarter, the school nurse will notify the teacher and parents of any student who has frequently complained of headaches and/or upset stomach.

Accident reports

If a student receives a visible physical injury (a scrape, a red mark) or an injury to the head, the supervisor on duty must complete an accident report immediately after tending to the student's medical needs. Parent(s) need to be notified by the nurse or building secretary as soon as possible.

Contagious Diseases – Staff notification

The school nurse will notify staff when students in the building are diagnosed with a contagious disease. While every effort will be made to protect the identity of the student, staff will be notified of the class in which the student participates so they can determine their level of exposure and their need to seek medical advice.

Medication, Student

When a child is to receive prescription or non-prescription medication during school hours, the following policy will be followed. The policy is based on STATE LAW. Permission by telephone cannot be accepted. Medication will only be administered when these steps are followed.

No medication can be given by school personnel or nurse unless permission has been given by the child's physician.

When a child is to receive medication during school hours, the following policy should be followed:

- A. Written instruction including name of drug, duration and frequency of medication, and name of child must be on file in school before any medication can be given.
- B. Written permission with parent's signature must be on file.
- C. Should a physician request that a drug be left in the charge of a school nurse or official, to be given to a child at prescribed periods, the drug must be in the original pharmacy bottle labeled with the name of the child, name of the medication, time of day it is to be given, duration it is to be given, and the name of the physician.
- D. All student medication must be kept in a locked cabinet in the main office.

Medication, Staff

Please keep all personal medications in a safe and secure location away from student access.

HUMAN GROWTH AND DEVELOPMENT

Fifth and sixth grade students will experience the Human Growth and Development curriculum as provided by the school nurse and the P.E. teacher. Communication will be sent to the parents of these students to inform them that it is available for their review prior to instruction.

Parents/guardians will also be notified that they have the right (per state statute) to remove their student from this instruction. The statute states, "A pupil shall not be required to enroll in either physical education or health courses if the pupil's parents or guardians file a written statement

with the school principal that the course conflicts with the pupil's religious beliefs." Any written request for exemption from the Human Growth and Development Curriculum for any reason will be honored.

MAILBOX, STAFF CALENDAR, EMAIL

All messages will be relayed to staff via e-mail and/or voicemail. This includes messages from parents, phone calls, district personnel, etc. It is very important that you check your email and voicemail messages periodically throughout the day. If you need assistance on how to do this efficiently, please ask. Please make a concentrated effort to check your mailbox at least two-three times per day, one of those times being between 2:45 and 3:00. A student helper could be designated to be in charge of checking the mailbox at this time.

A staff calendar will be shared using Google calendar. All important announcements and meetings will be on this calendar. Please check it frequently. If you have something to add to the calendar, email the details to the building secretary or the district Athletic Director for extracurricular events of any kind.

It is important that all staff members read the staff calendar and emails carefully. We will reserve our precious meeting time to items that require discussion and learning. Other general communication will be done through e-mail.

MEETINGS

Staff meetings will be held in accordance with the stipulations provided in the Master Agreement.

At certain times during the year, additional brief meetings may be needed in order to discuss pressing issues.

SNACK BREAKS

It will be left up to individual teachers whether or not a snack break will be offered in the daily schedule. All snacks must be a healthy food choice. Parents can feel free to send a healthy drink with their child. Children have access to water at all times during the day.

PARTIES FOR STUDENTS

Elementary Buildings

It is expected that instructional time for students is protected. However, it is expected that at certain times during the year your class will observe important celebrations that promote cultural traditions and build community within the classroom and building. Parties celebrating Halloween, Christmas, and Valentine's Day may begin after 2:15 PM. Treats are permitted at school during birthdays and special events. **The classroom must be cleaned up before dismissal on the day of the party following the school wide cleaning criteria.** Teach team concepts and processes to make parties a student responsible event.

Jr./Sr. HS

Staff may plan parties for students at their own discretion. However, at no time should students be allowed to bring food or beverages other than water out of the classroom. **The classroom must be cleaned up before dismissal on the day of the party.**

POSITIVE BEHAVIOR INTERVENTION & SUPPORTS (PBIS)

In an effort to establish a PreK-12 district wide school culture and support system the district is becoming a PBIS trained school. Our PBIS guiding principles, *The Warrior Way*, will include behavior expectations for all staff and students. These four principles include:

Be Kind

Be Respectful

Be Responsible

Be Safe

Through PBIS practice the district has developed a common language to promote the principles and expectations of the district. Principles will be communicated throughout the district and communities with graphics, signs, events, etc. An acknowledgement system has been created to promote the effectiveness and positive impact PBIS is having on students and staff. It is the district's expectation that staff members are active and knowledgeable participants in the PBIS process.

