

West Burlington Independent School District

Employee Handbook



2022-2023

The Independent School District of West Burlington offers career and technical programs in the following service areas: Applied Science, Technology, Engineering, and Manufacturing, Business, Finance, Marketing, and Management, Health Science, Human Services. It is the policy of the Independent School District of West Burlington 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 district's Equity Coordinator, Lisa Beames, Superintendent, 607 Ramsey St. West Burlington, IA 52655, 319-752-8747 Option 3, lisa.beames@wbschools.us.

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OPENING STATEMENT

Welcome Letter

We look forward to the new school year and welcome new and past staff back. Through your work and commitment this district is recognized as a school of choice in the southeast Iowa area. Our individual and collective drive to continuously enhance and improve is key to this success. Thank you!

This handbook is a general source of information and may not include every possible situation that could arise. It is not intended and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall govern.

This handbook has been updated to create a singular staff handbook aligned to district policy that is reflective of current code and recommended best practice.

District policy will be linked in Simbli once the website is officially released in mid-September. Until that time, please refer to the district website for the link to policy.

Should you have question(s) not addressed in this handbook, please reach out to the district office for help in addressing the question(s).

*Lisa Beames
Superintendent*

Definitions

An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.

"The district" means the Independent School District of West Burlington.

"Online learning platform" means Zoom, Google Classroom, or any other web application used to conduct virtual learning.

"Parent" also means "guardian" unless otherwise stated.

"School activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

"School facilities" includes school district buildings and vehicles.

"**School grounds**" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.

School District Mission Statement, Educational Goals and Expected Outcomes

Mission Statement:

The mission of the Independent School District of West Burlington, in partnership with parents and community, to accept students where they are academically, socially, physically and emotionally and to guide them to develop to their fullest potential while instilling pride and self-respect in becoming responsible citizens.

Vision:

We envision the Independent School District of West Burlington as a place where:

- *All students can learn and be successful.*
- *Early childhood educational needs are addressed.*
- *Character education is an integral part of the student's educational program.*
- *Parents and community are partners in the educational process.*
- *A safe and caring learning environment is provided.*
- *Varied instructional strategies and materials are utilized to meet the needs of a diverse student population.*

Equal Opportunity Employment ([Board Policy 401.1](#))

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 Independent School District of West Burlington 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 by writing to

the Affirmative Action Coordinator, Independent School District of West Burlington, West Burlington, Iowa 52655; or by telephoning 319-754-8747.

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, <https://icrc.iowa.gov/>.

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.

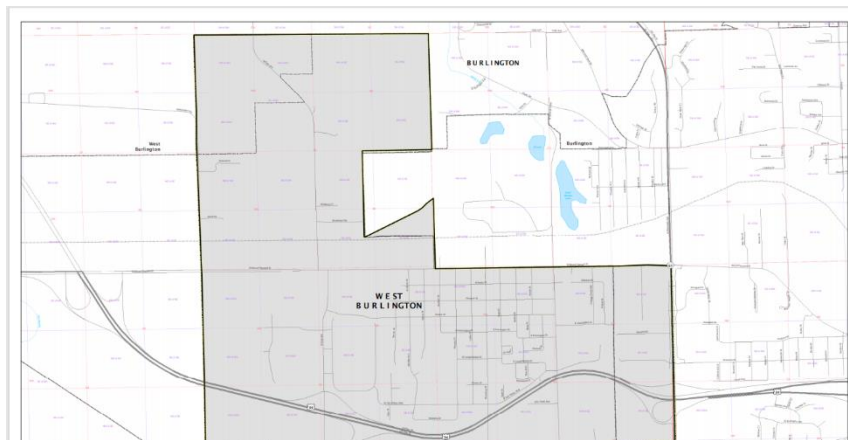
The Affirmative Action Plan is available at the District Administrative office or on the district website.

School Calendar ([Board Policy 601.1](#))

The general calendar is established by the administration with input from the staff and submitted to the Board of Education for their approval. The general calendar establishes the dates school will be in session, in-service/workday dates, school improvement dates and early out dates. It also establishes the beginning and ending dates for each trimester. A calendar of activities including sports events, fine arts activities, awards programs, and student social activities will be maintained on the school website.

The school calendar for the current year is found in [Appendix A](#).

Map of District/School



District Contacts

Contact information for staff is found at www.wbisd.com under “Staff Directory”.
School Building information is found under “Schools” at the same site.

District Facility Addresses

District Office
607 Ramsey St
West Burlington, IA 52655

West Burlington Elementary School
545 Ramsey St
West Burlington, IA 52655

Arnold Jr./Sr. High School
408 W. Van Weiss Blvd
West Burlington, IA 52655

Organizational Chart

The WBISD Organizational Chart is found in [Appendix B](#).

Board Policies ([Board Policies](#))

Board policies are established for the success, safety and protection of all school employees in the performance of their job duties. Board policies are available at the above link as well as the district website. Employees are expected to know existing board policies and know to refer to the policies when necessary.

If you have questions about board policies, please contact the superintendent.

Handbook Subject to Change

Although every effort will be made to update the handbook on a timely basis, the district reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The district reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time.

COMPENSATION AND BENEFITS

Licensure ([Board Policy 405.1](#))

An employee required to hold a license, authorization, or certification for his/her position is solely responsible for ensuring it is current. Failure to do so could, and likely will, result in termination. By law the district cannot pay an employee who does not have a current license, authorization, or certification. Specific information regarding an employee's license, authorization, or certification may be obtained from the Iowa Board of Educational Examiners (BOEE). The BOEE may be contacted by calling (515) 281-3245 or by visiting their website, located at www.boee.iowa.gov/.

Compensation ([Board Policy 406.1](#))

The salary structures and schedule for teachers is found in the Master Contract between WBISD and the WBEA. This contract and the compensation structures for the various classes of employees in the district are available on the district website under "*Staff Resources*".

METHOD OF SALARY PAYMENT

Each employee will be paid in twenty-four (24) equal installments on the fifth (5th) and twentieth (20th) of each month. When a pay date falls on a weekend or holiday, employees shall receive their paycheck on the Friday before. New teachers (teachers only) will be paid in twenty-five equal installments.

ASSESSMENTS

A signed contract by a licensed employee is considered binding on both the Board and the employee. A release from a contract normally will not be granted after the contract is signed and turned into the Superintendent. An assessment of five hundred dollars (\$500) can be made against an employee for the privilege of being released from a contract prior to or on June 1st preceding the start of the contract. An assessment of one thousand dollars (\$1000) shall be made against an employee for the privilege of being released from a contract after June 1st preceding the start of the contract of during the contract. The Board may waive this assessment.

Compensation for Extra-Curricular/Extra Duty Positions ([Board Policy 406.4](#))

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

The Board reserves the right to decide which extra-curricular activity will be carried out in any school year. The administration reserves the right to decide the assignment of extra-curricular duty. In determining the assignment to a vacant extra-curricular

position, preference will be given to the certified staff member if all other factors are considered equal. The rate of compensation for extra-curricular duty is found in the master agreement

METHOD OF PAYMENT

The supplemental salary for extra-curricular duty shall be prorated at the rate of one twenty-fourth (1/24th) of the total compensation for licensed employees and shall be included in the regular bi-monthly paycheck. Non-teacher coaches will receive pay during the actual season.

Insurance Benefits ([Board Policy 406.5](#))

Employees who work 30 hours per week or more are eligible for group health benefits. Employees working more than 35 hours per week are eligible for all insurance benefits found below. Documents detailing the plan design and enrollment period will be provided to all eligible employees before the start of the enrollment period. All new employees shall receive group insurance and health benefits information upon acceptance of employment. Additional information about benefits is found below. Contact Shawna Brown, School Business Official with additional questions.

Insurance coverage for the 2022-2023 school year will be as follows:

GROUP HEALTH INSURANCE BENEFITS

The Board agrees to provide all employees the following insurance protection: Health and Major Medical: The health and medical plan will have a one thousand (\$1000) deductible on both single and family coverages. Each employee shall be covered by this health and major medical plan unless the employee selects a lower or higher deductible plan, or signs a request to be excluded from this coverage. In order to be excluded from coverage the employee must meet the plan's and the district's requirements for exclusion. All employees will adhere to claims reporting and claims requirements as may be imposed by the insurance carrier or the third party administrator.

The Board will provide payment for the benefits at the following levels:

- **Employees Needing Single Coverage:** The Board will pay an amount equal to the monthly cost of the single WHPI Blue Choice \$1000 deductible premium for the health and major medical plan.
- **Employees Requesting Family Coverage:** The Board will pay an amount equal to 75% of the monthly cost of the WHPI Blue Choice \$1000 deductible premium for the health and major medical plan. Employees newly hired will be offered insurance upon hire.
- **Employees Requesting Exclusion from Coverage:** The Board will provide the employee approved for voluntary exclusion from the health and major medical coverage with a monthly cash payment equal to \$150.

LIFE INSURANCE

Each employee on a full-time (35 hours or more) contract will be provided with term life insurance in the amount of ten thousand dollars (\$10,000).

DISABILITY INSURANCE

Each employee on a full-time (35 hours or more) contract will be covered by a long-term disability insurance program that provides coverage of no less than sixty percent (60%) after ninety (90) days.

LENGTH OF COVERAGE

The insurance coverage will be available for twelve (12) consecutive months of the employee's contract year.

PLAN DESCRIPTION

Each new employee shall be provided a description of the insurance plan available, including conditions and limits of coverage.

CONTINUATION OF COVERAGE (Board Policy 409.3 and 414.3)

An employee, absent because of illness or injury, who has exhausted his/her sick leave accrual, will be able to maintain the provided benefits at the level selected through the balance of the contract year. Payment for these benefits will be as per the licensed employee family and medical leave policy

Employees under contract on non-paid leave for one (1) month or longer shall have the option to continue on any or all of the above insurance programs by paying the premiums themselves to the Board prior to the first of each month. Employees under contract on disability leave shall have the option to continue any or all of the above insurance programs by paying the premiums themselves to the Board prior to the first of each month.

