



# Nevada Community School District Employee Handbook

2018-19

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## DISTRICT OFFICE

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(515) 382-2783

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Superintendent  
sgray@nevadacubs.org

**Mr. Justin Gross**  
School Improvement  
jgross@nevadacubs.org

**Mr. Brian Schaeffer, SFO®**  
Business Manager  
bschaeffer@nevadacubs.org

**Mrs. Rita Foley**  
Administrative Assistant  
rfoley@nevadacubs.org

**Mrs. Becky Kirschbaum**  
Administrative Assistant  
bkirschbaum@nevadacubs.org

Dear Staff:

Welcome to the 2018-19 school year.

This handbook is intended to inform the employee of the employment policies and rules of the Nevada Community School District (the "District"). Please review this information and sign the Acknowledgement Form in the back of this handbook. Return the form to the Business Office. If you have any questions about this handbook, please contact the Business Office.

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 District and employees. It is the employee's responsibility to refer to the District Policies and/or Administrative Procedures for further information. Whenever the provisions of this handbook are in conflict with those of a Board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall govern.

Sincerely,

Dr. Steve Gray  
Superintendent

bps

## OPENING STATEMENT

### Definitions

- "The District" means the Nevada Community School District.
- "Parent" also means "guardian" unless otherwise stated.
- An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.
- "School grounds" includes the District facilities, District property, property within the jurisdiction of the District or District premises, school-owned or school-operated buses or vehicles and chartered buses.
- "School facilities" includes District buildings and vehicles.
- "School activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.
- "Certified Employee" means a licensed teacher.
- "Classified Employee" means non-teaching staff.
- "Board" refers to the Nevada Community School Board.
- Items in ***bold italics*** are School Board policy references. These policies may be seen at [www.nevadacubs.org](http://www.nevadacubs.org).

### District Vision Statement

The Nevada Community School District is a learning community where all teachers, staff, students, and parents collaborate in the learning process to ensure success for all students.

### District Mission Statement

*"Preparing Learners Today for Tomorrow"*

### Equal Opportunity Employment

The Nevada Community School 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 will not discriminate against employees or potential employees based upon race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity or disability. 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 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.



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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 Nevada Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Nevada Community School District, 1035 15<sup>th</sup> Street, Nevada, Iowa 50201 or by telephoning 515 382-2783.

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 Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669-6820, <http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 400 E. 14<sup>th</sup> Street, Des Moines, IA 50319, (800) 457-4416, <http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the District's central administrative office and the administrative office in each attendance center. The District Affirmative Action Plan is located at the Superintendent's Office.

### School Calendar

The 2018-19 District School Calendar is located on page 46.

### Map of District

The Nevada Community School District Map is located on page 47.

### District Contacts

|   |                   |
|---|-------------------|
| Superintendent: Dr. Steve Gray                                  | 515 382-2783      |
| Elementary Principal: Chris deNeui                              | 515 382-2383 x432 |
| Middle School Principal: Dr. Lisa Hartman                       | 515 382-2751 x253 |
| Middle School Assistant Principal: Tony Sneiderman              | 515 382-2751 x252 |
| High School Principal: Kody Asmus                               | 515 382-3521 x392 |
| Assistant High School Principal/Athletic Director: Dustin Smith | 515 382-3521 x393 |
| School Improvement & Innovation Director: Justin Gross          | 515 382-2783 x107 |
| Technology Director: Joe Wakeman                                | 515 382-3521 x109 |
| Maintenance Director: Dave Kroese                               | 515 382-3521 x120 |
| Transportation Director: Jason Sampson                          | 515 382-4067      |
| Food Service Director: David Schmitz                            | 515 382-3521 x350 |
| Resource Center Director: Chris Burling                         | 515 382-1600      |
| Business Manager: Brian Schaeffer                               | 515 382-2783 x102 |

## **Organizational Chart**

The Nevada Community School District Organizational Chart is located on page 48.

## **Board Policies**

Board Policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board Policies are available in the Superintendent's Office and on-line at [www.nevadacubs.org](http://www.nevadacubs.org). Employees are expected to know existing Board Policies and know to refer to the Policies when necessary. Page 44 of this Handbook is to be signed by all employees and returned to the District Office by September 1.

## **Handbook Subject to Change**

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

## COMPENSATION AND BENEFITS

### Compensation and Salary Schedule

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

District employees are paid monthly on the 20<sup>th</sup>. If the 20<sup>th</sup> falls on the weekend, the Friday prior to the weekend is payday. The pay period for payday is from the 11<sup>th</sup> of the month preceding the payday to the 10<sup>th</sup> of the month of payday. Direct deposit of paychecks is required for all new employees. **(Board Policy 706.1)**

#### ***Licensed:***

The requirements stated in the master contract between employees in the certified collective bargaining unit and the School Board regarding wages and salaries of such employees will be followed. Please see Article XIII of the Collective Bargaining Agreement for this information. **(Board Policy 406.1)**

#### ***Classified:***

The Board will determine the compensation to be paid for the classified employees' positions, keeping in mind the education and experience of the classified employee, the educational philosophy of the District, the financial condition of the District and any other considerations deemed relevant by the Board. **(Board Policy 412.1)**

Regular associates showing proof that they have obtained the AEA para-educator certificate or substitute teaching certificate will receive a 10-cent per hour raise.

Bus drivers under contract completing a full year's work, void of a chargeable accident or any violation of the Commercial Driver Rules in accordance to the CDL Manual in Section I, Items 1.2, pages 1-2 and 1-3, will receive a bonus of their regular route and activity trip salaries of 5% for the first year, 6% the second, 7% the third, 8% the fourth, 9% the fifth, and 10% each year thereafter for up to 7 years' of service to the District. The bonus for drivers completing a full year's work, void of chargeable accident or any violation, after seven years' of service will be 11%, after ten years' of service will be 12%, and after twenty years' of service will be 14%.

Each non-exempt employee compensated on an hour-by-hour basis, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt employee must work more than forty hours in a given work week, the employee is compensated at one and one-half times their regular hourly wage rate. This compensation is in the form of overtime pay or compensatory time. Overtime will not be permitted without prior authorization of the employee's supervisor.

Each non-exempt employee paid on an hour-by-hour basis must complete, sign, and turn in either a written daily time record showing the actual number of hours worked or clock in and clock out on the automated timekeeping system on the days the employee works. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action. **(Board Policy 412.2)**

Classified employees must clock in and out on the computer terminal located in each facility.

### Compensation for Extra Duty

A licensed employee may volunteer or be required to take on extra duty position, with the extra duty being secondary to the major responsibility of the licensed employee. The Board will establish a salary schedule for extra duty employee positions, keeping in mind the financial condition of the District, the education and experience of the licensed employee, the educational philosophy of the District, and other considerations as determined by the Board. **(Board Policy 406.4)**

### Continued Education Credit

Continued education on the part of licensed employees may advance the employee on the salary schedule. The Board will determine which licensed employees will advance on the salary schedule for continued education keeping in mind the financial condition of the District, the education and experience of the licensed employee, the educational philosophy of the District, and any other items deemed relevant by the Board.

Licensed employees who wish to obtain additional education for advancement on the salary schedule must notify the Board Secretary by February 1 of the school year preceding the actual year when advancement occurs. The superintendent has the discretion to approve credit outside the employee's area of endorsement or responsibility. **(Board Policy 406.3)**

### Continuing Contracts

Contracts entered into with licensed employees, other than an administrator, will continue from year to year unless the contract states otherwise, is modified by mutual agreement between the Board and the employee, or the contract is terminated by the Board. **(Board Policy 405.4)**

All school-year classified employees will remain employed from school year to school year, unless specifically notified otherwise in writing. Classified employees are not eligible for unemployment benefits from the District during breaks in the school calendar or over the summer, unless they have been specifically notified that their employment will be terminated.

### Group Insurance Benefits

Employees who work 30 hours per week are eligible for group insurance and health benefits. For licensed staff, please refer to Article XX of the collective bargaining agreement for specific details on your insurance. For additional information, please contact the Business Office.

Health insurance is available via Wellmark. Each employee who works at least 30 hours per week is eligible for health insurance, provided by one of the plans below:

- Wellmark Alliance Select PPO \$1500 Deductible
- Wellmark Blue Access \$2500 Deductible (Partial Self-Insure)
- Wellmark Alliance Select PPO \$3000 Deductible

The District will pay licensed employees \$553.44 per month and \$34.00 from the teachers' insurance pool towards group medical insurance. The District will pay secretaries and maintenance staff \$587.44

per month towards group medical insurance. Due to participation requirements set forth by Wellmark, all new full-time licensed staff must pick at least single coverage from one of the plans above.