RECEIVING NEW STUDENTS

Enrollment of new students will be made in the office. The school secretary will establish all new records and previous records will be distributed appropriately. The secretary will notify all the teachers of the new enrollment via email.

Elementary Buildings

Be sure to make the student feel wanted and welcome. Assigning him/her a buddy or writing a short introduction to the newsletter are some of the ways to make a new student feel welcomed.

On the first or second day, the classroom teacher should call the parents in order to update them on their child's transition.

Jr./Sr. HS

New students will be welcomed in the office by the secretary, principal, and the school counselor. If a schedule has not been created, the school counselor will sit down with the students and parents to create a schedule based on student transcripts, interests, and needs. The principal and school counselor will then assign a student in the building to show the new student around for 2-3 days during passing times, lunch periods, etc.

REPAIRS

When a repair is needed, email the building principal and head custodian including all necessary information. If a more extensive repair is needed, the custodian will fill out a work order. All work orders must be approved by the custodian and then by the principal.

SCHEDULE CHANGES AND INTERRUPTIONS

Elementary Buildings

If a field trip or early dismissal occurs during a special subject time, your class will miss that special subject for the day unless other arrangements are made between the classroom teacher and the special subject teacher. In the case of an assembly during a scheduled special subject, the special subject teacher should provide student supervision for the time that they would have had class. **Please communicate the schedule changes with the special subject teachers and cooks (if applicable) ahead of time.**

Jr./Sr. HS

Any teacher and/or coach desiring to take students away from the buildings and grounds must get the approval of the principal. Upon approval of the principal, the staff member will then be required to notify the entire Jr./Sr. High School staff of at least the date, time and students for the trip. The priority is for students to be in attendance in all of their academic classes. Students who have excessive absences or who are not in good academic standing may not be allowed to leave the building for school sponsored activities or trips. Individual teachers have the right to request that a student be withheld from dismissal for a school sponsored activity if the student's academic record and/or record of discipline is not in good standing.

This policy will be particularly important for absences due to any extracurricular activity. It is the responsibility of the head coach/sponsor to communicate with staff on early dismissals and absences for their participating students. Communication to the rest of the staff should be at least ONE WEEK in advance when applicable.

SCHOOL CLOSINGS/EMERGENCY

School cancellation, delays, or closing due to inclement weather or other emergencies will be announced via Remind. We will do our best to also disseminate information on area television stations and via the Infinite Campus Messenger System, but Remind is the official notification system of Wapsie Valley Schools.

SCHOOL HOURS

Elementary Bells will ring at:

8:05	Students can enter building
8:15	Tardy bell
12:00	End of K-2 noon recess
12:25	End of 3-4 noon recess
12:45	End of 5-6 noon recess
3:17	Non-bus dismissal

***Please do not dismiss students prior to the bell.**

Jr./Sr. High School:

8:11	First/Warning Bell
-------------	---------------------------

8:15	Tardy Bell
3:18	Dismissal Bell

SMOKING/TOBACCO

Smoking and tobacco use are not permitted anywhere in the building or visible from school property.

STUDENT BULLYING AND HARASSMENT

Wapsie Valley is an Olweus Bullying Prevention District. Below is a short description of the Olweus Program:

The Olweus Program (pronounced OI-VAY-us) is a comprehensive approach that includes school-wide, classroom, individual, and community components. The program is focused on long-term change that creates a safe and positive school climate. It is designed and evaluated for use in elementary, middle, junior high and high schools (K-12). The program's goals are to reduce and prevent bullying problems among schoolchildren and to improve peer relations at school. The program has been found to reduce bullying among students, improve the social climate of classrooms, and reduce related antisocial behaviors, such as vandalism and truancy. The Olweus Program has been implemented in more than a dozen countries around the world and in thousands of schools in the United States.

