

Hamburg Community School District

Support Staff HANDBOOK 2023-2024

**Hand in Hand We Learn and
Grow**

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THE MISSION OF HAMBURG COMMUNITY SCHOOLS

The mission of the Hamburg Community School District is to empower students to become intellectual explorers.

HAMBURG COMMUNITY SCHOOLS CORE BELIEFS

We believe all students can learn.

We believe that learning is a shared responsibility between the student, family, staff, and community.

We believe that students are unique individuals and as such, they learn in a variety of ways.

We believe that our students need to feel safe, valued, and part of a group to be successful.

We believe that everyone should be treated with kindness.

Vision Statement It is the vision of the Shenandoah Schools, in partnership with the community that we provide:

- Students the tools to become responsible, successful citizens and lifelong learners in an ever-changing world.
- A safe and caring environment that ensures the dignity of all.
- Opportunities that stretch student and staff capabilities.
- School staff that are focused and visionary, collaborative and empowered to make knowledgeable decisions.

Theory of Action If...

- We build a positive school climate, a culture of pride and accountability within the system;
- We build strong student, parent, and community relationships and focus on effective communication with all stakeholders;
- We further develop the capacity of our staff to perform at high levels;
- We hire and recruit committed, dedicated, reliable and accountable professionals to support our system; and
- We design, support and implement programs that will advance our students to compete in a global economy;
- We routinely evaluate programs and commit to making necessary improvements or eliminating ineffective practices; and
- We create and implement a multiyear facility plan that is supported by a sustainable finance plan

Then... We will accomplish our goal of becoming the Southwest Iowa academic school of choice. Board Goals Excellence in Every Endeavor

- With a goal of excellence, we are committed to:
- Demonstrating an increase in annual academic student achievement in all core areas using multiple assessing measures (ACT, Iowa Assessments, iReady, FAST)
- Committing resources to mental health supports for staff and students
- Maintaining a strong financial position to support the comprehensive education program
- Using effective communication to enhance school-family relationships and school-community partnerships

Attendance Expectations The District expects all employees to be present and ready to perform their duties at the start of their duty day and to remain present for their entire duty day, unless they have the prior approval of their supervisor. Employees who exhibit chronic tardiness, or those who fail to call their supervisor or designated representative prior to being tardy, maybe subject to progressive discipline up to and including termination of employment. Employees who will be away from their normal place of work during normal duty hours are expected to report their absences in AESOP. Except in cases of emergency, absences should be requested and approved in advance

Employees who are absent from work without contact and approval by their supervisor will be considered to have abandoned their position. In such cases, the employee will be notified in writing of this fact and given a timeframe within which they must contact their building principal or direct supervisor. In cases where contact does not occur within the defined time frame, the Board will take action to terminate the employee for voluntary resignation.

Confidentiality School employees frequently have access to confidential information. It is expected that school employees maintain confidentiality about information learned in the school environment and refrain from discussing matters related to students (student conduct, discipline, or performance) or their families with uninvolved staff and others outside of the work environment.

Drug and Alcohol Testing Program Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand one pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle. The employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing. Employees operating school vehicles shall not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the school district contact person, the school nurse located at the High School. Employees who violate the terms of this policy are subject to discipline up to and including termination. Employees who violate this policy bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a

substance abuse evaluation and a substance abuse treatment program if recommended by the substance abuse professional. Employees who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subject to discipline up to and including termination. Electronic Google Forms for District Procedures Please use the online form of this document to access the hyperlinks. Links can also be found on our website <http://www.shencsd.com/vnews/display.v/SEC/District%7CStaff%20Resources>. AESOP Need to be absent for any reason and or need a substitute? Please use AESOP to submit leave requests for approval. You can also find this on the staff page of the district website. Maintenance Form Something not working or needs repair? Please use this link to make a maintenance request. You can also find this on the staff page of the district website. Master Calendar Form If you need to schedule an event or student activity of any kind please use this link. You can also find this on the staff page of the district website. Fundraiser Form Planning a fundraiser for your activity or club? Please use this link to make a request permission for a fundraiser. You can also find this on the staff page of the district website. Out of State Travel Planning a field trip or activity out of state? Please use this link to

request permission to take students out of State for a field trip or activity. You can also find this on the staff page of the district website. Technology Form If you need any type of technology assistance or purchase, please use this link to make a technology request. You can also find this on the staff page of the district website. Transportation Form Please use this link to request permission to use a district vehicle or arrange for a bus for a field trip. Emergency Dismissals Support staff employees will not be paid for scheduled work time missed due to emergency dismissals such as late starts and early dismissals related to weather. When school is dismissed for the entire work day or shift, the employee that are not required to report to work will not be paid. The employee may be required to extend the work year when students are required to make up the day at the end of the school year. Support staff employees will not be paid early dismissal time that is prescheduled on the schoolwork calendar that is designated for professional development. Employee Evaluation All employees will be evaluated by their supervisor on an annual basis. Employees will meet to discuss their evaluation with their supervisor and will be provided a written copy. Employees must sign a copy of their evaluation acknowledging receipt of the document. The signature does not necessarily constitute that the employee agrees with the content. Employee Safety Health and Safety Provisions The District strives to make reasonable provisions for the health and safety of its employees during the hours of employment. It is important that employees extend their complete cooperation to the District in maintaining District policies, rules and regulations as to health and safety. This includes but is not limited to using proper safety equipment, participating in required trainings, maintaining a clean work environment, properly storing equipment and chemicals, using equipment for its designated purpose and promptly reporting any unsafe conditions to their immediate supervisor. Use of Reasonable Force An employee may, within the scope of his/her employment and pursuant to School District policies, administrative regulations, and directives, using no more force than is reasonable and necessary, take appropriate action in selfdefense, or to protect School District property, or other school employees or students. This statement does not condone any action that is in any respect unlawful or in violation of school policy. All action taken by an employee pursuant to this section shall be promptly reported by the employee to his/her immediate supervisor. Emergency Situations and Evacuations Employees are trained to use the A.L.I.C.E. emergency protocol and are expected to know and understand district procedures for evacuations. Staff member have also been trained in CPR so that they can assist in providing life saving measures for students and other staff members as necessary. In the event that a building of the Shenandoah Community School