The Board will pay fifty percent (50%) of the premiums for the contracted level of single coverage for those employees on disability leave that had completed at least fifteen (15) years of service with the district prior to going on disability leave. The employee on disability leave will be eligible to continue the health and major medical coverage until age sixty-five or qualification for coverage by Medicare.

Iowa Public Employees' Retirement System (IPERS)

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.

Teacher Leadership and Compensation ([Board Policy 406.1](#))

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

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

The district's TLC plan is available on the district's website under "*Resources*". Questions related to the TLC plan may be directed to the district's Director of Curriculum and Instruction, David Keane.

Travel Compensation ([Board Policy 401.7](#))

TRAVEL BY EMPLOYEES

The district prefers providing a vehicle to paying mileage. If one is available, it will be provided for your use. If you will be going out of town to a conference, with prior approval from the building principal, you may drive your own vehicle and receive reimbursement for mileage at the current federal rate for the region. If more than one employee is attending the same conference or meeting, make your travel arrangements together as only one person will be paid mileage in most situations.

TRAVEL BY EMPLOYEES AND STUDENTS

If you will be taking students anywhere for which transportation is needed, you will need to submit a transportation request form. Limit the number of students to the amount of passengers appropriate to the vehicle being used. Vans are suited for 6 or 7 individuals plus driver depending upon the van). If you need to transport equipment that will not fit in the cargo hold on the bus, request the use of the school truck and/or van by contacting the Transportation Director, Randy Hemphill

TRAVEL ACCOMMODATIONS LODGING

After you have received approval to attend a conference or meeting in which lodging is needed, make your lodging reservations. The building principal must approve this expenditure before reservations are completed. Ask the hotel/motel if they will accept a purchase order and direct bill the school. Most places will direct bill a school. If more than one person is attending, make your lodging arrangements together.

The district will only pay for the smallest number of rooms needed to accommodate your group based on two (2) to a room. Look for alternate housing close to the conference or meeting that is less costly. All overnight stays must be preapproved.

MEALS

The district will reimburse you for meals when you are gone overnight. \$35 a day will be the maximum amount reimbursed unless other arrangements have been made with the superintendent. Try to use common sense in selecting meals so that expenses are reasonable. Do not turn liquor charges in to the school as part of your reimbursement request. All meal requests should be discussed with your immediate supervisor beforehand.

EXPENSE REIMBURSEMENT

If a school district employee incurs expenses while on school business, they may request reimbursement for those expenses by filling out an expense reimbursement voucher and turning it in to the building principal with prior approval. Use the reimbursement of expense form and provide a brief explanation of the expenditure.

Appropriate detailed receipts for the expenditures must be turned in with the expense form. Reimbursement for expenses that should have been handled through the purchase order process will be denied unless there was prior approval from the superintendent or extenuating circumstances that precluded the use of the purchase order process.

ACTIVITY PASS

Each employee will receive a family activity pass at no cost to the employee. This pass will be good for all athletic events during the school year except for conference or state sponsored tournaments.

ACTIVITY TICKET TAKERS

All licensed employees will be expected to take tickets. Schedules are available prior to the start of the season. Classified employees may choose to fill slots as they become available. Communication related to changes related to changes in ticket takers is to be directed to the Activities Director, Jeff Housel.

EMPLOYEE RELATIONS

Background Checks

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

Conflict of Interest ([Board Policy 401.2](#))

No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate

family, or for an organization with which he or she is associated. Such actions may subject employee to disciplinary action, up to and including termination.

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

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

Employee Orientation ([Board Policy 401.11](#))

Employees must know their roles and duties. New employees will participate in an orientation program by their supervisor. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties as well as the contents of this handbook. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the School Business Official, Shawna Brown.

Employee Records ([Board Policy 401.5](#))

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

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

Employees may have access to their personnel files, except for letters of reference, and copy items from their personnel files at a time mutually agreed upon between Lisa Beames, Superintendent, and the employee. The school district may charge a reasonable fee for each copy made.

Employee Searches

Employees should have no expectation of privacy in their classrooms, desks, computers or other school district provided space, or equipment. The school district may examine these items when needed. Anything on the school district's computers, server, website, online learning platform, etc. and in school district files, etc. are considered a public record and open to public inspection. If the school district conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. Should the school district get a request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability for any items of personal property which are placed in the desk or workspace which is assigned to employees.

Evaluation (Board Policy 405.8) Licensed Employee (Board Policy 411.7) Classified Employee

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

All staff will be evaluated according to the schedule developed for the appropriate employee group. The evaluation of licensed employees will follow the process outlined in Appendix C. The evaluation instrument to be used for the various levels of licensed staff will be reviewed with the staff according to the timelines set in this handbook.

Handbook Complaints (Board Policy 401.4)

Complaints alleging the misinterpretation or misapplication of the district employee handbook will be addressed following the procedures and timelines found in Board Policy 401.4

Mandatory Cooperation in Workplace Investigations

Any workplace investigation conducted by administrative staff, or their designee will receive complete cooperation of all employees. Employees may be disciplined, up to and including termination, for making any untrue statement or providing information that

is dishonest, misleading, inaccurate, or incomplete during the investigation and related procedures. Employees may also be disciplined, up to and including termination, for impeding, obstructing, or failing to cooperate with the investigation and related procedures.

Mandatory Reporting of Post-Employment Arrests and Convictions

Any employee who is arrested or convicted of any criminal charges shall report such information. Failure to do so shall incur discipline, up to and including termination.

Nepotism (Board Policy 401.3)

More than one family member may be an employee of the school district. The district will not allow a family member to directly supervise another family member employed by the school district.

The employment of more than one individual in a family is on the basis of their qualifications, credentials and records.

Probationary Status

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

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

Public Complaints about an Employee (Board Policy 213.1)

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. The following action steps are to be completed prior to board action on a public complaint:

- a. Matters should first be addressed to the teacher or employee
- b. Unsettled matters from (a) above or problems and questions about individual attendance centers, should be addressed to the employee's building principal or supervisor
- c. Unsettled matters from (b) above or problems and questions concerning the school district, should be directed to the superintendent.
- d. If a matter cannot be settled satisfactorily by the superintendent, it may be brought to the board for consideration. To bring a concern, the individual shall

notify the board president or board secretary in writing, who may bring it to the attention of the entire board.

Public Discussion and Confidentiality

What you have to say about the school district, fellow employees, and students carries a great deal of weight in your conversation with people throughout the community. People assume that since you work for the school that you should know what is really happening at the school.

Give careful thought to what you discuss concerning school matters whether with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring community members to the school principal or appropriate staff member. Employees must exercise significant care and judgment when handling confidential information.

Do not criticize another employee or the school program in public. If you truly are critical of a fellow employee or an educational program, follow appropriate channels as established by Board Policy 401.4 Employee Complaints or Board Policy 213.1 Public Complaints about an employee to voice the criticism in a manner that might lead to improvement.

Employees often have information of a confidential nature. Never discuss school problems or students with anyone not privileged to know the information.

Qualifications, Recruitment, and Selections ([Board Policy 405.2](#))

Job applicants for all positions will be considered on the basis of the following: training, experience, and skill; nature of the occupation; demonstrated competence; and possession of, or ability to obtain, state license if required for the position.

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

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

The board may employ temporary teachers for a period up to 12 months and temporary administrators up to nine months. Temporary employees will be employed to fill a vacancy created by a leave of absence or unexpected termination of a licensed employee.

Release of Credit Information (Board Policy 402.1)

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee as it is all public information. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

Transfers (Board Policy 405.7)

A transfer is the movement of an employee to a different position.

Determining the location where an employee's assignment will be carried out is the responsibility, and within the sole discretion of the board. In making such assignments, the board will consider the qualifications of each employee and the needs of the school district.

When determining which employees will be transferred, the district will consider:

- The educational and operational needs of the district,
- The employee's background, including academic and area-specific skills,
- The financial needs of the district,
- The applicable laws, rules, and regulations, and
- The number of years the employee has worked for the district

TRANSFER PROCEDURES

VOLUNTARY TRANSFER

The superintendent will post in all buildings, including the district office, a notice of the vacancy with a statement of required certification. Such notice shall be posted for ten (10) days or until July 1st; whichever is the shorter period of time, to allow an employee the opportunity to apply for the opening. No such request shall be denied arbitrarily, capriciously, or without basis in fact. If more than one employee with proper certification applies for the same vacancy, the determination of which employee, if any, is granted the transfer shall be made by the school district.

The vacancy left after completing all transfers or after July 1st will be filled at the Board's discretion.

INVOLUNTARY TRANSFER:

An involuntary transfer is a transfer of an employee that is initiated by administrative action. Involuntary transfers of employees may be made by the district when transfers are necessary for the efficient operation of the district.

Notice of involuntary transfer shall be given in writing to the affected employee as soon as practical. Every attempt will be made to make this assignment by July 1st and to not make this public knowledge until the employee is notified.

Teachers shall not be involuntarily transferred into a Teacher Leader and Compensation (TLC) position.

Workday ([Board Policy 405.5](#))

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

The workday for certified employees will begin at a time established by the Master Contract at 8:00 AM and continue until 4:00pm except as noted in the Master Contract. Classified employees will begin and end the day at the designated times established by their immediate supervisor. "Day" is defined as one workday regardless of full-time or part-time status of an employee.

Employees are to be in their assigned building during the workday. Advance approval to be absent from the school building or district must be obtained from the principal or supervisor whenever the employees must leave the school building during the workday.

Please do not schedule personal appointments that would interfere with these hours. Staff workdays and in-service days are to be treated like student contact days and should not be used to schedule personal appointments. The administration realizes that it sometimes is necessary to schedule an appointment that conflicts with these duty hours. Sick leave and personal leave can be granted for these absences on a one-quarter, half, three quarter, or whole day basis.