The *Wapsie Valley Community School District* is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassment 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 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. For further information related to Anti-Bullying/Anti-Harassment Investigation Procedures, see Board Policy Code No. 104R.1

STUDENT RECORDS

Cumulative folders and other student records are to be kept in the file cabinet in the conference room (Fairbank), office (Readlyn), and vault (Jr./Sr. HS). Cumulative folders are to remain in the office and should not be taken out of the office for any reason.

STUDENT TRANSFER PROCEDURE

When you learn that a student is moving, notify the office. Records are sent when requested by

the receiving district. Review the student's file to ensure that it is complete. Include all diagnostic (Yopp-Singer, O.S., DRA) testing documentation and any other pertinent information.

GUEST TEACHER FOLDERS

When preparing for a guest teacher, be sure to have:

- Lesson plans with up-to-date plans to ensure quality learning
- Completed sub folder

A guest teacher folder should include:

- Class list
- Schedule
- Instructions for students with special needs
- Supervision rules (Playground, Lunch, etc)
- Directions for attendance/lunch count
- District Emergency Procedures (Tornado/fire drill procedures, etc.)
- Early dismissal protocol

SUPERVISION, PLAYGROUND, LUNCH, AND BEFORE/AFTER SCHOOL, STUDENT WALKOUTS

A Safe and Positive Culture Depends on You

1. Adults should be role models for our students. A supervisor's attitude and actions can make or break a child's day.
2. Work the Crowd! Be proactive and improve school-wide discipline by interacting positively with our students while on duty. Keep moving throughout the area for which you are responsible. This will prevent most infractions.
3. Smile and greet children, make small conversation with them, encourage them to make better choices, redirect in a friendly manner, and remind them of potential consequences when needed.
4. **Students are NEVER to be left in the classroom alone.** Teachers wishing to detain a student before or after school, during the lunch period, or during recess must be prepared to supervise that student.
5. **All staff members** have the authority to act in all cases of student conduct and behavior. Be alert when you see unsupervised students or groups of students. **Do not hesitate to intervene and investigate any potential or actual trouble situation.** We must employ a team approach and take the responsibility for ensuring student safety and accountability in all common areas.

The following expectations are for the elementary buildings; however, all staff are responsible for children before, during, and after school:

Before school

Supervision begins at 7:55 AM. Students who eat breakfast should report to the cafeteria when they arrive. They should eat breakfast before socializing with other children. Those not eating breakfast will line up outside. **If students are unable to line up outside due to inclement weather, they will be supervised in the gym.**

Hallway expectations

When a class leaves a room to go to another (music, P.E., etc.), they must be escorted there and back. **Please be prompt when bringing and picking students up from specials.**

Behavior expectations for students are listed below. Please teach these expectations to your students and monitor their behavior throughout the year. Teachers should develop a hallway management incentive plan with their students if needed.

Be Kind

Be Respectful

Be Responsible

Be Safe

Inside recess

If students are unable to play outside due to inclement weather (such as rain or wind chill below 0° F.), they will play games in the classroom. Teachers should develop indoor recess rules and proper conduct for those games which are played inside. The recess supervisor will provide roaming supervision. **The recess supervisor may also choose to monitor indoor in the recess in the gymnasium. Students may use gym equipment but dodgeball and ball tag are not allowed.**

Dismissal supervision

Dismissal of students who walk or are picked up will begin at 3:17. At this time, please escort your students to the front entrance, instructing them to walk. There will be a supervisor outside to make sure they continue on their way home. The supervisor is responsible for making sure that students do not loiter on school grounds after dismissal and that walking students cross the street at the corner and that students riding bikes walk their bikes across the street. An effective job cannot be done from the inside of the building. The supervisor should look to see that children are not playing on the playground equipment by walking to observe both sides of the building.

Students riding the bus can be dismissed according to the bus procedure listed in this manual. Please do not dismiss students prior to the 3:15 bell as supervision is not available. The bus supervisor is responsible for maintaining control of the students as they wait for the bus arrival in the Main entrance and walking them to the buses. The bus supervisor should walk students to the buses regardless of the weather situation. An umbrella is available in the main office if needed.

Student Walkouts- Staff Involvement in protests

Their duty is to supervise students and educate them based on the curriculum that the district has decided to use. District staff should not be a part of supporting, scheduling, speaking during, or participating in the walkout in any way. Any news media inquires should be handled by the superintendent or building principal vs. individual staff members. (Students may be interviewed by news media.) The district's obligation is to keep students safe and minimize disruptions to the learning environment. This may include providing an interior space for their gathering. Disciplinary measures may be taken for missing class per district policies and regulations.