District is placed under jurisdiction other than its duly appointed and authorized professional staff for the purpose of emergency evacuation, no staff member whose assignment is in that building, shall be required by the Board of Education or the administration of the Shenandoah Community School District to perform any services above and beyond that all students under his/her immediate supervision have been safely evacuated. However, employees may be required to review the areas to which they are assigned for suspicious objects.

4 Assaults Whenever an employee has suffered an assault while acting within the scope of his/her employment, the employee shall notify his/her immediate supervisor immediately. The District will provide appropriate assistance to the assaulted employee(s) for needed liaison with the police and other authorities. If, as a result of an unprovoked assault as described above, an employee's clothing and personal effects, subject to the District's insurance policy definition and loss, are torn or destroyed, provided an investigation by the District indicated there was no negligence on the part of the employee, the employee shall be eligible for reimbursement for the damage. Reimbursement by the District for any loss shall be made only if such loss is not covered by the employee's personal insurance. This provision shall apply only to those incidents which occur on school property and while the employee is engaged in school business. A request for reimbursement shall be submitted in writing to the superintendent, shall describe the incident, shall state the amount of reimbursement sought and verification thereof, and shall be subject to approval by the District.

Harassment Prohibited Harassment and bullying of students, employees, officers, board directors and volunteers are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students, employees, officers, board directors and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students, employees, officers, board directors or volunteers or by other students, employees, officers, board directors, or volunteers or by others such as parents, vendors, and persons doing business with the school district, will not be tolerated in the school or school district. For the purpose of this policy, the term "volunteer" includes, but is not limited to, a person performing a service for the benefit of and at the request of the school district. The board prohibits harassment, bullying, or hazing of students, employees, officers, board directors and volunteers based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. This policy is in effect while students, employees, officers, board directors and volunteers are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored or school approved activities or functions regardless of location; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school officer or board director is found to be in violation of this policy, the officer or director shall be subject to appropriate measures which may include public reprimand or removal from office, in accordance with applicable board policies and procedures and the law. If, after an investigation, a school volunteer

is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student, employee, officer, board director or volunteer which is based on any actual or perceived trait or characteristic of the individual and which creates an objectively hostile school or work environment that meets one or more of the following conditions: Places the student, employee, officer, board director or volunteers in reasonable fear of harm to their person or property; • Has a substantially detrimental effect on the student's, employee's, officer's, board director's or volunteer's physical or mental health; • Has the effect of substantially interfering with the student's academic performance or an employee's, officer's, board director's or volunteer's work performance; or • Has the effect of substantially interfering with the student's, employee's, officer's, board director's or volunteer's ability to participate in or benefit from the services, activities, or privileges provided by a school. "Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies. Harassment and bullying may include, but are not limited to, the following behaviors and circumstances: • Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the effect of causing injury, discomfort, fear, or suffering to the victim; • Repeated remarks of demeaning nature that have the effect of causing injury, discomfort, fear, or suffering to the victim; • Implied or explicit threats concerning one's grades, achievements, property, etc. that have the effect of causing injury, discomfort, fear, or suffering to the victim; • Demeaning jokes, stories, or activities directed at the victim that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or • Unreasonable interference with a victim's performance or creation of an intimidating, offensive, or hostile learning or work environment. Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: • Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits or the individual's work or employment; • Submission to or rejection of the conduct by a student or school employee is used as the basis for academic decisions affecting that student or employment decisions affecting the individual; or • The conduct has the purpose or effect of substantially interfering with the student's academic performance or individual's work performance, or creating an intimidating, hostile or offensive education or work environment. In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors: • Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or • Requiring submission to or rejection of such conduct as a basis for decisions affecting the student. To the extent provided in Iowa Code Section 280.28, any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. 6 Retaliation, reprisal, or false accusation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have

retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school officer or board director found to have retaliated in violation of this policy shall be subject to measures up to, and including, public reprimand and removal from office, in accordance with applicable board policies and procedures and the law. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds. Other persons found to have retaliated in violation of this policy shall be subject to appropriate measures as determined by the school district. The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints alleging bullying or harassment at the school building level. The superintendent or designee will be responsible for handling all complaints of bullying and harassment at the district administration or board level. It also is the responsibility of the superintendent, in conjunction with principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, employees, school officers, board directors and volunteers. The training will include how to recognize harassment and what to do in case someone is bullied or harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall report to the board on the progress of reducing bullying and harassment. The board will annually publish this policy. The policy may be publicized by the following means: • Inclusion in the student handbook • Inclusion in the employee handbook • Inclusion in the registration materials • Inclusion on the school or school district's website And a copy shall be made available to any person at the central administrative office at 304 West Nishna, Shenandoah, IA 51601 Legal References: 20 U.S.C. §§ 1221-1234i (2004). 29 U.S.C. § 794 (1994). 42 U.S.C. §§ 2000d-2000d-7 (2004). 42 U.S.C. §§ 12001 et. seq. (2004). Senate File 61, 1st Regular Session, 82nd General Assembly, (2007). Iowa Code §§ 216.9; 280.3 (2009). 281 I.A.C. 12.3(6). Morse v. Frederick, 127 S Ct. 2618 (2007) 7 103. E1 ANTI-BULLYING/HARASSMENT COMPLAINT FORM Name of complainant: Position of complainant: Name of student or employee target: Date of complaint: Name of alleged harasser or bully: Date and place of incident or incidents:

_____ Nature of Discrimination or Harassment Alleged (Check all that apply) Age Physical Attribute Sex Disability Political Belief Sexual Orientation Familial Status Race/Color Socio-economic Background Marital Status Religion/Creed Other – Please Specify: National Origin/Ethnic Background/Ancestry Gender or Gender Identity Description of misconduct: Name of witnesses (if any): Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible): Any other information: I agree that all of the information on this form is accurate and true to the best of my knowledge. Signature: Date: _____ 104.1E2 ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM Name of witness: Position of witness: Date of testimony, interview: Description of incident witnessed: Any other information: I agree that all of the information on this form is accurate and true to the best of my knowledge. Signature: Date: _____ DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM Name of complainant: Name of student or employee target: Grade and building of student or employee: Name and position or grade of alleged perpetrator/respondent: Date of initial complaint: Nature of discrimination or harassment alleged (Check all that apply) Age Physical Attribute Sex Disability Political Belief Sexual Orientation Familial Status Race/Color Socio-economic Background Marital Status Religion/Creed Other – Please Specify: National Origin/Ethnic Background/Ancestry Gender or Gender Identity Summary of investigation: I

agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____ 104.1R1 ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should: Communicate to the bully/harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the bully/harasser, the individual should ask a teacher, counselor, principal, or superintendent to help. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should: 1. Tell a teacher, counselor, principal or superintendent; and 2. Write down exactly what happened, keep a copy and give another copy to the teacher, principal or superintendent including: • what, when and where it happened; • who was involved; • exactly what was said or what the harasser did; • witnesses to the harassment; • what the complainant said or did, either at the time or later; • how the complainant felt; and • how the bully/harasser responded. COMPLAINT PROCEDURE An individual who believes that the individual has been harassed or bullied will notify the building principal or designee for all complaints at the school building level. The superintendent or designee will be responsible for handling all complaints of bullying and harassment at the district administration or board level. The alternate investigator is the Equity Coordinator, Assistant Principal or designee. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. However, completion of a complaint on the Harassment/Bullying Complaint form is not mandatory for purposes of investigating a complaint. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. An investigator, with the approval of the principal or the superintendent has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE Level One The building principal (or designee), for harassment or bullying occurring at the school building level, and the superintendent (or designee), for harassment or bullying occurring at the district administration or board level, will assign an investigator. The investigator will be designated by the building principal or superintendent and can be a supervisor, a building or district administrator, or a designated level 1 investigator for Chapter 102 complaints. The complainant should be informed of these choices and given the opportunity for input into the choice of investigator assigned to the complaint. Once assigned, the investigator will reasonably and promptly commence the investigation. The investigator will interview the complainant and the alleged harasser/bully. The alleged harasser/bully may file a written statement in response to the complaint. The investigator may also interview witnesses and consider other evidence as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment or bullying and report the findings and conclusions to the principal (or designee), superintendent (or designee) or board president (or designee), depending upon whether the alleged harassment or bullying occurred at the school building or district administration or board level. The investigator will provide a copy of the written findings and conclusions of the investigation to the principal (or designee), superintendent (or designee) or board president (or designee), as appropriate. Following receipt of the investigator's report, the principal, superintendent, or board president designee, as appropriate, may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline or other remedial action. Prior to the determination of the appropriate discipline or other remedial action, the principal, superintendent, or designee, as appropriate, may, at his/her discretion, interview the complainant and the alleged harasser/bully. The principal, superintendent, or designee, as appropriate, will file a written report

closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser/bully and the investigator will receive notice as to the conclusion of the investigation. The principal, superintendent, or designee, as appropriate will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures. Level Two If the complaint is not resolved at level one to the satisfaction of the complainant or the alleged harasser/bully, the grievant(s) may appeal the findings to the superintendent or appropriate designee. The filing of the level two complaint must be within fifteen (15) working days from the date of the conclusion of the level one investigation and must be made in writing using the anti-harassment/bullying complaint form stating the nature of the grievance. The grievant may request a meeting concerning the complaint with the superintendent or designee. A parent or guardian may accompany a minor student. The superintendent or designee shall investigate the complaint and attempt to resolve it. A written report from the superintendent or designee regarding action taken will be sent to the involved parties within fifteen (15) working days after receipt of the level two complaint.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is treated as confidential, to the extent possible. Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process. Individuals who retaliate will be subject to discipline as appropriate.
- The totality of the circumstances will be considered in determining whether conduct constitutes harassment or bullying in violation of this policy.
- Students, employees, officers, board directors, and volunteers are expected to fully and fairly cooperate in any investigation.