Long-term disability insurance is available as a District-provided benefit to staff working 40 hours per week only.

Flexible spending accounts are available for medical costs and dependent care.

Life insurance and dental insurance are available via payroll deduction only.

## IPERS

The Nevada Community School 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 located at <https://www.ipers.org/index.html>.

## Tax Shelter Programs

The Board authorizes the administration to make a payroll deduction for employees' tax sheltered annuity premiums purchased from companies allowed by the State of Iowa Retirement Investor's Club (RIC) 403b Program the employee chooses. Employees wishing to have payroll deductions for tax-sheltered annuities will make a written request to the Board Secretary. (**Board Policies 406.6 and 412.4**)

## Travel Compensation – Within the District

Employees required to travel in their personal vehicle between District buildings to carry out the duties of their position may be reimbursed at 36 cents per mile. It is the responsibility of the Board to review the travel within the District by the superintendent through the Board's audit and approval process.

Employees who are allowed an in-District travel allowance will have the amount of the allowance actually received during each calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code. (**Board Policy 401.7**)

## Travel Compensation – Outside the District

Employees traveling on behalf of the District and performing approved District business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

Travel outside of the District must be pre-approved. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved District business. Travel outside the District by employees is approved by the building principal or supervisor. Reimbursement for actual and necessary expenses will be allowed for travel outside the District if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the District with a detailed receipt, other than a credit card receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional

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circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the District's record of the claim.

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

Reimbursement for actual and necessary expenses for travel outside the District will be limited to the pre-approved expenses. Pre-approved expenses for registration are limited to the actual cost of the registration.

Pre-approved expenses for transportation within three hundred miles of the District administrative office will be by automobile. If a District vehicle is not available, the employee will be reimbursed 36 cents per mile. **(Board Policy 401.7)**

## EMPLOYEE RELATIONS

### Background Checks

Employees are subject to criminal, dependent adult abuse and child abuse background checks every five years. The background check will either be conducted by the District or another agency. Patrons who volunteer in the District, whether it is for academic or co-curricular activities must have a background check prior to beginning to volunteer.

### Complaint Procedures

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons.

A formal grievance procedure is contained in the master contract between the employee's licensed bargaining unit and the Board. This policy will not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

### Conflict of Interest

Employees' use of their position with the District for financial gain is considered a conflict of interest with their position as employees and may subject employees to disciplinary action.

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the 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.

Employees will not act as an agent or dealer for the sale of textbooks or other school supply companies doing business with the 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 District. **(Board Policy 401.2)**

### Employee Orientation

Employees must know their roles and duties. New employees will be required to participate in an orientation program for new employees. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the Board Secretary. **(Board Policy 401.11)**

## Employee Records

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

The records will include, but not be limited to, records necessary for the daily administration of the District, salary records, evaluations, application for employment, references, and other items needed to carry out Board policy. Employee personnel files are 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, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files and copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. The District may charge a reasonable fee for each copy made. However, employees will not be allowed access to the employment references written on behalf of the employee. **(Board Policy 401.5)**

## Employee Searches

Employees should have no expectation of privacy in their classrooms, desks, computers or other District provided space or equipment. The District may look into these items when needed. Anything on the District's computers, server, web site, etc. and in District files, etc. are considered a public record and open to public inspection. If the 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 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 District assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to employees.

## Evaluation

### ***Licensed:***

Evaluation of licensed employees on their skills, abilities, and competences is an ongoing process supervised by the building principals and conducted by approved evaluators. The goals of the formal evaluation process is to improve the District's education program, to assess performance of licensed employees, to clarify each licensed employee's authority and responsibilities, to identify areas in need of improvement, to clarify the immediate priorities of the District, and to enhance the working relationship between the administrators and other employees.

Per the Iowa Department of Education (visit the "Teacher Evaluation" section of the Department's webpage located at <https://www.educateiowa.gov/pk-12/educator-quality/teacher-evaluation>), a local teacher evaluation plan must include the following:

- The Iowa teaching standards and criteria;
- A comprehensive evaluation of beginning teachers that includes a review of the teacher's progress on the Iowa teaching standards and the use of the Department of Education's comprehensive evaluation instrument;



- A performance review of career teachers to be conducted once every three years and include classroom observation of the teacher, a review of the teacher's progress on the Iowa teaching standards and additional standards and criteria, a review of the implementation of teacher's individual professional development plan, and supporting documentation from other evaluators, teachers, parents, and students; and
- A peer review must be conducted annually.

***Classified:***

Evaluation of classified employees on their skills, abilities, competence, and demonstrated performance is an ongoing process supervised by the superintendent. The goal of the formal evaluation of classified employees is to maintain classified employees who meet or exceed the Board's standards of performance, to clarify each classified 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.

### **Mandatory Cooperation in Workplace Investigations**

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees.

### **Mandatory Reporting of Post-Employment Arrests and Convictions**

Any employee who is arrested or convicted of any criminal charges shall report such information to the Superintendent within 24 hours. Failure to do so shall incur discipline, up to and including termination.

### **Nepotism**

More than one family member may be an employee of the District. It is within the discretion of the superintendent to allow one family member employed by the District to supervise and evaluate another family member employed by the District subject to the approval of the Board. The employment of more than one individual in a family will be on the basis of their qualifications, credentials and records. Immediate family includes parents, grandparents, brothers and sisters, spouse, children, and in-laws. Exceptions include seasonal employees and employees who work less than 20 hours per week. **(Board Policy 401.3)**

### **Probationary Status**

The first three consecutive years of employment of a teacher in the same school district are a probationary period. However, if the teacher has successfully completed a probationary period of employment for another school district located in Iowa, the probationary period in the current district of employment will not exceed one year. The Board may waive the probationary period for any teacher who previously has served a probationary period in another school district and the Board may extend the probationary period for an additional year with the consent of the teacher.

Licensed employees may also serve a probationary period based upon their performance. Such probationary period is determined on a case-by-case basis in light of the circumstances surrounding the employee's performance as documented in the employee's evaluations and personnel file. **(Board Policy 405.9)**

The probationary period for classified employees is six months unless otherwise stated to an individual employee. **(Board Policy 411.8)**

## Public Complaints about an Employee

The Board recognizes situations may arise in the operation of the District which are of concern to parents and other members of the District community. While constructive criticism is welcomed, the Board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

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. Prior to Board action however, the following should be completed:

- (a) Matters concerning an individual student, teacher, or other employee 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 supervisor of that employee.
- (c) Unsettled matters regarding all employees from (b) above or problems and questions concerning the District should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the Board. To bring a concern regarding an employee, the individual may notify the Board President in writing, who may bring it to the attention of the entire Board, or the item may be placed on the Board agenda of a regularly scheduled Board meeting in accordance with Board policy 210.8.

It is within the discretion of the Board to address complaints from the members of the District community, and the Board will only do so if they are in writing, signed, and the complainant has complied with this policy. **(Board Policy 402.5)**

## Qualifications, Recruitment, and Selection

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.

Announcement of the position will be through means the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained from the District website.

The superintendent will recommend employment of employees to the Board for approval. 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. **(Board Policies 405.2 & 411.2)**

## Release of Credit Information

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be

released without prior written notice to the employee. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee. **(Board Policy 402.1)**

## Transfers

Determining the assignment of each licensed employee is the responsibility of and within the sole discretion of the Board. In making such assignments the Board will consider the qualifications of each licensed employee and the needs of the District. Please see Article V of the Collective Bargaining Agreement for specific information. **(Board Policy 405.6)**

## Work Day

The work day for employees will begin at a time established by the superintendent or master contract. For licensed staff, please see Article IX of the Collective Bargaining Agreement for specific information. "Day" is defined as one work day regardless of full-time or part-time status of an employee.

Employees are to be in their assigned school building during the work day. Advance approval to be absent from the school building must be obtained from the principal or supervisor whenever the employees must leave the school building during the work day. **(Board Policy 405.5)**

## DISTRICT PROCEDURES AND GUIDELINES

### Business Office Procedures

The Board, via District Business Office, is the final authority to oversee the receipt and expenditure of District funds, including taxpayer and activity funds. To purchase or pay for an item, the following procedures must be followed:

#### For purchases more than \$500:

1. All purchases that are more than \$500 must have a Purchase Order. Please enter a Purchase Order on the Grant Wood Accounting System or contact a building administrative assistant to request that a Purchase Order be entered. This includes any purchases that you make via a District credit card. **Do not make the purchase without completing this step first.**
2. The Administrator/Manager then approves the Purchase Order on-line.
3. The Business Office then approves the Purchase Order and it is e-mailed to the person requesting the purchase. **The purchase now can be made.**
4. The employee receives his/her purchase. The employee then forwards a copy of the packing slip or invoice to the Business Office with an OK to pay.