- While staff members may have their own opinions on a variety of social topics, it is not

appropriate for them to use their position to coordinate or participate in student demonstrations.

- If staff members are asked to assist in supervision during a protest, they are there to supervise and not to participate in the protest itself.
- There are appropriate times outside of work when staff members may participate in protests on their own, as long as they understand that they are not to speak in their official capacity during those protests.
- There may be consequences for their actions if they do something illegal or their actions create inefficiency in the workplace.

SUPPLIES AND EQUIPMENT, PURCHASING

No one is authorized to purchase or charge items to the school account without a pre-approved purchase order from the principal and superintendent. This includes any store purchase, online purchase, AEA 267 services, conferences, workshops, or any other items/services that require payment.

Products obtained on a trial basis must be ordered in the same way as items purchased. Indicate on the requisition that the items are for trial use. When you return items, send them to the building secretary with notation for return and include the original invoice.

Unauthorized purchases made by any employee will be the employee's personal responsibility and the school is under no obligation to reimburse the employee or to pay the vendor.

TELEPHONE, ELECTRONIC DEVICE STUDENT USE

Use of remotely activated or activating communication devices on school grounds will only be allowed between instructional periods or during a student's lunch period.

TELEPHONE, ELECTRONIC DEVICE, COMPUTERS, TEACHER USE

The district telephone system is intended as a support service to the instructional program. The use of the system for personal use limits its availability for its intended purpose and should be kept to a minimum. The use of the system for business activities of a profit making nature is considered an unethical and unacceptable practice.

Staff use of district computers or devices should remain professional. Personal use during instructional hours is discouraged. All use of district computers is monitored.

Please keep cell phones off, on silent, or vibrate when students are present. Brief personal calls and texting may be made before or after school, at recess, during prep times, or during lunch breaks when not on duty.

Communication with students by staff members should remain professional at all times. When communicated with students via e-mail, text, etc. staff is required to attach an administrator to the communication. Communication with students should be limited to only school-related information.

VISITORS TO BUILDING

Per Board Policy 903.3, all visitors to the Wapsie Valley schools during school hours are required to sign in at the main office when entering the building. Visitors who wish to visit a classroom while school is in session need to obtain prior approval from the building principal to minimize disruptions.

Visiting by other children for extended periods of instructional time is not allowed. This is disruptive to the regular classroom routine and distracting to the hosting student. Visitors must obtain prior approval from classroom teacher or principal.

VOLUNTEERS

We are fortunate when volunteers help our program. Volunteers will need the understanding, patience, respect, and guidance from the school so that everyone can work together to benefit children. Our volunteers must adhere to district curriculum, board policy, and student and staff confidentiality. Make wise instructional decisions when matching volunteers to students. The teacher is the professional educator in the classroom who makes decisions about and provides direct instruction. Use volunteers judiciously.

Parents are welcome to volunteer in their child's classroom occasionally (field trips, parties, etc.) but volunteers who come on a regular basis are best placed out of their own child's grade level. Volunteers need to obtain a volunteer handbook, fill out a volunteer application, wear an identification badge and sign in and out in the logbook in the main office. Please advise the principal if you have any concerns about a volunteer in your classroom.

We want to make sure to recognize our volunteers during Volunteer Week in the spring. We will reference the logbook to create a list of volunteers who have helped us throughout the year.

EXTRA DUTIES ASSIGNMENTS/PAY

The Board recognizes that there are other extra duties and activities which occur from time to time during the school year. Such duties include AEA staffing's, faculty meetings, an annual open house, parent-teacher conferences, and all PK-12 fine arts programs. These duties are considered to be a part of the basic duties of all teachers, and included in their basic salaries, and there shall be no additional compensation thereof. It will also become an expectation of the District that all employees will work at least two extra-curricular events per year (Dances and Graduation excluded from those two events.) without compensation. Any events beyond those two events will be compensated at a previously determined rate.

Due to changes in Chapter 20 of Iowa Code, the following sections have been moved from the Master Contracts to the Staff Handbook

INSURANCE

The Board agrees to provide full-time employees the following paid insurance protection.

A. Health

The District agrees to provide full-time employees with a single health and major medical plan.