CONFLICTS If the designated investigator is the subject of or a witness to the incident or is otherwise personally affected by the complaint procedures related to the incident, an alternate investigator shall investigate the complaint. If the building principal, superintendent, or designee involved in the investigation procedure and resolution of the complaint is the subject of or a witness to the incident or is otherwise personally affected by the complaint procedures related to the incident, an alternate administrator shall serve as a substitute. This procedure in no way denies the right of a person to file a formal complaint with the Iowa Civil Rights Commission, the Federal Office of Civil Rights for the U.S. Department of Education, the Federal Equal Employment Opportunity Commission, and/or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging bullying, harassment, or discrimination.

Holidays Board designated paid holidays will be days off without loss of pay for all full time and part time support staff employees, if the day falls within the employee's regular work schedule. If a holiday occurs during times that school is not in session and the employee is not normally scheduled to work, they will not be paid i.e. if the last day of school is scheduled before Memorial Day and the employee is not scheduled to work past the end of the school year, the employee would not be paid for the holiday. All support staff employees receive holiday pay.

Board designated paid holidays for all employees: Labor Day New Year's Day Thanksgiving Day Good Friday Christmas Day Memorial Day

Board designated paid holidays for 11/12-month support staff employees: Labor Day Good Friday Thanksgiving Day Memorial Day Friday after Thanksgiving Day Independence Day Christmas Day New Year's Day

Hours of Work Employees will be notified of their normal work hours by their immediate supervisor. Employees may be asked to extend or reduce their hours for a specified day or time period at the employer's discretion to meet the immediate needs of the district. Employees will be given five (5) days' notice of any permanent change in their normal hours of work. Principals and department supervisors are responsible for scheduling the hours and work assignments for employees. A reasonable effort will be made to schedule an employee's hours of work in a single block of time. However, the assigned hours may vary according to the needs of

the employer. It is within the right of the employer to schedule employees, substitutes, and temporary workers to meet the needs of the district. Duty Free Meal Break Employees who work a single block of time of six hours or more will have an unpaid duty-free meal break of not less than thirty minutes to be arranged with the employee's supervisor. Employees who are assigned a duty during their meal break will be paid for the duty time.

Injury on the Job The district strives to maintain a safe and accident free work environment. Employees are expected to use good judgment, follow safety guidelines and procedures, and avoid taking hazardous actions such as but not limited to not using equipment that they have not been trained on, standing on chairs, or inappropriately attempting to lift objects. It is the responsibility of the employee injured on the job to inform their supervisor and the business office of all injuries (minor and more serious) within twenty-four hours of the occurrence. An accident report needs to be completed by calling EMC onCall Nurse at 1-844-322-4668 and notifying the business office. The employee will need to work with the business office to file any Worker's Compensation claims that need to be filed.

Insurance Employees who are regularly scheduled to work 30 hours or more per week shall be eligible annually to participate in the group health insurance plan. Such regular employees who also wish to purchase insurance coverage for their spouse or dependents may do so by meeting the requirements of the insurer. Eligible employees who work less than 12 months per year shall receive a prorated contribution to the cost of insurance based upon the portion of a full work year that the employee is employed. The board currently contributes the monthly premium amount equivalent to a PPO 1000 plan, or a comparable mutually agreed upon plan, toward the cost of insurance coverage for each fulltime, twelve-month employee. The employee may apply the payment to single or family coverage. An employee who is on an unpaid leave, other than FMLA leave, shall be required to pay the premium to maintain coverage if the leave is more than thirty days long.

Leave Requests All leave requests must be scheduled using the district's electronic leave request system (AESOP) prior to taking leave. If the leave is the result of illness or an emergency, the employee must call their supervisor directly within 1 hour of the employee's scheduled work time or as soon as it is logistically possible to do so. The employee's supervisor will enter leaves of this nature into the absence management system. Employees who are absent from work without making appropriate contact and obtaining approval by their supervisor will be considered to have abandoned their position and may be subject to employee discipline up to and including termination.

Bereavement Leave Up to five (5) days per occurrence, not cumulative, for death of a member of the immediate family. The immediate family includes child, stepchild or other custodial dependent, spouse, parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild or grandparent of the employee. A maximum of two days of bereavement leave will be granted for the death of a close friend or other relative not listed above.

Family Medical Leave Act Eligible employees of the district are entitled to unpaid family and medical leave to the same extent and subject to the same terms and conditions as set forth in the Family and Medical Leave Act of 1993. Employees must have been continuously employed by the district for a period of 12 months in order to be eligible to use family and medical level benefits under FMLA. An employee who is absent for three consecutive days for personal illness or for the care of a family member are required to complete FMLA forms. These are available in the Business Office.

14 Illness in the Immediate Family Employees shall be granted leave of absence at full pay for an illness in the immediate family (spouse, children, mother, father, brother, sister, grandparent, or others of close familial relationship who, with approval of the Superintendent, because of a more unusual family or household arrangement, present a problem of immediate dependence prior to and at the time of said illness) not to exceed a total of five (5) days per year. If needed, one of these days may be used for a

circumstance, in the immediate family, that cannot be accomplished outside of the working day. Such days are non-cumulative. An employee may request an additional unpaid leave of absence for up to one year, such request subject to the approval of the Board.