Additional expectations related to workday include:

- **LUNCH PERIOD**
Staff members may leave during their lunch period to take care of personal business with permission from the building principal or supervisor. These absences should be kept to a minimum.
- **LATE ARRIVAL/EARLY LEAVE**
With approval of the building administrator or supervisor you may arrive late or leave early.
- **PREP TIME**
Teacher prep time is scheduled as a non-contact time so you may prepare for classes. Staff members will be expected to remain at school during their prep time. Teachers are expected to utilize prep time in a professional manner.

- **OTHER WEATHER-RELATED LATE STARTS/EARLY DISMISSALS**
Staff members are to exercise personal judgment in regards to travel. Staff should be in attendance a minimum of 20 minutes prior to the start of classes on a late start and remain until the students have all left on an early dismissal.
- **APPROVAL OF ADDITIONAL HOURS**
Classified employees are expected to work only the amount of hours established by their immediate supervisor. A staff member's immediate supervisor must approve additional hours in advance.

DISTRICT PROCEDURES AND GUIDELINES

Business Office Procedures

BUDGET

The board secretary prepares a line item budget and is monitored by the superintendent. The line-item budget serves as a plan for the receiving and spending of the district's projected revenue and planning for expenses. The line-item budget codes and amounts are to be used in making purchase requests. Budget monies are spent on expenditures needed to improve instruction or enhance student achievement.

MONEY HANDLING PROCEDURES

Clubs/Organizations

1. The sponsor(s) will give a receipt to each person giving them money.
2. The sponsor(s) will turn a copy of each receipt into the building secretary along with a total of all money collected on a weekly basis.
3. The building secretary writes a receipt for the money, which is sent to the superintendent's secretary with the funds.
4. The superintendent's secretary in turn sends the sponsor a receipt for the monies turned in.

Field Trips, School Parties, Book Sale, Resale Items, Etc.

1. Teachers collecting money for field trips, book sales, resale items, etc. that are accounted through the schools financial accounts will use the same procedures as for club/organizations. Staff members should not keep money in their rooms overnight. Money kept in your room during the day should be kept in a locked file. Reporting and accounting procedures are in place to reflect fiduciary responsibility of all employees.

REQUISITION/PURCHASE ORDERS

All purchases will be done through the formal purchase order process cited below. This process is to be completed online through the district's accounting software, Weblink

All orders submitted must have gone through the purchase order process prior to ordering. In rare instances, you may be able to submit an order to a vendor after getting oral permission from the superintendent.

All items ordered must have a purchase order number and prior approval or the employee will be responsible for the payment due.

Items purchased for resale to the students should be coded to a resale account. If you don't have a resale account and need one, talk to the School Business Official, Shawna Brown.

Regular Purchase Requests

The requisition for purchases must be completed and submitted via Weblink unless the vendor is not currently in the system. All requested information must be completed and accurate. The building principal will review the requisition to determine denial or approval. The principal approves the requisition, it will be submitted to the superintendent for denial or approval. The teacher will receive notice of approval or denial via e-mail. If approved, the teacher will send the purchase order to the vendor.

Paper Purchase Orders

Paper purchase orders will be used for vendors not in the Weblink system only. Paper purchase orders must be complete and accurate and must include a completed W-9 before they will be processed. The building principals will review the request to determine denial or approval. If the principal approves the request, it will be submitted to the superintendent for denial or approval. The teacher will receive a copy of the paper purchase order via inter-office mail. If approved, the teacher will send the purchase order to the supplier.

When you receive your order, the packing slip and any other paperwork included must be submitted to the business office with a note if all items were received in good condition. Missing or damaged items should be reported at once.

Child Labor

The district complies with both state and federal child labor laws. Under Iowa Child Labor laws, Iowa Code Chapter 92, minors under the age of 18 are prohibited from working in certain occupations, performing certain duties and from using certain equipment. For more information on federal child labor laws, contact the U.S. Department of Labor, Wage and Hour Division, in Des Moines at (515) 284-4625 or visit www.iowadivisionoflabor.gov/child-labor.

Copyright (Board Policy 605.7)

Copyright is a form of intellectual property that protects original works of authorship including literary, dramatic, musical, and artistic works. The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use” doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of “fair use.”

For additional information about copyright and fair use, please visit the “Frequently Asked Questions about Copyright” section of the United States Copyright Office located at <https://copyright.gov/help/faq/index.html>.

Discipline

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

Employee Recognition

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

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

Employee Publication or Creation of Materials (Board Policy 408.2)

Materials created by employees and/or the financial gain therefrom are the property of the school district if school materials and/or time were used in their creation and/or such materials were created in the scope of the employee's employment unless prior arrangements are made. The employee must seek prior written approval of the superintendent concerning such activities.

Limitations to Employment References (Board Policy 401.6)

School employees shall not assist another co-worker, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative personnel files, if the employee knows, or has probable cause to believe, that such co-worker, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

This limitation does not apply if the matter has been properly reported to law enforcement and any other regulatory authorities required by law, and either:

- the matter has been officially closed by the law enforcement agency;
- the individual is acquitted or otherwise exonerated of the alleged misconduct; or
- more than four years has passed since the case was opened, and no charges or indictment have been filed.

Payroll Accountability

The district believes in taking appropriate measures to ensure the accurate expenditure of district funds through payroll. All district employees shall be responsible for accurately and timely reporting their time worked. The School Business Official, Shawna Brown, shall be responsible for the timely and accurate disbursement of payroll for the district. No individuals beyond the employee and the employee's supervisor shall have authority to alter timekeeping for employees without prior approval from the superintendent. The superintendent shall develop procedures to ensure the accurate recording of time worked and compensation disbursed for all district employees.

Professional Development (Board Policy 408.1)

High quality teaching and department operations are imperative for student success and professional development plays a key role in this success. Employees are expected to attend all professional development opportunities and staff meetings provided by the school district unless they are on leave or have been excused by their building principal or direct supervisor.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to the employee's direct supervisor. Approval of the direct supervisor in consultation with the superintendent must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

Religious Holiday Celebrations in Public Schools (Board Policy 603.8R1)

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

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 noninstructional 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 2014” party would be ok.)

PERMISSIBLE ACTIVITIES

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

School Fees ([Board Policy 503.3](#))

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 fees that are charged, the fees must be waived or reduced for those students who meet the eligibility requirements for free or reduced price meals. Students cannot be charged a fee for other personal protective equipment.

Employees cannot charge a student fee for anything without prior consent of the building principal in consultation with the superintendent.

School Nutrition Program ([Board Policy 710.1](#))

The district operates a school nutrition program. Employees may purchase meals and other items, including milk.

Employees may use a charge account for meals, but may charge no more than -\$10.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or second items until the negative account balance is paid.

School Publicity and Community Relations (Board Policy 900)

The district staff is the connection between the schools and the community. Employees are expected to work in a professional manner with parents and the community, when appropriate, for their positions. Teachers especially are expected to work closely with parents throughout the school year to ensure the success of all students, as parents are vital partners in the education of their children.

The board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

Media communications are increasingly more important to getting the message out about the good work of staff with and for students. Employees should make every effort possible to keep the press informed of upcoming events in the classroom or in extra-curricular activities that would be worthy of their coverage. Staff will work with the building principal to determine if a particular activity is newsworthy.

In addition to the use of social medias, WBISD publishes a monthly newsletter that is distributed to all parents and other district stakeholders. Your building principal, the director of curriculum and instruction or the superintendent may ask you to capture pictures and/or write an article. Please abide by the timelines that are established for submitting this information.

Community relations and student relationships are enhanced by staff presence at student events. Please make efforts to engage with our students and public through these opportunities.

Staff Meetings

Principals and directors will identify days, times and locations for regular staff meetings. Staff meetings may also be called to address unusual or emergency circumstances. Employees are expected to attend staff meetings unless they are on leave or excused by an administrator. Additional information detailing certified staff meeting procedures are found in the master contract.

CONDUCT IN THE WORKPLACE

Employee Use of Cellphones (Board Policy 401.12)

School district and personal phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. All personal calls should be made during sanctioned breaks. District telephones are only for official school business.

Failure to follow this guideline will result in disciplinary action, up to and including termination.

Employee Use of District-Owned Vehicles

Certain district employment positions may require regular and extensive travel. Due to the required duties of these positions, the district may provide certain positions with use of district-owned vehicles. Employees who utilize district-owned vehicles during their job duties are fulfilling the public purpose of meeting the needs of the educational community in an efficient, and time-sensitive manner. District-owned vehicles are purchased and maintained with public money and must be used strictly in accordance with fulfilling a public purpose. These vehicles represent the district in carrying out its educational mission. Therefore, district-owned vehicles will always be clearly marked to identify the district.

Fighting

Any verbal or physical altercations between or among employees or others will not be tolerated and may subject the employee(s) to disciplinary action, up to and including termination.

Fraud/Unlawful Gain

Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement. The school district will also file a complaint with the Iowa Board of Educational Examiners' as a violation of the licensed employee's Code of Ethics and the district will also petition for license revocation.

Neglect of Duties (Board Policy 413.4)

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

Supervision

Supervision is a constant concern. If you are assigned an area to supervise you must be present. If for any reason you must leave your area of supervision, arrange to have another employee take over. Employees may be found legally liable for injuries to students that occur in cases where the employee is found negligent. Not being present when students under your supervision are playing or working is a good example of such negligence. Students must be supervised at all times. This includes teaching situation and sponsorships.

Extra-curricular sponsors and athletic coaches must make sure all students have left before they leave.

Offensive or Abusive Language

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

Performing Unauthorized Work While on Duty

All district employees are prohibited from performing unauthorized work while on duty. Doing so could result in discipline, up to and including termination.

Use of School Facilities and Equipment ([Board Policy 905.1](#))

The district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property only to be used for conducting school district business.

Abuse or misuse of school district or non-district owned property is to be reported immediately to building administrator or immediate supervisor. Failure to do so will limit district responsibility and/or increase employee responsibility. It is expected all employees will use care and caution when using district and non-district property.