1. \$53.00 per month beyond the scheduled salary is allowed for the employee to authorize payment for dependent insurance in the 2017 – 2018 fiscal year. Any amount not used will be added to salary.

2. \$26.00 per month beyond the scheduled salary is allowed for the employee to authorize payment for dependent insurance in the 2018 – 2019 fiscal year. Any amount not used will be added to salary.

3. The District will discontinue payments for the employee to authorize payment for dependent insurance in the 2019 – 2020 fiscal year.

B. Dental Insurance

The District agrees to provide full-time employees with a single dental insurance policy.

C. Life

The District will provide fifteen thousand dollars (\$15,000.00) of term life insurance for each full-time employee.

D. Long Term Disability

The District will provide a sixty percent (60%) long term disability policy.

E. Workman's Compensation

1. Coverage as provided by Iowa law.

F. The District shall provide Blue Cross/Blue Shield Alliance Select or comparable insurance coverage for its employees. However, the District shall have the right to procure the insurance carrier. Employees less than full-time will not be provided any benefits under this article. Full-time for insurance purposes must be 30 hours or more.

CERTIFIED REDUCTION OR REALIGNMENT OF STAFF

A. The Board, in making a reduction, shall follow the procedures specified within each category.

B. The areas and categories are:

Elementary (PK-6 and Rural): Subject areas include regular classroom teacher, special education, Title I reading, and elementary guidance counselor.

Secondary (7-12): Subject areas include special education, guidance counselor, language arts, social studies, mathematics, science, foreign language, family consumer science, industrial technology, business education, and vocational agriculture.

PK-12: Subject areas include physical education, art, nurse, vocal music, instrumental music, media, and talented and gifted.

C. On the school day nearest to October 1 of each year, the superintendent or his/her designee shall attempt to provide each employee with a list showing each employee's seniority, and last date of hire via the school email system. If any employee objects to his/her seniority or any data shown on said list, he/she shall state in writing the objections and the seniority statuses claimed, and deliver the objections to the superintendent within seven (7) days of receipt of the seniority list.

D. The order of reduction within each category shall be pursuant to the procedures specified below:

Step 1: Normal attrition resulting from employee's retiring, resigning, or voluntary reduction will be relied upon to the extent that it is administratively feasible.

Step 2: The remaining employees to be reduced will be determined by:

1. Relative skill, ability, and competence of available certified teachers to do the available work as determined by Board, administration, and evaluation procedures.
2. Seniority within the categories, unless needed to maintain a program.

Seniority shall be defined as an employee's length of full-time continuous service with the District since the employee's last date of hire. Years of part-time service shall be calculated on a pro-rata basis as they relate to full-time. In the case of an involuntary or voluntary transfer to a position in another category, the employee will retain his/her years of continuous service with the District under the category the employee served. Furthermore, in the case of involuntary transfers, employees will accrue seniority in both categories. The employee will not carry years of service into the new category. Employees may be listed in more than one category, and retain seniority rights in each category in which they have served.

A. When the number of employees to be reduced has been determined by the Board, it will notify the employee(s) in writing, stating the reasons for such reduction.

B. Recall:

1. Employees shall have recall rights in inverse order of reduction for six (6) months, to any position which becomes available within the category from which the employee was laid off. If six (6) months has elapsed since the employee's layoff, they shall have no recall rights.
2. Laid-off employees shall advise the Superintendent of their current address and other employment during layoff. If an employee fails to notify the Superintendent of their address, any recall rights shall terminate.
3. Employees temporarily hired to fill a vacancy created by the awarding of a leave of absence, or to fill a vacancy arising after September 1st of the contract year, shall not be eligible for the recall rights established in this Article.

An employee shall be notified of recall in writing, specifying the vacancy and the date of recall. Any and all recall rights shall terminate unless within seven (7) calendar days after the employee received notice of reemployment, the employee shall advise the Board in writing by certified mail that the employee accepts the position offered in such notice and will be able to commence employment on the date specified in the notice. Notice of recall or acceptance of recall shall be considered received when mailed by certified mail, return receipt requested, to the last known address of the party in question as shown on the school district's records. Notice shall be effective if personally delivered to the employee by the Superintendent or his/her designee. The same time period previously indicated herein to be applicable.

Termination of employees shall be pursuant to Chapter 279 of the Code of Iowa and terminated employee and/or the Association shall not have access to the grievance procedure.