Jury Duty The Board will allow classified employees to be excused for jury duty unless extraordinary circumstances exist. The Superintendent has the discretion to determine when extraordinary circumstances exist. Jury duty leave may be paid or unpaid. If jury duty is paid leave, the employee must pay the school district the money he/she received for being on the jury. When the employee is dismissed from jury duty, the employee shall report to their supervisor. The employee shall be required to perform the employee's duties remaining to be completed that day.

Military Service The Board recognizes classified employees may be called to participate in the armed forces, including the National Guard. If a classified employee is called to serve in the armed forces, the employee shall have a leave of absence for military service until the military service is completed. The leave shall be without loss of status or efficiency rating, and without loss of pay during the first thirty calendar days of the leave.

Personal Leave At the beginning of the school year, each non-certified employee shall be granted two (2) days of leave without loss of pay to be used for the employee's personal business at the employee's discretion. A day is defined to be the employee's normal working day. For example, if you normally work 4 hours per day, one personal day of 4 hours is intended. Personal leave may only be used after serving a probationary period of 60 work days. An employee planning to use a leave day shall notify his/her supervisor three (3) days in advance except in cases of emergency. No personal leave day will be allowed the work day immediately preceding or immediately following any holiday, paid vacation, school recess, during the first or last weeks of the school year, or non-contract days such as teacher's workshops, in-services or parent-teacher conferences, except in cases of emergency. Should an emergency arise during the above days, permission is to be obtained from the employee's immediate supervisor. Only one employee per job classification may be absent for a personal leave day at a time and will be granted on a first come-first serve basis. Exceptions may be made at the supervisor's discretion. Consideration will be given to the nature of the request, availability of a suitable substitute, and the impact on the overall work and learning environment. The decision is final and not subject to further grievance. One personal leave day can be carried over to the next school year. Personal leave days shall not accumulate to more than 3 days in one year. Each employee shall be reimbursed for a maximum of two (2) personal days not used during a school year. This reimbursement will be \$50 per day. The reimbursement form on Frontline Central must be completed on or before June 1st of the current school year for the payment to be made. This reimbursement will be added to the employee's June check with appropriate taxes withheld.

Political Leave The Board may provide a leave of absence to classified employees to run for elective public office. The Superintendent shall grant a classified employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave. The employee will be allowed one period of leave to run for the elective public office, and the leave may commence any time 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 at least thirty days prior to the starting date of the requested leave. The Board may deny the request for leave if the leave of absence would cause a substantial disruption in the workplace or it is deemed in the best of interest of the district to do so.

Professional Leave Professional leave may be granted to classified employees for the purpose of attending meetings and conferences directly related to their assignments. This request should be made using AESOP and the supporting documentation provided to the employee's direct supervisor. It shall be within the direct supervisor to grant professional leave. The leave may be denied on the day before or

after a vacation or holiday, on special days when services are needed, when it would cause undue interruption of the education program and school district operation, or for other reasons deemed relevant by the supervisor. Sick Leave (for personal use only) Employees may access sick leave for their personal illness. Sick leave may not be used for family members or for any other reason. Evidence may be required to confirm the employee's illness, the need of illness leave, the ability to return to work and the capability to perform the duties required. Abuse of sick leave will result in employee discipline up to and including termination of employment. Sick leave applies as follows: 1st year 10 days 2nd year 11 days 3rd year 12 days 4th year 13 days 5th year 14 days Subsequent years 15 days Unused sick leave is cumulative to 120 days. An employee injured or disabled on the job may be eligible to receive a weekly benefit under the Iowa Workers' Compensation Law. If an employee receives Workers' Compensation benefits, the employee's accumulated sick leave will be reduced proportionate to the amount the Worker's Compensation benefits are to the employee's regular salary. At such time, the employee may also elect to have the Workers' Compensation benefits supplemented from the District by using either sick leave, vacation leave, and/or earned compensatory time. If supplemental payments are elected, leave time will be reduced by one full day for each day of absence. When all leave time is exhausted, supplemental payments will cease. An employee shall be paid \$20 for each unused sick day upon resigning or retiring from the district, provided the employee has been under contract with the district for a minimum of 10 consecutive years and the employee is resigning or retiring in good standing. This payment, not to exceed 100 days, shall be made in July of the next fiscal year. This item would become effective with the 2006-2007 school year and will not be retroactive. Unpaid Leave The Superintendent shall have complete discretion to grant or deny unpaid leave for employees who do not have other forms of leave available. Requesting unpaid leave should be a rare exception and not considered an entitlement. In making this determination, the Superintendent shall consider the effect of the employee's absence on the education program and school district operation, the financial condition of the school district, length of service, previous record of absence, the reason for the requested absence, the recommendation of the employee's supervisor, and other factors the Superintendent believes are relevant in making this determination. If unpaid leave is granted, the duration of the leave period shall be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and school district operations. While on unpaid leaves, the employee's interest in the retirement funds, accumulative sick leave, seniority, and salary shall be frozen. Vacation Leave Full-time, 11/12-month support staff employees will earn vacation days. Vacation days may only be used after serving a probationary period of 60 work days. • During consecutive years 1 through 8: 10 days of vacation • After 8 consecutive years: 15 days of vacation] All vacations are subject to approval of the Superintendent through the appropriate administrator or supervisor. All employees shall have the equal opportunity to take earned vacation days throughout the entire year. Vacation time is non-cumulative. When a vacation includes a paid holiday, the paid holiday will be paid and not counted as vacation. The work year is defined as the 12 months from July 1 of one year through June 30 of the following year. Licensure Employees who require a special license or other certification shall keep them current at their own expense. Licensing requirements needed for a position will be considered met if the employee meets the requirements established by law and by the Iowa Department of Education for the position. Out of District Employment The district recognizes some classified employees may have other employment out of the district. The general work schedule for the district is published well in advance and work hours are normally constant. It is important employees with more than one employer become familiar with the work schedule and communicate concerns well

