

Shenandoah Community School District

Support Staff Employee Handbook

Excellence In Every Endeavour

It is the policy of the Shenandoah Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this related to this policy, please contact the district's Equity Coordinator: Aaron Burdorf, 304 W. Nishna Road., Shenandoah, IA 51601, (712) 246-1581, burdorfa@shencsd.com

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Mission Statement

The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to become responsible, successful citizens and lifelong learners in an ever-changing world.

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.

Board Goals

Academic Achievement

The district will demonstrate measurable growth in academic achievement across all core content areas and increase student readiness for college and career pathways.

Mental Health & Well-Being

The district will strengthen and expand mental health supports to meet the social, emotional, and behavioral needs of all students and staff.

Financial Stewardship

The district will maintain a strong, sustainable financial position that ensures long-term stability and supports a comprehensive, high-quality educational program.

Communication & Community Engagement

The district will utilize clear, consistent, and effective communication to enhance relationships with families and deepen partnerships with the broader community.

Alcohol and Drug Use on Campus and at School Activities

Employees are expected to serve as positive role models for students and to maintain professional conduct at all times while performing their duties or attending school-sponsored activities. Consistent with the Iowa Board of Educational Examiners' Code of Professional Conduct and Ethics, employees shall not possess, use, consume, distribute, or be under the influence of alcohol, illegal drugs, or unauthorized controlled substances while on school property, in district vehicles, or while supervising, participating in, or attending school-sponsored activities in an official capacity. Violations of federal, state, or local laws related to professional responsibilities may constitute unprofessional and unethical conduct and may result in district disciplinary action as well as referral to the Iowa Board of Educational Examiners for review of licensure status.

Employees attending student activities, including athletic events, performances, field trips, competitions, and other school-sponsored events, are expected to report and remain free from the influence of alcohol or drugs that may impair judgment, performance, supervision, or student safety. Failure to do so may result in disciplinary action, up to and including termination of employment and possible licensure consequences.

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, will be 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 Absence Management. 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 time frame 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.

Bus/Vehicle Use

Picking up the vehicle

- Vehicle's need to be picked up on the day of the departure.
- If a vehicle is needed more than one hour before departure, make arrangements with the Transportation Director in advance to verify whether the vehicle can be ready at the requested time.

Route

- Remember that the school vehicles are representing our school district and community.
- While on route to your destination, observe all traffic laws.
- Drive the most direct route to and from your destination.
- Routes that include stops outside of the most direct route need prior administrative approval.
- Animals are not to be transported in school vehicles.

Returning the vehicle

- Return the vehicle as close to the time reported on the transportation request form as possible. It may have another trip soon after it is to be returned.
- Complete the trip log and leave the keys in the key bag and leave the bag in the driver's seat of the vehicle.
- Remove all trash and personal items from the vehicle.

Fueling the vehicle

- If possible, fuel vehicle at Roc Stop or other Cenex station. If there is not a Cenex station, the card should work at most other locations.
- Use the Cenex Fleet Card that is in the console of the vehicle. The gas pump will ask you for an ID#, which is written on the envelope the card is in. It will also ask you for the odometer reading. This card may also be used to purchase anti-freeze, oil, windshield wiper fluid, or any other vehicle need.
- Place the receipt on the vehicle clipboard.

Child Abuse

(235A2) Child abuse is defined as "any non-accidental physical injury suffered by a child as the result of the acts or omissions of the child's parent, guardians, or other persons legally responsible for the child." Child is defined as "any person under the age of eighteen years."

The child abuse law requires that certificated school employees such as teachers and administrators are mandated or legally required to report whenever in the course of employment the reporter believes or has reason to believe the child has been injured as result of abuse.

When child abuse is suspected an employee is to immediately make an oral report to the local department of social services and to make a written report to the local department of social services within 48 hours after oral report (forms for written reports are available in each building.) Both reports should include as much of the following information possible: Child's name, age, address: parent's name and telephone number: reason for

suspecting abuse including previous injuries as well as any other information felt by the reporter to be important. It is also requested that an employee notify their building principal of the call that has been made.

A school employee would have cause to suspect abuse when the following is indicated:

1. A child tells several conflicting stories as to the cause for the same injury.
2. A child seems to be frequently injured.
3. A child expresses reluctance to tell how the injury occurred.
4. A child is afraid to go home.
5. A child tells the teacher or playmate that someone in charge of him/her hurt them.
6. A child relates a story about the injury that seems inconsistent with the injury.

There are potential penalties for the failure of mandated reports to make a report.

Communication with Students and Parents

All school-related communication with students and parents/guardians must be conducted through district-approved communication methods, including district email, school telephones, and ParentSquare. Staff members shall not communicate with students using personal text messages, personal email accounts, social media platforms, or private messaging applications. Employees are expected to maintain professional boundaries and use only district-approved communication tools that provide transparency and appropriate record retention.