#### For purchases less than \$500 or other claims:

1. Purchases under \$500 or other claims must be submitted via a Claim Voucher to receive reimbursement for or payment of an expenditure for a budgeted item.
2. The completed Claim Voucher is forwarded to the Administrator or Manager for his/her approval, as it is the Administrator's/Manager's responsibility to confirm that money is budgeted for the purchase.
3. The Claim Voucher is received by the Business Office and is paid upon approval of the Board at their next meeting. Sales tax paid by an employee for a purchase will not be reimbursed. Note the deadline dates for the receipt of claims in the Business Office below. Please observe these deadlines. Checks will not be issued between Board meetings, unless it is a dire emergency.

#### **Scheduled 2018-19 Board Meeting Dates**

August 13  
August 27  
September 10  
September 24  
October 8  
October 22  
November 12  
November 26  
December 10  
January 14  
January 28  
February 11  
February 25  
March 11  
March 25  
April 8  
April 22

#### **Dates Claims Must Be Submitted**

August 8  
August 22  
September 5  
September 19  
October 3  
October 17  
November 7  
November 20  
December 5  
January 9  
January 22  
February 6  
February 20  
March 5  
March 20  
April 3  
April 17

May 13  
June 10

May 8  
June 5

**For purchases via the District credit card:**

1. For purchases with a credit card more than \$500, a purchase order is required prior to receiving a credit card.
2. To request a credit card, please fill out an "Approval to Issue a District pCard to an Employee" form and have an administrator/manager sign the form. Without this form and a purchase order (if over \$500), a credit card will not be issued.
3. When returning the credit card, receipts and a "Procurement Card Expense" form listing your expenses must be turned in within 24 hours of the last use of the credit card.
4. Failure to follow any of the above steps may result in suspension of credit card privileges.

## 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 <http://www.iowaworkforce.org/labor/childlabor.htm>.

## Copyright

In order for students to experience a diverse curriculum, the Board encourages employees to supplement their regular curricular materials with other resources. In so doing, the Board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for plagiarism, unauthorized copying or using of media, including, but not limited to, print, electronic and web-based materials, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research providing that all fair use guidelines are met. **(Board Policy 605.8)**

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 <http://copyright.gov/help/faq/index.html>.

## Discipline

Employee violations of Board policy and work rules may result in discipline, up to and including termination. All employees who do not have a 279.13 teaching contract or 279.24 administrator contract are considered "at-will" employees and serve at the will of the Board. Employees whose employment is terminated will be given the appropriate level of due process as required by law.

## Employee Recognition

The Board recognizes and appreciates the service of its employees. Employees who have served the District faithfully and who retire or resign may be honored by the Board, administration and staff in a manner fitting to the retiring or resigning employee. It will be the responsibility of the superintendent

to determine the appropriate form of honor for the resigning or retiring employee. If District funds will be used, the superintendent's guidepost in making this determination will be the reasonableness of the expenditure. If the form of honor thought appropriate by the superintendent involves unusual expense to the District, the superintendent will seek prior approval from the Board. **(Board Policy 401.8)**

## Employee Publication or Creation of Materials

Materials created by employees and the financial gain therefrom are the property of the District if school materials and time were used in their creation and/or such materials were created in the scope of the employee's employment. The employee must seek prior written approval of the superintendent concerning activities concerning creation of materials. **(Board Policy 408.2)**

## Food Safety Training

Any employee who handles food as part of their employment is required to be complete Food Safety Training. Training will be offered for food service employees at the beginning of the school year and is mandatory for new staff members. Food Service employees may also attend a Serv-Safe class at the expense of the District to be certified in Food Safety. Food Service employees are expected to maintain their Serv-Safe certification for the duration of their employment or attend yearly Food Safety classes.

## Professional Development

The Board encourages licensed employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The Board will maintain and support an in-service program for licensed employees. Requests for attendance or participation in a professional development program, other than those development programs sponsored by the District, are made to the superintendent. Approval of the superintendent must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the District pays the expenses for the program.

The superintendent will have sole discretion to allow or disallow employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the licensed employee and the District, the effect of the licensed employee's absence, on the education program and District operations and the District's financial situation as well as other factors deemed relevant in the judgment of the superintendent. **(Board Policy 408.1)**

## Religious Holiday Celebrations in Public Schools

Public school officials need to be respectful of the religious beliefs of employees and students. The Iowa Department of Education has provided the following non-exhaustive checklist for prohibited and permissive activities related to religious holiday celebrations in public schools. This information may be located at <https://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.
- 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 is 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, a “Happy Holidays” banner, etc.
- Displays of symbols representing many religious beliefs, even without non-religious symbols. But, just displaying symbols from Christianity and Judaism is an impermissible endorsement of dual beliefs. The display must present a message of pluralism and freedom to choose one’s own beliefs.

## School Fees

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

## School Lunch Program

The District operates a lunch and breakfast program. Employees may purchase meals and other items, including milk. Breakfast costs \$2.00 each, while lunch costs \$3.70 each. Please use the on-line program RevTrak to pay for your lunches.

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 ala carte items until the negative balance is paid. **(Board Policy 710.4)**

## School Publicity and Community Relations

District staff are 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.

## Staff Meetings

Staff meetings provide an opportunity for the communication of important District information to be shared between administration and employees. Employees are expected to attend staff meetings unless they are on leave or excused by an administrator.

Certified employees may be required to attend without additional compensation faculty or professional meetings (not to exceed six (6) per month) either before or after the regular workday. Additional meetings may be scheduled at the superintendent's discretion. In addition, certified employees may be required without additional compensation to attend evening meetings outside the regular school day not to exceed six (6) per school year. Part-time certified employees who are required to attend staff development activities which are held during the normal work day, but scheduled outside the part-time certified employee's normal contract work hours, shall be compensated at their per diem rate.

## Teacher Leadership and Compensation

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.

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

The District's TLC plan may be reviewed at [www.nevadacubs.org/tlc](http://www.nevadacubs.org/tlc)



## **CONDUCT IN THE WORKPLACE**

### **Employee Use of Cell Phones**

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.

### **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.

### **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 District will also file a complaint with the Iowa Board of Educational Examiners' as a violation of their Code of Ethics and the district will also petition for license revocation.

### **Neglect of Duties**

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

### **Offensive or Abusive Language**

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

### **Performing Unauthorized Work While on Duty**

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

### **Use of School Facilities and Equipment**

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

Abuse or misuse of District or non-District owned property is to be reported immediately. Failure to do so will limit district responsibility or increase employee responsibility. It is expected all employees will

use care and caution using District and non-District property. Abuse or misuse or unauthorized use of District property, private property, materials, and equipment is subject to disciplinary action.

### **Use of Time**

An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate back-tracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

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

## **EMPLOYEE STANDARDS OF CONDUCT**

### **Academic Freedom**

The District's curriculum leaves room for teacher discretion and academic freedom within the confines of acceptable materials as outlined in each curriculum. Teachers are expected to use good judgment in their pedagogy and consider the culture and climate of the school and community and age of the students, as they individualize curriculum and provide a learning environment and assignments for their students.

### **Break or Meal Periods**

Leaving the place of duty during a work shift without permission of the principal is cause for discipline, except during unpaid break periods. Please call or sign out at the building office prior to leaving the building during breaks. Employees are expected to return to work immediately upon completion of a paid or sanctioned unpaid break.

### **Dress and Grooming**

All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee. Tank tops, tube tops, sleeveless shirts, short shorts and halter tops are not considered professional attire. As role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene. Employees are also expected to utilize safety equipment assigned them during the performance of their duty.

Employees furnished work uniforms are expected to keep them clean and in good repair. The uniforms must be returned to the District when they become unwearable or upon termination of employment.

Food Service staff members must comply with the following uniform requirements: white, khaki or black pants or Capri-style pants, white leather shoes and the specified shirt of the day. Hair restraints are required. All staff members are to wear only wedding rings and small post earrings as jewelry. Fingernail polish must not be worn in the food production or service area.

### **Employee Outside Employment**

The Board believes that the primary responsibility of employees is to the duties of their position within the District as outlined in their job description. The Board considers an employee's duties as part of a regular, full-time position as full-time employment. The Board expects such employees to give the responsibilities of their positions in the District precedence over any other employment. Employees with external employment must keep the two positions separate and the external job cannot impact the District job. Should a supervisor believe the external position is impacting the internal one; the supervisor will address it with the employee.