in advance. Employees work schedules, duties and responsibilities will not be altered by the district to accommodate out of district employment. The employee may be requested to discontinue outside employment if it conflicts with the employee's ability to meet the needs of their assigned job duties.

Overtime Any employee subject to the overtime provisions of the Fair Labor Standards Act of 1938, as amended, and who is required to work in excess of 40 hours in any established work week, shall be compensated for the hours in excess of 40 at the rate of one and one-half (1-1/2) times the regular rate of pay for the service performed. Employees are required to have their immediate supervisor's approval prior to working hours that will result in 17 overtime pay. Pay Differential Custodians working a night shift beginning at or after 2:00 p.m. will receive a \$1.00 per hour pay differential. Level II and Level III Teacher Associates will receive \$.15 per hour pay differential. Associates with Para Certification or a minimum of an Associate Degree in an education related field will receive a \$.15 per hour pay differential. Pay Schedule Hours worked will be paid on the 20th of the month following the month in which the work was performed unless the pay date falls on or during a school holiday, vacation, or weekend. In such instance, the Business Office will attempt to distribute payment on the last previous working day. Direct deposit is the district preferred method of payment. Employees will need to notify the Business Office if a paper check is necessary at the point of hire.

Probationary Status New employees will be subject to a 60-day probationary period. An employee may be terminated for any reason during this probationary period. Physical Exams Good health is important to job performance. Employees whose physical or mental health may be in doubt in the opinion of the administration, shall present additional satisfactory examination results when requested to do so. The expense of any additional examinations, if requested by the administration, shall rest with the Board of Education. Bus drivers shall present evidence of good health prior to employment and every other year in the form of a physical examination report unless otherwise required by law or medical opinion. If bus drivers go to the Shenandoah Medical Center Clinic for their required physical, the district will pay the Shenandoah Medical Center Clinic directly. If bus drivers go somewhere other than the Shenandoah Medical Center Clinic for their required physical, bus drivers covered by school insurance must turn the cost of the physical into insurance. After the payment process by the insurance company, the district will pay up to a maximum of \$50.00 on the balance of the physical directly to the doctor or medical clinic or, in some cases, to the employee. A bus driver that is not covered by school insurance will be reimbursed a maximum of \$50.00 toward the physical. Influenza vaccinations are available each fall for all employees at no cost to the employee.

Professional Attire Employees are respectfully asked to dress appropriately and professionally. It is understood various work assignments in the system require employees to dress in different attire. Please consult with your direct supervisor if you have questions as to what is considered appropriate. Friday is considered jeans/spirit day. Teachers participating in jeans/spirit day will pay \$1 per Friday for the jean fund. Staff choosing to wear jeans on Friday, must also wear Shenandoah gear or colors (maroon, white, grey or black). The last Friday of the month is a free "jeans" day. All clothing worn to work should be neat, clean and in good repair.

Reduction in Force The Board of Education retains the sole and exclusive right to determine the number of staff members to employ. If the Board determines that there shall be a reduction in the number of staff members, the Board will act upon the recommendation of the superintendent and administrative team to make such decisions. Consideration will be given to but not limited to an employee's past evaluations, attendance, experience, qualifications, training, licensing and other identified factor deemed appropriate to the given situation.

Resignation Support staff employees who wish to resign during the schoolwork year will give written notice of their intent to resign and final date of employment and cancel their employment

