

Boone Community School District **Employee Handbook**



2020-2021

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It is the policy of the Boone Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, and socioeconomic status in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator Dr. Jill Janes, Director of Innovative Learning, 500 7th Street, Boone, IA 50036, 515-433-0750 or jjanes@boone.k12.ia.us.



BOONE COMMUNITY SCHOOL DISTRICT

•Expect the BEST, Achieve SUCCESS•

The Toreador Way

Dear Boone School District Employee:

Thank you for selecting Boone Community School District to serve the students of our community. Everyone at BCSD plays a critical role in the education of our students. We take this responsibility seriously and expect nothing less than our best each and every day.

This Employee Handbook has been developed as a reference for employees. In this, information from documents such as the BEA Master Contract, UE Master Contract, Board of Education Policy, etc. that apply to school employees have been placed into one location as a resource. This handbook is a general source of information and may not include every possible situation that could arise. It is not intended, and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook are in conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall govern.

It is our belief that holding high expectations for others must also include holding high expectations for ourselves. Take pride in your work and demonstrate integrity through your actions on a daily basis. We are role models, not only to our students but to one another as well. Take these expectations seriously and understand that as a BCSD employee, it is your responsibility to be a positive influence on our students and fellow staff members. True success is being able to overcome obstacles and having the resolve to greet any difficulty as an opportunity to learn. Strive each day to improve upon the last. Doing so is The Toreador Way.

Thank you for serving our students as a valued member of the BCSD family.

Julie Trepa
Superintendent

Definitions

- "The district" means the Boone Community School District
- "Parent" also means "guardian" or "family" unless otherwise stated.
- An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.
- "School grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.
- "School facilities" includes school district buildings and vehicles.
- "School activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

"Days" regarding formal action will refer to regular work days. (i.e. Within five (5) days refers to five work days.)

School District Mission Statement, Motto, Educational Goals and Outcomes

The mission of the Boone Community School District is to provide an educational environment that promotes academic and extra curricular excellence and the development of good character in our students.



The BCSD Promise to support *Expect the BEST, Achieve SUCCESS...The Toreador Way* is to

- Value the Uniqueness of All
- Give a Fresh Start Each Day
- Partner with Families
- Develop Positive Character
- Ensure Learning

Belief Statements

- We believe that continuously improving academic achievement for all students is the primary focus of our school system.
- We believe a professional, high quality staff is essential to achieve academic excellence. We expect staff to be innovators, motivators, and positive role models for students.
- We believe that high quality professional development is required to support the continuous improvement of instruction necessary to increase student achievement.
- We believe positive family and community engagement in the educational process is vital to the success of students.
- We believe a quality school system must be responsive to community needs and accountable for results.
- We believe that a rigorous and relevant curriculum, supported by effective teaching and learning practices, is essential to providing students with a quality educational experience.
- We believe student learning occurs best in a safe, caring, positive environment supported by quality facilities and resources.
- We believe a quality school system embraces diversity and promotes respect.

Equal Opportunity Employment

The district will provide equal opportunity to employees and applicants for employment in accordance with applicable equal opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. The district does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, sexual orientation and gender identity in its employment and personnel practices. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Dr. Jill Janes, BCSD Central Office, 500 7th Street, Boone, IA 50036 or by phone at 515-433-0750.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-800-669-4000 or TTY 1-800-669-6820, www.eeoc.gov/field/milwaukee/index.cfm or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, www.state.ia.us/government/crc/index.html. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office, the administrative office in each attendance center, and on the district website under the Board of Education Policy.

School Calendar

The district calendar including days of school, hours, early release information, holidays, and make-up days can be located on the BCSD website at <https://www.boonecsd.org/districtcalendar>.

District Contacts

All District Extensions for employees are available at: <https://boone.knack.com/directory#directory/>

Central Office: 500 7th Street – phone: (515) 433-0750 – fax: (515) 433-0753

Boone High School (9-12): 400 7th Street – phone: (515) 433-0890 – fax: (515) 433-0989

- Athletics/Activities: 400 7th Street – phone: (515) 433-0895 – fax: (515) 433-0991
- Futures Alternative School: 727 W Mamie Eisenhower Ave – phone: (515) 433-0885

Boone Middle School (5-8): 1640 1st Street – (515) 433-0020 – fax: (515) 433-0026

Franklin Elementary School (2-4): 1903 Crawford Street – phone: (515) 433-0860 – fax: (515) 433-0950

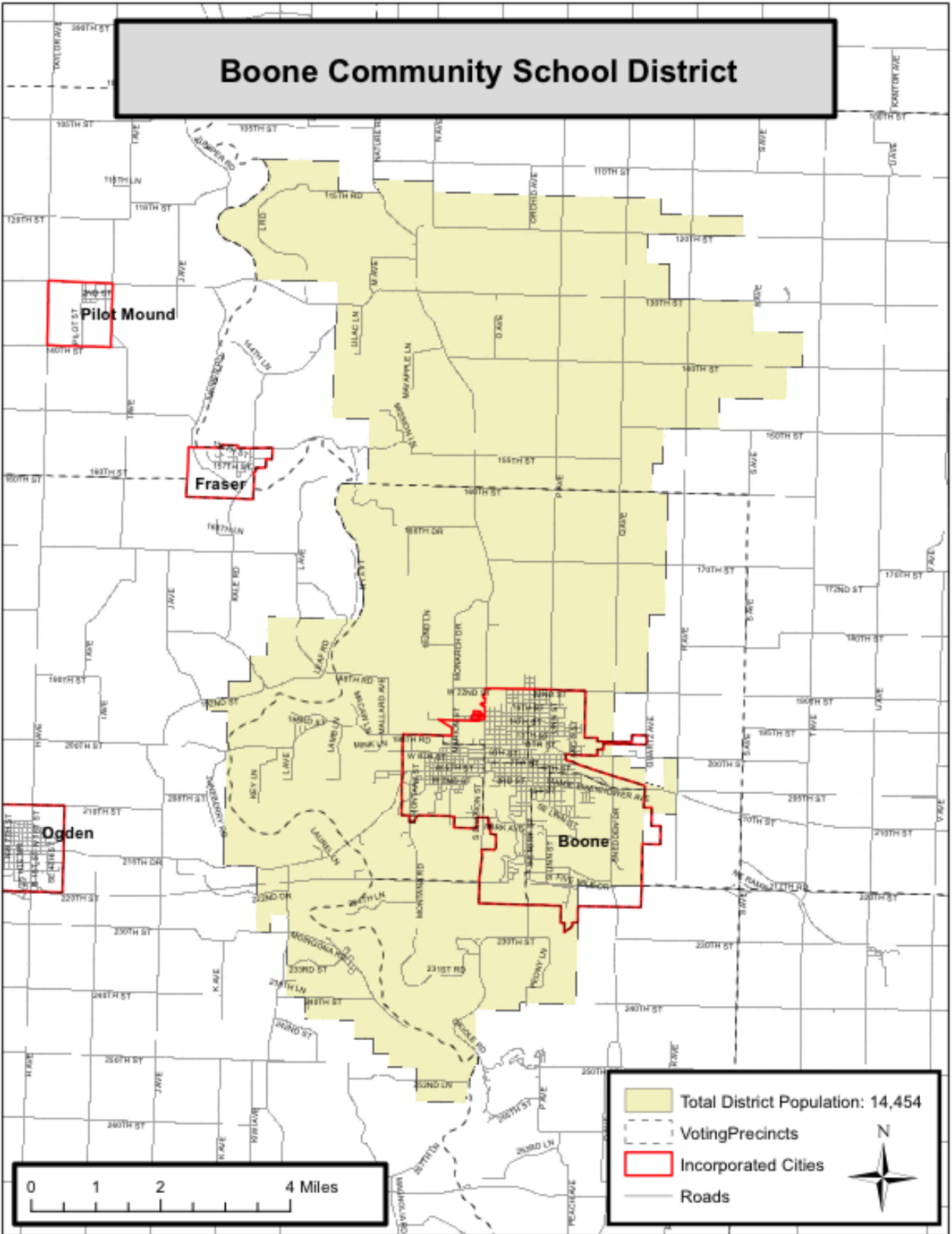
Page Elementary School (PK-1): 102 South Boone Street – phone: (515) 433-0840 – fax: (515) 433-0842

Lincoln Elem. School (PK-1): 711 W Mamie Eisenhower Ave – phone: (515) 433-0800 – fax: (515) 433-0804

Services:

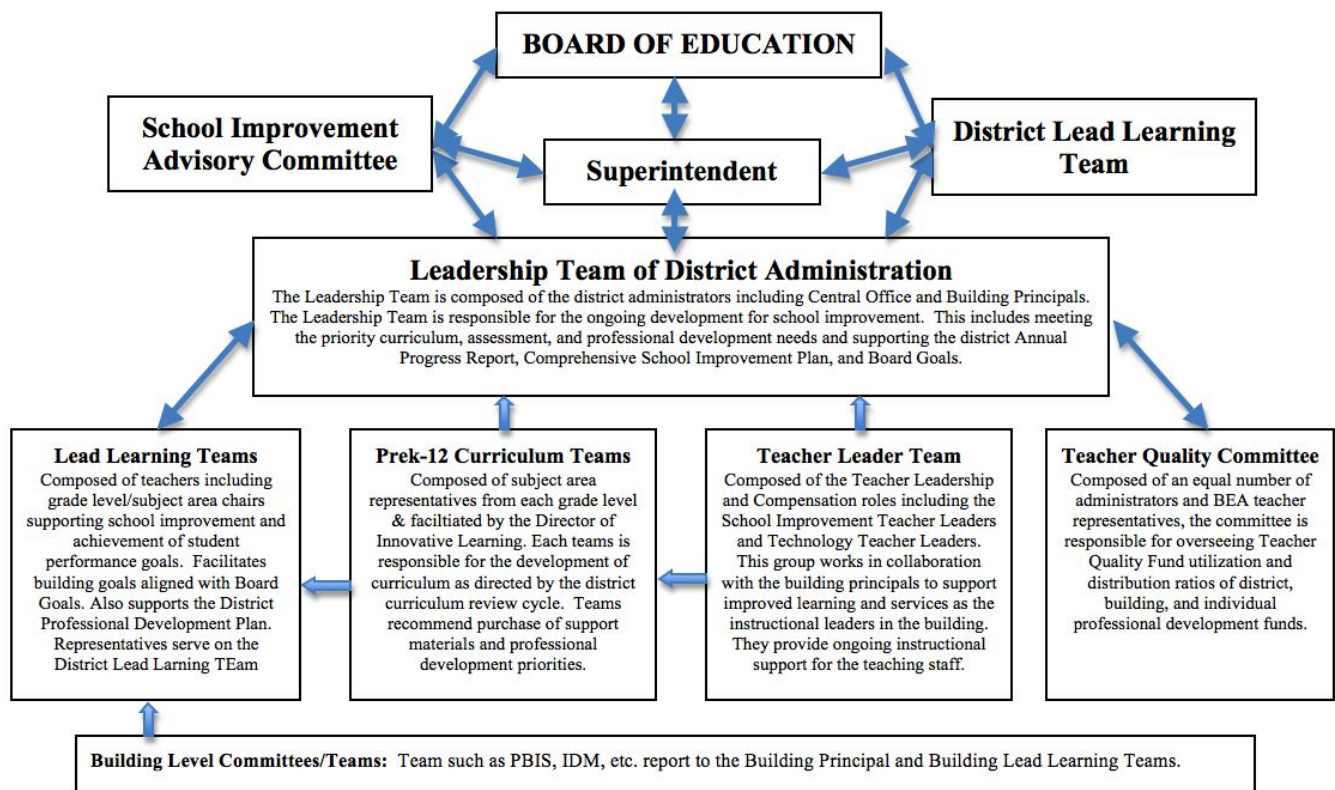
- BCSD Food Service Program: 1640 1st Street – (515) 433-0020
- Transportation: 1011 6th Street – phone: (515) 433 – 0889
- District Technology: 400 7th Street – phone: 515-433-0890
- Building and Grounds: 400 7th Street – phone: 515-433-0890

Map of District/School



Jon Rohrer, University of Iowa, Department of Geography (December 2012)
Source: 2010 Census data, prepared by the U.S. Census Bureau

Organizational Chart



Board Policies

Board of Education policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board of Education policies are available on the BCSD website at. Employees are expected to know existing board policies, follow the policies as stated, and know to refer to the policies when necessary.

If you have questions about Board of Education policies, please contact the Superintendent of Schools.

Handbook Subject to Change

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

COMPENSATION AND BENEFITS

Compensation and Licensure

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

Compensation will be provided based on the BEA and UE Master Contracts.

Compensation for Extra Duty/Responsibilities/Assignments for Teachers

Extended Pay: Employees contracted to teach summer school or to do curriculum work over the summer shall be paid at the rate of one-eighth(1/8th) of their regular base salary, excluding TSS per diem pay for the preceding school year for each hour of summer school or curriculum work they are assigned. Employees contracted to teach or to do curriculum work outside of the regular school day shall be paid at the rate of one-eighth (1/8th) of their regular base salary, excluding TSS per diem pay for each hour unless the rate of pay is covered by the Special Stipends Schedule, Schedule C. The Employer has the right to offer, as an option, additional work, training, conferences, etc. outside of school hours based on a per diem for work done. (BEA Master Contract)

Overload Pay: Each secondary employee shall have one designated individual planning period per day. Coordination of instructional support activities during the individual planning period is the responsibility of the teacher unless otherwise assigned by the Principal. After a secondary Employee has used individual planning periods to cover for absent Employees more than three (3) times in a semester, the Employee will be compensated for future planning periods used to cover for absent Employees at the rate of one-eighth (1/8th) of the base salary excluding TSS per diem pay determined by averaging the seven base salary excluding TSS lanes of Appendix B at Step 3 for each such period. Employees shall be paid in February and in June for such time.

If a secondary Employee is regularly assigned a full period, or portion thereof, of classroom instruction (or supervision equivalent) in place of their individual planning period and in excess of the number of classroom assignments and/or team planning period normally assigned a secondary Employee, the Employee will be paid an additional one-eighth (1/8th) of the Employee's regular base salary, or a portion thereof, equivalent to the amount of time taught, excluding TSS per diem pay from Schedule D for each such day of teaching an additional period.

The inclusion of this provision shall in no way interfere with the management right of the Employer to establish a normal Employee's assignment, both elementary and secondary, per week for the entire school year.

The decision of the Employer to assign or not to assign extra periods of instruction or supervision shall be final. (BEA Master Contract)

Compensation for Extra-Curricular Duties: All Employees assigned, or who volunteer, to supervise or work at two activities outside of the regular work day will receive an activity pass for the Employee and one guest to the home, extra-curricular activities of the District. All Employees who volunteer for a third activity will receive a family pass. All Employees assigned, not merely volunteering, to three or more activities will be compensated at the rate of \$20.00 per event and \$10.50 per hour after the first two and one-half (2 1/2) hours for all activities beyond two. No person compensated in accordance with the Special Stipends or Athletic Salary Schedules will receive additional compensation under this Article for events they are required to attend pursuant to those Schedules. This does not preclude Employees from volunteering their services without additional compensation. Employees presently on the staff shall make their requests for activity assignments and passes prior to May 15

of each school year. Employees joining the staff after May 15th may make their requests after May 15th. Complimentary passes will not be valid for tournament events.

Support Staff Wages

Placement on Salary Schedule: The wages of each employee is covered by the appropriate salary schedule, which is a part of the UE Negotiated Agreement. The employer may consider prior experience of the employee at the time of initial hiring and may grant credit for years of experience on the salary schedule.

Advancement on the Salary Schedule: Employees shall be granted one year of experience on the appropriate salary schedule for each year of service with the District until the maximum experience step is reached. A year of service shall include regular full-time and part-time service, but shall not include experience as a temporary or seasonal employee. Time worked as a substitute shall be credited for experience on the salary schedule only if the employee substituted at least one-half (1/2) of the regular contract days on a continuous (not intermittent) basis immediately prior to being hired for the same position. The employee must work at least one-half (1/2) of the regular contract year in order to receive credit for a year of experience. Paid leaves of absence shall count as work time.

Overtime: All overtime must be approved in advance by the employer. Employees who are scheduled to work more than forty (40) hours in a work week (Sunday a.m. through Saturday midnight) shall receive one and one-half times their regular hourly rate of pay for work in excess of 40 hours, or they shall be granted compensatory time off at the rate of one and one-half times the hours worked in excess of forty hours. Paid holidays, vacations and leaves of absence shall count towards the forty (40) hours. For approved work hours that fall on a Sunday, bus drivers shall be paid one and one-half (1 ½) times their regular hourly rate of pay.