CLASSIFIED STAFF REDUCTION PROCEDURE

8.1 Staff reduction will be considered within each job classification category of employees. The Board shall take into account the following factors in making its decision:

STEP 1. Normal attrition resulting from employees retiring, resigning, or voluntary reduction, new or first time probationary employees in the job classification may be relied upon to the extent it is administratively feasible.

STEP 2. The remaining employees within that affected job classification who have qualifications considered to be equal, as determined by the District, then the employee in the job classification with the least total seniority shall be the first to be laid off.

Employees who are laid off shall have one-half (1/2) year of recall to the category from which they were laid off.

8.2 The employee who is to be recalled will be notified by certified mail to his/her last known address. The employee must respond by certified mail to such notice within five (5) days after receipt thereof, and actually report to work in ten (10) days after receipt of notice unless mutually agreed to. In the event the employee fails to comply with the above, he/she shall be terminated and lose all recall rights under this agreement.

8.3 All employees on a layoff status shall retain the seniority and prior longevity that they had when they were laid off. They will not continue to earn any benefits while on layoff.

8.4 An employee may retain District insurance coverage during the recall period of layoff by paying the premium in full to the school district's insurance carrier as provided in the Insurance Article of the handbook.

CERTIFIED VOLUNTARY TRANSFERS

Any teacher may apply for a transfer to another building. Such application shall include the grade and/or subject to which the employee desires to be assigned and the school or schools to which the employee desires to be transferred in order of preference. This application will be considered equally in the hiring process. The Superintendent will attempt to notify the association president in writing of vacancies.

CERTIFIED INVOLUNTARY TRANSFERS

Involuntary transfers involving teachers in the disciplines in which they are certified to teach, will be at the discretion of the Board with Administrator input.

CLASSIFIED ASSIGNMENT, TRANSFER AND POSTING OF JOB VACANCIES

7.1 VOLUNTARY TRANSFER AND ASSIGNMENTS

An employee must have spent at least ninety (90) days in an assignment before requesting a transfer.

7.2 POSTING OF JOB VACANCIES OR NEW JOBS

The Employer agrees to post a notice of each job vacancy or new job that occurs provided that the vacancy is in the job classification which will be permanent in nature. The notice for permanent job openings will be posted on a designated bulletin board in each of the school buildings for a period of five (5) working days. Any employee can request a transfer to the job opening by informing the Employer in writing. Employees will be notified in writing of the disposition of their requests for transfer. A vacancy shall be defined as those positions that will remain unfilled after the district has exercised its right to realign and/or promote current employees. Transfers shall apply only to positions defined as vacancies.

If there is more than one bidder for the job, it shall be assigned to the most qualified bidder who meets the qualifications and possesses the skill and ability necessary to perform the work as determined by the District. If two or more bidders are determined by the District to possess the same qualifications, skill and ability to perform the required work, the job shall be awarded to the bidder having the greatest seniority with the District. The qualifications, skills, and abilities of an employee will be solely determined by the District.

No employee shall be allowed more than one (1) job change in a six (6) month period unless it is otherwise mutually agreed upon between the District and the Union.

The District will have the sole discretion and final decision on all transfers. The decision will be final and will not be grievable.

CERTIFIED EMPLOYEE EVALUATIONS

The parties recognize the importance and value of evaluating Employees. The following procedure has been agreed to as one means of accomplishing this goal.

A. Tier I (Beginning Teacher) & Tier II (Career Teacher) Evaluation Plan:

1. Each Employee's evaluator shall acquaint him/her with the procedures used in evaluation. No evaluation shall be made until the Employee is acquainted with the evaluation procedure. Compliance may be accomplished through a group meeting.
2. New Employees shall be evaluated at least once each year summatively, up to and including the third year. Each summative evaluation shall consist of a minimum of two (2) formative appraisals, once in each semester. After the first three years of employment, the District may choose to evaluate employees only once every three years or more often if an employee requests an evaluation or it is deemed necessary by the administration to improve performance. During the school year of the teacher's performance reviews, the teacher shall be formally observed a

minimum of two times prior to February 15th with the first formal observation occurring before November 30th. Formal observations of experienced teachers will include a pre-observation conference, the observation itself, and a post-observation conference which will include a discussion of areas of strengths and areas of potential improvement. Any written evaluation material in an Employee's personnel file shall be signed by both the Employee and the Employer. These signatures indicate only awareness of the evaluation material, not necessarily agreement. If the Employee disagrees with any written evaluation material in the Employee's personnel file, the Employee may attach a written position to the evaluation material in dispute.