within 10 work days prior to their last working day in order to be considered in good standing at the point of resignation and eligible for rehire. A signed notice of the intent to resign will be in writing (email is acceptable) to the superintendent. Reporting for Duty on Emergency Dismissals Supervisors may require some support staff employees to report for duty on days and remain at work when school is dismissed in order to meet the immediate needs of the district such as snow removal, assistance with displaced students, and other related situations. In most situations this type of action is not necessary and is only enacted when prudent; yet all employees should be prepared to assist as needed and have alternate plans made for personal needs such as child and dependent adult care. Required Training Employees will be paid to attend required or mandatory training at their hourly rate of pay. Safety Procedures- Special Education Safety Plans All staff should refer to the district's crisis manual and emergency operations plan for directions on school safety. ALICE training is required and is to be used. The following procedures are more specific to special education. Fire Evacuation-Physically Handicapped Students The following procedure will be used for the evacuation of physically handicapped students who are unable to use stairs or unable to be quickly and safely moved from the building: The teacher/teacher associate will assist the disabled student to an "area of safe refuge" behind fire doors. One staff member will be identified to stay with each physically disabled student. The building principal will notify the fire department of the location of the "areas of safe refuge" where physically disabled students may be found. One staff member will be responsible to notify the fire department. Hearing Impaired Students The following procedure will be used for the evacuation of hearing-impaired students: Although the building alarm system is equipped with light strobes – the teacher/teacher associate of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. An assigned staff member will assist the hearing-impaired student to exit the building using the proper exit route. Visually Impaired Students The following procedure will be used for the evacuation of visually impaired students: The teacher/teacher associate will assist the visually impaired student to exit the building using the proper exit route. Tornado Precautions - Physically Handicapped Students The following procedure will be used for the evacuation of physically handicapped students who are unable to use stairs or unable to be quickly and safely moved to designated areas of safety: The teacher/teacher associate will assist the disabled student to an "area of safe refuge." Identified staff member(s) will assist each student to the appropriate tornado shelter area. 19 Tornado Precautions - Hearing Impaired Students The following procedure will be used for moving hearing-impaired students to tornado shelter areas: The teacher of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. The teacher/teacher associate will assist the hearing-impaired student to the appropriate tornado shelter area. Tornado Precautions - Visually Impaired Students The following procedure will be used for the evacuation of visually impaired students to tornado shelter areas: The teacher/teacher associate will assist the visually impaired student to the appropriate tornado shelter area. Gas Leak Evacuation – Physically Handicapped Students The following procedure will be used for the evacuation of physically handicapped students who are unable to use the stairs or unable to be quickly and safely moved to designated area of safety: The teacher/teacher associate will assist the physically disabled students to an "area of safe refuge" away from the building. The teacher/teacher associate will stay with each physically disabled student. The building principal will notify the fire department of the location of the "areas of safe refuge" where physically disabled students may be found. The local fire department will be notified. The local police department will be notified. Gas Leak Evacuation – Hearing Impaired Students The following procedure will be used for the evacuation of hearing-impaired students: The teacher/teacher associate of a

hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. The teacher/teacher associate will assist the hearing-impaired student to exit the building using the proper exit route. The local fire department will be notified. The local police department will be notified. Gas Leak Evacuation – Visually Impaired Students The following procedure will be used for the evacuation of visually impaired students: The teacher/teacher associate will assist the visually impaired student to exit the building using the proper exit route. The local fire department will be notified. The local police department will be notified. Intruder Alert – Physically Handicapped Students The following procedure will be used for the movement of physically handicapped students who are unable to quickly and safely move to designated area of safety within the classroom: Physically disabled students will be moved to an “area of safe refuge” within the classroom. One staff member will be identified to stay with each physically disabled student. Intruder Alert – Hearing Impaired Students The following procedure will be used for the movement of hearing-impaired students: The teacher/teacher associate of a hearing-impaired student will make eye contact with the student and communicate the nature of the emergency. One staff member will assist the hearing-impaired student to an “area of safe refuge” within the classroom. 20 Intruder Alert – Visually Impaired Students The following procedure will be used for the movement of visually impaired students: The teacher/teacher associate will assist the visually impaired student to an “area of safe refuge” within the classroom. Staff/Student Relationships All employees are responsible for conducting themselves in an appropriate manner and holding high ethical standards when interacting with students. All relationships must be professional in nature and must not suggest any form of romantic relationship that is real or perceived by the student or others. Grooming a romantic relationship or dating a student of any age is not acceptable and is subject to employee discipline including immediate termination of employment. Do not allow a student to spend excessive time or give obsessive attention to yourself. If you are having difficulty with a student, please contact your supervisor immediately to ask for assistance. Substance-Free Workplace EMPLOYEES ARE HEREBY NOTIFIED it is a violation of the Substance-Free Workplace policy 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 as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 204. "Workplace" is defined as the site for the performance of work done in the capacity as a employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes non-school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business. Employees who violate the terms of the Substance-Free Workplace policy may be required to successfully participate in a substance abuse treatment program approved by the board. The superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy. If the employee fails to successfully participate in such a program the employee is subject to discipline up to and including termination. EMPLOYEES ARE FURTHER NOTIFIED it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction. Transfer of Assignment Employees are eligible to request a transfer to any vacancy within the system they are qualified to work. A transfer may also be initiated the supervisor or principal and approved by the superintendent, or by the