Payroll Procedures

Employees shall be paid on the last business day of each month commencing in September. Employees in their first year in the school district may elect to receive up to one-half (1/2) of their first month's gross salary on the 15th day of September. No payroll deduction will be made on the first half payment; the total monthly payroll deduction will be taken from the last half payment of the September salary. Teachers electing this procedure for their first month payment shall notify the Business Office no later than the first Monday in September.

Continued Education Credit

Continued education on the part of licensed employees may entitle them to advancement on the salary schedule. Licensed employees who have completed additional hours will be considered for advancement on the salary schedule. The board will determine which licensed employees will advance on the salary schedule for continued education keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and any other items deemed relevant by the board.

The successful completion of such work must be shown to have the potential for contribution to the advancement of educational goals of the district. Hobby courses and courses in no way pertinent to the aforementioned goals will not be approved.

Filing of College Credits - Unless other arrangements are made with the superintendent or his/her designated representative, official transcripts are due in the personnel office by September 10th. (Further information available in Board of Education Policy 406.3.)

Group Insurance Benefits

Licensed Employees

Licensed employees may be eligible for group benefits as determined by the board and required by law. The board will select the group benefit program(s) and the insurance company or third party administrator which will provide or administer the program.

In accordance with the Patient Protection and Affordable Care Act (ACA), the board will offer licensed employees who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, with minimum essential coverage that is both affordable and provides minimum value. The board will have the authority and right to change or eliminate group benefit programs, other than the group health plan, for its licensed employees.

Licensed employees who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, are eligible to participate in the group health plan. Other benefits will be as defined in the master contract. Employers should maintain documents regarding eligible employees acceptance and rejection of coverage.

Regular part-time employees (i.e., employees who work less than 30 hours per week or 130 hours per month for health benefit purposes) who wish to purchase coverage may participate in group benefit programs by meeting the requirements of the applicable plan. Full-time and regular part-time licensed employees who wish to purchase coverage for their spouse or dependents may do so by meeting the requirements of the applicable plan.

Licensed employees and their spouse and dependents may be allowed to continue coverage of the school district's group health program if they cease employment with the school district by meeting the requirements of the plan. (Board of Education Policy 406.4)

The payment of insurance amounts will be limited to those Employees who work a minimum of thirty (30) hours per week. Employees working at least twenty (20) but fewer than thirty (30) hours per week shall be eligible for one-half the amount specified of the Flexible Benefit Account. Subject to the provisions in this Article, each eligible Employee shall be credited each month with an amount equal to the sum of the single premium amount for the District's group health insurance plan Plan B plus an amount equal to the single premium amount for the District's group dental insurance plan if the employee elects insurance as part of their benefits.

Each eligible Employee shall execute an annual election form for the benefits from the following options subject to the provisions, terms and conditions of the District's salary reduction plan and the provisions, terms and conditions of the insurance policies and plans.

- Plan A: The District's group health insurance plan with a \$1,000/\$2,000 deductible (single or family).
- Plan B: The District's group health insurance plan with a \$3,000/\$6,000 deductible (single or family).

The District's group dental insurance plan (single or family), provided the carrier's enrollment requirements are maintained.

Any costs of insurance benefits selected in excess of the monthly credit shall be borne by the Employee through salary reduction of the Employee's regular salary, with such reduction made prior to income and federal social security tax withholdings, subject to provisions of the income tax and social security laws.

Support Staff

Classified employees may be eligible for group benefits as determined by the board and required by law. The board will select the group benefit program(s) and the insurance company or third party administrator which will provide or administer the program.

In accordance with the Patient Protection and Affordable Care Act (ACA), the board will offer, based on the negotiated master contract, designated classified employees who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based and the measurement method adopted by the board, with minimum essential coverage that is both affordable and provides minimum value. The board will have the authority and right to change or eliminate group benefit programs, other than the group health plan, for its licensed employees.

Designated classified employees who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, are eligible to participate

in the group health plan. Other benefits will be as defined in the negotiated master contract. Employers should maintain documents regarding eligible employees acceptance and rejection of coverage.

Full-time and regular part-time licensed employees who wish to purchase coverage for their spouse or dependents may do so by meeting the requirements of the applicable plan.

Employees and their spouse and dependents may be allowed to continue coverage of the school district's group health program if they cease employment with the school district by meeting the requirements of the COBRA plan.

Flexible Benefit Account: Subject to the provisions in this section, each eligible employee hired before July 1, 2014 shall be credited each month with an amount equal to the single premium amount for the Plan A health insurance plan with pre-authorization.

Employees hired after July 1, 2014 shall be credited each month with an amount equal to the single premium amount for Plan B. Employees contracted to work at least thirty (30) hours per week for fifty-two (52) weeks shall also be credited each month with an additional fifty dollars (\$50). Employees hired after July 1, 2018, to work at least thirty (30) hours per week for fifty-two (52) weeks shall receive no additional flexible benefit.

Each eligible employee shall execute an annual election form for the benefits and/or additional salary from the following options subject to the provisions, terms and conditions of the District's salary reduction plan and the provisions, terms and conditions of the insurance policies and plans.

1. Plan A health insurance plan (\$1,000/\$2,000 deductible) (single or family).
2. Plan B health insurance plan (\$3,000/\$6,000 deductible) (single or family).
3. A group term life insurance policy of \$10,000 is provided to maintenance and secretarial employees hired to work at least thirty (30) hours per week for fifty-two (52) weeks.
4. Group dental plan (single or family) is offered at the employee cost provided the carrier's enrollment requirements are maintained.
5. Additional salary with the following conditions met:

a. New eligible employees hired to begin work on or after July 1, 2006, and eligible employees moving from a non-benefited to a benefited position who were not in a benefited position within the prior 15 months, must elect either Plan A or Plan B District group health insurance benefits (single or family). If such an employee does not elect Plan A or Plan B District group health insurance benefits, the employee shall not receive any flexible benefit credit.

b. All eligible employees on the District's group health insurance plan as of June 30, 2009, must continue to elect Plan A or Plan B District group health insurance benefits (single or family). If an employee on the District's group health insurance plan does not elect Plan A or Plan B District group health insurance benefits, the employee shall not receive any flexible benefit credit.

c. Employees hired prior to July 1, 2018, and not receiving flexible benefits prior to July 1, 2018, who change to receive benefits will receive the single Plan B as their benefit coverage.

d. Every eligible employee who is not participating in the District's group health insurance plan shall provide satisfactory evidence during the open enrollment period each year that the employee is otherwise covered by a group health insurance plan through (i) the employer of the employee's spouse, or (ii) a group plan of the employee's other place of employment, or (iii) a group plan with comparable coverage to the District's current insurance coverage, qualified as a creditable plan by the District's group health insurance carrier.

If such satisfactory evidence is provided, the employee shall receive 56% of the flexible benefit amount during the 2018-19 contract year. If an employee does not timely provide such satisfactory evidence during the open enrollment period each year, the employee shall not receive any flexible benefit credit.

e. Any costs of insurance benefits selected in excess of the monthly flexible benefit credit shall be borne by the employee through salary reduction of the employee's regular salary, with such reduction made prior to income and federal social security tax withholdings, subject to provisions of the income tax and social security laws. Upon resignation or termination, any accrued cost of coverage will be deducted from the final paycheck.

f. Employees who were not eligible for the District's group health insurance plans as of January 1, 2014 who become eligible for insurance benefits as required by the Affordable Care Act, shall be offered health insurance coverage effective July 1, 2015 based on a look-back measurement period that at a minimum, would meet the employer shared responsibility mandate requirements of the ACA.

Iowa Public Employees' Retirement System

The district participates in the Iowa Public Employees' Retirement System (IPERS). This defined benefit plan provides a lifetime retirement benefit to you upon retirement in accordance with a formula based on your age, years of service and the average of your highest five years of wages. For additional information, please contact IPERS at 1-800-622-3849 or visit the IPERS website at www.ipers.org/index.html.

EMPLOYEE RELATIONS, EVALUATION, TRANSFERS, WORK HOURS

Background Checks

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

Concerns of Employees

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints should never go directly to the Board of Education or a member of the Board of Education without following the designated procedure. Complaints will never be made in the presence of other employees, students or outside persons. (Further information available in Board of Education Policy 401.2)

Purpose: The purpose of these complaint procedures is to resolve, at the lowest possible level, complaints of employees or of applicants for employment which may arise from time to time regarding alleged discriminatory practices in employment conditions.

Exclusion: Any matters which may be brought under the grievance procedure of the negotiated agreement shall be brought under said procedure rather than pursuant to this Policy.

Procedures:

Level One:

Any employee or applicant for employment with a complaint alleging discriminatory practices in his/her employment conditions or candidacy for employment shall first discuss such complaint with his/her immediate supervisor in an attempt to resolve the matter informally. The immediate supervisor shall be informed of the complaint within ten working days after the event giving rise to the complaint, and the supervisor and/or the compliance officer shall meet with the employee within five working days after being so notified. Immediate supervisor shall mean the principal or other person designated as having supervisory responsibility for the position, if the complaint is brought by an applicant for employment in the position. If the matter is not satisfactorily resolved, the employee or applicant shall file a written complaint with the immediate supervisor, which must be filed within ten working days following the discussion with the immediate supervisor. The immediate supervisor shall indicate the disposition of the complaint in writing within ten working days after the filing of the complaint.

Level Two:

If the employee or applicant feels that the matter is not satisfactorily resolved, he/she may file the written complaint and the supervisor's disposition with the superintendent of schools within ten working days after the disposition by the supervisor. The superintendent or his/her designee shall meet with the employee or applicant within ten working days after receipt of the complaint. Within ten working days of the meeting, the superintendent or his/her designee shall indicate in writing the disposition of the complaint.

Level Three:

If the employee or applicant feels that the matter is not satisfactorily resolved, he/she may request to appear before the Board by filing the written complaint and the written dispositions of the immediate supervisor and of the superintendent or his/her designee with the Board secretary and asking for a place on the agenda for the next meeting, within ten working days after the disposition by the superintendent or his/her designee. The Board secretary shall place the item on the Board's agenda. The employee or applicant may appear at the Board meeting and discuss the matter with the Board. The administrative

staff may also discuss the matter with the Board. The Board may refuse, in its sole discretion, to take action on the complaint or the Board shall decide the matter as soon as practicable, and the Board secretary shall communicate the Board's decision to the employee or applicant. If the Board declines to decide the matter, the disposition of the superintendent or his/her designee shall be final. Otherwise, the decision of the Board shall be final.

Bar: The failure of an employee or applicant to follow these complaint procedures within the prescribed time limits or the failure of an employee or applicant to follow other mandates of these procedures will act as a bar to any further processing of the complaint. An administrator's failure to render a decision within the time limits will permit the employee or applicant to proceed to the next step. Time limits may be extended only by mutual agreement.

Working Days - Defined: Working days, as used herein, shall mean those days on which the office of the superintendent of the Boone Community School District is officially open to conduct business.

Non-interference: All investigations, handling, or processing of any complaint shall be conducted so as to result in no interference with or interruption of work activities for the employee.

Concerns of the General Public (Non-Personnel)

When a complaint requiring attention is received by the board or a board member it will be referred to the superintendent. After all of the channels have been exhausted, the complainant may appeal to the board by requesting a place on the board agenda or during the public audience portion of the board meeting. If the complainant appeals to the board, the appeal will be in writing, will be signed and will explain the process followed by the complainant prior to the appeal to the board. It is within the board's discretion to determine whether to hear the complaint.

Therefore any employee complaints should be directed first to the immediate supervisor and follow the Communication Roles and Responsibilities chart above. Complaints referring to Employee Handbook interpretations will be addressed under "Handbook Complaints". Complaints regarding the BEA or UE Master Contract are addressed according to the grievance procedures identified in the master contract. (Further information available in Board of Education Policy 213.1R1)

Concerns of General Public about an Employee

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

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

- a. Matters should first be addressed to the teacher or employee.
- b. Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal for licensed employees and the superintendent for classified employees.
- c. Unsettled matters regarding licensed employees from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- d. If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board. To bring a concern regarding an employee, the individual may notify the board president in writing, who may bring it to the attention of the entire board, or the item may be placed on the board agenda of a regularly scheduled board meeting in accordance with board policy 214.1.

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

Concerns of Handbook Language/Procedures

Complaints alleging the misinterpretation or misapplication of the district employee handbook are addressed in this section. Handbook complaint procedures are a means of internal dispute resolution by which an employee may have their complaints addressed. The goal of the handbook complaint process is to, at the lowest level possible, secure equitable solutions to problems that arise. This section addresses complaints to the employee handbook. Other employee complaint procedures should be in accordance with the district's board policy.

Step One: Within ten (10) days after the alleged misinterpretation or misapplication of the handbook, an employee with a complaint shall privately and informally discuss the complaint with their immediate supervisor and attempt to find a resolution.

Step Two: If the complaint is not resolved at Step One, the employee alleging the complaint may submit a formal complaint with the immediate supervisor. The formal complaint must be submitted to the immediate supervisor within ten (10) days after the Step One informal discussion. The formal complaint must contain a clear and concise statement of the alleged misinterpretation or misapplication of the handbook, including the facts upon which the complaint is based, the issues involved, the provisions of the handbook involved, the claimed basis for the alleged misinterpretation or misapplication and the resolution that is sought. The immediate supervisor will provide a written answer to the formal complaint within ten (10) days.

Step Three: If the complaint is not resolved at Step Two, the employee alleging the complaint shall submit the formal complaint to the superintendent within ten (10) days. The superintendent will provide a written answer to the formal complaint within ten (10) days. The superintendent's decision will provide a written answer to the formal complaint within ten (10) days.

Step Four: If the employee or applicant feels that the matter is not satisfactorily resolved, he/she may request to appear before the Board by filing the written complaint and the written dispositions of the immediate supervisor and of the superintendent or his/her designee with the Board secretary and asking for a place on the agenda for the next meeting, within ten working days after the disposition by the superintendent or his/her designee. The Board secretary shall place the item on the Board's agenda. The employee or applicant may appear at the Board meeting and discuss the matter with the Board. The administrative staff may also discuss the matter with the Board. The Board may refuse, in its sole discretion, to take action on the complaint or the Board shall decide the matter as soon as practicable, and the Board secretary shall communicate the Board's decision to the employee or applicant. If the Board declines to decide the matter, the disposition of the superintendent or his/her designee shall be final. Otherwise, the decision of the Board shall be final.

Multiple complaints of the same issue will be addressed as one complaint.

Conflict of Interest

No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. Such actions may subject employee to disciplinary action, up to and including termination.

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

Since employees have access to information and a captive audience that could present a conflict of interest, employees may only solicit other employees or students for personal or financial gain with the prior, advance approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the

solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days' notice, require the employee to cease approved solicitations as a condition of continued employment.

Employee Records

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

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

All periodic evaluations and responses shall be kept in the confidential personnel folder maintained in the Central Office for each Employee for a period of not less than three (3) years from the date such evaluation is made. Evaluation documents and responses shall be available to the evaluated Employee.

No formal reprimands or evaluations shall be placed in the Employee's certified personnel folder unless he/she has had an opportunity to read the material by affixing his/her signature on the actual copy to be filed.

Such signature does not necessarily indicate agreement with the content of such material. In the event that an Employee refuses to sign such material, this refusal will be attested to in writing by the administrator in the presence of another staff member.

The Employee shall have the right to answer any material filed subsequent to employment, and his/her answer shall be affixed to the material and placed in his/her folder. An Employee may have any evidence of educational competency, professionalism, or outstanding educational performance the Employee chooses placed in his/her certified personnel folder at the Central Office.

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

All information used in termination of contract shall be maintained in the confidential personnel folder. (Further information available in Board of Education Policy 401.5)

Employee Searches

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

Evaluation

Licensed Employees

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

The formal evaluation criteria is in writing and approved by the board. The formal evaluation will provide an opportunity for the evaluator and the licensed employee to discuss performance and the future areas of growth. The formal evaluation is completed by the evaluator, signed by the licensed employee and filed in the licensed employee's personnel file. This policy supports, and does not preclude, the ongoing informal evaluation of the licensed employee's skills, abilities and competence.

Licensed employees will be required to meet the Iowa Teaching Standards and Criteria and to:

- Demonstrate the ability to enhance academic performance and support for and implementation of the school district's student achievement goals.
- Demonstrate competency in content knowledge appropriate to the teaching position.
- Demonstrate competency in planning and preparation for instruction.
- Use strategies to deliver instruction that meets the multiple learning needs of students.
- Use a variety of methods to monitor student learning.
- Demonstrate competence in classroom management.
- Engage in professional growth.
- Fulfill professional responsibilities established by the school district.

Within six weeks after the beginning of each school year, the principal or immediate supervisor shall acquaint each employee under their supervision with the evaluation procedures, criteria and instruments used in evaluation. The evaluation orientation ensures employees have an understanding of the evaluation system. No formal evaluation shall take place until the evaluation orientation is completed.