### **Employee Political Activity**

Employees will not engage in political activity on property under the jurisdiction of the Board. Activities including, but not limited to, posting or distribution of political circulars or petitions, the collection or solicitation for campaign funds, solicitation for campaign workers, and the use of students for writing or

addressing political materials, or the distribution of such materials to or by students are specifically prohibited. Violation of this policy may be grounds for disciplinary action. **(Board Policy 401.9)**

## **Ethics – Board of Educational Examiners (BOEE)**

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 <http://www.boee.iowa.gov/doc/ethHndot.pdf>.

## **Failure to Complete Reports**

In order to have the District function in a timely 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, IEP documentation and testing results. Failure to meet the deadline may result in disciplinary action.

## **Gifts**

Employees will not, either directly or indirectly, solicit, accept or receive any gift, series of gifts, or honorarium unless the donor does not meet the definition of "restricted donor" or the gift or honorarium does not meet the definition of gift or honorarium. **(Board Policy 402.4)**

## **Insubordination**

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

## **Relationships with Co-Workers**

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

## **Staff Technology Use/Social Networking**

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

Employees shall not post confidential or proprietary information, including photographic images, about the 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 District when on external web sites. Employees shall not use the District logos, images, iconography, etc. on external web sites. Employees shall not use 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 District sanctioned activities, should contact the superintendent and must work with the Technology Director in establishing and maintaining the site.

Communication to students via electronic means, including but not limited to email, text, and social media should be directed toward a particular group (i.e. team, class, club). Such communication beyond District email (text, social media, etc.) directed toward a single/individual student must include the parent, guardian, and/or Administrator.

Please also refer to ***Board Policy 605.6 "Appropriate Use of Technology & Internet"***.

## **Theft**

All thefts should be reported immediately to a principal or supervisor. Any finding of theft will result in appropriate discipline, up to and including termination.

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

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

## **Volunteers**

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

Volunteers are required to check in with the school building office for approval and background checks.

## STUDENT AND CLASSROOM ISSUES

### Abuse of Students by a District Employee

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

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the District under the direction and control of the District. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The District will respond promptly to allegations of abuse of students by 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. **(Board Policy 402.3)**

### Child Abuse Reporting

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

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

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter will orally or in writing notify the Iowa Department of Human Services. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified. Within forty-eight hours of the oral report, the mandatory reporter will file a written report with the Iowa Department of Human Services.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child abuse, or submit evidence they have taken the course within the previous five years. The course will be re-taken at least every five years. **(Board Policy 402.2)**

## Corporal Punishment, Restraint, and Detaining Students

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

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

## Field Trips

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

## Individuals with Disabilities Act (IDEA)

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 <http://idea.ed.gov/>. Additionally, employees are expected to follow District procedures for identifying students who need additional assistance and meet the needs of identified students. Please see Board Policy regulations 603.3R1 through 603.3R12 for information on identifying students who need additional assistance.

## Homework and Grading

It is the policy of the District that homework assignments be considered as extensions and enrichment of the regular instructional program. (**Board Policy 606.7**)

## Searches of Students and Property

In order to protect the health and safety of students, employees, and visitors to the District and for the protection of the District facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or District policy, rules, or regulations affecting school order. Employees must never search, pat down or otherwise inspect a student and his or her belongings without the notification of the principal. The principal will determine whether there is a reasonable belief that a law, school rule or Board policy has been violated to justify the search or whether law enforcement should be contacted. Employees

should never search or inspect a student's person or belongings without another adult present and only adults of the same sex of the student should be present during the search or inspection. For additional information regarding searches of students and property, please consult IOWA CODE 808A.1.

## Standardized Testing and Assessment

Assessment is an important part of the education process and the District is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Board of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in disciplinary action up to and including termination. For additional information regarding the applicable standard in the Iowa Board of Educational Examiners Code of Professional Conduct and Ethics, please visit The Board of Educational Examiners website located at <http://www.boee.iowa.gov/doc/ethHndot.pdf>.

## Student Funds and Fund Raising

Student fundraising for school activities may occur upon approval of the Board at least two weeks prior to the fund raising event or the start of a fund raising campaign and with an employee overseeing the fundraising. Funds raised remain in the control of the District and the Board. School-sponsored student organizations must identify a specific purpose for fundraising and secure the approval of the principal prior to spending the money raised.

The Board believes online fundraising campaigns, including crowdfunding campaigns, may further the interests of the District. 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, as agreed to by the Board. **(Board Policy 704.6)**

## Student Records

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student information unless it is to someone who has a legitimate educational interest in knowing the information. Please contact a building principal if you have a request for student records.

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

## Transporting of Students by Employees

Generally, transportation of students is in a motor vehicle owned by the District and driven by an employee. Only in rare cases, such as an emergency or a sick child, should an employee transport a student in the employee's personal vehicle and then another adult must be present. In some cases, it



may be more economical or efficient for the District to allow an employee of the District to transport the students in the employee's motor vehicle and will be done so after approval of the superintendent.

## **Tutoring**

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent. Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent. Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent. **(Board Policy 408.3)**

## HEALTH AND WELL-BEING

### Administering Medication

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

### Anti-Bullying and Anti-Harassment

#### **Nondiscrimination**

No student in the District will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in District programs on the basis of race, color, creed, sex, religion, marital status, ethnic background, national origin, disability, sexual orientation, gender identity, or socio-economic background. The policy of the District will be to provide educational programs and opportunities for students as needed on the basis of individual needs, interests, abilities and potential.

#### **Harassment and Bullying Prohibited**

The District is committed to providing all students a safe and civil educational environment in which all are treated with dignity and respect. The District is also committed to promoting understanding and appreciation of the cultural diversity of our society. The District will educate students about our cultural diversity and will promote tolerance of individual differences.

Harassment and bullying of students is against the policy of the State of Iowa as well as of the District. The District will promote procedures and practices to reduce and eliminate harassment and bullying. The District prohibits harassment and bullying of students by other students, by employees, and by volunteers while in school, on school property, and at any school function or school-sponsored activity. This includes harassment or bullying based on the student's actual or perceived trait or characteristic, including the student's actual or perceived race, color, creed, sex, age, religion, marital or familial status, ethnic background, national origin, ancestry, physical or mental ability or disability, sexual orientation, gender identity, physical attribute, political party preference, political belief, or socio-economic background. Acts of harassment or bullying may be treated as grounds for discipline. Discipline may include suspension or expulsion of a student, termination of an employee's contract, and/or exclusion of a volunteer from District activities or premises.

#### **Definition**

Any electronic (such as emails or instant messages), written, verbal or physical act or conduct toward a student that is based on an actual or perceived trait or characteristic that creates or could reasonably be expected to create an objectively hostile school environment is prohibited. An objectively hostile school environment is created if the act or conduct:

- places the student in reasonable fear of harm to the student's person or property; or
- has a substantially detrimental effect on the student's physical or mental health; or
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from District services, activities, or privileges.

Examples of prohibited behavior may include, but are not limited to the following:

- unwelcome touching;

- inappropriate or demeaning remarks, jokes, stories, activities, symbols, signs or posters;
- implied or explicit threats concerning grades, awards, property or opportunities;
- requiring, explicitly or implicitly, that a student submit to harassment or bullying as a term or condition of the student's participation in any educational program or activity.

### **Sexual Harassment**

*General.* It is the policy of the Nevada Community School District to maintain a learning environment that is free from sexual harassment. All employees, visitors and students must avoid any action or conduct which could reasonably be perceived as sexual harassment. It will be a violation of this policy for any person to harass a student through conduct or communications of a sexual nature as defined in this policy.

*Definition.* Sexual harassment will consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the student's educational opportunities or benefits; or
- Submission to or rejection of such conduct by a student is used as the basis for educational decisions affecting that student; or
- Such conduct has the purpose or effect of substantially interfering with a student's education by creating an intimidating, hostile, or offensive educational environment.

Sexual harassment may include, but is not limited to the following:

- requests or pressure for sexual activity;
- unwelcome touching;
- other verbal or physical conduct of a sexual nature, such as inappropriate jokes, symbols, signs or posters of a sexual nature;
- repeated remarks to or about a person with sexual or demeaning implications.

(Note: any sexual overtures made by a staff member to a student, whether welcomed or unwelcomed, will be grounds for discipline, including discharge of the staff member.)

### **Complaint Procedures**

Any person alleging a violation of this policy may file a complaint using the Anti-Bullying/Harassment Complaint Form (see Code 104.E1). Individuals who are aware of harassment or bullying will file a written complaint or will report the conduct to the compliance officer. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant will file the initial complaint with the compliance officer, whose decision may be appealed to the superintendent or designee. Board Policy 402.3 "Abuse of Students by District Employees" will govern the investigation of alleged cases of physical or sexual abuse, including sexual harassment, of students by staff members.