superintendent. When there is a vacancy within the system, a notice of the vacancy will be emailed to the staff and/or posted at least five (5) days at the Business Office, at the Bus Barn and in each school. Employees interested in applying for the vacancy shall submit their request for consideration in accordance with the notice of vacancy. Vacancies occurring May 1st or after will be posted but may be filled prior to the five days. The superintendent will consider the following in making final work assignments that are in the best interest of the district: 21 • Principal and supervisor recommendation; • Employee adaptability, attendance, interest, longevity, skill, training, and work habits; • Equal Opportunity Employment and Affirmative Action Policies; • Immediate and long-term needs of the district Employees may be involuntarily transferred by the superintendent to fill a vacant position as determined by the needs of the district. Involuntary transfers shall be made known in writing to the employee involved. Time Clock Employees are required to use the time clock management software to record their work hours. The time clock management system will record actual hours worked rather than rounding hours. All work hours (including overtime and compensation time) must be accurately recorded in the system for the employee to be paid. Employees must verify their time sheets by the specified day or time using the time clock management software. Failure to do so may delay in payment for service performed. Employees are to clock in at the beginning and out at end of their work assignment. A lunch period of 30 minutes will automatically be deducted for employees who are assigned to work 6 or more hours in a shift. Employees who are required to return to their work assignment by their supervisor or building principal during their lunch period will be paid for their lunch. Misuse of the time clock system such as but not limited to: refusing to use the system, clocking in for another employee, asking another person to clock in for the employee, inappropriately altering hours, or intentionally damaging the system and are grounds for termination of employment. Some positions require the use of paper time sheets. Employees assigned to use paper time sheets must have their time sheet signed and submitted to their supervisor. Failure to do so may delay in payment for service performed. Transportation Pay Types Route Pay Drivers who are assigned standard bus routes that provide a group of students transportation for their daily commute to school and home from school will be paid route pay. Drivers who are assigned routes are responsible for completing and documenting pre-trip and post-trip inspections, fueling, cleaning, and washing the bus. This includes such things as adding oil, transmission fluid, etc. Activity/Hourly Pay Drivers who are providing transportation for school activities, field trips, individualized transportation for special education students, after school or summer camps, and similar activities that are not required by all students will be paid activity pay. Drivers will be paid the activity pay or hourly rate for attending staff meeting and for required trainings. Drivers who are assigned additional duties to clean, repair, remove snow, plan or other such duties will be paid at the activity pay or hourly rate. Drivers must have their supervisor's approval in advance to be paid for additional duties. All driving assignments that qualify for activity pay will be paid a minimum of an hour regardless of the amount of time the trip takes to complete. 22 Drivers that take students to APEX, Clarinda Academy, or other such specialized programs will be paid the activity pay or hourly rate. If a student refuses to transport or the parent cancels within 10 minutes of their pick-up time, the driver will be paid for a minimum of one hour. Use of District Technology Employees must conduct themselves in a manner that does not disrupt from or disrupt the educational process and failure to do so will result in discipline, up to and including, discharge. Usage of the school district's computer resources is a privilege, not a right, and that use entails responsibility. All information on the school district's computer system is considered a public record. Whether there is an exception to keep some narrow, specific content within the information confidential is determined on a case by case basis. Therefore, users of

the school district's computer network must not expect, nor does the school district guarantee, privacy for e-mail or use of the school district's computer network including websites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer network. Social Networking or Other External Websites For purposes of this policy any website, other than the school district website or school-school district sanctioned websites, are considered external websites. Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external website without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external websites. Employees shall not use the school district logos, images, iconography, etc. on external websites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee's job. Employees, students and volunteers need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students, and volunteers who don't want school administrators to know their personal information, should refrain from exposing it on the internet. Employees, who would like to start a social media site for school district sanctioned activities, should contact the superintendent.

General The following rules and regulations govern the use of the school district's computer network system, employee access to the Internet, and management of computerized records:

- Employees will be issued a school district e-mail account. Passwords must be changed periodically.
- Each individual in whose name an access account is issued is responsible at all times for its proper use.
- Employees are expected to review their e-mail regularly throughout the day, and shall reply promptly to inquiries with information that the employee can reasonably be expected to provide.
- Communications with parents and/or students must be made on a school district computer, unless in the case of an emergency, and should be saved and the school district will archive the e-mail records according to procedures developed by the Technology Director
- Employees may access the Internet for education-related and/or work-related activities.
- Employees shall refrain from using computer resources for personal use, including access to social networking sites.
- Use of the school district computers and school e-mail address is a public record. Employees cannot have an expectation of privacy in the use of the school district's computers.
- Use of computer resources in ways that violate the acceptable use and conduct regulation, outlined below, will be subject to discipline, up to and including discharge.
- Use of the school district's computer network is a privilege, not a right. Inappropriate use may result in the suspension or revocation of that privilege.
- Off-site access to the school district computer network will be determined by the superintendent in conjunction with appropriate personnel. 23
- All network users are expected to abide by the generally accepted rules of network etiquette. This includes being polite and using only appropriate language. Abusive language, vulgarities and swear words are all inappropriate.
- Network users identifying a security problem on the school district's network must notify appropriate staff. Any network user identified as a security risk or having a history of violations of school district computer use guidelines may be denied access to the school district's network.

Prohibited Activity and Uses The following is a list of prohibited activity for all employees concerning use of the school district's computer network. Any violation of these prohibitions may result in discipline, up to and including discharge, or other appropriate penalty, including suspension or revocation of a user's access to the network.

- Using the network for commercial activity, including advertising, or personal gain.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting or making available any copyrighted software on the school district computer network. See

Policy 605.7, Use of Information Resources for more information. • Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material • Using the network to receive, transmit or make available to others messages that are racist, sexist, and abusive or harassing to others. • Use of another's account or password. • Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users. • Forging or attempting to forge e-mail messages. • Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network. • Using the network to send anonymous messages or files. • Revealing the personal address, telephone number or other personal information of oneself or another person. • Intentionally disrupting network traffic or crashing the network and connected systems. • Installing personal software or using personal disks on the school district's computers and/or network without the permission of the director of technology. • Using the network in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette. Employees that violate the technology policy standards, regulations or the law, may be subject to employee discipline up to and including termination.