The evaluation timeline, Teaching Standards and Criteria, and expectations shall follow those prescribed by the Iowa Department of Education.

- *A comprehensive evaluation of beginning teachers that includes a review of the teacher's progress on the Iowa teaching standards and the use of the Department of Education's comprehensive evaluation instrument will be conducted annually in their first three years.*
- *A performance review of career teachers to be conducted once every three years and includes classroom observation of the teacher, a review of the teacher's progress on the Iowa teaching standards and additional standards and criteria, a review of the implementation of teacher's individual professional development plan, and supporting documentation from other evaluators, teachers, parents and students.*

The formal evaluation shall be in writing. The principal or immediate supervisor will review the evaluation with the employee. The employee shall sign the evaluation. The signature will indicate that the principal or immediate supervisor has discussed the results with the employee but does not necessarily imply the employee is in agreement with the evaluation results. The employee may add additional comments to the evaluation within ten days following the completion of the evaluation.

If the principal or immediate supervisor determines that the employee's performance is not meeting expectations as prescribed by board policy, district procedures or law, the principal or immediate supervisor shall recommend to the superintendent that the employee participate in an intensive assistance program. If an employee has gone through an intensive assistance plan and failed to meet the established criteria, the district may begin the termination process.

Within ten calendar days of receipt of the formal evaluation, the employee may submit written comments to be included with the formal evaluation

Support Staff

Evaluation of classified employees on their skills, abilities, and competence is an ongoing process supervised by the superintendent. The goal of the formal evaluation of classified employees is to maintain classified employees who meet or exceed the board's standards of performance, to clarify each classified employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the district, and to develop a working relationship between the administrators and other employees.

It is the responsibility of the superintendent to ensure classified employees are formally evaluated at least every other year. New and probationary classified employees are formally evaluated after 90 days of employment and as appropriate thereafter within their first year of employment. Evaluations will be completed by their building principal or manager in conjunction with their immediate supervisor. (Board of Education Policy 411.6)

Mandatory Cooperation in Workplace Investigations

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees. Employees may be disciplined, up to and including termination, for making any untrue statement or providing information that is dishonest, misleading, inaccurate or incomplete during the course of the investigation and related procedures. Employees may also be disciplined, up to and including termination, for impeding, obstructing or failing to cooperate with the investigation and related procedures.

Mandatory Reporting of Post-Employment Arrests and Convictions

Any employee who is arrested or convicted of any criminal charges shall report such information the Superintendent of Schools within five (5) days. Failure to do so shall incur discipline, up to and including termination.

Nepotism

The Board of Education recognizes the need to avoid nepotism relative to its employment practices including the hiring, assignment, supervision and evaluation, promotion, discipline, and discharge of all employees of Boone Community School District. For the purpose of this Policy, members of the immediate family include spouses, children, stepchildren, wards, grandchildren, parents, grandparents, brothers, sisters, in-laws, uncles, and aunts.

No employee may have direct supervision over the progress, performance, pay, or welfare of another employee who is an immediate family member and together they may not be involved with the financial controls or physical inventories of school system properties. (Further information available in Board of Education Policy 401.4)

Assignment of Students: Because the assignment of teachers in the BCSD often requires that teachers teach one specific subject and/or grade level without an option for other teachers teaching the same subject and/or grade level, it is inevitable that teachers may teach their own children. The assignment of a student to a class taught by a member of the student's immediate family could create an appearance of favoritism, therefore, if possible, it should be avoided.

Fraternization

The District believes that an environment where employees maintain clear boundaries between personal and business interactions is most effective for conducting business and maintaining positive employee morale. Although this work rule does not prevent the development of all romantic relationships between coworkers, it does prohibit such relationships between coworkers in a direct supervisor/subordinate relationship.

Supervisory employees should refrain from dating or developing romantic relationships with subordinate employees. It is a violation of District policy, subject to disciplinary action, for a District employee in a position of authority to date or engage in a romantic relationship with any employee over whom he/she has direct authority or supervision without disclosing the personal relationship to the Superintendent.

It is also a violation of this policy for any District employee in a position of authority or supervision to participate in the evaluation of, or employment decisions involving another employee or job applicant, if the supervisor is dating or has a romantic relationship with the individual. (Further information available in Board of Education Policy 401.13)

Probationary Status

Licensed Employees: The first three years of a newly licensed employee's contract is a probationary period unless the employee has already successfully completed the three-year probationary period in an Iowa school district. Newly licensed employees who have successfully completed a probationary period in a previous Iowa school district will serve a two-year probationary period.

Support Staff: New employees are identified as being "probationary" during the first ninety (90) days of employment. A new employee shall be evaluated at the completion of ninety (90) days of employment and/or at the completion of the school year. New employees may be dismissed or terminated up to the end of the ninety (90) day probationary period without cause. The release of probationary employees shall not be subject to the grievance procedure.

Qualifications, Recruitment and Selections

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

All job openings shall be submitted to the Iowa Department of Education for posting on TeachIowa, www.teachiowa.gov/, the online state job posting system and through email to current employees. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

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

Release of Credit Information

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

Seniority

Licensed Employee

Seniority shall be calculated by counting each year of teaching in the District as one (1) year, by counting the first two (2) years of teaching outside the District as one (1) year each and by counting the third and subsequent years of teaching outside of the District as three-fourths (.75) of a year each. For purposes of this Article, a year of teaching shall mean employment as a teacher and/or administrator for ninety (90) or more consecutive school days in each school year.

Support Staff

For support staff seniority shall mean an employee's length of continuous employment with the employer from the most recent date of hire. Time worked as a temporary or seasonal worker shall not be included. Time worked

as a substitute shall be included only if the employee substituted for at least one-half (1/2) of the regular contract days on a continuous (not intermittent) basis immediately prior to being hired in the same position. In the event two or more employees have the same length of seniority, the employee having the lower last three digits in his/her social security number shall be deemed the more senior.

Support staff seniority and longevity shall be broken by resignations, terminations, or lay-offs, any of which are longer than fifteen (15) months. Seniority and longevity shall not be broken by absences of fifteen (15) months or less. However, seniority and longevity shall not accrue during absences of fifteen (15) months or less, except otherwise required by law or during layoffs of less than fifteen (15) months and except for unpaid leaves of absence of less than thirty (30) days. Longevity pay on the salary schedule shall be lost beginning with any employee leaving their employment after July 1, 2016 and seeking re-employment after a fifteen (15) month absence.

Seniority is not used to determine transfers, job selection, or job placement.

Job Classification

Support Staff

Job classifications are identified in the UE Negotiated Agreement within each job category salary schedule. The UE Negotiated Agreement provides specific clarification for each role. The job categories include:

Associates: General Ed Associates, Special Ed/Supervisor Associates, and Primarily Assigned
Clerical: Support Clerical and Administrative Clerical
Custodial/Maintenance: Custodians and Maintenance Staff
Food Service: Food Service Staff/Cooks and Head Cook
Transportation: Bus Drivers

Transfers

Licensed and Support Staff Employees

A notice of an opening creating an opportunity to transfer shall be posted on the district's website Personnel Page and emailed to all staff members at least five (5) days before the final date when the application must be submitted. The notice of opening shall also be posted in all district buildings.

An Employee possessing the necessary qualifications may apply for consideration for any posted vacancy. Such applications must be a letter of interest in writing/email and submitted to the Superintendent's office by the date on the posted notice. A letter/email of interest must be submitted each time an opportunity is posted and applications shall not carry over from one opportunity to transfer to another. An Employee need not formally resign his/her present position in order to apply for a different position within the District. The filling of the vacancy shall be based upon the needs of the District and qualification of the applicants as determined by the Employer. All applications for transfer shall be considered along with any applications from non-employees.

The employer retains the rights in its sole discretion to make involuntary transfers if the transfer is necessary to fulfill the mission/vision of the district and meet the learning needs of students. Involuntary transfers shall only be to the same job classification and shall not reduce the employee's hours of work or rate of pay.

Employees shall be notified in writing when they are denied a transfer which they have requested.

Support Staff - Transfers/Salary Schedule Placement

Employees who are involuntarily transferred within their same job classification shall be placed on the experience step of the new assignment which is the hourly rate closest to their prior hourly rates, but not less than their former hourly rates.

Employees who apply for a vacancy and are granted a position within the same job classification as their current position shall retain their experience steps. Employees who apply for a vacancy and are granted a position in another job classification from their current position shall be placed on the beginning step of the new position, except that the employer may consider prior experience of the employee and may grant credit for years of experience on the salary schedule.

Work Day/Hours

Licensed Employees

Work Day: All full-time Employees shall work eight (8) hours per contract day except as modified below. Starting and quitting times may vary by building or individual Employee with approval of the Principal.

Hours Per Day: All full-time Employees shall work eight (8) hours per day typically including 45 minute lunch except for shortened student attendance days or when assigned to noon supervision, in which case they shall have a duty-free lunch period of at least twenty-five (25) minutes. Not more than 24 noon supervisions will be assigned per year. Additionally, employees would be provided the equivalent of 1 period or 45 minute of planning time per day.

Lunch Periods: All elementary Employees (grades PreK-4) shall have a daily, duty-free lunch period of at least forty-five (45) minutes except when assigned to noon supervision, in which case they shall have a duty-free lunch period of at least twenty-five (25) minutes. Elementary Employees assigned more than twenty-four (24) noon supervision assignments shall be allowed to leave twenty (20) minutes prior to the normal departure time on the days of assigned noon supervision over twenty-four (24), except on days of early dismissal when the Employees may leave as soon as students have been dismissed, and except on days when faculty meetings, parent-teacher conferences or staffings have been called or in case of an emergency, in which case Employees shall be allowed early dismissal the following work day.

All secondary Employees (grades 5-12) shall have a daily, duty-free lunch period of at least one class period except when assigned to noon supervision, in which case they shall have a duty-free lunch period of at least one-half (1/2) class period. Secondary Employees assigned more than twenty-four (24) noon supervision assignments shall be allowed to leave twenty (20) minutes prior to the normal departure time on the days of assigned supervision over twenty-four (24), except when faculty meetings, parent-teacher conferences or staffings have been called or in case of an emergency, in which case Employees shall be allowed early dismissal the following work day.

Early Dismissal: On Fridays and on days immediately preceding holidays and recess periods designated on the school calendar, secondary Employees may leave fifteen (15) minutes after students are dismissed, and elementary Employees may leave fifteen (15) minutes after students are dismissed. On days that school is closed because of reasons of nature or other catastrophic reasons, designated Employees shall remain in the building until all students have left the building.

Meetings: Employees may be required to attend without additional compensation open houses and special event (i.e. Orientations, literacy nights, concerts, etc.) in the evening as assigned by the administration, and/or meetings scheduled by the administration (faculty meetings, IEPs, committee meetings, etc.) between 7:30 a.m. and 5:00 p.m.

Part-time Employees: Part-time Employees' hours will be set by the Principal. Extra duties and attendance at faculty meetings will reflect the Employee's part-time schedule. Attendance at in-service meetings will reflect the Employee's part-time schedule. Part-time Employees who are required to attend additional activities outside of the above requirements shall be paid by the hourly base salary excluding TSS per diem rate of his/her salary for each hour assigned.

Leaving Building: Employees may leave the building during their duty-free lunch periods. Employees may leave the building during their work day with permission of the Principal.

Support Staff

The specific work hours for each employee may vary according to the needs of the employer. The hours for each employee shall be designated by the employee's supervisor. All work in excess of regularly assigned hours must be approved in advance by the employer. The employee shall either be paid for the additional hours or shall be granted compensatory time equal to the number of extra hours (or equal to time and one half if the work is in excess of 40 hours per week), as agreed to between the employee and the supervisor prior to working the additional hours. If compensatory time is approved, it must be scheduled with the supervisor and used by the end of the work year, or it shall be paid out with the last payroll of the fiscal period. Employees required by the employer to attend meetings outside of the employees' regularly scheduled work hours shall be compensated for actual time spent in attending the meeting and for reasonable travel time if the meeting is outside the District.

Break Periods: Except in cases of emergency, employees shall have at least a twenty (20) minute unpaid lunch period, except that food service employees shall have a paid lunch period which shall not necessarily be duty-free. Employees regularly assigned seven (7) or more hours per day shall have two (2) fifteen (15) minute paid break periods each day. Employees regularly assigned at least four (4), but fewer than seven (7), hours per day shall have one (1) fifteen (15) minute paid break period each day. The times of the break periods may vary but shall be arranged with the employee's supervisor.

Call Ins: Employees who are called into work on days not regularly assigned or called in at a time which is not contiguous to the beginning or end of their regularly assigned hours shall be paid for actual time worked, with a minimum of two (2) hours. However, building checks for custodians/maintenance workers regularly employed for forty or fewer hours per week shall be paid for actual time worked with a minimum of one (1) hour.

Inclement Weather: Employees called into work on days in which school is then cancelled or shortened due to inclement weather or other emergency shall be paid for hours actually worked. Employees may use earned compensatory time for the portion of the day not worked. Food service employees shall be paid for a minimum of two (2) hours on such days.

Seasonal Work: Opportunities for seasonal work shall be posted at least seven (7) calendar days before filling the position. Any employee may apply.

Bus Driver Trips: Each out-of-town trip requiring a bus driver will be offered first to the regular bus drivers before offering the trip to a substitute driver. When a bus driver takes an activity trip that conflicts with his/her regular route, the driver shall be paid for the regular route and one hour of trip pay will be deducted.

Before and After School Supervision: The building principals will establish a before and after school supervisor rotation. When assigned in the rotation of before and after school supervision, the employee's hours will be adjusted so as not to exceed the employee's regular work hours or result in overtime pay unless assigned by the building principal. Nothing in this language prevents an associate from volunteering to perform before and after school supervision within their assigned regular work hours.

DISTRICT PROCEDURES AND GUIDELINES

Business Office Procedures

Purchase Orders Process: All purchases of goods, services, and equipment for which the District will be responsible for payment shall be properly approved and executed on purchase requisitions. (Board of Education Policy 705.1R1)

The Board of Education audits and approves payments for the bills at the Board's regular monthly meeting. To ensure timely processing, all requisitions must be submitted to the Accounts Payable office on the Wednesday of the week prior to any Board meeting.

How to Make a Purchase

- The district utilizes ~~K-Purchase~~ **Software Unlimited Weblink** for electronic purchase requisitions and purchasing.
- Complete the purchase requisition in its entirety.
 - All orders must be approved in advance by authorized staff members before the order may be placed or purchase made.
 - Submit completed purchase order request on ~~K-Purchase~~ **Software Unlimited Weblink** to the building level secretary who will route it to the building principal for approval.
 - Following principal approval, the purchase requisition will be sent electronically to the central office for ordering.

Credit Card Use: Employees may use school district credit cards for the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties include, but are not limited to, fuel for school district transportation vehicles used for transporting students to and from school and for school sponsored events, payment of claims related to professional development of the board and employees, and other expenses required by employees and the board in the performance of their duties.

Employees and officers using a school district credit card must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt will make the employee responsible for expenses incurred. Those expenses are reimbursed to the school district no later than ten working days following use of the school district's credit card. In exceptional circumstances, the superintendent or board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim. (Board of Education Policy 401.10)

Credit Cards used for school district purposes may be checked out at Central Office.

Travel Compensation: Employees traveling on principal, superintendent, and/or Board of Education approved school related travel, on behalf of the school district, and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs. This policy will use as a guideline the United States Government Travel Management Policy Per Diem Rates. (Board of Education Policy 401.7)

Travel Outside the School District: Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel.

If a school district vehicle is not available and use of a personal vehicle has been preapproved by the principal and/or superintendent, mileage will be paid at the legal United States Government Travel Management Policy Per Diem Rates on a per mile basis.

Meals and lodging will be reimbursed when a receipt accompanies the request for reimbursement. Approved expenses for meals within the state are limited to \$40 daily (general guidelines are \$10.00 for breakfast, \$12.00 for lunch and \$18.00 for dinner). Approved expenses for meals outside the state are limited to \$50 daily (general guidelines are \$12.00 for breakfast, \$15.00 for lunch and \$23.00 for dinner). The meal reimbursement rate is not applicable when event registration includes meals.

Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, indicating the date, purpose, nature and itemized expense for each claim item. The school district does not reimburse Iowa sales tax. In exceptional circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances is maintained as part of the school district's record of the claim.

All expenses must be submitted on a Boone Community School Staff Travel Expense Report.

Registration for conferences, workshops, and for motel or overnight lodging will be made through the Central Office. If at all possible, conference, workshop, and lodging expenses will be paid through direct billing.

Expense reimbursements submitted to the Central Office by the 1st of each month will be approved at the Board meeting each month.

Travel Within the School District: Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at the legal United States Government Travel Management Policy Per Diem Rates on a per mile basis. It is the responsibility of the superintendent to approve travel within the school district by employees.