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 Devices

Cell phones and other electronic devices (wireless headphones, radios, iPods and other music players, portable speakers, smart watches, etc.) are part of most students' typical daily life. Although technology, when used appropriately, adds value to the learning environment, it is also vital to students to connect with peers and members of the school community in-person whenever possible. For this reason, student use of personal electronic devices during instructional time is prohibited. Students have access to district-owned electronic devices as appropriate for the instructional needs of the learning environment and authorized by the classroom teacher.

Per Iowa Code, Instructional Time is defined to mean periods of classroom instruction from the beginning of class until the end of the class bell and will include lunch, recess and passing periods. For Shenandoah, this would include all time between the 8:00 am bell and the final dismissal bell of the day (varies by building and day of the week).

Per Iowa Code, Personal Electronic Device is defined to include any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information or data. This shall include mobile devices, smart phones, video game devices and portable media players.

Students may wear smart or electronic watches but may not use any communication applications or features that are prohibited from use on other electronic devices and all notifications must be turned off. Students may carry their cell phones and electronic devices with them at all times, but they must remain turned off and put away at all times per policy and if they are not, students are subject to the following intervention or consequence:

- **1st offense:** Verbal warning and school staff may take a student's phone/device to the office and return it to the student at the end of the day.
- **2nd offense:** Phone/device taken to office. Detention (30 minutes) and school staff notify parent or guardian.
- **3rd offense:** Phone/device taken to office. Detention (30 minutes), Office Referral & Loss of phone/device privilege for 5 school days. Students must turn in their phone/device to the office and will not be allowed to use it from arrival to dismissal.
- **4th and subsequent offenses:** Detention (30 minutes) Office Referral & Loss of phone/device privilege during the school day for the semester.

Offenses start over at zero each semester.

****If a device is turned into the office, it will be placed in a secure location per state code.**

General cell phone use, outside of the permitted use list, is for emergency purposes only. If students need to talk to family members or anyone outside of the school building, they should come to the office to use the phone provided.

Students taking Iowa Western courses may be required to use their cell phone for a stated academic reason. Recording devices will be made available in the library for students taking courses such as Digital Stream and Yearbook, or class assignments that require this type of technology.

Parents and guardians can help with distractions in the classroom and contribute to the successful implementation of the cell phone/device procedure if they call the school office at (K8) 712-246-2520/ (HS) 712-246-4727 and leave a message with the office staff for their child.

All staff are **expected to model and exemplify** appropriate use of electronic devices. This means devices are not to be used during instructional time, while working with students or supervising students, during meetings, or

during professional learning. Staff may use their devices during their designated break or lunch period. Staff may use their devices to communicate during emergency situations.

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 workday or shift, the employees who 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 for 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 Expression (Board Policy 401.14.1)

The board believes the district has an interest in maintaining an orderly and effective work environment while balancing employees' First Amendment right to freedom of expression and diverse viewpoints and beliefs. When employees speak within their official capacity, their expression represents the district and may be regulated. The First Amendment protects a public employee's speech when the employee is speaking as an individual citizen on a matter of public concern. Even so, employee expression that has an adverse impact on district operations and/or negatively impacts an employee's ability to perform their job for the district may still result in disciplinary action up to and including termination.

Employees will comply with Iowa law to the extent that compliance does not infringe on employees' free speech rights.

Employees who use social media platforms are encouraged to remember that the school community may not be able to separate employees as private citizens, from their role within the district. Employee expression on social media platforms that interferes with the district's operations or prevents the district from functioning efficiently and effectively may be subject to discipline up to and including termination.

A district employee who acts to protect a student from engaging in free expression or who refuses to infringe on the students engaging in free expression; and who is acting within the scope of their professional ethics will not be retaliated against or face any adverse employment action base on their behavior provided that expression is otherwise permitted by law and board policy.

If the board or courts finds and employee that is subject to licensure, certification or authorization by the Board of Educational Examiners discriminated against a student or other co-employee, the board will refer the employee to the Board of Educational Examiners for additional proceedings as required by law and which may result in discipline up to and including termination.

Legal Reference: U.S. Const. Amend. 1
 Kennedy v. Bremerton School District, 597 U.S. (2022)
 Iowa Code §§ 279.73; 280.22

Cross Reference: 401.13 Staff Technology Use/Social Networking
 502.3 Student Expression and Student Publication Code

Employee Parking

High School employees may park in the main parking lot in the front and second rows on the west side of the main sidewalk. JK-8 employees will park in the lower front lot (south of the front of the building) in the spots facing the street or around the perimeter of the west lot. Employees who park in the **west lot** must either leave the lot **before** the buses arrive or **wait for the buses** to dismiss before leaving the lot for safety reasons. Please refrain from parking in front of the building where the fire lanes are marked.