3. At least one observation will be extended. In the case of an interruption or cancellation by either the teacher or evaluator, the observation may be rescheduled at a mutually agreed upon time between the teacher and evaluator without restarting the evaluation process.
4. During the school year of the teacher's performance review, the evaluator and teacher shall mutually agree upon dates for a pre-observation conference, observation, and post-observation conference. The post-observation conference must be no later than 10 days following the observation.
5. The teacher and the evaluator shall each receive a copy of the Teaching Standards and the Wapsie Valley Community School District Evaluation Document. As part of the post-observation conference, the evaluator shall document criteria that have been observed (1) during the observation, (2) written materials developed by the teacher, and (3) in the pre-and post-observation conferences. The evaluator and teacher shall initial each other's Wapsie Valley Community School District Evaluation Document when each criterion is addressed and include the date.
6. All experienced teachers who are being evaluated will be asked to update their artifact collections to provide evidence of their meeting or exceeding each of the eight Iowa Teaching Standards. The teacher and evaluator(s) shall meet at least two (2) more times once in February and once in March to review any additional documentation and continue to identify the teacher's status in documenting the eight Iowa Teaching Standards.
7. By March 30th, if the evaluator determines that the teacher has not met all eight standards, then the evaluator shall inform the teacher which standard(s) have not been met and the evaluator and teacher shall jointly determine what information the evaluator needs in order to indicate the teacher meets all eight standards. If another observation is needed, it shall be held by (the) April 15th. If only a conference is needed, then it shall be held by April 15th.
8. By April 30th, the evaluator(s) will schedule a date to complete the final evaluation. For experienced teachers, this will be the Wapsie Valley Community School District Evaluation Document. Each criteria will be rated as "Meets Criteria" or "Does Not Meet Criteria".
9. For a teacher meeting the Iowa Teaching Standards, the evaluator and the teacher will begin discussion of future career goals that might be included in the next

career development plan. This conference can be included as part of the final evaluation conference in those situations when the evaluator has no major concerns regarding the teacher's performance. Both the evaluator and the teacher shall sign and date the review.

10. Teachers with an initial provisional license shall be formally evaluated with the Comprehensive Evaluation Summative Evaluation developed by the Iowa Department of Education. The procedures used shall be those above in A.1-A.5.

B. Individual Career Development Plan:

1. Each teacher shall draft an individual or group career development plan based on the District Student Learning Goals or the District Long-Range Goals from the current Comprehensive School Improvement Plan established by the district. This individual or group career development plan will be developed by October 15 of the school year following the conclusion of his/her previous plan.
2. The evaluator will meet with the teacher to review the plan, jointly modify the plan as needed, and approve the plan within 20 school days of its submission. Both the teacher and evaluator will have a copy of the plan.
3. Modification of the plan can be made at any time by mutual agreement. The teacher and evaluator shall sign and date the modification.
4. The evaluator and the teacher shall establish a mutually agreed upon time for an annual conference to review progress in meeting the goal(s) in the plan. At the conclusion of the meeting a copy of the Annual Update shall be signed and dated prior to being placed in the teacher's personnel file.

C. Tier III Intensive Assistance Plan:

The duration of the Intensive Assistance Plan will vary, depending upon the needs of the teacher; however, the duration of the Plan will be mutually agreed upon by the Evaluator, Teacher, and their respective representatives. The Plan, including the Awareness Phase and Intensive Assistance Phase, cannot by Iowa Law be more than twelve months in length. The plan may be discontinued early if concerns have been remedied.

1. Awareness Phase Procedure:

If an evaluator determines a teacher has a performance problem related to the Iowa Teaching Standards, and this situation is not resolved to the evaluator's satisfaction by informal discussions above, a formal meeting will be scheduled to discuss the situation or incident. This formal meeting will be considered the beginning of the awareness process.

During the meeting, the evaluator shall identify in writing all of the alleged deficiencies of the teacher pertaining to the Iowa Teaching Standards. The evaluator shall include information, data or evidence used in making this judgment. The teacher and evaluator shall develop a written plan of remediation which, if followed, would eliminate the alleged deficiencies. If the deficiencies noted are corrected, the teacher will return to the normal evaluation cycle. If the deficiencies are not corrected, the supervisor may recommend intensive assistance.