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

The superintendent is responsible for developing administrative regulations regarding actual and necessary expenses, in-school district travel allowances and assignment of school district vehicles. The administrative regulations will include the appropriate forms to be filed for reimbursement to the employee from the school district and the procedures for obtaining approval for travel outside of and within the school district.

Expense reimbursements submitted to the Central Office by the 1st of each month will be approved at the Board meeting each month.

Child Labor

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

Committees

School Improvement Advisory Committee (SIAC): The School Improvement Advisory Committee is designed to give the district guidance on district goals, academic achievement efforts, and family and community engagement. SIAC meets four times annually and is composed of a cross-section of school and community representatives. Representatives are appointed to a three-year term by the Board of Education. SIAC is facilitated by the Superintendent and Director of Innovative Learning.

Building Lead Learning Team: The Building Lead Learning Team is composed of teacher representatives from grade levels and/or departments and the building principal. Representatives are appointed annually by their building principal. The Building Lead Learning Team is designed to give the principal guidance on building and district goals, academic achievement efforts, professional development, staff ideas and concerns, family and community engagement, etc. The Building Lead Learning Team typically meets on a monthly basis.

District Lead Learning Team: The District Lead Learning Team is composed of teacher representatives from each building's Lead Learning Team and the administrative Leadership Team. There are four high school representatives, four middle school representatives, and four elementary representatives (two from Franklin Elementary and one each from Lincoln and Page Elementary). Representatives are appointed annually by their building principal. The District Lead Learning Team is designed to give the district guidance on district goals, academic achievement efforts, professional development, calendar development, staff ideas and concerns, and family and community engagement. The District Lead Learning Team meets four times annually and is facilitated by the Superintendent and Director of Innovative Learning.

Teacher Quality Committee: The Teacher Quality Committee is Iowa Department of Education required committee which meets periodically throughout the school year to determine use of State Teacher Quality Funds. The committee is made up of three administrators including the Superintendent, Director of Innovative Learning, and one building principal and three Boone Education Association members appointed by the BEA.

Public Relations Committee: The Public Relations Committee is designed to support positive community relations, family engagement and promotion of the school district. The committee is comprised of a cross-section of school, community, board and administrative representatives approved by the Board of Education. The Public Relations Committee meets four to eight times annual to review, advise and update related to the Public Relations goals and plan.

Copyright

Copyright is a form of intellectual property that protects original works of authorship including literary, dramatic, musical, and artistic works. The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use." For additional information about copyright and fair use, please visit the "Frequently Asked Questions about Copyright" section of the United States Copyright Office located at copyright.gov/help/faq/index.html

Employee Recognition

The board recognizes and appreciates the service of its employees. Employees who retire may be honored by the board, administration and staff in an appropriate manner. A plaque and lifetime pass to all school activities shall be presented to each employee upon his or her retirement in recognition of his or her service to students and the citizens of the school district. (Board of Education Policy 401.8)

The Board of Education believes that the names of district facilities and events should have special significance to the school district, its traditions and values. While the Board recognizes that there will be circumstances where

there is sentiment to name or rename facilities or events or to display plaques or memorials in honor of a respected person, buildings, events, and recognition displays or memorials are not considered appropriate recognitions. Therefore, the Board of Education believes the following are examples of appropriate memorials in lieu of a permanent memorial:

- Establishment of a scholarship fund for graduating seniors.
- A foundation to benefit the schools in the name of the deceased.
- Gifts of library books or equipment.

(Based on Board of Education Policy 903.7)

Employee Publication or Creation of Materials

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

Parking

High School staff parking is in designated, numbered spot assigned at the beginning of each school year and upon hire.

Professional Development

The board encourages licensed personnel to attend and participate in professional development activities to maintain, develop, and extend their skills.

The board shall maintain and support an in-service program for licensed personnel.

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

The superintendent or designee shall have the discretion to allow or disallow licensed employees to attend or participate in the requested event. When making this determination, the superintendent or designee will consider the value of the program for the employee and the school district, the effect of the employee's absence on the education program and school district operations and the school district's budget as well as other factors deemed relevant in the judgment of the superintendent or designee. Based on Board of Education Policy 408.1.

Within budgetary limits, Employees may attend conferences, conventions, professional development or other activities of the local, state and national organizations and other professional meetings based on the professional development plans and curriculum renewal cycle as approved by the superintendent. Such attendance may be permitted at full pay based on available funding and if such attendance is approved in advance by the Superintendent. If any Employee wishes to be absent from duty to attend such meetings, a written request for approval of attendance should be signed by the Principal and filed with the Superintendent at least ten (10) days prior to the first day of anticipated attendance. The decision of the Superintendent in said matters is not grievable. (BEA Master Contract)

Parent-Teacher Organization (or other parent organization)

The district coordinates with one PTO designed to support PK-8 education in the district and a Booster Club supporting 7-12 activities.

Religious Holiday Celebrations in Public Schools

The historical and contemporary significance of religious holidays may be included in the education program provided that the instruction is presented in an unbiased and objective manner. The selection of holidays to be studied will take into account major celebrations of several world religions, not just those of a single religion. Holiday-related activities will be educationally sound and sensitive to religious differences and will be selected carefully to avoid the excessive or unproductive use of school time. Teachers will be especially careful in planning activities that are to take place immediately preceding or on a religious holiday.

Music, art, literature and drama having religious themes (including traditional carols, seasonal songs and classical music) will be permitted if presented in an objective manner without sectarian indoctrination. The emphasis on religious themes is only as extensive as necessary for a balanced and comprehensive study or

presentation. Religious content included in student performances is selected on the basis of its independent educational merit and will seek to give exposure to a variety of religious customs, beliefs and forms of expression. Holiday programs, parties or performances will not become religious celebrations or be used as a forum for religious worship, such as the devotional reading of sacred writings or the recitations of prayers.

The use of religious symbols (e.g. a cross, menorah, crescent, Star of David, lotus blossom, nativity scene or other symbol that is part of a religious ceremony) are permitted as a teaching aid, but only when such symbols are used temporarily and objectively to give information about a heritage associated with a particular religion. The Christmas tree, Santa Claus, Easter eggs, Easter bunnies and Halloween decorations are secular, seasonal symbols and as such can be displayed in a seasonal context.

Expressions of belief or nonbelief initiated by individual students is permitted in composition, art forms, music, speech and debate. However, teachers may not require projects or activities which are indoctrinate or force students to contradict their personal religious beliefs or nonbeliefs. Board of Education Policy 603.8R1.

The school district is required to keep the practice of religion out of the school curriculum. The board recognizes the key role religion has played in the history of the world and authorizes the study of religious history and traditions as part of the curriculum. Preferential or derogatory treatment of a single religion will not take place.

It is the responsibility of the superintendent to ensure the study of religion in the schools in keeping with the following guidelines:

- The proposed activity must have a secular purpose;
- The primary objective of the activity must not be one that advances or inhibits religion; and
- The activity must not foster excessive governmental entanglement with religion.

(Board of Education Policies 603.8)

School Fees

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

School Nutrition Program

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

School Publicity and Community Relations

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

Employees are encouraged to recognize that their public comments, social media posts, and sometimes private conversations have a reflection on the school district and may potentially be a violation of confidentiality rights. Employees should consider carefully what is stated and written knowing they are an ambassador of the school district. School concerns should be directed to the employee's supervisor for response based on the responsibility of the supervisor, expectations of the school district, and Board of Education policy.

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

Staff Meetings

Staff meetings provide an opportunity for the communication of important school district information to be shared between administration and employees.

Licensed employees may be required to attend without additional compensation open houses and special events (i.e. Orientations, literacy nights, concerts, etc.) in the evenings as assigned by the administration, and/or meeting scheduled by the administration (faculty meetings, IEPs, committee meetings, etc.) between 7:30 a.m. and 5:00 p.m. Support staff has similar requirements, but would be paid their regular rate of pay for attendance.

Teacher Leadership and Compensation

The vision of the Boone Schools' Teacher Leadership Program is *to inspire, challenge, and empower our teachers, students, and community to collaboratively enhance a world-class educational system of teaching and learning through data-driven, sustainable best practices.*

Our program ensures a focus on the following:

- Empowering and retaining effective teachers by refining and enhancing their opportunities for growth, collaboration, and mentoring;
- Improved student literacy achievement, emphasizing the state goal that students can read at grade level by third grade;
- Differentiated learning for all learners - student and adult;
- Effective and progressive use of technology, expanding our current district pursuit of a 1:1 technology initiative; and data-driven instructional improvement.

The creation of differentiated, multiple, and meaningful teacher leadership roles in our Program advances the goals of the district, as well as our program. The roles created include:

Instructional Coach - Instructional Improvement Leaders - serve to be an educational leader focusing on curriculum, assessment, professional development alignment, mentorship coordination, and technology applications through collaborations with staff.

Mentor Leaders - serve to address personal and professional needs of new and career teachers through collaboration and development of skill, aligned with Iowa Teaching Standards;

PLC Grade/Subject Area Leaders - serve to facilitate and support grade and/or subject area analysis of assessments to guide instructional improvement.

The Teacher Leadership and Compensation Program is facilitated by the Director of Innovative Learning.

EMPLOYEE CODE OF CONDUCT

Employee Code of Conduct (Licensed and Support Staff)

The following is a summary of the Code of Conduct with the full explanation available on the district website at: https://boone.k12.ia.us/docs/district/EPC_BCSD.pdf. Specific information regarding the Rationale for Disciplinary Action, Douglas Factors used in determining appropriate responses, and the delegation of authority to address disciplinary issues is on pages 7-10.

EXPECTATIONS FOR PROFESSIONAL CONDUCT: The following Expectations for Professional Conduct is a summary list of expectations and procedures based on BCSD Board of Education Policy, Iowa Board of Educational Examiners Code of Professional Conduct and Ethics, and Iowa State Law utilized in the Boone Community School District. Employees in violation of these policies are subject to disciplinary action up to and including termination.

POLICY VIOLATIONS

Attendance, Leave or Contract Day Policy Violation is defined as any lack of compliance with an established policy, routine, procedure or contract provision relating to an employee's time on duty.

Examples include, but are not limited to, the following: *Logging excessive absences without approval; abusing sick or other leave; arriving late or leaving an assigned duty station early without prior authorization; being absent without approval; or failing to follow proper absence notification procedures.*

Breach of Chain of Command Protocol is defined as the unauthorized or improper conveyance of an issue or concern to a district authority above the level of an employee's immediate supervisor.

Examples include, but are not limited to, the following: Bringing a problem to the a district level supervisor that could have been directly addressed at the building or site level or encouraging others to do so; failing to follow established grievance channels; or requesting that a higher level supervisor overrule an operational decision by a lower level supervisor that was within his or her scope of authority to make.

Dishonesty (Non-criminal) is defined as any lack of truthfulness, deception, or written act of dishonesty that is a matter of interest to the district only.

Examples include, but are not limited to the following: Engaging in an act of commission (e.g., the misrepresentation of facts, such as the reporting of an uncompleted task as completed); engaging in an act of omission (e.g., the failure to relate all pertinent details to a supervisor, such as giving an incomplete account of an event or incident); misrepresenting one's professional qualifications; falsifying documentation related to the completion of in-service or continuing education credit hours; making a non-disqualifying false statement on an application for employment; writing a recommendation for employment, promotion, admission or scholarship known to contain incorrect information; including false information in the written performance evaluation of an employee; knowingly assigning an improper grade to a student; filing an inaccurate report in error; or accounting for the receipt, deposit or disbursement of funds in a manner prohibited by policy.

Inadequate Preparation for Employee Job Responsibilities is defined as substandard and/or inconsistent use of required skills or resources to fulfill one or more established job responsibilities.

Examples include, but are not limited to the following: Failing to prepare for the optimal execution of job responsibilities as assigned; remaining unwilling/unable to plan for the optimization of allotted time; failing to plan for and provide adequate direction during an absence; remaining unwilling/unable to use equipment or resources appropriately; or failing to complete required state training programs related to licensure, job assignment, or condition of employment within the state and/or district specified time frames.

Inadequate Supervision of Employees is defined as either the neglect of assigned supervisory responsibilities or the failure to provide proper monitoring, guidance, oversight or direction to subordinates during the school/work day, during an assigned duty or during a district-sponsored event/activity.

Examples include, but are not limited to the following: Failing to properly orient new employees to their work environments; failing to ensure that subordinates are provided sufficient opportunities to demonstrate the skills needed to perform their job duties as required; or neglecting performance evaluation responsibilities.

Inadequate Supervision of Students is defined as either the neglect of assigned student supervisory responsibilities or the failure to provide proper monitoring, guidance, oversight or direction to students before, during or after the school/work day, an assigned duty or a district-sponsored event/activity.

Examples include, but are not limited to the following: Leaving students unsupervised during school related activities: (e.g., a field trip; before or after school or during recess; placing students in a hallway during instructional time without oversight; engaging in actions or behaviors on assigned duty which distract from supervision responsibilities; or failing to monitor a register line during cafeteria duty).

Inappropriate, Abusive or Offensive Conduct (Non-criminal) is defined as any act which interferes with the personal rights of employees, students, others or the legitimate interests of the district that is a matter of interest to the district only.

Examples include, but are not limited to, the following: Engaging in conduct directed toward supervisors, employees or students that is improper for the circumstances in which it occurs; engaging in discourteous, derisive or disruptive action(s), language, or behavior(s); engaging in an act of retaliation not prohibited by law; or failing to follow established operational procedures.

Inappropriate Use of Technology Resources is defined as any deviation from the district's Electronic Information Services (EIS) guidelines and procedures that is a matter of interest to the district only.

Examples include, but are not limited to, the following: Using district technology resources inappropriately; providing authentication data to unauthorized parties (e.g., giving a student the password to a computer or program); accessing restricted online activities or sites during the work day; accessing or displaying obscene materials, content or information; failing to monitor student use of technology or failing to limit student access to the internet as required; and compromising network security either intentionally or through neglect.

Insubordination is defined as any refusal to comply with a legitimate directive issued by a recognized source of authority which the employee had both the knowledge of and the capacity to carry out.

Examples include, but are not limited to, the following: Refusing to complete a reasonably assigned task; acting in opposition to or in defiance of an established authority; failing or refusing to recognize or submit to an established authority to which the employee is subordinate; disobeying an established authority; defying an established authority; or being involved in a revolt against established authority.

Lack of Teamwork is defined as the refusal to work with or cooperate with designated or assigned team(s) or individuals in a professional manner.

Examples include, but are not limited to, the following: Refusing to share resources as appropriate with team members; failing to engage in planning activities with other team members to ensure equal access; refusing to cooperate with others to share instructional strategies; failing to attend team meetings without supervisor authorization unless a student safety issue is occurring; or refusing to offer assistance to substitutes as needed and/or requested.

Off-Duty Misconduct is defined as any act occurring either off district property or before or after the school/work day or district-sponsored events/activities that impacts the ability of an employee to perform his or her job duties, undermines the legitimate interests of the district or creates a disruption of district operations that is a matter of interest to the district only.

Examples include, but are not limited to the following: Accepting part-time employment that creates a conflict of interest for the employee; selling or publishing works containing the intellectual property of the district without prior written approval; engaging in outside activities that create undue notoriety for the district; speaking on behalf of the district without authorization; misrepresenting the district in person, in print, on websites; or posting information on social media (e.g., Facebook® or Twitter®) that disrupts the district, interferes with district goals or unduly harms the reputation of the district.

Tobacco Policy Violation is defined as any act which violates a federal, state and/or district Tobacco Free Schools policy. If an employee is found in violation of this policy, the employee will be considered insubordinate and will be dealt with accordingly.

Examples include, but are not limited to the following: Using cigarettes, cigars, pipes, snuff, chewing tobacco or other tobacco products on school grounds, in school provided vehicles or while in attendance and/or supervising at school sponsored events.

Other Policy Violation is defined as any incident involving a failure to adhere to a policy, rule or procedure of the district not specified elsewhere in this section of the ECOC that is a matter of interest to the district only.

Examples include, but are not limited to, the following: Engaging in action(s) or behavior(s) that violate a policy or administrative procedure ratified by the Board of Directors; or engaging in action(s) or behavior(s) that violate a regulatory directive of the superintendent or his/her designee of which the employee has been made duly aware.

CIVIL STATUTE VIOLATIONS

Breach of Confidentiality is defined as the inappropriate access, use, disclosure, misuse, failure to protect or disposition of private, confidential, restricted, secure or proprietary information, data or records that may be a matter of interest to an outside agency.

Examples include, but are not limited to, the following: Compromising financial, payroll, personnel, student or health records; disclosing identifiable educational data or other information under FERPA, IDEA or HIPAA in an improper manner; accessing or using information contained within an Individualized Education Plan (IEP) or Section 504 Plan or other confidential record without a “need to know”; disclosing district operational information without proper authorization; assisting unauthorized users to gain access of secure information; leaving confidential information unattended in a non-secure area; removing sensitive data from the district physically or electronically regardless of purpose or stated intent; disposing of protected information in a manner contrary to established policy; or disclosing personally identifiable information about a student on social media.