The complainant may be required to complete a written complaint form and to turn over copies of evidence of discrimination, harassment or bullying including, but not limited to, letters, emails, tapes, signs, and pictures. The investigator will promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. District employees, students and volunteers will fully and fairly cooperate in the investigation.

A written investigative report will be completed, and a summary of the report, including a finding that

the complaint was founded or unfounded will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes discrimination or harassment.

#### **Grievance Procedure — Disability**

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

#### **Compliance Officer**

The **building counselors or building principals** will be designated as the District's compliance officers to insure that students are treated in accordance with District policy prohibiting discrimination, harassment and bullying. In the event the building counselor or building principal is the alleged perpetrator, the superintendent or designee will be the alternate compliance officer.

#### **Confidentiality**

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

#### **No Retaliation**

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

#### **Corrective Actions**

The District will take action to halt any improper discrimination, harassment or bullying and will take other appropriate corrective actions, including disciplinary measures which may include discharge, suspension, expulsion, or exclusion of a perpetrator, to remedy all violations of this policy.

#### **Notification**

Notice of this policy will be communicated to staff, students, and parents of the District and to the District community. It will be included in handbooks and will be published in such other manner as the compliance officer will determine.

#### **Training**

The District will educate staff, parents and students about harassment and bullying, effective methods of prevention, and what to do in the event of such actions. The District will participate in assessments of the effectiveness of this policy and education programs and will make reports as required.

#### **Other Agencies**

Students and their parents may also contact the Iowa Civil Rights Commission and the Office of Civil Rights of the United States Department of Education for assistance. **(Board Policy 104)**

## Bloodborne Pathogens

Annually, all employees will be given the opportunity to take the bloodborne pathogens training and all staff under contract will be required to take the training.

## Communicable Diseases – Employees

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness of 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 will be included in the 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. This plan will be reviewed annually by the superintendent and school nurse. **(Board Policy 403.3)**

## Employee Injury on the Job

Employee, as well as student safety, is a major District concern, and employees should remove themselves from and report any situations where their safety may be compromised. When an employee becomes seriously injured on the job, the employee’s supervisor will attempt to notify an emergency contact as soon as the employee’s supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee’s family or qualified medical employees as quickly as possible. The District is not responsible for medical treatment of an injured employee.

Please note: injured employees must report to the designated preferred provider Story Medical Clinic Nevada, Occupational Health Services, at 519 F Avenue in Nevada for work-related injuries. If you choose to be treated by any other medical facility and/or physician, you may not qualify for any workers’ compensation insurance benefits and you may be responsible for all medical costs related to this incident. This is in accordance with Iowa’s Workers’ Compensation statute.

It is the responsibility of the employee injured on the job to inform the Board Secretary/Business Manager within twenty-four hours of the occurrence via an “Employee’s Work Injury Report”. It is the responsibility of the employee’s immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury via a “Supervisor’s Investigation Report”.

While recovering from a work-related injury, an employee may be required to participate in the District’s return to work program. Please see the Business Office for information on this program.

## Employee Physical Examination

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

The cost of the initial examination will be paid by the employee. The form indicating the employee is able to perform the duties, with or without reasonable accommodation, for which the employee was hired, must be returned prior to the performance of duties. The cost of bus driver renewal physicals will be paid by the District up to a maximum of \$200. The 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. **(Board Policy 403.1)**

## Hazardous Chemical Disclosure

Each employee will review information about hazardous substances in the workplace annually. 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 superintendent will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place. **(Board Policy 403.4)**

## Smoke and Tobacco Free Workplace

The District is committed to providing a safe and healthy workplace and to promoting the health and well-being of employees. As required by Iowa Code 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 905.2, on all school grounds and in school vehicles.

## Substance Free Workplace

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

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

"Workplace" is defined as the site for the performance of work done in the capacity as an employee. This includes District facilities, other school premises or 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 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

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transports sixteen or more persons including the driver. For regulations and forms please visit the Federal Motor Carrier Safety Administration website located at <http://www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm?>

EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the District and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

## LEAVES AND ABSENCES

### 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 building principal or supervisor of all times when they will be absent. Absences arranged in advance (vacations and personal days) do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be disciplined up to and including termination. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for disciplinary action. Leaves of absences without pay are not encouraged. Requests for leave of absence without pay will generally be denied. Every employee should know to whom they report absences and submit leave requests (see below). Documentation may be required for use of sick leave.

If you must be absent, please login or call Absence Management (fka Aesop) to report your absence. You will be given a login ID and password when you start work with the District.

### Bereavement Leave

In the event of a death of a member of a licensed employee's immediate family, bereavement leave may be granted. Bereavement leave may be granted to a licensed employee for no more than five days, with "day" being defined as one work day regardless of full-time or part-time status of the employee, per occurrence, for the death of a member of the immediate family. The immediate family will be limited to the employee's spouse, children, parents, sister, brother, foster child or dependent child living in the home, grandchildren, grandparents, brother-in-law, sister-in-law, son-in-law, daughter-in-law, father-in-law, or mother-in-law.

In case of the death of an employee's family member outside the immediate family, the employee will be granted up to one day leave with pay per occurrence. In case of the death of a non-relative, the employee may be granted up to one day leave with pay per year to attend the funeral, subject to District staffing needs. **(Board Policies 409.4 and 414.4)**

### Employee Holidays and Personal Leave

#### **Licensed:**

The requirements stated in the master contract between employees in the collective bargaining units and the Board regarding holidays and personal leave of such employees will be followed. **(Board Policy 409.1)**

#### **Classified:**

The Board will determine the amount of holidays and personal leave that will be allowed on an annual basis for classified employees.

Classified employees will be allowed a maximum of two days of personal leave to accomplish personal business that cannot be conducted outside the work day. Classified employees new to the District must



work 30 days before personnel leave will be considered. The employee must, whenever possible, submit a personal leave request, three days prior to the leave day. This leave may be denied if it falls on the day before or the day after a holiday or vacation, if it falls on a special day when services would be necessary, if it would cause undue interruption to the education program or to a program demanding the employee's services to the department, or other reasons deemed relevant by the superintendent. One day of personal leave may be carried over to the next school year. It is within the discretion of the superintendent to grant personal leave.

Classified employees who work twelve months a year will be allowed eight paid holidays. The eight holidays are New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, Friday after Thanksgiving, one-half day before Christmas, Christmas Day and one-half day before New Year's Day. Paid holidays for school-year employees include Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, and Memorial Day. Classified employees, whether full-time or part-time, will have time off in conjunction with the school calendar.

Employees who are veterans may also take the Veterans' Day holiday off. Employees must request this holiday off a month in advance. This holiday will be a paid personal day or an unpaid day if the personal days have been used.

Classified employees will be paid only for the hours they would have been scheduled for the day.  
**(Board Policy 414.1)**

## Employee Vacation

Full-time classified employees who have served a full year, unless the classified employee's contract indicates otherwise, are entitled to two weeks' paid vacation each year. Mid-year employees (6 months or over) who have demonstrated exceptional capabilities and indicate a willingness to continue in their positions may receive one week of vacation during the summer. This benefit will be granted at the discretion of the superintendent or his designee.

Full-time classified employees who have been in the District between 8 and 15 years receive three weeks' of paid vacation each year. Full-time classified employees, who have been in the District 16 years or more, receive four weeks of paid vacation each year. Full-time District employees are: (1) encouraged to take 6-10 consecutive days of vacation per year; and (2) required to take 5 consecutive days of vacation per year.

Eleven-month employees will have vacation each year equal to one day for each five years of service with one day of vacation each year for each three years of service after 20 years with the District. This vacation, for eleven-month employees only, may be used during the contract year or may be paid on the final check of the contract year.

All maintenance employees with two to four weeks' vacation will take two weeks during the summer vacation period except for a maximum of two days that may be carried over and used prior to March 31 with the explicit approval of the superintendent or his designee. Maintenance employees with three or four weeks' vacation may arrange to take the third and fourth weeks during the school.

The vacation may be taken any time during the school year when the vacation will not disrupt the District operations. The employee must submit a vacation request to the superintendent or his designee, who is responsible for determining whether the request will disrupt the District operation. Each employee's director will approve the vacation schedule for all classified staff of the District. Employees leaving during the year will receive prorated vacation proportionate to his/her completed contract days.

Effective June 30, 2011, vacation carried over to the new year, July 1 to June 30, will not exceed the number of hours earned during the current year plus one week. **(Board Policy 414.1)**

## Family and Medical Leave

Unpaid family and medical leave will be granted up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) per year to assist eligible employees in balancing family and work life. Requests for family and medical leave will be made to the superintendent. Employees eligible for family and medical leave must comply with the family and medical leave policy and administrative rules prior to starting family and medical leave. **(Board Policies 409.3 and 414.3)**

For additional information regarding FMLA, please visit the “Family and Medical Leave Act” section of the United States Department of Labor’s website, located at <http://www.dol.gov/whd/fmla/>. Please also see page 45 for a summary of the major provisions of the Family and Medical Leave Act (FMLA) provided by the United States Department of Labor.