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 self-defense, 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 Run. Hide. Fight. 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.

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.

Faculty Smoking/Tobacco Use

Shenandoah Community School District is a tobacco-free environment. This includes all tobacco related products including look alike, e-cigarettes, vapes, or other items deemed relative.

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, 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.

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)

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 full-time, twelve-month employee. The employee may apply the payment to single or family coverage.

An employee who is on 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 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.

Adoptive Leave/Foster Leave

Employees covered by this handbook will be granted a leave of absence at full pay for purposes of adoption/fostering, not to exceed a total of five (5) days per year.

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.

Maternity Leave

Maternity Leave is allowed under the general provisions of the Pregnancy Discrimination Act and FMLA and is allowed for the period of time that is deemed medically necessary. An employee will be allowed to be paid using any accumulated sick leave, personal leave, and emergency leave during this period of time. The remaining time off from work will be unpaid time but will be allowed for the period of time that is deemed necessary by a

medical professional. Please notify your building principal and the business office of the need for maternity leave as soon as possible so arrangements can be made for an approved long-term substitute and appropriate paperwork can be completed.

Paternity Leave

Paternity Leave is available under the general provisions of FMLA. An employee will be paid using personal leave and emergency leave. The remaining time off will be unpaid time.

Emergency Leave

An employee will be granted a maximum of ten (10) days leave per year for illness or death in the immediate family, which is defined as spouse, domestic partner, parents, grandparents, children, grandchildren, father/mother/son/daughter-in-law, brother, sister, brother/sister-in-law, foster children, foster grandchildren or legal dependent.

Up to two (2) days leave of the ten (10) maximum days allowed may be used for serious illness, injury, death or funeral of any person not listed above.

In extenuating circumstances, the Superintendent may extend the ten (10) days fully paid leave. The Superintendent's decision is final and non-grievable.

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 workdays.

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 workday 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.

Staff are **advised to wait** to purchase non-refundable tickets or make reservations, as loss of pay time beyond personal leave is not guaranteed and **may not** be approved. The Superintendent has discretion under highly unique circumstances or emergencies to allow for additional days. Additional leave should be considered a rare exception, not something that will automatically be granted. The Superintendent's decision will stand final, as there are other forms of leave that are appropriate under most circumstances.

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:

1 st year	10 days
2 nd year	11 days
3 rd year	12 days
4 th year	13 days
5 th 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.

Staff are **advised to wait** to purchase non-refundable tickets or make reservations, as loss of pay time beyond personal leave is not guaranteed and **may not** be approved. The Superintendent has discretion under highly unique circumstances or emergencies to allow for additional days. Additional leave should be considered a rare exception, not something that will automatically be granted. The Superintendent's decision will stand final, as there are other forms of leave that are appropriate under most circumstances.

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 workdays.

- 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 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.

Associates with Para Certification or a minimum of an Associate Degree in an education related field will receive a \$.30 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. Staff may wear jeans. Staff is encouraged to wear Shenandoah gear or colors (maroon, white, grey or black) on Fridays. All clothing worn to work should be neat, clean, and in good repair. 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.

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 factors 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 workdays prior to their last working day 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. Run. Hide. Fight. 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.

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.

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.

Student Disclosure of Identity

It is the goal of the district to provide a safe and supportive educational environment in which all students may learn. As part of creating that safe educational environment, no employee of the district will provide false or misleading information to the parent/guardian of a student regarding that student’s gender identity or intention to transition to a gender that is different from their birth certificate or certificate issued upon adoption.

If a student makes a request to a licensed employee to accommodate a gender identity, name, or pronoun that is different than what was assigned to the student in the student’s registration forms or records, the licensed employee is required by Iowa law to report the request to an administrator. The school administrator receiving the report is required by Iowa law to report the request to the student’s parent/guardian. This requirement also applies to all nicknames.

To maintain compliance with Iowa law and also provide efficiency in the reporting requirements listed above,

the Superintendent will provide the opportunity for parents and guardians to list in the student's registration paperwork any and all nicknames used for students.

Parents or guardians may complete this procedure at the point of registration using PowerSchool or by submitting a writing request to the school office. The form is available in each of the buildings school office.

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 an 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.

Ticket-taking

Employees will be paid at a rate of twenty-two dollars (\$22) for time increments of three (3) hours or less for taking tickets at extra-curricular events. Inquire with Claudia Alexander in the High School Activities office about potential shifts.

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 by the supervisor or principal and approved by the superintendent, or by the superintendent.

Employment opportunities are posted on the district's employment website, which is posted at www.shencsd.com. 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:

- 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 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.

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.
- 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.