Abuse or misuse or unauthorized use of district property, private property, materials and/or equipment is subject to discipline, up to and including termination.

Guidelines, including but not limited to the following, are found below:

BORROWED PROPERTY/LOANED PROPERTY

The equipment owned by the school district is not to be used or borrowed for personal use by school employees or the public. Do not borrow or use equipment from other classrooms or departments for use in another area of the school without permission. If you lend equipment to the district, please be advised that the district cannot be held liable for theft, loss, or damage of this equipment.

USE OF EQUIPMENT

Staff members are responsible for the care of equipment in their possession. Make sure that equipment is properly used and accounted for. If equipment is in need of repair, inform the building principal. An inventory of equipment will be maintained. Please complete all requested information during inventory updating. The disposal of broken equipment should be done through the principal's office so it can be taken off the inventory.

FLOOR CARE

Only an approved floor tape should be placed on any tile or wood floors (3M High Performance 471 vinyl tape.) No other adhesive item is to be used. No tape or adhesives of any kind should be placed on carpet floors.

LAPTOPS/ DEVICES

District issued technology will be used properly. Misuse or abuse of district technology will not be tolerated. Consequences ranging from a warning to formal reprimand to termination could occur.

TEXTBOOKS

Each teacher should work with students on the proper care of the books. Issue the textbooks by number and hold the student responsible for anything other than normal wear. An inventory of books will be taken at the start of and end of the year.

COPIER/PRINTERS

Employees will use the copiers and printers with discretion considering whether the same goal can be met in a manner that does not require the use of a print copy. Use printers for limited copies of the same document. Use the copy machine for multiple copies.

COMPUTER/INTERNET USAGE

Each classroom has an Internet connected computer for the staff member to use. The technology coordinator, Mac Moraniec has developed guidelines/policies for computer use. Do not use the computer for personal business. Do not use illegal software or access inappropriate websites. The district does utilize monitoring software that provides a record of usage of inappropriate sites. E-mail should only be used for school business. All district e-mails are considered public documents.

LAMINATOR USAGE

There is a laminator in each building. The use of the laminator should be limited to staff or school owned instructional materials and selected school related materials. The laminating of student material needs to be limited. There may be a need to laminate student materials for a special project and permission needs to be granted by the building principal. There should be no laminating of student work to send home to parents as keepsakes other than the special project approved by the principal.

CLASSROOM

Although custodians are hired to do our regular cleaning, it is the teacher's responsibility to help keep their rooms clean and neat.

- By fire code, storage of items must not reach within 2 feet of the ceiling.

- The use of extension cords is limited. The use of extension cords needs to be approved by the buildings and grounds supervisor.
- Electric heaters are not to be used.
- Classroom doors with closers are not to be propped open.
- Instructional materials and/or decorations
 - Should not be hung from the ceiling unless it is against the wall.
 - Are not to be hung using Scotch, masking, or duct tape
 - May be hung from the wall on tack strips or with blue tack material, wax-backed paper clips or the teacher's tape provided by the PTO
- Bulletin boards are to be kept eye appealing. Information should be kept current and outdated materials removed. Do not allow students to post information on the bulletin board without approval.

FACILITY USE GUIDELINES

It is extremely important that facility use be coordinated to avoid conflicts. The district makes the use of its facilities available to the public. Use by school groups takes priority in most cases.

Class Use during School Day

To use a classroom or area of the school other than your assigned classroom or area during the school day, make arrangements with the building principal.

Family Night (Board Policy 508.2)

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:00 PM. Practices should end by 6:00 PM and all students should be out of the building no later than 6:30 PM. The only exception to this would be a state or conference sponsored game or activity.

Athletic Practices

Coaches will meet with the building principal and athletic director to establish a gym use schedule prior to the start of each sport season. This schedule should consider the use of the school gyms for other school activities and the time restrictions for activities on Wednesday night.

Fine Art Practices

Sponsors will meet with the building principal to establish an auditorium use schedule prior to the start of each fine art activity (musical, plays, contest speech, etc.)

Camps

The school facilities may be used for conducting sports camps. The camp operator must carry insurance on each participant. There will be no facility use charge for camps in which the camp operator runs the proceeds through an activity account for expenditures related to the camp operator's sports activities. A facility use fee will be charged for camps run as a for-profit activity.

Private Use Outside School Day

To use a classroom or other area of the school for non-school meetings or activities, make arrangements with the superintendent's secretary. You may be required to pay the scheduled facility use fees depending upon the nature of your usage of the facility. **(Board Policy 905.1)**

Gym, Weight Room and Auditorium Use by District Employees

The district allows staff to use the gym(s) and weight room (not including weight equipment) under the following conditions:

- Prior to use an acknowledgement of the conditions of use and waiver will be signed
- Employees may only use it when it is not scheduled to be used.
- The use is for immediate family only (spouse and/or children).
- The employee is present in the gym or weight room at all times.
- No one is in any other part of the building.
- No employee or employee's family should use the weight equipment without proper training and another person present.
- No employee or employee's family should use the weight equipment alone. Another person must be present at all times.
- Students, including employee's children, are not to use the weight equipment outside of the school day unless supervised by a district-recognized monitor at all times.

If additional non-staff adults and/or children other than your own are with you, you will be subject to rental fees and may not be allowed to use these facilities in the future.

Auditorium Use

No employee may use the auditorium for personal activities without approval from the superintendent.

Use of Time ([Board Policy 405.5](#))

An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate backtracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow

students, teachers, fellow workers, or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

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

EMPLOYEE STANDARDS OF CONDUCT

Academic Freedom ([Board Policy 603.9](#))

West Burlington ISD instructional staff is required to utilize the district-articulated state or national identified core standards.

The district's curriculum leaves room for teacher discretion and academic freedom within the confines of acceptable materials as outlined in each curriculum. Teachers are expected to use good judgment in their pedagogy and consider the culture and climate of the school and community and age of the students, as they individualize curriculum and provide instruction for their students. Instructional methods are expected to be designed and implemented within the parameters of HF802 related to teaching diversity.

Training related to these expectations is available through AEA Online.

Dress and Grooming ([Board Policy 404](#))

All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee. Tank tops, tube tops, sleeveless shirts, short shorts, and halter tops are not considered professional attire. Blue jeans are not typically to be considered appropriate attire for most licensed personnel. Jogging outfits or shorts are not to be considered appropriate for staff other than the physical education instructors. Questions about appropriate attire should be addressed to the building administrator or immediate supervisor.

Staff members are encouraged to participate in activities that promote school spirit by some special mode of dress. It is acknowledged that certain activities may call for adjustments in dress. There may be one casual day per week and will be called Falcon Spirit day.

Employee furnished work uniforms are expected to be kept clean and in good repair. The uniforms must be returned to the district when they become unwearable or upon termination of employment.

Also, as role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene.

Employee Outside Employment (Board Policy 402.6)

The board believes that the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board expects that district employees will give the responsibilities of their positions in the school district priority over any other employment. Employees with external employment must keep the two positions separate and the external job cannot impact the school district job. Should a supervisor believe the external position is impacting the internal one; the supervisor will address it with the employee.

The board may request the employee cease the outside employment as a condition of continued employment with the school district.

Employee Political Activity (Board Policy 401.9)

Employees have full equality with other citizens in the exercise of their political rights and responsibilities, but employees shall refrain from certain political activities in the workplace and on district property under the jurisdiction of the board. Such prohibitions include, but are not limited to:

- 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.
- 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.
- Using classrooms, buildings or students for 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.)
- Using school equipment or materials for solicitation, promotion, election or defeat or any referendum, candidate for public office, legislation, or other political action.

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

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

Ethics – Board of Educational Examiners (Board Policy 404.0R1)

School district employees are expected to perform their jobs in an ethical and honest manner consistent with board policy and the Iowa Board of Educational Examiners (BOEE) rules. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Professional Conduct and Ethics of the BOEE. The BOEE's Code of Professional Conduct and Ethics constitutes mandatory minimum standards of practice for all licensed employees. While classified employees, except coaches, are not subject to the BOEE Code of Ethics, it is good guidance for all employees and recommended reading for classified employees as well.

For a copy of the ethics code, please visit

https://boee.iowa.gov/sites/default/files/boee_brochure_two_page_handout_current_rev_10.02.19.pdf

Failure to Complete Reports

In order to have the school district function in an efficient manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including but not limited to: time sheets, grade reports, student records, Individualized Education Plan (IEP) documentation, testing results, and other state, federal, and locally required reporting. Failure to meet the required deadlines may result in discipline, up to and including termination.

Gifts (Board Policy 402.4)

Employees will not, either directly or indirectly, solicit, accept or receive any gift or series of gifts, unless the gift is valued at less than three dollars (\$3) or has a negligible resale value. Honorariums may be received but must be turned over to the school district unless the employee was on his or her own time, the donor does not meet the definition of "restricted donor" or the gift or honorarium does not meet the definition of gift or honorarium.

For more information on Iowa's gift law, please visit

<https://educateiowa.gov/resources/laws-and-regulations/legal-lessons/gift-law>.

Insubordination

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

School district employees shall contact their principal or immediate supervisor if there are concerns regarding working conditions.

Relationships with Co-Workers

School district employees are encouraged to create an environment where co-workers' collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. All employees must have a respectful attitude toward their job and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt or demean their work.

Staff Technology Use ([Board Policy 401.13R](#))

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

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

In-School Communication

ANNOUNCEMENTS

Each building will produce and distribute daily announcements. The building principal will establish the procedures for submitting announcements, and the method(s) by which announcements will be distributed. Daily announcements should be available electronically to students and parents.

EMAIL

The district has an internal e-mail system. The staff shall use this means to electronically communicate with each other and parents. The building administrators will use this as a primary means of communicating with you.

It is staff's responsibility to make sure email is being read in a timely manner. Check your e-mail frequently with a minimum of at least the beginning and the end of the day.