## Jury Duty Leave

The Board will allow employees to be excused 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.

Licensed employees will receive their regular salary; however, any payment for jury duty will be paid to the District. The employee will contact the employee’s supervisor prior to returning to work on any day when the employee is excused from jury duty during regular working hours. **(Board Policies 409.6 and 414.6)**

## Military Service Leave

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

The leave is without loss of status or efficiency rating and without loss of pay during the first thirty calendar days of the leave. **(Board Policies 409.7 and 414.7)**

## Personal Illness Leave

### **Certified Employees:**

Certified employees are granted ten days of sick leave in their first year of employment. Each year thereafter, one additional day of sick leave will be granted to the certified employee up to a maximum of fifteen days. “Day” is defined as one work day regardless of full-time or part-time status of the employee. A new certified employee will report for work at least one full work day prior to receiving sick leave benefits. A returning certified employee will be granted the appropriate number of days at the beginning of each fiscal year. Sick leave may be accumulated up to a maximum of 115 days for employees. The Board’s philosophy is that sick leave may be only taken for illness. Seven sick leave days each year may be granted in case of illness of a member of the immediate family. Immediate family will be limited to the employee’s spouse, children, foster children, grandchildren, dependent child, parents, sister, or brother.

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Employees will be allowed up to ten days' paid leave for adoption. This leave will be charged to the employee's sick leave.

A sick leave bank is available to employees on a voluntary basis. Sick leave bank days may only be used after the employee's accumulated sick leave is exhausted and will continue for an additional five contract days during a school year. Each employee shall contribute one day of sick leave from the current year's allocation. The days contributed to the bank become the property of the bank and are non-returnable to the employee. Should all sick leave bank days be used in any one school year, no additional days would be granted from the bank. Assets of the bank will accumulate and carry over from one school year to the next. Employees are enrolled in the sick leave bank unless the Board Secretary is notified in writing prior to the employee's sixth contract day.

Should the personal illness occur after or extend beyond the accumulated sick leave, the employee may apply for disability benefits under the group insurance plan. If an employee does not qualify for disability benefits, the employee may request a leave of absence without pay.

Evidence may be required regarding the mental or physical health of the employee including, but not limited to, confirmation of the following: the employee'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 director and superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee will comply with Board policy regarding family and medical leave.

If an employee is eligible to receive workers' compensation benefits, the employee will contact the Board Secretary to implement these benefits.

Employees who choose to leave employment with the District must start accumulating sick leave again if they are rehired with the District. If the employee's position is eliminated with reduction in force and the employee is rehired, the employee may have accumulated leave from his prior District employment added to the employee's earned sick leave. **(Board Policy 409.2)**

### ***Classified Employees:***

Classified employees may accrue one day of sick leave per month during the first year of employment. During the second year classified employees are granted ten days of sick leave. Each year thereafter, one additional day of sick leave will be granted to the classified employees up to a maximum of fifteen days. "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new classified employee will report for work at least one full work day prior to receiving sick leave benefits. A returning classified employee will be granted the appropriate number of days at the beginning of each fiscal year. Sick leave may be accumulated up to a maximum of 115 days for employees. The Board's philosophy is that sick leave may be only taken for illness. Seven sick leave days each year may be granted in case of illness of a member of the immediate family, provided the employee has accrued the leave. Immediate family will be limited to the employee's spouse, children, foster children, grandchildren, dependent child, parents, sister, or brother.

Classified employees will be allowed up to ten days' paid leave for adoption, provided the employee has accrued the leave. This leave will be charged to the employee's sick leave.

A sick leave bank is available to classified employees on a voluntary basis beginning the second year of employment. Sick leave bank days may only be used after the employee's accumulated sick leave is exhausted and will continue for an additional five contract days during a school year. Each employee

shall contribute one day of sick leave from the current year's allocation. The days contributed to the bank become the property of the bank and are non-returnable to the employee. Should all sick leave bank days be used in any one school year, no additional days would be granted from the bank. Assets of the bank will accumulate and carry over from one school year to the next. Employees are enrolled in the sick leave bank unless the Board Secretary is notified in writing prior to the employee's sixth contract day.

Should the personal illness occur after or extend beyond the accumulated sick leave, the employee may apply for disability benefits under the group insurance plan. If an employee does not qualify for disability benefits, the employee may request a leave of absence without pay.

Evidence may be required regarding the mental or physical health of the employee including, but not limited to, confirmation of the following: the employee'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 director and superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee will comply with Board policy regarding family and medical leave.

If an employee is eligible to receive workers' compensation benefits, the employee will contact the Board Secretary to implement these benefits.

Employees who choose to leave employment with the District must start accumulating sick leave again if they are rehired with the District. If the employee's position is eliminated with reduction in force and the employee is rehired, the employee may have accumulated leave from his prior District employment added to the employee's earned sick leave. **(Board Policy 409.2)**

## Political Leave

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

The request for leave must be in writing to the superintendent of schools at least thirty days prior to the starting date of the requested leave. **(Board Policies 409.5 and 414.5)**

## Unpaid Leave

Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies of the Board. Unpaid leave for employees must be authorized by the superintendent.

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 District operations, length of service, previous record of absence, the financial condition of the District, the reason for the requested absence and other factors the superintendent believes are relevant to making this determination.

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If unpaid leave is granted, the duration of the leave period will be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and District operations.

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

The requirements stated in the master contract between employees in the collective bargaining unit and the Board regarding the unpaid leave of such employees will be followed. ***(Board Policies 409.8 and 414.8)***

## **SAFETY AND SECURITY**

### **Asbestos Notification**

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The 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 District facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

### **Building Security**

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

### **Drills and Evacuations**

Periodically the school holds emergency fire, tornado, and security drills. At the beginning of each semester, teachers must notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas must be posted in all rooms.

### **Emergency Closings/Inclement Weather/Other Interruptions**

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the TV stations KCCI Channel 8 and WHO Channel 13, Facebook, Twitter, and CodeEd to broadcast a school closing announcement.

### **Fobs**

Upon request of an administrator, an employee may be issued a key fob. Employees are expected to keep the fob and treat it with the security given to keys. The loss of a fob shall be immediately reported to the Business Office Administrative Assistant, who will deactivate the lost fob and issue a replacement at a cost to the employee of \$20. Fobs remain the property of the District and shall be returned to the Building Administrative Assistant at the time of resignation, retirement or termination.

### **Staff Identification Badges**

An identification badge shall be issued to each employee. Badges shall be worn when the employee is on duty, and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard. If an employee comes to work without the permanent badge, a temporary badge may be

obtained from the building secretary. The loss of a permanent badge shall be immediately reported to the Administrative Assistant in the Superintendent's Office, who will issue a replacement badge. Badges remain the property of the District and shall be returned to Building Administrative Assistant at the time of resignation, retirement or termination.

## Threats of Violence

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

## Visitors/Guests

The District welcomes the interest of parents and other members of the District and invites them to visit the school buildings and sites.

Persons who wish to visit a school while school is in session must sign in at the school building office and obtain approval from the principal prior to the visit so appropriate arrangements can be made and class disruption can be minimized. Visitors will be required to submit to a background check. An electronic background check is required. The "Raptor" system checks visitors for the National Sex Offender Registry. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. **(Board Policy 903.3)**

## Weapons

The District is committed to maintaining a safe and secure learning environment for students and staff. The Board believes weapons, other dangerous objects and look-a-likes in 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 District premises or property within the jurisdiction of the District.

District facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the District property or onto property within the jurisdiction of the District or from students who are within the control of the District. Employees who witness or have knowledge about the presence of potential weapons on school property should notify the proper authorities immediately.

The prohibition on weapons does not pertain to those under the control of law enforcement officials. **(Board Policy 502.6)**

## TERMINATION OF EMPLOYMENT

### Contract Release – Licensed Employees

Licensed employees who wish to be released from an executed contract must give at least twenty-one days' 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 will be 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 up to \$600 for expenses incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, the costs may be deducted from the employee's salary. Payment of these costs is a condition for release from the contract at the discretion of the Board. Failure of the licensed employee to pay these expenses may result in a cause of action being filed in small claims court. **(Board Policy 407.2)**

### Resignation – Licensed Employee at Year End

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

The Board may require an individual who has resigned from an extracurricular contract to accept the resigned position for only the subsequent school year when the Board has made a good faith effort to find a replacement and the licensed employee is continuing to be employed by the District. **(Board Policy 407.1)**

### Resignation – Classified Employees

Classified employees who wish to resign during the school year will give the Board at least 14 days' notice prior to their last working day.