Discrimination is defined as the prejudicial treatment of an individual or a group differently than others based on perceived categories such as race, national origin, gender, gender identity, age, religion, socioeconomic status, sexual orientation, disability or other basis in federal, state or local statute that may be a matter of interest to an outside agency.

Examples include, but are not limited to, the following: Making comments referencing race or national origin; seeking discharge of an employee based solely on his or her age; excluding student subgroups from opportunities available to other students; condoning the race-based intimidation of a student either explicitly or implicitly; harassing co-workers who practice a common faith; denying promotion opportunities to a subordinate on the basis of his or her disability; or disparaging a student based on his or her real or perceived sexual orientation.

Sexual Harassment is defined as any non-mutual, non-consensual, verbal or non-verbal conduct involving gender or sex that is perceived by the recipient, a third party or a reasonable disinterested person to be so severe and/or pervasive, unwelcome, unsolicited, undesirable, abusive, sexually discriminatory or offensive that may be a matter of interest to an outside agency.

Examples include, but are not limited to, the following: Physical actions or behaviors (e.g., unwelcome sexual advances, touching, indecent exposure, sexual contact); verbal actions or behaviors (e.g., unwelcome requests for sexual favors; propositions or pressure for sexual activity; continued suggestions for a date or social activity outside the workplace, unwanted or offensive flirtations, offensive jokes, suggestive remarks, sexual innuendos or double entendres, lewd comments, inquiring about someone's sexual preferences, fantasies or activities, and phone calls after it has been made clear that such actions and/or suggestions are unwelcome); non-verbal actions or behaviors (e.g., the display of pornographic or sexually suggestive images, objects, written materials, emails, text-messages or faxes. It includes leering, whistling, sexually suggestive gestures, movements, or facial expressions); gender-specific actions or behaviors (e.g., conduct that denigrates, ridicules, or intimidates another person; conduct that leads to physical abuse of a person because of his or her gender; derogatory or degrading remarks or insults about his or her gender or body); or job-specific actions or behaviors (e.g., explicit or implicit pressure for sexual activity as a condition of hire, continued employment or advancement).

Other Potential Civil Violation is defined as any incident which negatively impact(s) the work environment, a learning environment or the rights of one or more students, employees or others not specified elsewhere in this section of the ECOC that may be a matter of interest to an outside agency.

Examples include, but are not limited to, the following: Creating or contributing to a hostile work or learning environment; harassing a subordinate either verbally or in writing; intimidating or bullying employees, students or others; failing to address student-to-student harassment, intimidation or bullying situations; engaging in an act of retaliation prohibited under federal, state or local statute; disregarding established search procedures; or harassing a co-worker or other member of the school community on social media.

CRIMINAL LAW VIOLATIONS

Alcohol or Drug Policy Violation is defined as any act which violates the district's controlled substance or alcohol policies that may be a matter of interest to an outside agency.

Examples include, but are not limited to, the following: Selling, purchasing, distributing, furnishing or possessing any naturally occurring or manufactured compound on the United States Drug Enforcement Agency's (DEA) schedule of regulated substances with effects on mood, perception or behavior, either without a legitimate prescription or for which no prescription may be legally written; possessing accessories, paraphernalia, chemical precursors, or equipment associated with controlled substances; selling, purchasing, distributing, furnishing or possessing an alcoholic beverage on Boone Community School District property or at a district-sponsored event/activity; being under the influence of alcohol, a controlled substance or other intoxicant while on the job or at a district-sponsored event/activity.

Commission of a Sex Offense is defined as any act which violates the district's professional or non-professional relationship policies that may be a matter of interest to an outside agency.

Examples include, but are not limited to, the following: Committing sexual battery; engaging in an inappropriate relationship with a student or other minor; touching an employee, student or other person in a sexually inappropriate manner; engaging in sexual conduct with a minor student or other minor regardless of location or consensuality; possessing child pornography; or committing another act of sexual misconduct prohibited under federal, state or local law.

Dishonesty (Criminal) is defined as any lack of truthfulness or deception that may be a matter of interest to an outside agency.

Examples include, but are not limited to the following: Engaging in an act of commission (e.g., the criminal misrepresentation of facts, such as initiating a false complaint alleging criminal activity or making false statements to law enforcement during the course of an investigation); or engaging in an act of omission (e.g., the failure to relate all pertinent details to an investigator, such as neglecting mandatory reporting responsibilities regarding suspected child abuse or withholding knowledge the existence of contradictory evidence).

Falsification of or Failure to Accurately Provide Information (Criminal) is defined as any written act of dishonesty that may be a matter of interest to an outside agency.

Examples include, but are not limited to, the following: Submitting a signed testimony known to contain false information; filing a report required by federal, state or local authorities containing information known to be missing, incomplete or incorrect; altering official applications or records after their submittal; presenting forged credentials relating to eligibility for initial or continued employment; making a false non-disqualifying statement on a fingerprint clearance card; or accounting for the receipt, deposit or disbursement of funds in a manner prohibited by law.

Inappropriate, Abusive or Offensive Conduct (Criminal) is defined as any act which interferes with the personal rights of employees, students, others or the legitimate interests of the district that may be a matter of interest to an outside agency.

Examples include, but are not limited to, the following: Committing violence in the workplace; causing injury or endangering a person directly or through neglect of duty; assaulting or battering a person; threatening or injuring a person, or damaging property, in an act of criminal harassment or civil rights intimidation; stalking a person; committing an act of indecent exposure; or engaging in an act of retaliation prohibited under federal, state or local criminal law.

Theft, Abuse or Unauthorized Use of Property is defined as any act which constitutes the stealing, wrongful appropriation, improper diversion, destruction or misuse of property belonging to the district, employees, students or others that may be a matter of interest to an outside agency.

Examples include, but are not limited to, the following: Stealing funds from a petty cash account; misappropriating materials rightly owned by another party; diverting district technology assets for personal use not approved by Board Policy; destroying district property in an act of vandalism; the misuse of vehicles owned by the district; or the after-hours use of district-owned equipment without proper authorization or approval.

Weapons Policy Violation is defined as any act which violates the district's weapons policies that may be a matter of interest to an outside agency.

Examples include, but are not limited to, the following: Possessing, transporting, exchanging, exhibiting or using any device, instrument or item that: 1). Fires a projectile by means of an explosive or propellant; 2). Contains component(s) that may be converted into such a device; 3). May be reasonably characterized as an offensive or defensive weapon capable of inflicting temporary or permanent injury upon a person; 4). Is used to threaten or attack another person; or 5). Resembles such a weapon.

Other Criminal Violation (Non-disqualifying) is defined as any act that does not statutorily render an employee ineligible for employment not specified elsewhere in this section of the ECOC that may be a matter of interest to an outside agency.

Examples include, but are not limited to, the following: Breaking and entering into a district-owned structure; creating or contributing to a civil disturbance; coercing a witness; or being convicted of Operating While Intoxicated (OWI) if no transportation duties are required of the employee.

Other Criminal Violation (Disqualifying) is defined as any act that statutorily renders an employee ineligible for employment not specified elsewhere in this section of the ECOC that may be a matter of interest to an outside agency.

Board of Educational Examiners Code of Professional Conduct and Ethics

School district employees are expected to perform their jobs in an ethical and honest manner consistent with board policy and the Iowa Board of Educational Examiners (BOEE) rules. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Professional Conduct and Ethics of the BOEE. The BOEE's Code of Professional Conduct and Ethics constitutes mandatory minimum standards of practice for all licensed employees. While classified employees, except coaches, are not subject to the BOEE Code of Ethics, it is good guidance for all employees and recommended reading for classified employees as well. For a copy of the ethics code, please visit www.boee.iowa.gov/doc/ethHndot.pdf or Board of Education Policy 404.R1.

Chapter 25 – Iowa Code

282—25.1(272) Scope of standards.

This code of professional conduct and ethics constitutes mandatory minimum standards of practice for all licensed practitioners as defined in Iowa Code chapter 272. The adherence to certain professional and ethical standards is essential to maintaining the integrity of the education profession.

282—25.2(272) Definitions.

Except where otherwise specifically defined by law:

“Administrative and supervisory personnel” means any licensed employee such as superintendent, associate superintendent, assistant superintendent, principal, associate principal, assistant principal, or other person who does not have as a primary duty the instruction of pupils in the schools.

“Board” means the Iowa board of educational examiners.

“Discipline” means the process of sanctioning a license, certificate or authorization issued by the board.

“Ethics” means a set of principles governing the conduct of all persons governed by these rules.

“Fraud” means knowingly providing false information or representations on an application for licensure or employment, or knowingly providing false information or representations made in connection with the discharge of duties.

“License” means any license, certificate, or authorization granted by the board.

“Licensee” means any person holding a license, certificate, or authorization granted by the board.

“Practitioner” means an administrator, teacher, or other school personnel, who provides educational assistance to students and who holds a license, certificate, or other authorization issued by the board.

“Responsibility” means a duty for which a person is accountable by virtue of licensure.

“Right” means a power, privilege, or immunity secured to a person by law.

“Student” means a person, regardless of age, enrolled in a prekindergarten through grade 12 school, who is receiving direct or indirect assistance from a person licensed by the board.

“Teacher” means any person engaged in the instructional program for prekindergarten through grade 12 children, including a person engaged in teaching, administration, and supervision, and who is required by law to be licensed for the position held.

282—25.3(272) Standards of professional conduct and ethics.

Licensees are required to abide by all federal, state, and local laws applicable to the fulfillment of professional obligations. Violation of federal, state, or local laws in the fulfillment of professional obligations constitutes unprofessional and unethical conduct which can result in disciplinary action by the board. In addition, it is hereby deemed unprofessional and unethical for any licensee to violate any of the following standards of professional conduct and ethics:

25.3(1) Standard I—conviction of crimes, sexual or other immoral conduct with or toward a student, and child and dependent adult abuse. Violation of this standard includes:

- a. Fraud. Fraud in the procurement or renewal of a practitioner's license.
- b. Criminal convictions. The commission of or conviction for a criminal offense as defined by Iowa law or the laws of any other state or of the United States, provided that the offense is relevant to or affects teaching or administrative performance.

(1) Disqualifying criminal convictions. The board shall deny an application for licensure and shall revoke previously issued license if the applicant or licensee has, on or after July 1, 2002, been convicted of, has pled guilty to, or has been found guilty of the following criminal offenses, regardless of whether the judgment of conviction or sentence was deferred:

1. Any of the following forcible felonies included in *Iowa Code* § 702.11: child endangerment, assault, murder, sexual abuse, or kidnapping;
2. Any of the following criminal sexual offenses, as provided in *Iowa Code* Ch. 709, involving a child:
 - First-, second- or third-degree sexual abuse committed on or with a person who is under the age of 18;
 - Lascivious acts with a child;
 - Detention in a brothel;
 - Assault with intent to commit sexual abuse;
 - Indecent contact with a child;
 - Sexual exploitation by a counselor;
 - Lascivious conduct with a minor;
 - Sexual exploitation by a school employee;
 - Enticing a minor under *Iowa Code* Section 710.10; or
 - Human trafficking under *Iowa Code* Section 710A.2.
3. Incest involving a child as prohibited by *Iowa Code* § 726.2;
4. Dissemination and exhibition of obscene material to minors as prohibited by *Iowa Code* § 728.2;
5. Telephone dissemination of obscene material to minors as prohibited by *Iowa Code* § 728.15.
6. Any offense specified in the laws of another jurisdiction, or any offense that may be prosecuted in a federal, military, or foreign court that is comparable to an offense listed in subparagraph 25.3(1)"b"(1) or;
7. Any offense specified in the laws of another jurisdiction, or any offense under prior law that was prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in 25.3(1)"b"(1).

(2) Other criminal convictions and founded child abuse. In determining whether a person should be denied a license or whether a licensee should be disciplined based upon any other criminal conviction, including a conviction for an offense listed in 25.3(1)"b"(1) which occurred before July 1, 2002, or a founded report of abuse of a child, the board shall consider:

1. The nature and seriousness of the crime or founded abuse in relation to the position sought;
2. The time elapsed since the crime or founded abuse was committed;
3. The degree of rehabilitation which has taken place since the crime or founded abuse was committed;
4. The likelihood that the person will commit the same crime or abuse again;
5. The number of criminal convictions or founded abuses committed; and
6. Such additional factors as may in a particular case demonstrate mitigating circumstances or heightened risk to public safety.

c. Sexual involvement or indecent contact with a student. Sexual involvement includes, but is not limited to, the following acts, whether consensual or nonconsensual: fondling or touching the inner thigh, groin, buttocks, anus or breasts of a student; permitting or causing to fondle or touch the practitioner's inner thigh, groin, buttocks, anus, or breasts; or the commission of any sex act as defined in *Iowa Code* § 702.17.

d. Sexual exploitation of a minor. The commission of or any conviction for an offense prohibited by *Iowa Code* § 728.12, *Iowa Code* Ch. 709 or 18 U.S.C. § 2252A(a)(5)(B).

e. Student abuse. Licensees shall maintain professional relationships with all students, both inside and outside the classroom. The following acts or behavior constitutes unethical conduct without regard to the existence of a criminal charge or conviction:

1. Committing any act of physical abuse of a student;
2. Committing any act of dependent adult abuse on a dependent adult student;
3. Committing or soliciting any sexual or otherwise indecent act with a student or any minor;
4. Soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student;
5. Furnishing alcohol or illegal or unauthorized drugs or drug paraphernalia to any student or knowingly allowing a student to consume alcohol or illegal or unauthorized drugs in the presence of the licensee; or
6. Failing to report any suspected act of child or dependent adult abuse as required by state law.
7. Committing or soliciting any sexual conduct as defined in Iowa Code Section 709.15(3)"b" or soliciting, encouraging, or consummating a romantic relationship with any person who was a student within 90 days prior to any conduct alleged in the complaint, if the person was taught by the practitioner or was supervised by the practitioner in any school activity when that person was a student.

25.3(2) Standard II—alcohol or drug abuse. Violation of this standard includes:

- a. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming illegal or unauthorized drugs or abusing legal drugs.
- b. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming alcohol.

25.3(3) Standard III—misrepresentation, falsification of information. Violation of this standard includes:

- a. Falsifying or deliberately misrepresenting or omitting material information regarding professional qualifications, criminal history, college credit, staff development credit, degrees, academic award, or employment history when applying for employment or licensure.
- b. Falsifying or deliberately misrepresenting or omitting material information regarding compliance reports submitted to federal, state, and other governmental agencies.
- c. Falsifying or deliberately misrepresenting or omitting material information submitted in the course of an official inquiry or investigation.
- d. Falsifying any records or information submitted to the board in compliance with the license renewal requirements imposed under 282—Chapter 17.
- e. Falsifying or deliberately misrepresenting or omitting material information regarding the evaluation of students or personnel, including improper administration of any standardized tests, including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests

25.3(4) Standard IV—misuse of public funds and property. Violation of this standard includes:

- a. Failing to account properly for funds collected that were entrusted to the practitioner in an educational context.
- b. Converting public property or funds to the personal use of the practitioner.
- c. Submitting fraudulent requests for reimbursement of expenses or for pay.
- d. Combining public or school-related funds with personal funds.
- e. Failing to use time or funds granted for the purpose for which they were intended.

25.3(5) Standard V—violations of contractual obligations.

- a. Violation of this standard includes:
 1. Signing a written professional employment contract while under contract with another school, school district, or area education agency.
 2. Asking a practitioner to sign a written professional employment contract before the practitioner has been unconditionally released from a current contract. An administrator shall make a good faith effort to determine whether the practitioner has been released from the current contract.

3. Abandoning a written professional employment contract without prior unconditional release by the employer.
 4. As an employer, executing a written professional employment contract with a practitioner, which requires the performance of duties that the practitioner is not legally qualified to perform.
 5. As a practitioner, executing a written professional employment contract, which requires the performance of duties that the practitioner is not legally qualified to perform.
- b. In addressing complaints based upon contractual obligations, the board shall consider factors beyond the practitioner's control. For purposes of enforcement of this standard, a practitioner will not be found to have abandoned an existing contract if:
1. The practitioner obtained a release from the employing board before discontinuing services under the contract; or
 2. The practitioner provided notice to the employing board no later than the latest of the following dates:
 - The practitioner's last work day of the school year;
 - The date set for return of the contract as specified in statute; or
 - June 30.