Cartoons, jokes, prayers, personal want ads, personal sales, and business matters, etc. should not be sent to individuals or groups of staff even if there is possible educational relationship to the message. Remember e-mails are public property. The school e-mail system should not be used as your personal e-mail system, nor should your district e-mail be used as your personal e-mail.

IN-DISTRICT PRINT MAIL AND PACKAGES

The District will transport mail and packages between the buildings for distribution to other staff members. This may cause a delay of sent mail and/or packages. Please plan accordingly.

Theft ([Board Policy 707.5](#))

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

Treatment of Patrons of the District

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

Volunteers ([Board Policy 903.2](#))

West Burlington Independent Schools promotes and encourages the ongoing and active use of volunteers to help further develop parental, community, and civic involvement with our schools while at the same time ensuring an appropriate level of safety and security in our buildings.

All prospective volunteers must complete a volunteer application and consent to a background check including but not limited to screening for assault, felony convictions, child and dependent abuse charges.

A volunteer is defined as a non-paid person functioning within the policies of the West Burlington Independent Schools Board of Directors who shall serve under the

immediate supervision and discretion of the professional staff to whom he/she is assigned.

STUDENT AND CLASSROOM ISSUES

Abuse of Students by a School District Employee (Board Policy 402.3)

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

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

The district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. Employees are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigation process.

Child Abuse Reporting (Board Policy 402.2)

The district believes in protecting our students and we strive for them to be productive without outside factors weighing on their ability to learn. In compliance with state law, and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. While anyone may file a report of suspected abuse, licensed employees, certified para-educators, and holders of a coaching authorization 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. (Local Office number: 319-754-4622) 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.

Employees are expected to cooperate with the Department of Human Services personnel conducting an investigation.

Employees are encouraged to maintain a copy of the written report for the sole purpose of documenting the fact that the employee reported the suspected abuse. If a written report is received by the employee from the Department of Human Services following the investigation, such report should also be maintained.

The employee shall maintain the confidentiality of the report at all stages.

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

Corporal Punishment, Restraint, and Seclusion of Students ([Board Policy 503.6R1](#))

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

State law also places limits on school employees’ abilities to restrain or seclude any student. The law limits why, how, where, and for how long a school employee may restrain or seclude a student. If a student is restrained or secluded, the school must maintain documentation and must provide certain types of notice to the child’s parent. District employees will receive Chapter 103 training on physical restraint and seclusion prior to using these behavior interventions with students.

Non-employees whose duties could require the individual to participate in or be present when physical restraint or seclusion is being used will be invited to join employee training on this subject.

Failure to comply with Chapter 103 training or requirements shall result in discipline, up to and including termination.

Field Trips ([Board Policy 606.5](#))

Field trips and excursions may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip, unless an

appropriate reason prohibits attendance. The field trip must be approved by the building administrator in advance by submitting a field trip request form and if transportation is necessary, a transportation request as well.

Field trips that require out of state or overnight accommodations must have board approval. These requests must be turned in well in advance so they can be placed on the board meeting agenda.

No student may go on a field trip without written permission from the parent. Parents will be asked to sign a "blanket" permission slip for all field trips within Des Moines County. For field trips outside of the Des Moines County area, a separate permission form will need to be completed for each trip.

Notice should be sent to the parents for all field trips informing them of the itinerary for the trip along with departure and return arrival times, any special clothing or lunch needs, and any costs to the parents for the field trip. For those field trips outside of the Des Moines County area, a permission form needs to be supplied for the parent to complete and return.

Provide a list of students involved to the building secretary and all other staff members impacted by the students being gone at least two days before the trip. Make sure the food service director, Maria Timmerman, knows of the trip in advance if the students are going to be gone at lunchtime. The school food service can pack a lunch for the students.

Arrange for an appropriate number of chaperones for the field trip. The quantity needed is dependent upon the age level of the students and the activities planned.

Food, Drink, Gum (Board Policy 507.9)

Student use of food, drink, and gum should be limited. Staff members should limit their personal use of food, drink, or gum in their own classroom or area of supervision. Any food or beverage use by students must meet the district's Wellness Policy No. 507.9 requirements.

Individuals with Disabilities Education Act (IDEA and Board Policy 603.3)

The Individuals with Disabilities Education Act (IDEA) is a federal law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education, and related services to eligible children. Employees are expected to comply with IDEA. For additional information regarding IDEA, please visit The United States Department of Education website, located at <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. Contact the district's director of curriculum and Instruction, David Keane, or the building principal for additional information about procedures to follow for identifying students. Contact a student's special identified education teacher for additional information related to students whom you work with regularly.

Homework and Grading/Report Cards

Kindergarten through grade 3 receive marks or number ratings pertaining to identified standards and objectives.

The students in grades 4 through 12 will be given letter grades. Teachers for students in grades 4-12 are to keep their grades using the Infinite Campus grade program. Parents will have web access to their child's grades using the Infinite Campus Parent Portal. Instructions will be provided for the use of the program in a consistent manner by all staff. Utilization of this reporting method by staff in a timely manner is expected and will be monitored and recorded.

Criteria for assessment should be explained to the students.

Report cards are prepared at the end of each trimester. The building principal will provide specific instruction and timelines for completion of the report cards as well as progress reports.

Lesson Plans (Board Policy 602.2)

Lesson plans are an important part of the instructional process. Good lesson plans include the standards and benchmarks addressed, the critical objective(s) or measure(s) for the daily instruction, the instructional approaches to be used and the method of assessment. All teachers are responsible for posting lesson or unit plans on Infinite Campus.

The daily lesson plan should be written in such a manner that a substitute could readily follow them. Lesson plans must be available for the principal or substitute. The building principal will inform the staff of his/her expectations in regards to writing the plans and submitting them to him/her on a weekly basis. A copy should be sent to appropriate special education, at-risk, and Title I staff as requested.

Parent/Teacher Communication and Conferences

The relationship and communication between teachers and parents are critical to students learning at their highest level both individually and collectively. Keeping parents informed about students and the work in your classroom reduces questions and garners greater support for the district's mission. Don't wait until a problem arises before

reaching out to a parent. Teachers are also encouraged to call a parent or send a message that their child has had a great day in school.

Your e-mail address will be made available to your students and parents to encourage open communication. It is our expectation that parents are communicated with about the work of their students.

One aspect of parent/teacher communication is Parent/Teacher Conferences. These are a very important part of our academic reporting system. Ideally conferences will be a two-way flow of information whereby the parent and the school personnel can plan together to further the development and education of the student. The building principal will work with the staff to develop an approach to conferences.

The district will have two scheduled conferences for grades K-5 and four scheduled conferences for grades 6-12th. Staff members are encouraged to schedule additional conferences with parents on an as needed basis throughout the year.

Searches of Students and Property ([Board Policy 502.8](#))

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

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

Standardized Testing and Assessment ([Board Policy 505.4](#))

The district administers standardized tests, as well as, locally developed assessment to be used in identifying student growth and gaps, aligning instructional expectations to student needs and in determining and reporting academic progress to our students and parents, the local public and the State of Iowa.

Assessment is an important part of the education process, and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Board of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in discipline, up to and including termination.

Staff should prepare by ensuring instruction is aligned to the Iowa Core or identified national standards and encouraging and supporting their students to give their best effort in taking assessments.

Instructional staff are responsible to utilize local and standardized assessment results to implement changes in instructional strategies and content. Professional development time will be provided to study data and plan for implementation.

Student Funds and Fundraising ([Board Policy 504.5 and 401.15](#))

All fundraisers must be approved first by the building principal or athletic director and then by the superintendent at least one week in advance of the start of the fundraising event. The number of fundraisers approved will be limited to as few as absolutely needed.

Funds raised remain in the control of the school district and the board. Personal use is strictly forbidden.

Complete the fundraiser request form and attain approval before making any commitments for a fundraiser.

The employee will estimate how much money could be raised. The employee will establish a begin date and end date for the fundraiser. The employee will provide a final accounting of all funds raised and deposit the money in a school account. Depositing funds in a personal account is strictly forbidden.

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 superintendent. Money or items raised by an online fundraising campaign will be the property of the district only upon acceptance by the board and will be used only in accordance with the terms for which they were given.

Every effort should be made to space school fundraisers throughout the school year so multiple fundraisers aren't being conducted at the same time. Staff members should avoid requests for a fundraiser normally held by another school organization. One day sales during the time frame immediately after school such as bake sales, candy sales, sucker sales, etc.: only need approval by the building principal.

Student Records, Information and Confidentiality ([Board Policy 506.1](#))

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student information unless it is permitted by law. Please contact the building principal if you have a request for student records. A break in confidentiality can result in discipline, up to and including termination, and expose the employee to personal liability for violation of Iowa's privacy law.

Student Supervision

Leaving students or assigned supervisory locations unsupervised without permission of the building administrator or immediate supervisor is cause for discipline, up to and including termination.

Student/School Visitor Injury or Accident

A record of each accident or injury must be recorded by the staff member present at the scene of the accident or by the staff member who was responsible for supervision at the time. Building administrators should be verbally informed immediately. A written accident report must be filled and submitted to the building administrator as well as the district office in a timely manner, not greater than 48 hours. Accident forms are available from the building principal's office and care should be taken to complete all requested information. This information is very important for your liability as well as the school's liability.

Transporting Students by Employees

Generally, transportation of students is in a motor vehicle owned by the school district and driven by a school bus driver or district employee. On rare occasions students may need to be transported in private vehicles for school purposes. It is within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the prior permission of the superintendent and meet all applicable requirements set by the district, including public health guidelines. Private vehicles will be used only when:

- The vehicle is in good condition and meets all applicable safety requirements
- The driver possesses a valid driver's license
- Proof of insurance has been supplied to the superintendent and insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa, and
- The parents of the students to be transported have given written permission to the superintendent

Suicide Prevention/Postvention/Adverse Childhood Experiences

Pursuant to Iowa State law, all school personnel who hold a license, certificate, authorization, or statement of recognition issued by the board of education examiners and who have regular contact with students in K-12 grades shall receive annual training on suicide prevention, postvention, the identification of adverse childhood experiences, and strategies to mitigate toxic stress.