### Reduction in Force

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

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 District. This will be considered only when the foregoing factors are relatively equal between licensed employees.

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

The requirements stated in the master contract between employees in the collective bargaining unit and the Board regarding the reduction in force of such employees will be followed. (**Board Policies 407.5 and 413.5**)

## Early Retirement

The District may offer an early retirement plan for full-time employees. Full-time District employees are employees who work at least 30 hours per week and who are currently performing their assigned duties within the District. A licensed employee is eligible under the early retirement plan when the licensed employee:

- Is 55 on or before the start of the school year following the school year in which the employee wishes to retire;
- Completes a total of 15 years of service as a full-time employee to the District;
- Submits an application to the Board Secretary for participation in the plan on or before November 15 of the year in which the licensed employee wishes to retire. Applications submitted after November 15 may be considered at the discretion of the Board depending on the circumstances for the late application;
- Submits a written resignation. The resignation may be contingent upon approval by the Board of participation in the voluntary early retirement plan and must state the last date of work which is the retirement date; and
- Receives Board approval of the employee's application for participation in the plan, of the employee's resignation and of the disbursement of early retirement incentive to the employee.

Approval by the Board of the employee's early retirement application shall constitute a voluntary resignation. Approval by the Board of the employee's early retirement application will also make the licensed employee eligible for disbursement of the early retirement incentive. Failure of the Board to approve the employee's early retirement application shall constitute automatic withdrawal of the employee's resignation. (**Board Policy 407.6**)

## Retirement

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

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

## NEVADA COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK

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.

## Appendix

### Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the Nevada Community School District's Employee Handbook available at [www.nevadacubs.org](http://www.nevadacubs.org) . I understand the Employee Handbook contains important information about the Nevada Community School District and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I understand that violations of this handbook will have disciplinary actions and may lead to dismissal. I also understand that I should consult the Board Secretary/Business Manager 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 Nevada Community School District and any one or all of its employees.

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Employee's Signature

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Date

---

Employee's Name (Printed)

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

## Family and Medical Leave Summary

### EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

#### Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

#### Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

#### Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

#### Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months\*, and if at least 50 employees are employed by the employer within 75 miles.

**\*Special hours of service eligibility requirements apply to airline flight crew employees.**

#### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

#### Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

#### Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

#### Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

#### Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

#### Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

#### Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

**FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.**



For additional information:  
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[WWW.WAGEHOUR.DOL.GOV](http://WWW.WAGEHOUR.DOL.GOV)

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 - Revised February 2013



# Nevada Community School District 2018-2019 School Calendar



| August 2018          | August  | January 2019          | January   |
|----------------------|---|-----------------------|---|
| S M T W T F S        | J 23-27 Online Registration (July 24-28)      | S M T W T F S         | 1 No School - Winter Break                        |
| 23 24 25 26 27       | 8 10 TLC Committee Day                        | 6 7 8 9 10 11 12      | 2 Classes Resume                                  |
| 5 6 7 8 9 10 11      | 14 New Teachers - Orientation                 | 13 14 15 16 17 18 19  | 11 End 2nd Quarter (45 Days)/1st Semester 90 Days |
| 12 13 14 15 16 17 18 | 15 New Teachers - Nevada/J                    | 20 21 22 23 24 25 26  | 14 No School - Teacher Work Day                   |
| 19 20 21 22 23 24 25 | 16 Teacher Preservice Day                     | 27 28 29 30 31        | 15 3rd Quarter/2nd Semester Begins                |
| 26 27 28 29 30 31    | 17 Teacher Preservice Day (TQ Day)            |                       | 16 No School - TLC Committee Day                  |
| Student Days: 2      | 20 Teacher Preservice Day                     |                       |   |
| Student Hours: 13.2  | 21 All Staff Mtg. - Tope Auditorium 8:30 a.m. |                       |   |
| 44.76                | 22 Teacher Workday                            |                       |   |
|                      | 23 First Day of School                        |                       |   |
|                      | 30 First Day of Preschool                     |                       |   |
| September 2018       | September                                     | February 2019         | February  |
| S M T W T F S        | 3 No School - Labor Day                       | S M T W T F S         | 12, 14 1 Hour Early Dismissal: P/T Conf. K-8      |
| 2 3 4 5 6 7 8        | 27 HS P/T Conf 3-7pm (9-12 Dismiss @ 2:15)    | 3 4 5 6 7 8 9         | 14 HS P/T Conf 3-7pm (9-12 Dismiss @ 2:15)        |
| 9 10 11 12 13 14 15  |   | 10 11 12 13 14 15 16  | 15 No School - Teacher Comp Day                   |
| 16 17 18 19 20 21 22 |   | 17 18 19 20 21 22 23  |   |
| 23 24 25 26 27 28 29 |   | 24 25 26 27 28        |   |
| 30                   |   |                       |   |
| Student Days: 11     |   | Student Days: 103     |   |
| Student Hours: 76.3  |   | Student Hours: 653.0  |   |
| 107.9                |   | 108 684.6             |   |
| 198.4                |   | 112 707.5             |   |
| 171.0                |   | 117 739.1             |   |
|                      |   | 121 764.1             |   |
| October 2018         | October                                       | March 2019            | March   |
| S M T W T F S        | 25 End 1st Quarter (45 Days)                  | S M T W T F S         | 18-22 No School - Spring Break                    |
| 1 2 3 4 5 6          | 26 No School - Teacher Work Day               | 3 4 5 6 7 8 9         | 28 End 3rd Quarter (45 Days)                      |
| 7 8 9 10 11 12 13    | 29 2nd Quarter Begins                         | 10 11 12 13 14 15 16  | 29 No School - Teacher Work Day                   |
| 14 15 16 17 18 19 20 |   | 17 18 19 20 21 22 23  |   |
| 21 22 23 24 25 26 27 |   | 24 25 26 27 28 29 30  |   |
| 28 29 30 31          |   | 31                    |   |
| Student Days: 31     |   | Student Days: 122     |   |
| Student Hours: 202.6 |   | Student Hours: 770.7  |   |
| 234.1                |   | 127 802.2             |   |
| 269.7                |   | 132 833.8             |   |
| 290.6                |   | 136 858.7             |   |
| 309                  |   |                       |   |
| November 2018        | November                                      | April 2019            | April   |
| S M T W T F S        | 4, 8 1 Hour Early Dismissal: P/T Conf. K-8    | S M T W T F S         | 1 4th Quarter Begins                              |
| 1 2 3                | 9 No School - Teacher Comp Day                | 6 7 8 9 10 11 12 13   |   |
| 4 5 6 7 8 9 10       | 21 2 Hr. Early Dismissal                      | 14 15 16 17 18 19 20  |   |
| 11 12 13 14 15 16 17 | 22-23 No School - Thanksgiving                | 21 22 23 24 25 26 27  |   |
| 18 19 20 21 22 23 24 |   | 28 29 30              |   |
| 25 26 27 28 29 30    |   |                       |   |
| Student Days: 50     |   | Student Days: 141     |   |
| Student Hours: 322.2 |   | Student Hours: 890.3  |   |
| 345.2                |   | 146 921.9             |   |
| 376.7                |   | 151 953.4             |   |
| 393.1                |   | 156 985               |   |
| 424.6                |   | 158 996.7             |   |
| December 2018        | December                                      | May 2019              | May   |
| S M T W T F S        | 6 HS P/T Conf 3-7pm (9-12 Dismiss @ 2:15)     | S M T W T F S         | 2 HS P/T Conf 3-7pm (9-12 Dismiss @ 2:15)         |
| 2 3 4 5 6 7 8        | 21 2 Hr. Early Dismissal                      | 1 2 3 4               | 26 Graduation: 2:00 p.m.                          |
| 9 10 11 12 13 14 15  | 24-31 No School - Winter Break                | 5 6 7 8 9 10 11       | 27 No School - Memorial Day                       |
| 16 17 18 19 20 21 22 |   | 12 13 14 15 16 17 18  | 31 Last Day: 2 Hr Early Dismissal                 |
| 23 24 25 26 27 28 29 |   | 19 20 21 22 23 24 25  | 31 End 4th Quarter (44 Days)/2nd Semester 90 Days |
| 30 31                |   | 26 27 28 29 30        |   |
| Student Days: 72     |   | Student Days: 161     |   |
| Student Hours: 456.2 |   | Student Hours: 1016.5 |   |
| 487.8                |   | 166 1048.1            |   |
| 517.3                |   | 171 1078.7            |   |
|                      |   | 176 1111.2            |   |
|                      |   | 180 1135.8            |   |
| January 2019         | January                                       | June 2019             | June  |
| S M T W T F S        |   | S M T W T F S         | 3 Teacher Work Day                                |
| 6 7 8 9 10 11 12     |   | 2 3 4 5 6 7 8         | 6 TLC Committee Day                               |
| 13 14 15 16 17 18 19 |   | 9 10 11 12 13 14 15   |   |
| 20 21 22 23 24 25 26 |   | 16 17 18 19 20 21 22  |   |
| 27 28 29 30 31       |   | 23 24 25 26 27 28 29  |   |
| Student Days: 102    |   | Student Days: 30      |   |
| Student Hours: 646.4 |   | Student Hours: 180    |   |
|                      |   |                       |   |

## STUDENT CONTACT HOURS:

Regular school day = 7 hours, 10 minutes  
Minus Lunch: 30 minutes  
Regular day towards state hours = 6 hours, 40 minutes (6.6 Hours)  
District Calendar based on student hours (State Minimum = 1080)

- Weather and other emergency related information will be posted via television [Ch. 8, KCC; Ch. 13, WHO], and online via the District website (<http://www.nevadacubs.org/>), Facebook (<https://www.facebook.com/NevadaCSD/>), & Twitter (@NevadaCSD).