25.3(6) Standard VI—unethical practice toward other members of the profession, parents, students, and the community. Violation of this standard includes:

- a. Denying the student, without just cause, access to varying points of view.
- b. Deliberately suppressing or distorting subject matter for which the educator bears responsibility.
- c. Failing to make reasonable effort to protect the health and safety of the student or creating conditions harmful to student learning.
- d. Conducting professional business in such a way that the practitioner repeatedly exposes students or other practitioners to unnecessary embarrassment or disparagement.
- e. Engaging in any act of illegal discrimination, or otherwise denying a student or practitioner participation in the benefits of any program on the grounds of race, color, national origin, sex, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, creed, or membership in a definable minority.
- f. Soliciting students or parents of students to purchase equipment, supplies, or services from the practitioner for the practitioner's personal advantage.
- g. Accepting gifts from vendors or potential vendors where there may be the appearance of or an actual conflict of interest.
- h. Intentionally disclosing confidential information including, but not limited to, unauthorized sharing of information concerning student academic or disciplinary records, health and medical information, assessment or testing results, or family income. Licensees shall comply with state and federal laws and local school board policies relating to the confidentiality of student records, unless disclosure is required or permitted by law.
- i. Refusing to participate in a professional inquiry when requested by the board.
- j. Aiding, assisting, or abetting an unlicensed person in the completion of acts for which licensure is required.
- k. Failing to self-report to the board within 60 days any founded child abuse report, or any conviction for a criminal offense listed in 25.3(1)"b"(1) which requires revocation of the practitioner's license.
- l. Delegating tasks to unqualified personnel.
- m. Failing to comply with federal, state, and local laws applicable to the fulfillment of professional obligations.
- n. Allowing another person to use one's practitioner license for any purpose.
- o. Performing services beyond the authorized scope of practice for which the individual is licensed or prepared.
- p. Falsifying, forging, or altering a license issued by the board.
- q. Failure of the practitioner holding a contract under Iowa Code Section 279.13 to disclose to the school official responsible for determining assignments a teaching assignment for which the practitioner is not properly licensed.
- r. Failure of a school official responsible for assigning licensed practitioners holding a contract under Iowa Code Section 279.13 to adjust an assignment if the practitioner discloses to the official that the practitioner is not properly licensed for an assignment.

25.3(7) Standard VII—compliance with state law governing student loan obligations and child support obligations. Violation of this standard includes:

- a. Failing to comply with 282—Chapter 9 concerning repayment of student loans.
- b. Failing to comply with 282—Chapter 10 concerning child support obligations.

25.3(8) Standard VIII—incompetence. Violation of this standard includes, but is not limited to:

- a. Willfully or repeatedly departing from or failing to conform to the minimum standards of acceptable and prevailing educational practice in the state of Iowa.
- b. Willfully or repeatedly failing to practice with reasonable skill and safety.

These rules are intended to implement *Iowa Code* § 272.2(1) “a.” (Board of Education Policy 404.1)

Mandatory Reporting of Disciplinary Items to the BOEE

Iowa Code section 272.15 was amended in 2012 to require reporting of any instance of disciplinary action for conduct in any of these four areas must be reported to the BOEE within 30 days of the disciplinary action:

- (1) soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student;
- (2) falsifying student grades, test scores, or other official information or material; and
- (3) converting public property to the personal use of the school employee.

Disciplinary actions that trigger the reporting requirement include written reprimands, written warnings, job separation agreements, resignations, non-renewals, or terminations resulting from conduct in the three listed areas.

School officials must also report nonrenewal, termination, or resignation based on conduct that, if proven, would be a disqualifying criminal offense (certain forcible felonies and sexual offenses involving children).

- (4) Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming illegal drugs, unauthorized drugs, or alcohol.

Code of Educator Rights and Responsibilities

Chapter 26 – *Iowa Code*

282—26.1(272) Purpose. The code of professional conduct and ethics in 282—Chapter 25 defines unprofessional and unethical conduct justifying disciplinary sanction. The board acknowledges that the discharge of professional obligations should occur in recognition of certain fundamental rights and responsibilities. Accordingly, the board recognizes the following rights and responsibilities of all educators licensed under *Iowa Code* Ch. 272 and agrees that the exercise of these rights and responsibilities may present mitigating facts and circumstances in the board’s evaluation of allegations of unprofessional or unethical conduct.

282—26.2(272) Rights. Educators licensed under *Iowa Code* Ch. 272 have the following rights:

1. The educator has a right to be licensed and endorsed under professional standards established and enforced by the board.
2. The educator has a right to refuse assignments for which the educator is not legally authorized, in terms of holding a valid Iowa license with the appropriate endorsement(s) or approval(s).
3. The educator has a right, subject to board and administrator authority, to exercise professional judgment in the evaluation, selection, and use of teaching methods and instructional materials appropriate to the needs, abilities, and background of each student.

282—26.3(272) Responsibilities. Educators licensed under *Iowa Code* Ch. 272 have the following responsibilities:

1. The educator has a responsibility to maintain and improve the educator’s professional competence.
2. The educator has a responsibility to accept only those assignments for which the educator is legally authorized.

3. The educator has a responsibility to provide conditions that are conducive to teaching and student learning.
4. The educator shall protect students from conditions harmful to learning or to health or safety.
5. The educator shall not, without just cause, restrain a student from independent action in the pursuit of learning and shall not, without just cause, deny a student access to varying points of view.
6. The educator shall not use professional relationships with students for personal advantage.
7. The educator shall not discriminate against any student on the grounds of national or ethnic origin, religion, age, sex, disability, membership in a definable minority, or marital status, nor grant any discriminatory consideration or advantage.
8. The educator shall accord just and equitable treatment to all members of the profession.
9. The educator shall keep in confidence personally identifiable information regarding a student or the student's family members that has been obtained in the course of professional service, unless disclosure is required by law or is necessary for the personal safety of the student or others.
10. The educator who has reasonable basis to believe that a student has been abused, as defined by law, shall make all reports required by law and the *Iowa Administrative Code* and which are necessary to ensure the safety and well-being of the student

(Iowa Administrative Code and Board of Education Policy 404.R1)

CONDUCT IN THE WORKPLACE

Employee Use of Cellphones

School district and personal phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. All personal calls should be made during sanctioned breaks. Cell phones should not be used if disrupting instruction, school-sponsored programs, meetings, in-services, or other events where there exists a reasonable expectation of quiet attentiveness unless there is a reason of important school communication, personal health, or safety involved. (Board of Education Policy 401.12)

Employee Use of Technology and Social Networking

Usage of the school district's technology 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 web sites 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 MEDIA: BCSD employees who engage in professional social media activities should maintain separate professional and personal pages. Professional social media sites that are school-based should be designed to address reasonable instructional, educational, or extra-curricular program matters. As such, BCSD employees should not use their personal social media pages for professional social media activities, rather, employees should use a professional social media that is completely separate from any personal social media they maintain. If a particular type of behavior is inappropriate in the classroom, a professional workplace, or addressed as inappropriate in the BCSD policies, then that behavior is also inappropriate on the professional social media site and will be responded to as such.

While it is appropriate to communicate with students and parents through professional social media, in order to maintain a professional and appropriate relationship with students, BCSD employees should not communicate with students who are currently enrolled in BCSD schools on personal social media sites (relatives exempt). Additionally, confidentiality of school records must always be held as confidential whether on personal or professional social media outlets.

Personal social media use, including off-hours use, has the potential to result in disruption at school and/or the workplace, and can be in violation of BCSD policies and Iowa law. The posting or disclosure of personally identifiable student information or confidential information via personal social media sites is a violation of BCSD policy. Inappropriate or disruptive social media conduct will be addressed by the administration and disciplinary action can be taken. (Based on Board of Education Policy 401.12)

Early Dismissal

On Fridays and on days immediately preceding holidays and recess periods designated on the school calendar, employees may leave fifteen (15) minutes after students are dismissed. On days that school is closed because of reasons of nature or other catastrophic reasons, designated Employees shall remain in the building until all students have left the building.

Fighting

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

Fraud/Unlawful Gain or Use of School Resources

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

Iowa Board of Educational Examiners Code of Ethics and Board of Education Policy 404.1 states:

25.3(4) Standard IV—misuse of public funds and property. Violation of this standard includes:

- a. Failing to account properly for funds collected that were entrusted to the practitioner in an educational context.
- b. Converting public property or funds to the personal use of the practitioner.
- c. Submitting fraudulent requests for reimbursement of expenses or for pay.
- d. Combining public or school-related funds with personal funds.
- e. Failing to use time or funds granted for the purpose for which they were intended.

Performing Unauthorized Work While on Duty

The board believes the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board considers an employee's duties as part of a regular, full-time position as full-time employment. The board expects such employees to give the responsibilities of their positions in the school district precedence. (Board of Education Policy 402.6)

Use of School Facilities and Equipment

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

Abuse or misuse of school district or non-district owned property is to be reported immediately to the employee's immediate supervisor. Failure to do so will limit district responsibility and/or increase employee responsibility. It is expected all employees will use care and caution when using district and non-district property. Abuse or misuse or unauthorized use of district property, private property, materials and/or equipment is subject to disciplinary action.

Iowa Board of Educational Examiners Code of Ethics and Board of Education Policy 404.1 states:

25.3(4) Standard IV—misuse of public funds and property. Violation of this standard includes:

- a. Failing to account properly for funds collected that were entrusted to the practitioner in an educational context.
- b. Converting public property or funds to the personal use of the practitioner.
- c. Submitting fraudulent requests for reimbursement of expenses or for pay.
- d. Combining public or school-related funds with personal funds.
- e. Failing to use time or funds granted for the purpose for which they were intended.

(School facilities are available for rent based on Board of Education Policy 905.1)

EMPLOYEE STANDARDS

Academic Freedom

The board believes students should have an opportunity to reach their own decisions and beliefs about conflicting points of view. Academic freedom is the opportunity of licensed employees and students to study, investigate, present, interpret, and discuss facts and ideas relevant to the subject matter of the classroom and appropriate to and in good taste with the maturity and intellectual and emotional capacities of the students.

It is the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views, or biased positions in the classroom or through teaching methods. Teachers are not discouraged from expressing personal opinions as long as students are aware it is a personal opinion and students are allowed to reach their own conclusions independently. (Board Policy 603.9)

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

It is the responsibility of the principal to ensure academic freedom is allowed but not abused in the classroom.

Breaks and Meal Periods

Licensed Employee Hours Per Day: All full-time Employees shall work eight (8) hours per day typically including 45 minute lunch except on shortened student attendance days or when assigned to noon supervision, in which case they shall have a duty-free lunch period of at least twenty-five (25) minutes. Not more than 24 noon supervisions will be assigned per year. Additionally, employees would be provided the equivalent of 1 period or 45 minute of planning time per day. BEA Master Contract.

Licensed Employee Lunch Breaks: All elementary Employees (grades PreK-4) shall have a daily, duty-free lunch period of at least forty-five (45) minutes except when assigned to noon supervision, in which case they shall have a duty-free lunch period of at least twenty-five (25) minutes. Elementary Employees assigned more than twenty-four (24) noon supervision assignments shall be allowed to leave twenty (20) minutes prior to the normal departure time on the days of assigned noon supervision over twenty-four (24), except on days of early dismissal when the Employees may leave as soon as students have been dismissed, and except on days when faculty meetings, parent-teacher conferences or staffings have been called or in case of an emergency, in which case Employees shall be allowed early dismissal the following work day. BEA Master Contract.

All secondary Employees (grades 5-12) shall have a daily, duty-free lunch period of at least one class period except when assigned to noon supervision, in which case they shall have a duty-free lunch period of at least one-half (1/2) class period. Secondary Employees assigned more than twenty-four (24) noon supervision assignments shall be allowed to leave twenty (20) minutes prior to the normal departure time on the days of assigned supervision over twenty-four (24), except when faculty meetings, parent-teacher conferences or staffings have been called or in case of an emergency, in which case Employees shall be allowed early dismissal the following work day. BEA Master Contract.

Support Staff Lunch Breaks: Except in cases of emergency, employees shall have at least a twenty (20) minute unpaid lunch period, except that food service employees shall have a paid lunch period which shall not necessarily be duty-free. During early release days, employees shall not be required to take an unpaid lunch period during the 5.5 hour work day. Employee regularly assigned seven (7) or more hours per day shall have two (2) fifteen (15) minutes paid break periods each day. Employees regularly assigned at least four (4), but fewer than seven (7) hours per day shall have one (1) fifteen (15) minute paid break period each day. The times of break periods may vary but shall be arranged with the employee's supervisor.

Dress and Grooming

In support of our district motto Expect the Best...Achieve Success, all employees are required to be clean, well kept and dress in an appropriate manner specific to the audience or job responsibilities. Any clothing, which could be deemed unsafe or shows significant wear, tears, or holes should not be worn. Clothing deemed inappropriate or unsafe will be discussed with the employee. Also, as role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene. (Board of Education Policy 404)

Building Principals will allow teachers to dress in non-traditional clothing (i.e. blue jeans,) and Boone spirit-wear on event days (games, field trips, club days etc).

Appropriate Clothing for teachers on non-game, non-field trips, and non-club days are:

- TOPS: Suits, Dresses, Jumpers, Sport Jackets/Blazers, Blouse, Sport Shirts (polo, knit, or dress shirt with collar), Sweatshirt with a Zipper and Collar, Dress Sweater.
- BOTTOMS: Skirts, Split Skirts, Slacks and Pants, Dress Shorts (non-jean or non-cargo shorts), Colored (non-blue) Jeans, Leggings with Coverage Similar to Long Sweater or Skirt

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

Questions about inappropriate attire not being in good taste shall be addressed by the building Principal.

Employee Outside Employment

The board believes the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board considers an employee's duties as part of a regular, full-time position as full-time employment. The board expects such employees to give the responsibilities of their positions in the school district precedence over any other employment.

It is the responsibility of the superintendent to counsel employees, whether full-time or part-time, if, in the judgment of the superintendent and the employee's immediate supervisor, the employee's outside employment interferes with the performance of the employee's duties required in the employee's position within the school district.

The board may request the employee to cease the outside employment as a condition of continued employment with the school district. (Board of Education Policy 402.6)

Employee Political Activity

Employees will not engage in political activity upon property under the jurisdiction of the board. Activities including, but not limited to, posting of political circulars or petitions, the distribution of political circulars or petitions, the collection of or solicitation for campaign funds, solicitation for campaign workers, and the use of students for writing or addressing political materials, or the distribution of such materials to or by students are specifically prohibited.

Teachers utilizing political perspective or guest speakers in classroom instruction and/or presentations will present a balance of political perspective and not promote one political position or party over another.

Violation of this policy may be grounds for disciplinary action. (Board Policy 401.9)

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

1. Engaging in any activity for the solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation or other political action during work hours/while engaged in official duties and in the presence of any student.
2. Soliciting or receiving from any employee or other person any contribution or service for any political purpose during work hours/while engaged in official duties.
3. Using classrooms, buildings or students for the purpose of solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation, or other political action. (This provision does not apply to employee use of district facilities if they are related to third-party events/activities authorized by the district that are outside the employee's scope of employment.)
4. Using school equipment or materials for the purpose of solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation or other political action.

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

Failure to Complete Reports

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

Treatment of Patrons of the District

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

Volunteers

Volunteers are a vital part of the district's success. Program goals and information relating to the duties and responsibilities of the volunteer program are included in the Volunteer Handbook available on the BCSD website.

The Volunteer Registration Form must be completed online and approved by the Board of Education prior to participating in any volunteer role in the BCSD. As a safety precaution, prior to submission to the Board of Education, the district conducts an Iowa Courts Online and the Iowa Child Abuse Registry review to ensure the fitness of the applicant to serve as a volunteer with BCSD children. Please note the Board of Education meets monthly. Forms will need to be submitted the Friday prior to the Board Meeting to be approved. Applications received after the Friday deadline will be reviewed and approved the following month. Volunteers, once approved, are eligible as volunteers for three years.

STUDENT AND CLASSROOM ISSUES

Abuse of Students by a School District Employee

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

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

The school district has appointed a Level I investigator and alternate Level I investigator. The school district has also arranged for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook published annually in the local newspaper and posted in all school facilities. (Board of Education Policy 402.3)

Child Abuse Reporting

In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are encouraged, and licensed employees are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties. The definition of child abuse is in the accompanying regulation.

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

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

If at all possible, when making a child abuse report, inform the building principal of the need to make a report, the name of the child being reported about, the time and date of the report, and who it was reported to. This will allow the principal to prepare for any possible meetings, phone calls or conferences that will occur as a result of the report.

Corporal Punishment, Restraint and Detaining Students

Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain. No employee is prohibited from:

Using reasonable and necessary force not designed or intended to cause pain, in order to accomplish any of the following:

- To quell a disturbance or prevent an act that threatens physical harm to any person.
- To obtain possession of a weapon or other dangerous object within a pupil's control.
- For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
- For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
- To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.

- To protect a student from the self-infliction of harm.
- To protect the safety of others.
- Using incidental, minor, or reasonable physical contact to maintain order and control.