This required annual training shall be evidence-based and evidence-supported, be a minimum of 1 hour in length and be recognized nationally as best practice.

Tutoring ([Board Policy 408.3](#))

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent. Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent and the fees go to the school district, not the teacher. Any questions about whether a tutoring relationship or activity complies with the Code of Professional Conduct and Ethics for educators should be directed to the Board of Educational Examiners.

HEALTH AND WELL-BEING

Administering Medication ([Board Policy 507.2](#))

The supervision of any medication distribution to students shall be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

Anti-Bullying and Anti-Harassment ([Board Policy 104.1](#))

The district is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. 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.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while in school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

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 regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

RETALIATION PROHIBITED

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.

Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

DEFINITIONS

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

- **“Electronic”** means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- **“Harassment” and “Bullying”** mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the individual in reasonable fear of harm to the individual's person or property.
 2. Has a substantial detrimental effect on the individual's physical or mental health.
 3. Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- **“Trait or characteristic of the individual”** 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 (BOARD POLICY 104E1)

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent’s designee. The complaint form is available from the district policy site. An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged bullying or harassment, 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.

INVESTIGATION (BOARD POLICY 104R1)

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or the superintendent’s designee (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 as defined in board policy. Upon completion of the investigation, the investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or superintendent if the investigation involved the building principal

The complaint and identity of the complainant, respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

SCHOOL DECISION

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the complainant and the accused about the outcome of the investigation. 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.

Individuals who knowingly file false bullying and/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 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.

Bloodborne Pathogens

All employees will receive in-service training in the proper methods of handling situations involving blood-borne pathogens. Those in high-risk groups will be provided vaccine. Questions about procedures or equipment may be directed to the school nurse, Stephanie King.

Communicable Diseases – Employees (Board Policy 403.3)

Employees who are ill are encouraged to stay home.

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term “**communicable disease**” will mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases is included in the school district’s bloodborne pathogens exposure control plan. The procedures will include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping.

Employee Assistance Program

An Employee Assistance Program to support staff with mental health challenges is provided to those insured through the district’s insurance program. Information related to this program is highlighted in the linked brochure (current as of this publication). Further questions may be directed to Shawna Brown, School Business Official.

Employee Injury on the Job ([Board Policy 403.2](#))

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

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

It is the responsibility of the employee injured on the job to complete an accident report. The form is available by contacting Shawna Brown, School Business Official. The report must be submitted to Mrs. Brown within forty-eight (48) hours of the occurrence.

The injured employee may be eligible for compensation and expenses as are allowable and prescribed by the Workmen's Compensation Laws of the State of Iowa.

Employee Physical Examination ([Board Policy 403.1](#))

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 can 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 \$85.00. The school district will provide the standard examination form to be completed by the personal physician of the employee 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 law.

Hazardous Chemical Disclosure ([Board Policy 403.4](#))

Each employee will annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, is included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it is distributed to all employees, and training is conducted for the appropriate employees. The director of buildings and grounds, Nate Prickett, or designee will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

Smoke and Tobacco Free Workplace (Board Policy 905.2)

The district is committed to providing a safe and healthy workplace and to promoting the health and well-being of employees. As required by Iowa Code Chapter 142D, the Iowa Smokefree Air Act, and also motivated by a desire to provide a healthy work environment, the district prohibits smoking, and the use of tobacco and nicotine products as cited in board policy, on all school grounds and in school vehicles.

Substance Free Workplace (Board Policy 403.5)

Alcoholic beverages, illegal substances, and legal substances used illegally shall not be consumed at any time during the employee's work shift. It is in violation of school district work rules for an employee to report to work in an unsafe condition, or in a condition which impairs the employee's judgment or performance of job functions due to the use of alcohol or other substances. Unauthorized possession or use of alcoholic beverages or other substances during work hours, while on district time or property, or while engaging in district business will result in discipline, including termination.

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/regulations>.

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

Wellness Program

The district's medical insurance carrier has a wellness screening that it provides free of charge. Everyone that is insured through the school insurance is encouraged to participate in this screening when it is held at our school. Information related to the date, time and location of the screening will be communicated via the district's email system.

LEAVES AND ABSENCES

Absenteeism

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday.

Employees must notify their immediate supervisor or designee of all times when they will be absent or to submit leave requests. Absences arranged in advance (vacations and personal days) do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent for 3 consecutive workdays, without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated. Misuse of leave procedures or misrepresentation of reasons for leave may lead to discipline, up to and including termination. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for discipline even if the employee has not yet exhausted available paid leave.

Substitutes

Substitutes will typically be contacted by the automated sub-finder system. If you know in advance that you are going to be absent you are to complete the appropriate leave request through the Frontline Absence Management system as soon as possible so that a substitute may be contacted.

If you are unable to report to work because of illness or a family emergency, contact your supervisor by 6:30 AM.

Teachers are required to have a substitute folder. This folder should contain the following: class lists, seating charts, master schedules, lunch schedules, supervision schedules, classroom rules, attendance forms, discipline forms, evacuation procedures, lesson plans and any other pertinent information which will assist the substitute. Adequate and thorough lesson plans are to be provided for the substitute.

Leaves

All planned leaves need to be submitted through Frontline Absence Management prior to the absence.

When a medical appointment is arranged in advance, the leave request should be completed as soon as it is finalized. Should an appointment be necessary the same day or the next day, the employee shall notify their building principal or supervisor as soon as the appointment is set so a substitute can be arranged if needed.

PERSONAL ILLNESS (SICK) LEAVE (BOARD POLICY 409.2)

Personal illness (sick) leave ensures that employees can take care of health needs. Employees who are ill are encouraged to stay home.

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness or family member's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It is within the discretion of the board or the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than five consecutive days of unverified illness may be required to provide a doctor's verification, the employee will comply with appropriate policies and procedures on employee leave.

The district's personal illness (sick) leave procedures are as follows:

All employees shall be credited with leave of absence for personal illness or injury with full pay at a rate of:

- The first (1st) year of employment, ten (10) days,
- The second (2nd) year of employment, eleven (11) days,
- The third (3rd) year of employment, twelve (12) days,
- The fourth (4th) year of employment, thirteen (13) days,
- The fifth (5th) year of employment, fourteen (14) days,
- The sixth (6th) and subsequent years of employment, fifteen (15) days.

Sick leave of employees working 35+ hours/week or more shall be accumulative to one hundred ten (110) days. Each year's credit shall commence on the first (1st) day of contractual employment.

The district will pay the licensed employee fifty dollars (\$50.00) per day for each day of unused sick leave that that employee would lose at the end of the year due to having accumulated the maximum days of sick leave. This would be payable with the second paycheck in June.

EMPLOYEE HOLIDAY LEAVE

Full-time, 12 month employees are entitled to paid holiday leave that includes the following:

New Years Day	Good Friday	Memorial Day	July 4th
Labor Day	Thanksgiving Day and Friday after	Christmas Eve/Christmas Day	

EMPLOYEE VACATIONS (BOARD POLICY 409.1)

Vacation may be available for those employees who work full-time (35+ hours) for 12 months a year or as included in an individual contract or applicable collective bargaining agreement.

The vacation may be taken during the school year provided the vacation will not disrupt the operation of the school district. The employee must submit a vacation request to their direct supervisor via the Frontline Absence Management System, who will determine whether the request will disrupt the operation of the school district.

A 12-month employee is entitled to 1 week of vacation following their first year of employment. After the second year - 2 weeks; after 10 years – 3 weeks; after 20 years – 4 weeks. In determining overtime eligibility, Holiday Leave is considered as worked hours.

PERSONAL LEAVE (BOARD POLICY 409.1)

Licensed employees shall be granted three (3) days of personal leave per year at full pay. Two (2) days of personal leave may be carried over to the next year for a maximum of five (5) personal days in a year.

Classified employees working 35 hours per week or greater shall be granted 2 days of personal leave each year. These days cannot be carried over.

Requests for personal leave immediately before or after a school scheduled break, vacation, or holiday or during the last two weeks of the school year must be submitted at least five (5) days prior to the requested date(s) of the leave. Generally, the district will not approve more than two personal leave requests on any given day. To best ensure the availability of adequate staff, the district may choose to not consider approval for up to five (5) days before the requested date.

The district will pay the licensed employee fifty dollars (\$50.00) per day for each day of unused personal leave that the employee would lose at the end of the year after carrying over two (2) days.

Employees have the option of contributing personal leave to any fellow employee of his/her choice. This request must be done with the district supplied personal leave contribution request sheet. The superintendent has sole discretion to approve or deny this request.

FAMILY SICK LEAVE (BOARD POLICY 409.3)

Family sick leave ensures that employees have time available to take care of family when emergencies arise. The district's family sick leave procedures are as follows:

A licensed employee shall be able to use up to six (6) days per year at full pay of personal sick leave for illness in the immediate family. A licensed employee may get up to four (4) more days of family sick leave by trading 2 personal sick leave days for each family sick leave day requested for a maximum of ten (10) family sick days each year.

A classified employee shall be able to use up to three (3) family illness days each year

Said immediate family shall be limited to the following relatives: spouse, child, step-child, father or mother, father-in-law, mother-in-law, son-in-law, daughter-in-law, step parent, and foster child.

BEREAVEMENT LEAVE (BOARD POLICY 409.4)

The district understands that employees may need time off to mourn the loss of a family member or close friend.

All employees will be granted a leave of absence of up to five (5) days at full pay in case of the death of the spouse, child, step-child, parent or step-parent of the employee. A leave of absence up to three (3) days at full pay will be granted in the case of the death of a brother, step-brother, sister, step-sister, grandmother, grandfather, grandchild, step-grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, or any member residing in the immediate household not listed in the previous sentence.