- Text and email notifications will be sent via CodeED.

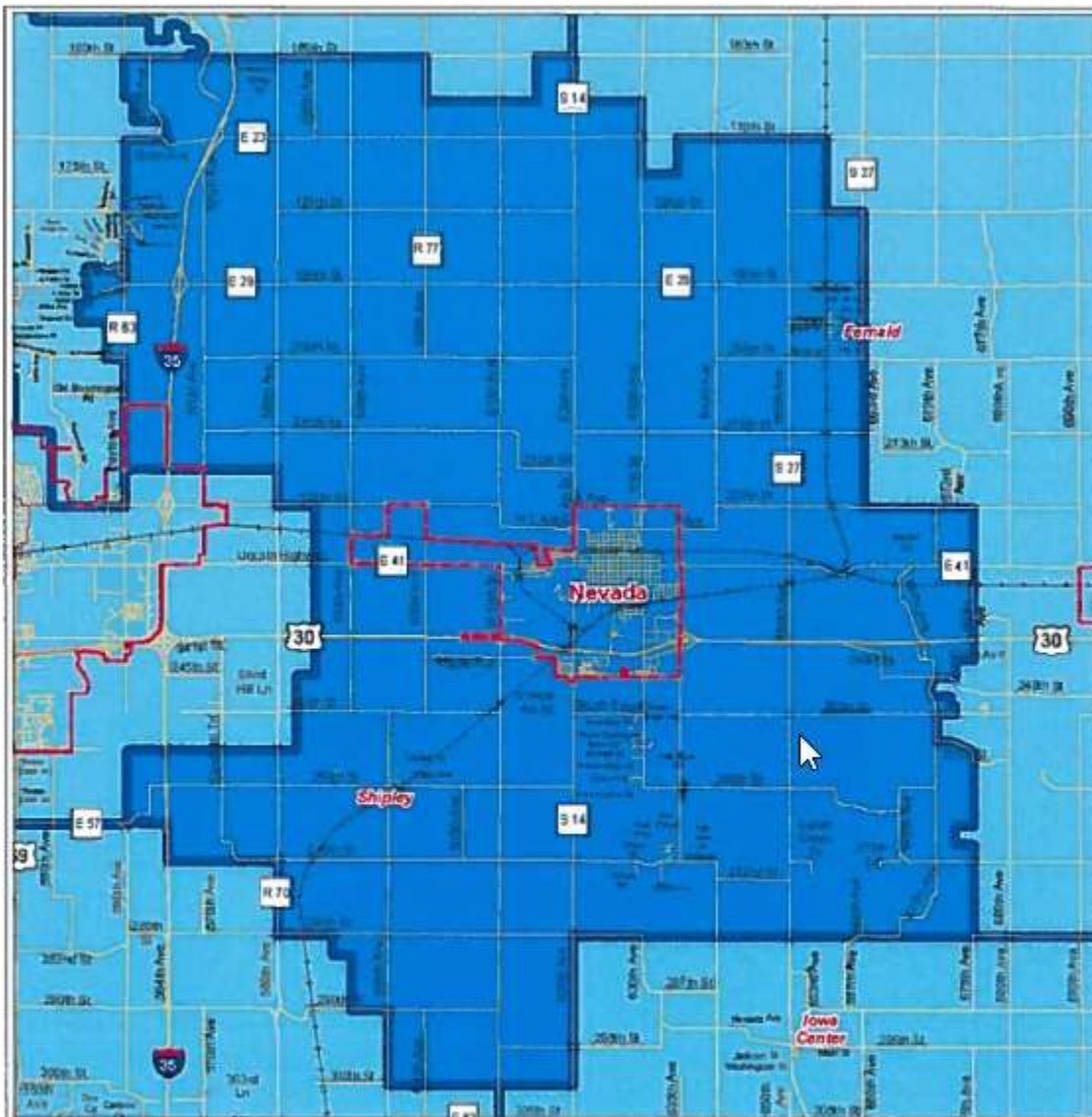
## Make Up Days:

All make up days will be added to the end of the year: June 3, 4, 5,.....

## School Board Approved 3-26-18

## TEACHER CONTRACT:

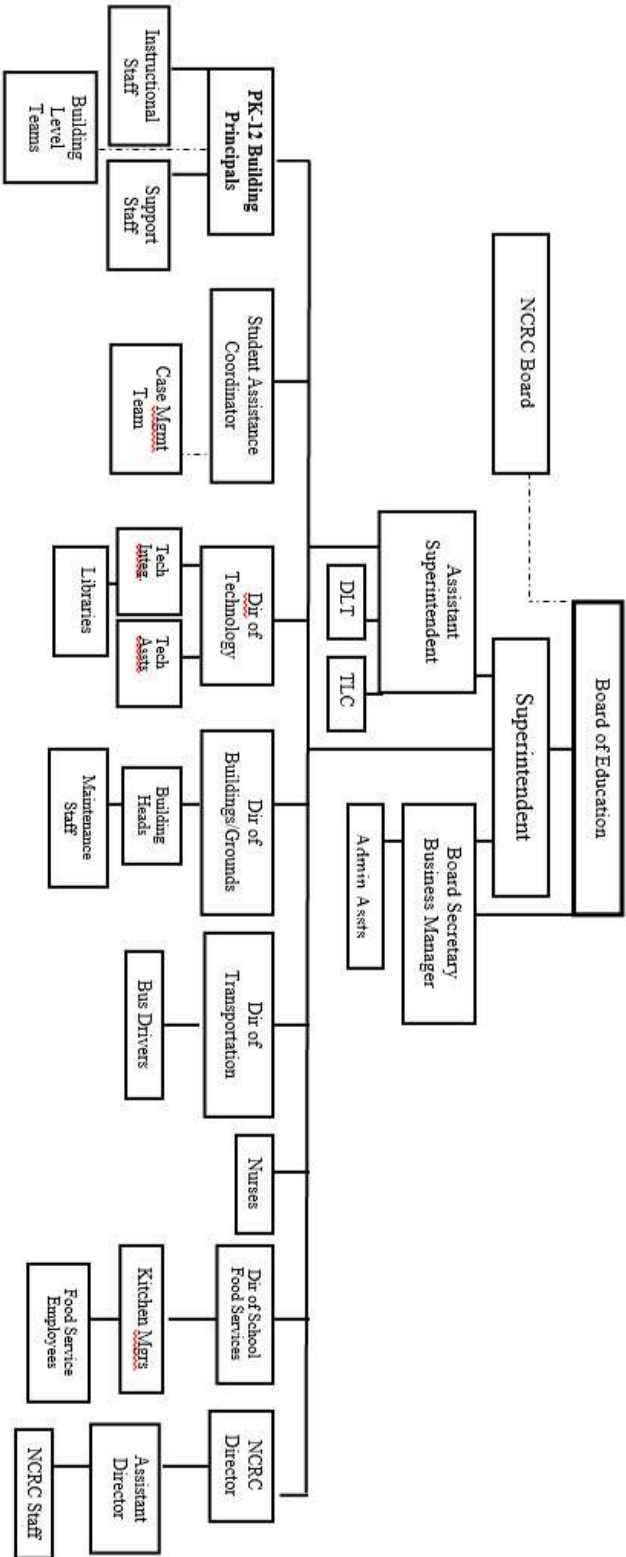
180 = Student  
8 = PD/Workday  
5 = Holiday  
2 = Compensatory  
-----  
195



**Story County, Iowa School Voting Precinct:**

**Nevada**





8/2018