2. Intensive Assistance Procedure:

Career teacher assistance is designed to provide clear intervention and remediation for experienced teachers whose job performance has been determined to not meet the Iowa Teaching Standards. The procedures identified within this section are meant to provide a structured process for teachers who have been identified as needing additional assistance and support in order to maintain an acceptable level of performance.

The assistance procedures will begin with a formal meeting between the evaluator and the teacher. The teacher may have a representative at this or any meeting with the evaluator during this process. During this meeting, the evaluator will convey to the teacher, in writing, the specific behaviors that do not meet the Iowa Teaching Standards and will review documentation supporting this conclusion. The evaluator will present to and discuss with the teacher the Plan of Assistance which identifies actions for the teacher to complete for the purpose of improving performance in areas identified as unsatisfactory.

If requested by the teacher, the evaluator shall convene the Assistance Team for the initial meeting with the teacher. The Assistance Team shall consist of 1 to 3 education professionals that are to be mentors and confidants for the teacher needing assistance. The role of the Assistance Team is to use data and information provided by the evaluator and the teacher to assist in developing a planned approach to help the teacher meet the Iowa Teaching Standards. Strict confidentiality will be maintained by members of the Assistance Team. Observations and comments made by members of the Assistance Team are not presented in writing, are not reported to the evaluator, and do not become part of the teacher's evaluation. The assistance provided is targeted solely at helping the teacher improve his/her performance in relation to the Iowa Teaching Standards.

During the Intensive Assistance Phase, the evaluator shall observe the teacher in need of assistance a minimum of two times formally. These formal observations shall focus on the teaching standards that have been identified in the Assistance Plan. There will be a minimum of five working days between formal observations to allow the teacher to implement needed changes. This will not limit the evaluator's right to conduct walk-through observations as normal. The formal observations will be followed up by a post-conference within three days of the observation.

D. Peer Review:

Peer review is a confidential process between the peer group of teachers through which peer collaborate, in and out of the classroom, with a focus on developing skills that will enable them to enrich their professional work lives and increase student learning.

Peer review will be conducted by non-probationary teachers during those years they are not on cycle for administrative evaluation by a peer group of teachers.

1. Teachers shall self-select their peer reviewer or group of peer reviewers. All eligible teachers must be a part of a peer group. In the event that a teacher is unable to find a reviewer they will be assigned to a group by the building administrator.
2. Peer groups may consist of departments, grade level, teaming, curriculum groups, or any other group that is agreed upon by the group and building administrator.
3. At the request of a peer group member, a provision for mediation will allow the relationship to be modified or dissolved. All teachers impacted by the dissolution of a peer group must join or re-form a new group to complete the peer review process.
4. The peer group shall review all of the peer group members.
5. Peer group reviews shall be formative and shall be conducted on an informal, collaborative, and supportive basis that is focused on assisting each peer group member in achieving a component(s) of the teacher's individual professional development plan.
6. Peer group reviews shall not be the basis for recommending that the teacher participate in an intensive assistance program, and shall not be used to determine the compensation, promotion, layoff, or termination of a teacher, or any other determination affecting a teacher's employment status.
7. Documentation of meeting times shall be provided to building administrator.

Teachers will receive adequate training prior to conducting a peer review and shall receive release time if required. In the event that teachers are asked to work beyond the hours defined by the collective bargaining agreement, teachers shall be paid at their per diem rate.

CLASSIFIED EMPLOYEE EVALUATION

Hourly employees will be evaluated at the end of their first year of employment, and then once every other year following. The evaluation will be completed by the superintendent, in consultation with the building principal and head custodian. The superintendent may utilize relevant information from other individuals in the performance of this duty. The superintendent shall approve the forms for evaluation of classified employees, and the materials to be used in the evaluation shall be provided to all classified employees who are to be evaluated prior to August 1 of the school year in which the evaluation shall take place.

A copy of the completed formal evaluation will be given to the evaluated employee and a conference shall be held. The evaluation conference to review the completed evaluation shall take place between March 15 and May 1 of the school year in which the evaluation occurs. The evaluated individual may respond in writing to the evaluation. The written evaluation and any response shall be filed in the individual's confidential personnel file.

In the case of the head custodian, the evaluation will be completed by the superintendent in consultation with the building principal.