A leave of absence of ½ day per year will be granted in the case of the death of a family member not listed above or a non-family member. This leave shall be for attendance at the funeral and/or any other purpose directly arising out of said death.

FAMILY AND MEDICAL LEAVE (BOARD POLICY 409.3)

Unpaid family and medical leave will be granted up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) per year to assist eligible employees in balancing family and work life. Requests for family and medical leave will be made to the school business official, Shawna Brown. Employees eligible for family and medical leave must comply with the applicable administrative rules and the district's family and medical leave policy prior to starting family and medical leave.

For additional information regarding the Family and Medical Leave Act (FMLA) please contact Shawna Brown, School Business Official or visit the "Family and Medical Leave Act" section of the United States Department of Labor's website, at www.dol.gov/whd/fmla/.

JURY DUTY (BOARD POLICY 409.6)

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

Employees will receive their regular salary. However, any payment for jury duty will be paid to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

MILITARY SERVICE (BOARD POLICY 409.7)

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

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

POLITICAL LEAVE (BOARD POLICY 414.5)

Employees are provided a leave of absence to run for elected public office. The superintendent will grant an employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

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

UNPAID LEAVE (BOARD POLICY 409.8)

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

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

Additional unpaid leave requested under the Americans with Disabilities Act (ADA) or other applicable laws will be addressed on a case by case basis to meet the needs of the individual employee.

SAFETY AND SECURITY

Asbestos Notification (Board Policy 804.4)

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available through the district office.

Building Security

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

SECURITY CAMERAS

Security cameras have been installed in the buildings and will record activity in the hallways and exterior areas of the buildings. Security cameras are to be used to maintain order in our buildings and on our grounds. Other uses are prohibited.

ENTRANCES, WINDOWS AND LIGHTS

All outside entrances into the buildings will be locked when school is in session. All classrooms, closets and other spaces are to be locked when not in use. Before leaving for the day you should make sure all windows in your work area are locked and the lights turned off.

If you are in the building after hours or during days when school is not in session it is your responsibility to make sure all lights are off, windows are closed, and all doors are secured. If the custodian is on duty, just secure the area where you have been. Apprise the custodian when you leave the building.

KEYS

Employees will be issued keys and/or badges to gain access to the building and areas within the building in order to carry out their contracted duties. The employee is responsible for all keys/badges in their possession and may be assessed for the loss of any keys. The assessment would include the expense to change the lock cylinder and all new keys required due to this change.

Employees are not to give their keys to students or non-employees for use.

Employees shall not have duplicates made for any keys without permission from the Superintendent. Employees may be requested to return their keys over the summer.

Drills and Evacuations ([Board Policy 507.5](#))

Periodically the district holds emergency fire and tornado drills. In addition, the district will hold one emergency operations drill. At the beginning of each trimester 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.

Emergency Closings, Inclement Weather and Other Interruptions

In the event of inclement weather or another emergency causing school closing, delay, or cancellation text messaging through Infinite Campus and posting to Facebook and the district website will be completed first. Next local radio stations will be contacted. These include KBUR (1490 AM), KGRS (107.3 FM), KKMI (93.5 FM), KDMG (103.1 FM), KCPS (1150 AM), KBKB (1360 AM), AND KBKB (107.7 FM). the school web site for these announcements. Announcements are also posted to KWQC-TV. Contact the technology director, Mac Moraniec, if you'd like to receive text messages for emergency notification.

West Burlington does not cancel or delay the start of school as often as other districts. Staff members who live out of town will need to make arrangements if road conditions make travel difficult. Staff members that feel it unsafe for them to travel can use a personal day or take an unpaid day if needed.

Staff Identification Badges

An identification badge shall be issued to each employee. Badges provide access to designated district spaces and to purchase lunch. Badges shall be worn when the employee is on duty and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard. If an employee comes to work without the permanent badge, a temporary badge may be obtained from the building secretary. The loss of a permanent badge shall be immediately reported to Mac Moraniec, who will issue a replacement badge at a cost to the employee of \$10.00 Badges remain the property of

the district and shall be returned to the building administrator or supervisor at the time of resignation, retirement, or termination.

Employees are not to give their badge to students or non-employees for use.

Threats of Violence

Employees and students have the right to expect a safe workplace. Inform your building principal of any concerns relating to a safe workplace.

All threats of violence - whether oral, written or symbolic - against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for discipline if the threat impacts the orderly and efficient operation of the school. Employees engaging in threatening behavior will face discipline, up to and including termination.

Visitors/Guests (Board Policy 903.3)

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

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

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors will also be required to follow district rules on health and safety as well as social distancing and other public health guidelines. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee is responsible for taking the action necessary to cease the inappropriate conduct.

Weapons (Board Policy 502.6)

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

Employees are prohibited from bringing weapons and other dangerous objects on school grounds. Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy. For more information, visit the Iowa Department of Education Legal Lesson on Firearms on School Grounds at <https://educateiowa.gov/resources/legal-resources/legal-lessons/firearms-school-grounds-march-2018-school-leader-update>.

TERMINATION OF EMPLOYMENT

Contract Release – Licensed Employee (Board Policy 407.2)

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

Release from a contract may be made contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the board the cost incurred to locate and hire a suitable replacement. An assessment of five hundred dollars (\$500) may be made against an employee for the privilege of being released from a contract prior to or on June 1 preceding the start of the contract. An assessment of one thousand dollars (\$1000) shall be made against an employee for the privilege of being released from a contract after June 1st.

Upon written mutual agreement between the employee and the superintendent, the costs may be deducted from the employee's salary. When required, payment of these costs will be a condition for release from the contract. Failure of the licensed employee to pay these expenses when required may result in the district filing a cause of action in small claims court against the employee.

The superintendent is required to file a complaint with the Iowa Board of Educational Examiners against a licensed employee who leaves without proper release from the board.

Resignation – Licensed Employee at Year End (Board Policy 407.1)

A licensed employee who wishes to resign must notify the superintendent in writing within the time period set by the board for return of the contract. This applies to regular contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Resignations of this nature will be accepted by the board.

Resignation – Classified Employees (Board Policy 413.1)

Classified employees who wish to resign during the school year will give the board notice of their intent to resign and final date of employment and cancel their contract 14 days prior to their last working day.

Notice of the intent to resign will be in writing to the superintendent.

Reduction in Force/Furlough (Board Policy 407.5 and 413.5)

LICENSED EMPLOYEES

The board has the exclusive authority to determine the appropriate number of licensed employees. A reduction of licensed 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 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.

CLASSIFIED EMPLOYEES

Classified Employees who are terminated due to a reduction in force will be given thirty days notice. Due process will be followed for terminations due to a reduction in force.

It is the responsibility of the superintendent to make a recommendation for termination to the board. The superintendent will consider the relative qualifications, skills, ability and demonstrated performance through evaluation procedures in making the recommendations.

Retirement (Board Policy 407.3 and 413.2)

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

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

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

Employees who retire under this policy may qualify for retirement benefits through the Iowa Public Employees Retirement System.

Non-certified employees and their spouse and dependents and staff who are not retiring yet not eligible for the district's early retirement policy are allowed to continue coverage in the school district's group health insurance program at their own expense by meeting the requirements of the insurer.

The district will cover the cost of 85% of the district designated health insurance policy and a \$10,000 life insurance policy for certified retirees eligible for the district's early retirement policy.

APPENDIX A: 2021-2022 School Calendar

2022 -2023 West Burlington School Calendar

Legend

No School for Students = Shaded
Early Release/Staff Dev= ✂ (Release time 2:00PM)
Teacher Comp Days = △
In-Service/Work Day = □
Start/End of Trimesters = [or]
Parent Teacher Conferences - Jr./Sr High = ▣
Parent Teacher Conferences - Elementary = ☼
Trimester 1 – 8/23-11/17
Trimester 2 – 11/21-2/23
Trimester 3 – 2/27-5/26

Preschool Schedule:
M-TH AM 8:15-11:15
M-TH PM 12:15 – 3:15

Elementary Schedule: (Regular Day)
Tardy Bell: 8:15 AM
Release: 3:15 PM (Walkers & Off-Site Pickup)
3:20 PM (Falcons Nest)

Jr/Sr High Schedule: (Regular Day)
Tardy Bell: 8:10 AM
Release: 3:30 PM

The first two days missed for weather/emergency will not be rescheduled. Days missed beyond those will be added to the end of the school year.