Reasonable physical force should be commensurate with the circumstances of the situation. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any;
5. The motivation of the school employee using physical force.

Upon request, the student's parents are given an explanation of the reasons for physical force. It is the responsibility of the superintendent to develop administrative regulations regarding this policy. (Board Policy 503.5)

Field Trips

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district. The school district will provide transportation for field trips and excursions within the state. The school district will provide transportation for field trips and excursions outside the state if four criteria are met. Field trips and excursions outside of the state that do not meet the four criteria will be made on alternate transportation. The four criteria are:

- The operation or trip must be directly connected and contribute to the educational development of the students;
- The operation must be sponsored by the school and supervised by the school authorities;
- The trip must be considered an official school function; and
- The school district transportation vehicle must be transporting students, teachers and a reasonable number of parents as chaperones.
- Grade level and subject areas may take field trips with principal permission within the county or 15 miles of Boone.
- Grade levels and subject areas may take one field trip annually with principal permission within 60 miles of Boone.

In authorizing field trips and excursions, the principal shall consider the budget of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Parental permission will be required prior to the student's participation in field trips and excursions. The Board's approval will be required for field trips and excursions outside the state and the continental United States. Board approval shall be required for field trips and excursions which involve unusual length of expense and field trips that require students to be away overnight.

Field trips and excursions are to be arranged with the building principal well in advance. A detailed schedule and budget must be submitted by the classroom teacher. The office will be responsible for obtaining a substitute teacher if one is needed. If requested by the Principal, following field trips and excursions, the teacher must turn in a written summary of event. (Board Policy 603.13)

Field trip permission forms are available online on the BCSD website.

Individuals with Disabilities Education Act

The Individuals with Disabilities Education Act (IDEA) is a federal law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to eligible children. Employees are expected to comply with IDEA. For additional information regarding IDEA, please visit The United States Department of Education website, located at www.idea.ed.gov/.

Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students. The BCSD Special Education Service Delivery Plan is available on the website. The SpEd Procedural Manual is available on the Heartland AEA website at: http://www.heartlandaea.org/media/cms/Special_Education_Procedures_August_923259F16FF65.pdf.

Searches of Students and Property

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy. (Board Policy 502.8)

Standardized Testing and Assessment

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

Student Funds and Fundraising

Student fundraising for school activities may occur upon approval of the principal. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must identify a specific purpose for fundraising and secure the approval of the principal prior to spending the money raised.

The Iowa State Auditor has determined that if fundraising activities “occur on school grounds” or “are done in the name of the school or to benefit school programs” the fundraising activity must have district approval. Therefore, to better support, monitor and manage requests, all organization must complete the Fund Raising Request form available on the BCSD website. At the completion of the activities, organization must submit a Fund Raising Reconciliation Form.

Online fundraising must meet the same requirement as state above.

Student Records

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center. For further information on Student Records refer to Board of Education Policy 506.1.

Give careful thought to what you discuss concerning school matters whether with parents, colleagues, members of the community, or posted on social media. Inappropriate communication can lead to misunderstanding, misstatements, and violations of student confidentiality rights. To avoid unnecessary criticism, refer community members with questions or concerns to the school principal or appropriate staff member. Employees must exercise significant care and judgment when handling confidential information. A break in confidentiality can result in disciplinary action, up to and including termination, and expose the employee to personal liability for violation of Iowa's privacy law.

Transporting of Students by Employees

Generally, transportation of students is in a motor vehicle owned by the school district and driven by an employee. In some cases, it may be more economical or efficient for the school district to allow an employee of the school district to transport the students in the employee's motor vehicle.

Employees who transport students for school purposes must have the permission of the superintendent and/or building principal.

Individuals transporting students for school purposes in private vehicles must have the permission of the administration. Private vehicles will be used only when the parents of the students to be transported have given permission to the administration. The school district assumes no responsibility for those students who have not received the approval of the administration and who ride in private vehicles for school purposes.

This policy statement applies to transportation of students for school purposes in addition to the regular bus route transporting students to and from their designated attendance center. (Board of Education Policy 401.6 and 904.1)

Tutoring

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent.

Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent. Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent. (Board of Education Policy 408.3)

Any questions about whether a tutoring relationship or activity complies with the Code of Professional Conduct and Ethics for educators should be directed to the Board of Educational Examiners.

HEALTH AND WELL-BEING

Administering Medication

Persons administering medication shall include the licensed registered nurse, physician, persons who have successfully completed a medication administration course, or to be an authorized practitioner, including parents. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion kept on file at the agency. (Further information available in Board of Education Policy 507.3)

Anti-Bullying and Anti-Harassment

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. 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 by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district. (Further information regarding filing a complaint, investigative procedures, etc. available in Board of Education Policy 104)

Bloodborne Pathogens

Annually, employees will be required to take the bloodborne pathogens training. Training is available online through Heartland AEA

Communicable Diseases – Employees

School district personnel with a communicable disease will be allowed to perform their customary employment duties as long as they are able to perform the tasks assigned to them and as long as their presence does not create a substantial risk of illness transmission to the students or other personnel. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person or animal to person or as defined by law.

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

The health risk to immunodepressed employees is determined by their personal physicians. The health risk to others in the school environment from the presence of employees with a communicable disease shall be determined on a case-by-case basis by public health officials.

Since there may be greater risks of transmission of a communicable disease for some persons with certain conditions than for other persons infected with the same disease, these special conditions, the risk of transmission of the disease, the effect upon the educational program, the effect upon the person and other factors deemed relevant by public health officials or the superintendent or designee shall be considered in assessing school district personnel's continued presence and performance of their employment responsibilities. The superintendent or designee may require medical evidence that school district personnel with communicable diseases are able to perform their assigned duties.

An employee who is at work and who has a communicable disease that creates a substantial risk of harm to a student, coworkers, or others at the workplace shall report the condition to the superintendent any time the employee is aware that the disease actively creates such risk. It shall be the responsibility of the superintendent when the superintendent has knowledge that a communicable disease is present, to notify the State Department of Health. Rumor and hearsay shall be insufficient evidence for the superintendent to act.

Health data of an employee is confidential and it shall not be disseminated. Employee medical records are kept in a file separate from their personal file. (Board of Education Policy 403.3)

Worker's Compensation - Employee Injury on the Job

When an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family, or an individual of close relationship, as soon as the employee's supervisor becomes aware of the injury.

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

As worker's compensation procedures must be followed, as soon as possible, communication should occur with the business office and a designated worker's compensation physician will be assigned.

Workers' compensation is provided for all employees for qualified personal injuries arising out of and in the course of the employment of such persons. Compensation is made, within the limits of state law and regulations, for time lost and payment of medical hospital fees when an injury is suffered on the job.

It is the responsibility of the employee injured on the job to inform their building principal or superintendent within twenty-four hours of the occurrence. It is the responsibility of the employee's immediate supervisor or school nurse to file an accident report within twenty-four hours after the employee reported the injury. The attending doctor will report findings to the superintendent's office.

It is the responsibility of the board secretary to file workers' comp claims. (Board of Education Policy 403.2)

Employee Physical Examination

School bus drivers will present evidence of good health upon initial hire and every other year in the form of a physical examination report unless otherwise required by law or medical opinion. Employees whose physical or mental health, in the judgment of the administration or based on Department of Transportation (DOT) guidelines as administered by the appointed physician, may be in doubt will submit to an initial or additional examinations, when requested to do so, at the expense of the school district.

The driver's DOT physical examination form shall be returned to the business office by August 15 of the work year in which required or prior to beginning duties. The employer will reimburse bus drivers for the cost of the DOT physical up to One Hundred and Fifty Dollars (\$150). Employees are required to provide verification of denial of claim or portion thereof from the insurance company to receive compensation. New employees will be reimbursed for the costs up to fifty dollars (\$50.00) of the physical required upon initial hiring, if not paid by insurance.

The school district will provide the standard examination form to be completed by the personal physician of the employee. Employees identified, as having reasonably anticipated contact with blood or infectious materials will receive the Hepatitis B vaccine or sign a written waiver stating that they will not take the vaccine. (Board of Education Policy 403.1)

Hazardous Chemical Disclosure

The board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

Each school district employee shall review this information about hazardous substances annually. Further, when a new school district employee is hired, the information and training, if necessary, shall be included in the orientation of the employee. When an additional hazardous substance enters the workplace, information about it shall be distributed and training shall be conducted for the appropriate employees. The superintendent or designee shall maintain a file indicating when hazardous substances are present in the workplace and when training and information sessions take place.

School district personnel who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals they will be working with as part of the instructional program. School district personnel are required to disseminate the information when the materials are used in the instructional program. (Board of Education Policy 403.4)

Smoke and Tobacco Free Workplace

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

Substance Free Workplace

The board expects the school district and its employees to remain substance free. It is a violation of the Substance-Free policy of this school district for any employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the illegal or unauthorized influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, or alcohol, as defined by federal or state law.

"Workplace" is defined as the site for the performance of work done in the capacity as a school district employee. That includes a school building or other school premise; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; and off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district or where the employee is engaged in school business.

The superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy. Any employee who violates the terms of the school district's substance-free workplace policy shall be notified of available substance abuse treatment resources and programs that can assist the employee at the employee's expense. If the employee fails to successfully participate in such program, the employee's contract shall not be renewed or the employee's employment may be suspended or terminated at the discretion of the board.

It is a condition of continued employment that the employee must comply with the above policy and 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. (Board of Education Policy 403.6)

Employees who operate school vehicles are subject to mandatory random and scheduled federal drug and alcohol testing if a commercial driver's license is required to operate the vehicle and the vehicle transports sixteen or more persons including the driver. For regulations and forms please visit the Federal Motor Carrier Safety Administration website located at www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm?

Employees are further notified it is a condition of their continued employment that they comply with the above policy of the 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.

CBD Oil Use

If this employee is in a “safety sensitive” position or is required to hold a CDL, the federal Dept. of Transportation issued a notice stating that 49 CFR Part 40 “does not authorize the use of Schedule I drugs, including marijuana, for any reason.”

For other employees, in order to avoid criminal consequences, as well as consequences pertaining to a violation of District policy, individuals must have a defined “debilitating medical condition,” in order to use CBD at the direction of an appropriate health care provider. The employee must provide the district with a copy of their state-issued medical cannabidiol registration card if they intend to use CBD during working hours or if use of CBD may affect the ability to perform the essential functions of his job (as determined by school administration and/or medical personnel). With the state-issued medical cannabidiol registration card and a determination by a doctor that the CBD is appropriate for the condition, it is like any other where an employee has a prescription for any controlled substance. As long as the employee is following the prescription, the medication is not impairing their ability to perform essential functions of his job, and they are not sharing the drug with anyone else, the District does not need to be concerned with the employee’s use of medication.

Wellness Policy

The board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district supports and promotes proper dietary habits contributing to students' health status and academic performance. All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the school district nutrition standards and in compliance with state and federal law. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals. (Further information available in Board of Education Policy 507.10)

LEAVES AND ABSENCES

Absenteeism

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Except when prevented by circumstances beyond his/her control, the Employee must report his/her intention to be absent from duty through Frontline reporting system or to the school office personnel not later than 7:00 a.m. on the day of absence. If an Employee expects to return to duty, he/she should notify the school office personnel of such intention by 3:00 p.m. of the previous day, so that his/her substitute teacher may be released. Employees must notify their building office through the Frontline online absence reporting system of all times when they will be absent or to submit leave requests. Absences arranged in advance (vacations and personal days) do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent for two (2) consecutive workdays without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for disciplinary action even if the employee has not yet exhausted available paid leave.

Excessive absences that are not medically excused or do not fall under other leave categories and Leave Without Pay may impact the learning opportunity for students. Excessive absences can be a criterion for dismissal from employment with the Boone Community School District.

Bereavement Leave

Licensed and Support Staff Employee

In the case of the death of the Employee's immediate family including wife, husband, child, child's spouse, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, grandparents-in-law, grandchild, step-parent, step-child, significant other (co-habiting and living as husband and/or wife and as registered with the school district), the Employee shall be granted permission to be absent from duty by the Superintendent for as many days, not to exceed five (5), as may be necessary at the discretion of the Superintendent, for attendance at the funeral or for other purposes directly arising out of said death, and no deduction of pay shall be made for days of absences granted. In the case of the death of the Employee's or employee's spouse's aunt, uncle, nephew or niece, the Employee shall be granted up to three days of paid leave per occurrence. For other Bereavement leaves, Personal Leave may be used. If the employee has exhausted Personal Leave, the Superintendent may approve additional leave for purposes of attending funerals of close friends or relatives. (BEA Master Contract)

Support Staff

In the case of the death of the employee's wife, husband, child, step-child, child's spouse, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparent of the employee, grandparent of the spouse, or grandchild, the employee shall be granted permission to be absent from duty by the superintendent for as many days, not to exceed five (5), as may be necessary at the discretion of the superintendent, for attendance at the funeral and for any other purpose directly arising out of said death, and no deduction of pay shall be made for the days of absence so granted. Bereavement leave shall be in the same proportion as the amount of time the employee is employed. The decision of the superintendent is not grievable.

Additional days may be granted by the Superintendent for circumstances related to death of an immediate family member. For other Bereavement leaves, Personal Leave may be used. If the employee has exhausted Personal Leave, the Superintendent may approve additional leave for purposes of attending funerals of close friends or relatives. (UE Master Contract)

Employee Holidays

Licensed Employee

Licensed employees holidays are designated on the district annual school calendar and include Labor Day, Thanksgiving, Christmas, New Years Day, and Memorial Day.

Support Staff

Employees regularly assigned to work at least thirty (30) hours per week for at least thirty-six (36) weeks per year but less than fifty-two (52) weeks per year shall be granted six (6) paid holidays:

- New Year's Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Day

One floating holiday (Employees in their first year of employment must take the floating holiday between February 1 and the end of the contract year.)

Employees regularly assigned to work at least thirty (30) hours per week for fifty-two (52) weeks per year shall be granted seven (7) paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

One floating holiday (Employees in their first year of employment must take the floating holiday between February 1 and the end of the contract year.)

Employees regularly assigned to work less than thirty (30) hours per week shall be granted Thanksgiving Day and Christmas Day as paid holidays. Employees shall be paid for the number of hours they are regularly assigned to work on the holiday. An employee who is required to work on a holiday shall be paid holiday pay and also shall be paid for the hours worked. (UE Master Contract)

Personal Leave

Licensed Employee

Each Employee shall be granted two (2) days of leave each school year without loss of pay for personal reasons. If an Employee does not use the personal leave days during the year, the unused day(s) will be added to the Employee's personal leave for the succeeding year. A total of four (4) personal leave days may be accumulated.

Employees shall apply for personal leave at least five (5) work days in advance, except in cases of emergency. An Employee granted personal leave on a day of parent-teacher conferences or of Open House shall be expected to attend parent-teacher conferences or Open House outside of the normal work day. Personal Leave shall not be granted if the absence requires the employee to be absent from parent/teacher conferences or professional development days unless the superintendent has determined the unique needs of the situation require approval. Personal leave may be denied by the Principal:

1. if an appropriate substitute cannot be secured,
2. on the days immediately prior to or following a holiday or on a professional development day, or
3. the leave will cause a substantial disruption to the instructional environment of the school district,
4. the leave significantly interferes with the teacher's professional development, or
5. for other unusual circumstances.

(BEA Master Contract)

Support Staff

Employees shall be granted leave of absence for personal leave with full pay at the rate of two (2) days per year. A personal leave day may be used for any purpose at the discretion of the employee. If an employee does not use the allotted days during the year, an employee may accumulate personal leave days to a maximum of four (4) days in any given year. Personal leave must be used prior to any use or approval of leave without pay days. Employees shall apply for personal leave at least five (5) work days in advance, except in cases of emergency. Personal leave may be denied by the Principal if there is a lack of substitutes or for other unusual circumstances. If an employee has exhausted personal leave, the Superintendent may approve up to two (2) additional days per year for the employee to attend the funeral of the employee's niece, nephew, aunt or uncle, with such decision of the Superintendent not being grievable. (UE Master Contract)

Employee Vacation

Support staff who are contracted to work for 52 weeks per year are entitled to vacation in proportion to the time worked with pay according to the following schedule:

1. After 1 - 8 years = 13 days
2. After 9 - 12 years = 18 days
3. After 13 years and beyond = 23 days

Vacation is prorated from date of hire to July 1 for the first year. Thereafter, vacations are calculated from July 1.

The superintendent of schools or the superintendent's designee shall establish a vacation schedule for all support employees of the district.

Vacation time may not accumulate from one year to the next with the exception that if work responsibilities dictate, the superintendent of schools or superintendent's designee may extend the utilization of vacation through the month of July in the following year and except in cases of emergency, employees may not be employed for extra wages during vacation periods. (Board of Education Policy 414.1)

Family and Medical Leave

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as July 1 through June 30. Requests for family and medical leave shall be made to the superintendent.