August 2022				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
September				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
October				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
November				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
December				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
January 2023				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
February				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			
March				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
April				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
May				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
June				
			1	2
5	6	7	8	9

- Aug 10 - New Teachers Day
- Aug 11 - New Teacher - Mentor Day
- Aug 15-17 - Teacher In-Service Workday
- Aug 18 - TQ Day
- Aug 22 - Teacher In-Service Workday (OPEN HOUSE)
- Aug 23 - First Day of School - Trimester 1 Begins

- Sept 5 - Labor Day - No School
- Sept 28 - Jr./Sr. High P/T Conferences (4:00-6:30)

- Oct 5 - Jr./Sr. High P/T Conferences (4:00-6:30)
- Oct 25 - Elem P/T Conferences (4:00-7:45)
- Oct 27 - Elem P/T Conferences (4:00-7:45)
- Oct 28 - Teacher Comp Day - No School

- Nov 17 - End Trimester 1
- Nov 18 - Teacher Workday/In-Service - No School
- Nov 21 - Trimester 2 Begins
- Nov 22 - Early Release (2:00)
- Nov 23-25 - Fall Break - No School

- Dec 22 - Early Release (2:00)
- Dec 23 - Jan 2 - Winter Break - No School

- Jan 3 - School Resumes
- Jan 18 - Jr./Sr. High P/T Conferences (4:00-6:30)
- Jan 25 - Jr./Sr. High P/T Conferences (4:00-6:30)

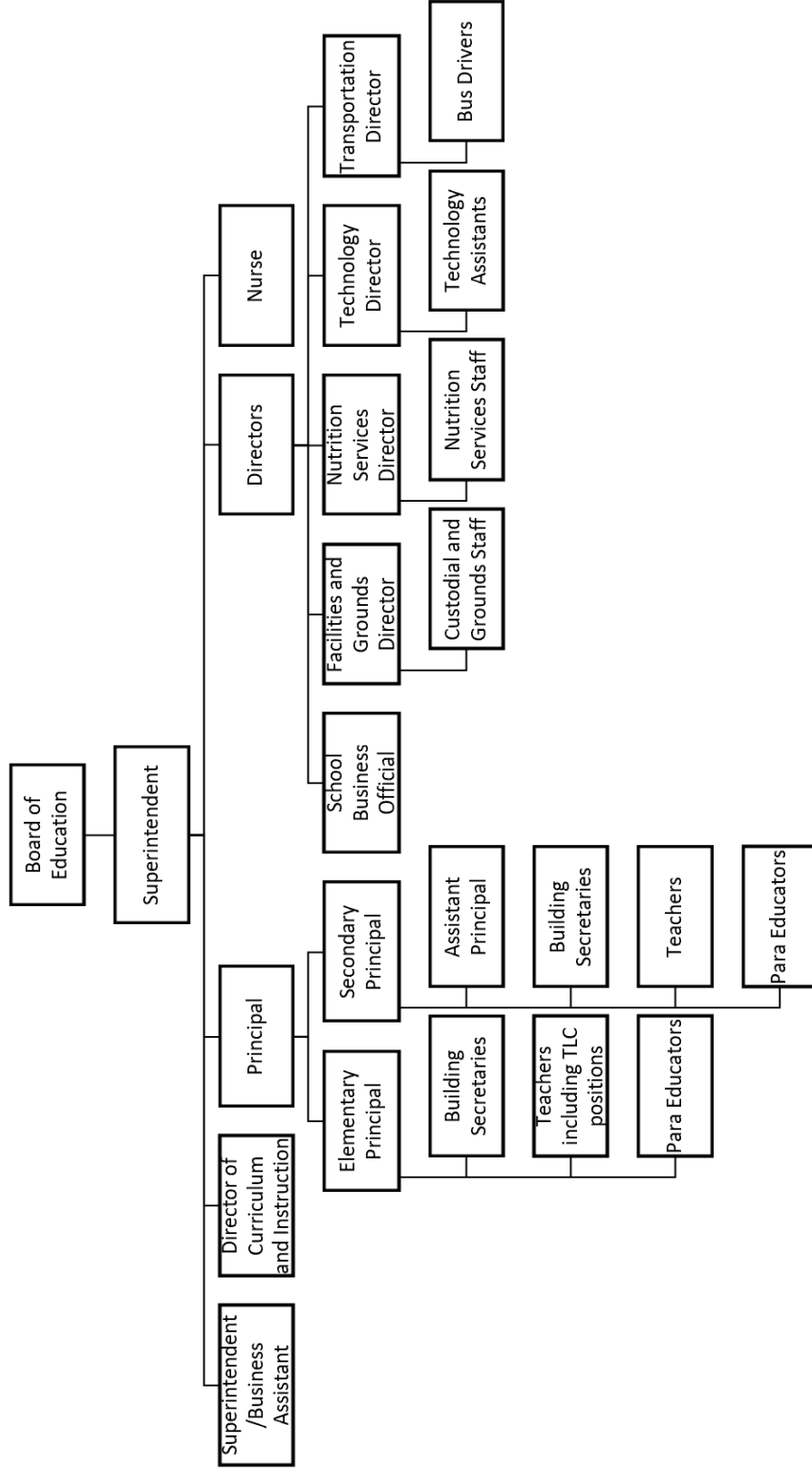
- Feb 23 - End Trimester 2
- Nov 24 - Teacher Workday/In-Service - No School
- Nov 27 - Trimester 3 Begins

- Mar 7 - Elem P/T Conferences (4:00-7:45)
- Mar 9 - Elem P/T Conferences (4:00-7:45)
- Mar 13 - Teacher Comp Day - No School
- Mar 14-17 - Spring Break - No School

- Apr 7 - Good Friday - No School
- Apr 12 - Jr./Sr. High P/T Conferences (4:00-6:30)
- Apr 19 - Jr./Sr. High P/T Conferences (4:00-6:30)

- May 19 - Senior's Last Day
- May 21 - Graduation (2:00 PM)
- May 26 - Last Day of School - End Trimester 3

West Burlington Independent Schools Organizational Chart



- The Director of Curriculum and Instruction serves the district and evaluates Instructional Coaches in collaboration with the building principal.
- The nurse which is located primarily at the Elementary School serves the entire district. She is evaluated by the elementary principal.
- Departmental staff of Facilities and Grounds and Technology are evaluated by their supervisor with input from building administration.
- Shared teachers are evaluated by the building administrator of their majority time in collaboration with the other building administrator.

APPENDIX C: WBISD TEACHER EVALUATION PROCESS 2022-2023

West Burlington Independent School District hires the best teachers to support our students and our district mission and views instructional time as a highly valued resource. The district strives to help all of our staff improve professionally and provide quality instruction every day. We believe that professional growth is a collaborative effort between staff and administration. The following evaluation process is designed to support teaching staff in growing as professional educators.

- All teachers, career and non-career, new to the district will be considered probationary and formally observed two times in the first year.
- Probationary status is three years for non-career teachers unless mutually agreed upon by the teacher and administration while probationary status for career teachers new to the school district will be one year unless mutually agreed upon by the teacher and administration.
- After one-year, new teachers who are considered career teachers in the state of Iowa will be considered for non-probationary status with a district option of continuing probation.
- Second year probationary teachers will be formally evaluated two times during the second year.
- Third year probationary teachers will be formally evaluated two times during the third year.
- All career teachers will be formally observed at least once during a three-year cycle.

Definitions:

Career Teacher: A teacher who has served three years in Iowa, or has attained career status in another state and has been evaluated to be an effective professional educator.

Probationary Teacher: A teacher new to the profession, a career teacher in the state of Iowa and new to the school district, a career teacher in another state new to the district, or any career teacher who the district identifies as not meeting all of the teaching standards.

Iowa Teaching Standards: The eight standards as outlined by the Iowa Department of Education:

- Standard 1 Demonstrates ability to enhance academic performance and support for implementation of the school district's student achievement goals.
- Standard 2 Demonstrates competence in content knowledge appropriate to the teaching position.
- Standard 3 Demonstrates competence in planning and preparing for instruction.
- Standard 4 Uses strategies to deliver instruction that meets the multiple learning

needs of students.

- Standard 5 Uses a variety of methods to monitor student learning.
- Standard 6 Demonstrates competence in classroom management.
- Standard 7 Engages in professional growth.
- Standard 8 Fulfills professional responsibilities established by the school district.

Intensive Assistance: A formal procedure in which the teacher and school district establish a plan of improvement related to identified weaknesses. A teacher can be placed on intensive assistance at any time. Unsuccessful intensive assistance could lead to probation or termination.

Through this process the district identifies concern(s) with instructional practices and collaboratively develops and implements a formal written plan to resolve those concerns. A timeline will be mutually established.

At the end of the process a determination will be made by the evaluator to:

1. Place the teacher on career status.
2. Place the teacher on probationary status.
3. Continue intensive assistance.
4. Terminate the teacher's contract.

EVALUATION PROCESS

The pre-conference, formal observation and post-observation cycle should happen within a 10 school day window.

For the new to the district or probationary teacher observation cycle, the first observation should be completed by November 1st and the second formal observation by March 1st. The career teacher observation cycle includes December 1st as the first deadline and April 1st as the second.

The deadline for the probationary teacher summative cycle conference will be on or by April 30th. The deadline for career teachers will be May 15th. Teachers are responsible for demonstrating proficiency in meeting the eight teaching standards. Portfolios and PLP's are required of all probationary teachers. Career teachers have the option of utilizing a portfolio. All portfolios will be digital.

Teachers can submit a written rebuttal to any of the formative observations or the summative evaluation.

- The building principal(s) will develop a list by August 15th as to who will be formally evaluated that school year. Teachers new to the district, no matter career status, will be formally evaluated two times during the first year.
- The building principal(s) will conduct a beginning of the year meeting with those that will be formally observed. The process will be outlined and the evaluation instrument will be provided.
- Pre-observation Conference:

- 1. Held at an agreed upon time between evaluator and teacher prior to the formal observation.
- 2. Discussion will focus around the planned lesson, teaching strategies, teaching standards, and PD techniques utilized. The school district will provide a pre-observation template.
- Formal Observation:
 - 1. Will be done on an agreed upon time and place.
 - 2. Will be at least 30 minutes in duration.
- Post Observation Conference
 - 1. Will discuss what was in the lesson plan.
 - 2. Will discuss other factors observed.
 - 3. Will be a conversation between teacher and evaluator.

The intention of the post-observation meeting is to assist the teacher in growing toward proficiency in the teaching standards.

West Burlington Independent School District will conduct informal observations. These observations can be of any length of time. Informal observation includes any and all things that reflect upon meeting the Iowa Teaching Standards. These may include unannounced classroom observations, walkthroughs, professional behavior in a variety of settings, and any actions related to the teacher's professional obligations.

APPENDIX D: ACKNOWLEDGEMENT OF RECEIPT

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the West Burlington Independent School's Employee Handbook available at www.wbisd.com. I understand the employee handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult Superintendent, Lisa Beames with any questions I have about the contents of the employee handbook or any questions that I feel were not addressed.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended and does not constitute a contract between the district and any one or all of its employees.

Employee's Signature

Date

Employee's Name (Printed)

TO BE COMPLETED DIGITALLY THROUGH FRONTLINE WITH A COPY HELD IN THE DIGITAL PERSONNEL FILE FOUND THERE.