Licensed staff shall be required to substitute paid leave under the Master Contract for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting a family and medical leave. It shall be the responsibility of the superintendent to develop administrative rules to implement this policy. FMLA forms may be accessed through the federal FMLA website. (Board of Education Policy 409.2)

An employee who is unable to work because of a disability, personal illness or injury shall be granted FMLA leave according to Board Policy and state and federal guidelines of the Family Medical Leave Act or accrued BCSD sick leave, whichever is greater.

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

Jury Duty Leave

An Employee who is called for jury duty service will be permitted to be absent from his/her duties with full pay and no deduction from other leaves. The Employee will remit to the District any sums paid the Employee for serving on the jury, except for mileage and other expenses. The Employee will be excused from duties only for the period of time he/she is called for jury duty.

An Employee who is subpoenaed as a witness in a court or administrative hearing will be permitted to be absent from his/her duties with full pay and no deduction from other leaves, provided the Employee is not a party to the action, will not directly benefit from the action and is not a witness against the District on an employment matter. The Employee will remit to the District any sums paid the Employee for being a witness, except for mileage and other expenses. The Employee will be excused from duties only for the period of time he/she is called for witness duty. (BEA and UE Master Contracts)

Military Service Leave

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

The leave is without loss of status or efficiency rating and without loss of pay during the first thirty calendar days of the leave. (Board of Education Policy 409.8 & 414.9)

Personal Illness Leave

Licensed Employees

All Employees are allowed sick leave for personal illness or injury, according to the following schedule:

| | |
|--|---------|
| The first year of employment | 10 days |
| The second year of employment | 11 days |
| The third year of employment | 12 days |
| The fourth year of employment | 13 days |
| The fifth year of employment | 14 days |
| The sixth and subsequent years of employment | 15 days |

Part-time employees will be allotted sick leave days in the same proportion as the amount of time they are employed. Sick leave for any length of time may require a doctor's certificate.

If an Employee does not need to use his/her allotted days during the year, the unused days may be accumulated to one hundred twenty-five (125) days. After reporting for work the next year, the Employee will be credited with the current year's fifteen (15) days, so that up to one hundred forty days (140) days may be used in one year if necessary. However, no more than 125 days may be carried forward to a subsequent year.

An Employee granted sick or family leave on parent/teacher conference or professional development days may require a doctor's certificate.

Family Illness Leave: An Employee may use up to ten (10) days of his/her sick leave for illness of the Employee's spouse, significant other (co-habiting and living as husband and/or wife and as registered with the school district, child, parent, step-parent, grandchild, legal dependent, brothers, sisters, or corresponding relatives of the employee's spouse who require medical constant long-term care or hospitalization (Superintendent may request doctor verification) or legal dependent. An Employee may use up to ten (10) additional days of his/her sick leave for medical situations created by a serious accident or illness (such as, but not limited to, emergency hospitalization, surgery, or treatment for life-threatening illness) of the Employee's spouse, significant other, child, parent, step-parent, grandchildren or legal dependent, as mutually agreed upon by the Superintendent and the Employee.

Note: As pregnancy is not considered an illness under the Family Medical Leave Act, leave for the birth of a grandchild or birth of another relative beside your own child requires Personal Leave. Family Leave may only be used if there is a medical problem causing constant long-term care or hospitalization beyond the normal hospital stay for the birth of a child.

Additional Days: Employees who work more than the regular nine months term, will be allowed one extra day of current sick leave for each full month in addition to the regular school term.

Doctor's Certificate: Sick leave for any length of time may require a doctor's certificate. (BEA Master Contract)

Support Staff

Employees are allowed sick leave for personal illness or injury according to the following schedule:

| | |
|--|---------|
| The first year of employment | 10 days |
| The second year of employment | 11 days |
| The third year of employment | 12 days |
| The fourth year of employment | 13 days |
| The fifth year of employment | 14 days |
| The sixth and subsequent years of employment | 15 days |

A new employee shall report for work at least one (1) full day prior to receiving sick leave benefits. If an employee does not need to use his/her allotted days during the year, the unused days may be accumulated to one hundred twenty-five (125) days. After reporting for work the next year, the employee will be credited with the current year's fifteen (15) days, so that up to one hundred forty (140) days may be used in one year if necessary. However, no more than 125 days may be carried forward to a subsequent year. Employees who are assigned work for more than the school term shall be allowed one (1) additional day of current sick leave for each full month beyond the school term.

An employee who is unable to work because of personal illness or injury and who has exhausted his/her accumulated sick leave, shall be granted an unpaid leave of absence for the balance of the contract year in which his/her accumulated sick leave has been exhausted or for the period of time specified in the Family and Medical Leave Act, whichever is longer.

Part-time employees will be allotted sick leave days in the same proportion as the amount of time they are employed. (For example: A seventh year employee who is working 2/5ths time would have 6 full days--15 2/5ths days—for that year.) Part-time employees will also accumulate sick leave days and be subject to the same rules as for full-time employees. In the event a full-time employee is reduced to part-time, he/she shall retain his/her accrued sick leave. (For example: If an employee has 30 days accumulated from full-time employment, he/she would have 60 half days if he/she went to half time.)

Any amounts due an employee under this Article shall be reduced by any benefits payable under Workers' Compensation.

Family Illness: An employee may use up to fifteen (15) days of his/her sick leave for illness of the employee's spouse, child, parent, grandchildren who require medical constant long-term care or hospitalizations (Superintendent may request doctor verification), or legal dependent with doctor verification required over ten (10) days. An employee may use up to fifteen (15) additional days of his/her sick leave for medical situations created by a serious accident or illness (such as, but not limited to, emergency hospitalization, surgery, or treatment for life-threatening illness) of the employee's spouse, child, parent, grandchildren who require medical constant long-term care or hospitalizations (Superintendent may request doctor verification), or legal dependent with doctor verification required over ten (10) days and as mutually agreed upon by the Superintendent and the employee.

Note: As pregnancy is not considered an illness under the Family Medical Leave Act, leave for the birth of a grandchild or birth of another relative beside your own child requires Personal Leave. Family Leave may only be used if there is a medical problem causing constant long-term care or hospitalization beyond the normal hospital stay for the birth of a child.

Affordable Care Act

Hours assigned do not guarantee health insurance eligibility from year to year. In accordance with the Patient Protection and Affordable Care Act (ACA), the board will offer licensed employees who work an average of at least thirty (30) hours per week or one hundred thirty (130) hours per month, based on the measurement method adopted by the board, with minimum essential coverage that is both affordable and provides minimum value. Based on the number of average hours worked per week, coverage eligibility may change from year to year.

Sick Leave Bank: Beginning in the 2009-2010 school year, bargaining unit employees shall have access to a sick leave bank for use in the event of a catastrophic condition of the employee or the employee's immediate family. The conditions of the bank shall be as follows:

1. Participation is limited to members of the sick leave bank. Membership is acquired by donating one (1) floating holiday to the bank by September 1 of that school year.
2. Application to withdraw banked days must be submitted in writing to the Superintendent, describing the catastrophic condition and the number of days requested. For purposes of this policy, a "catastrophic condition" is defined as an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.
3. Withdrawals from the bank are limited to a maximum of ten (10) days per year, per member, at the Superintendent's discretion. The decision of the Superintendent is not grievable.
4. Members must exhaust all other available paid leaves before accessing the bank.
5. The bank must have a positive balance to be drawn upon. Donated days will accumulate from year to year.

Doctor's Certificate: Sick leave for any length of time may require a doctor's certificate. In any case, a doctor's certificate must be presented whenever sick leave is requested for more than five (5) days. (UE Master Contract)

Political Leave

The board will provide a leave of absence to licensed employees to run for elective public office. The superintendent will grant a licensed employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

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

The request for leave must be in writing to the superintendent of schools at least thirty days prior to the starting date of the requested leave. (Board of Education Policy 409.9 and 414.7)

Unpaid Leave or Leave Without Pay

Licensed Employees

An Employee who is unable to work because of personal illness or injury shall be granted FMLA leave according to Board Policy and state and federal guidelines of the Family Medical Leave Act or accrued BCSD sick leave, whichever is greater. Additional leaves of absence without pay may be authorized by the superintendent for purposes which the superintendent considers urgent and necessary. The employee shall make application for such authorization at least ten (10) days in advance of the absence except in cases of emergency excused by the superintendent. Such leaves may be denied by the superintendent if:

1. an appropriate substitute cannot be secured
2. on the days immediately prior to or following a holiday or on a professional development day,
3. the leave will cause a substantial disruption to the instructional environment of the school district,
4. the leave significantly interferes with the professional development, or
5. for other unusual circumstances.

A per diem of the Employee's contracted salary including TSS shall be deducted from the Employee's salary. (BEA Master Contract)

A Leave Without Pay request form must be completed at least ten (10) days prior to the requested absence. The Leave Without Pay Form is available on the BCSD website Personnel > Employee Information page.

Excessive absences that are not medically excused or do not fall under other leave categories and Leave Without Pay may impact the learning opportunity for students. Excessive absences can be a criterion for dismissal from employment with the Boone Community School District.

Support Staff

Leaves of absence without pay may be authorized by the superintendent for purposes which the superintendent considers urgent and necessary. The employee shall make application for such authorization at least ten (10) days in advance of the absence except in cases of emergency excused by the superintendent. The decision of the superintendent on whether to grant the leave is not grievable. (UE Master Contract)

A Leave Without Pay request form must be completed at least ten (10) days prior to the requested absence. The Leave Without Pay Form is available on the BCSD website Personnel > Employee Information page.

SAFETY AND SECURITY

Asbestos Notification

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

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

Building Security

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

Employees are responsible for ensuring the security of the building by:

1. Make sure all doors are secured and locked when leaving the building (except when designated doors are unlocked during school hours or activities).
2. Greet any guests without a "Guest Badge" and escort them to the office for sign-in.
3. Correct any student who is inappropriately using a non-designed entrance door.

Drills and Evacuations

Periodically the school holds emergency fire and tornado drills. At the beginning of each year teachers must notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. When drills are staged, every staff member and student must follow proper procedures. Teachers are responsible for students under their supervisions the entire time during any designated drill or emergency procedure.

Emergency Closings, Inclement Weather and Other Interruptions

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify staff, families, and media through the Infinite Campus Emergency Messenger System. Notifications will also be made on the local TV stations and local radio station KWBG.

Threats of Violence

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

Visitors/Guests

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

Persons who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and so class disruption can be minimized. Teachers and other employees will not take time from their duties to discuss matters with visitors.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee will act to cease the inappropriate conduct. (Board of Education Policy 903.3)

Public Behavior on School Grounds

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, accordingly, they must comply with the school district's policies, rules, and directives. Individuals will not be allowed to interfere with or to disrupt any educational program or activity. Individuals are expected to display mature, responsible behavior, including good sportsmanship, at school activities. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption, and to permit the school officials, employees, and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, employees, officials, or activity sponsors of the school activities or at other individuals present will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, employees, officials or activity sponsors of approved school activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, employees, officials, and activity sponsors of approved school or at other individuals present will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expressions, or in any way interferes with the educational program or activity, the individual may be removed from the premises by the individuals in charge of the activity. Law enforcement personnel may be contacted for assistance.

The superintendent may send a notice to the individual advising the individual of the District's right to exclude the individual from District activities and premises, the duration of the exclusion, and that the individual may be prosecuted if he or she attends an activity during the period of exclusion. The District may also obtain a court order for exclusion from future activities.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution and law enforcement will be contacted. (Board of Education Policy 903.4)

Weapons

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

Employees are prohibited from bringing weapons and other dangerous objects on school grounds. Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy. For more information, visit the Iowa Department of Education Legal Lesson on Firearms on School Grounds at

<https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/firearms-school-grounds-january-2013-school-leader>.

TERMINATION OF EMPLOYMENT

Employment Contract

Licensed Employees

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

The first three years of a new licensed employee's contract is a probationary period unless the employee has already successfully completed the three-year probationary period in an Iowa school district. New employees who have successfully completed a probationary period in a previous Iowa school district will serve a two-year probationary period. In the event of termination of the employee's contract during this period, the board will afford the licensed employee appropriate due process. The action of the board will be final.

Licensed employees whose contracts will be recommended for termination by the board will receive notice prior to April 30. The superintendent shall make a recommendation to the board for the termination of the licensed employee contract.

Licensed employees who wish to resign, to be released from a contract, or to retire must comply with board policies in those areas. (Board of Education Policy 405.4)

Support Staff

Support staff is not contracted employees but serve as at-will employees meaning at the will of the employer.

The board may enter into written letter of assignment with classified employees employed on a regular basis. The letter of assignment will state the terms of employment.

The letter of assignment shall provide for immediate termination during its term for cause and shall provide for termination during the term of the contract upon fourteen (14) days notice for any reason. Letters of assignment with classified employees are not automatically renewable, and the district may decide not to offer a new contract for any reason.

New employees are identified as being probationary during the first ninety (90) days of employment. New employees may be dismissed or terminated at the end of the ninety (90) day probationary period without cause. The release of the probationary employee shall not be subject to the grievance procedure. (Board of Education Policy 411.3)

Contract Release – Licensed Employees

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

Release from a contract may be made contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the board the cost incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, the costs may be deducted from the employee's salary. When required, payment of these costs will be a condition for release from the contract. Failure of the licensed employee to pay these expenses when required may result in the district filing a cause of action in small claims court against the employee.

Resignation – Licensed Employees at Year End

A licensed employee who wishes to resign must notify the superintendent in writing within the time period set by the board for return of the contract. This applies to regular contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Resignations of this nature will be accepted by the board. (Further information available in Board of Education Policy 407.1)

Resignation – Classified Employees

Classified employees who wish to resign during the school year will give the superintendent notice of their intent to resign and final date of employment and cancel their contract fourteen days prior to their last working day. Notice of the intent to resign will be in writing to the superintendent. (Board of Education Policy 413.1)

Reduction in Force

Licensed Employees

Staff reductions and recalls will be made based on the financial and instructional needs of the district and employee performance as determined by the administration and approved by the Board of Education.

If workforce reduction is necessary, employees in the school district shall be retained based the following criteria:

1. Educational program needs.
2. Performance evaluations of employees certified within the affected program areas. The employee with the lowest performance evaluations must be the first to be released; the employee with the next lowest performance evaluations must be the second to be released; and reductions shall continue in like manner until the needed number of reductions has occurred, or
3. If performance evaluations are equal, the teaching certifications and flexibility in teaching assignment of the teacher will be the next criteria.
4. If teaching certifications and assignments are equal, seniority will be the next criteria.
5. If all other factors are equal, total years of teaching experience will be the final factor.

Support Staff

Employees in this assignment are at-will. An employee is free to leave a job at any time for any or no reason with no adverse legal consequences. Likewise, at-will means an employer can terminate an employee at any time for any reason or for no reason without incurring legal liability.

The superintendent of schools or the superintendent's designee has the authority to terminate the services of any support employee at anytime for any reason upon fourteen (14) days notice or immediately for cause. The employee must first request an appeal with the superintendent of schools within ten (10) calendar days of the official notice of termination. The employee shall have the right to appeal the decision to the board of directors if he/she so desires, but only if the employee has previously appealed the decision to the superintendent. The employee must request an appeal of termination with the board of education in writing and the request must be submitted to the board secretary by the close of the business day within ten (10) days of the superintendent's decision on the initial appeal. (Further information available in Board of Education Policy 413.4)

Teacher associates assigned to work primarily with a particular student shall be laid off if services are no longer required for the student.

Employees laid off due to reduction in force are immediately eligible for re-employment. An Employee possessing the necessary qualifications may apply for consideration for any posted support staff vacancy. Such applications must be a letter of interest in writing/email and submitted to the superintendent's office by the date on the posted notice. A letter/email of interest must be submitted each time an opportunity is posted and applications shall not carry over from one opportunity to transfer to another. The filling of the vacancy shall be based upon the needs of the District and qualification of the applicants as determined by the Employer.



BOONE COMMUNITY SCHOOL DISTRICT

•Expect the BEST, Achieve SUCCESS•

The Toreador Way

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the Boone Community School District's Employee Handbook available at www.boone.k12.ia.us. I understand the employee handbook contains important information about the district and my role, rights, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult the superintendent with any questions I have about the contents of the employee handbook or any questions that I feel were not addressed.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise. I also understand that at anytime throughout the year a procedure, policy, or negotiations change may impact the handbook, therefore it is subject to change. I understand that employee information is also available in resources such as, but not limited to, Board of Education Policy, BEA Master Contract, and UE Master Contract.

I acknowledge that the Employee Handbook is not intended, and does not constitute a contract between the Boone Community School District and any one or all of its employees.

Employee's Signature

Date

Employee's Name (Printed)

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