



**Collins-Maxwell CSD**  
Staff Handbook



## **Staff Handbook**

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**Section 100: Welcome Letter**

**Status:** DRAFT

**Original Adopted Date:** Pending

Dear Collins-Maxwell Staff,

I would like to welcome you to the 2024-2025 school year. I hope you found some time to relax this summer and are ready for a new school year. I am enjoying my new role as the Collins-Maxwell Superintendent, and I am looking forward to a great school year ahead. I know that we have a terrific staff here at Collins-Maxwell. I also know that you will work hard each day to make sure our students have the best possible experience here at school.

This handbook was developed over the summer and was approved by the Collins-Maxwell School Board in July. This is intended to be a resource for teachers, support staff, administrators, and the Board of Education. Please take some time to familiarize yourself with all aspects of this handbook.

Please keep in mind that 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 Collins-Maxwell Community School District and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall govern.

If you encounter a situation that is not covered in this handbook or if you need additional information on an item in the handbook, please first inquire with your building principal or supervisor. If they are unable to assist you, they will direct you to the appropriate individual to answer your question.

Lastly, on behalf of the entire Collins-Maxwell Board of Education and the Administrative Team, I would personally like to thank you upfront for all that you do. I wish you the best as we begin a new school year. I look forward to working with all of you. Please do not hesitate to reach out if I can assist you with anything.

Sincerely,

Marc Snavely  
Collins-Maxwell Superintendent

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**Section 101: School District Mission Statement, Educational Goals and Expected Outcomes**

**Status:** DRAFT

**Original Adopted Date:** Pending

**Collins-Maxwell Vision Statement:**

It is the job of our school, our community, and our society to prepare today's children for tomorrow's responsibilities.

**Mission Statement:**

The Collins-Maxwell Community School District will prepare responsible individuals for the future through academic and social experiences.

**Belief Statement:**

Children are the reason for the existence of our school system. The school is a vehicle for providing opportunities for the guidance and development of each individual to reach their highest potential on a continuous progress basis. We believe that the development of attitudes and self-concept is as important as the development of skills and concepts in preparing students to cope with the future.

**Student Outcomes:**

- *Students will demonstrate success in literacy and communication, mathematics, science and social studies and will experience activities and the arts.*
  - *Students will be creative thinkers who demonstrate the ability to research and use information and achieve goals both independently and in a group.*
  - *Students will demonstrate respect for themselves and the diversity of others.*
  - *Students will possess a strong work ethic and life skills that enable them to be adaptable, responsible, members of society*
  - *Students will demonstrate success in the 21st Century Skills: financial literacy, health literacy, civic literacy, technology literacy, and employability.*
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**Section 102: Equal Employment Opportunity**

Status: DRAFT

Original Adopted Date: Pending

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 for all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility for drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Advertisements and notices for vacancies within the district will contain the following statement: *"The district is an EEO/AA employer."* The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Equity Coordinator by writing to Lori Fricke, Equity Coordinator, Collins-Maxwell Community School District, 400 Metcalf St., Maxwell, IA 50161 or by telephoning (515) 387-1115.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669-6820. <http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319-1004, (515) 281-4121 or 1-800-457-4416, <http://www.state.ia.us/government/crc/index.html>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the Collins-Maxwell Administration Office and the principal's office in each attendance center. **(Policy 401.01)**

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**Section 103: Board Policies**

**Status:** DRAFT

**Original Adopted Date:** Pending

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available at [www.Collins-Maxwell.k12.ia.us](http://www.Collins-Maxwell.k12.ia.us). Employees are expected to know existing board policies and know to refer to the policies when necessary. If you have questions about board policies, please contact *Traci Nessa, 400 Metcalf, Maxwell, Iowa 50161; or by telephoning (515) 387-1115.*

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**Section 104: Handbook Subject to Change**

**Status:** DRAFT

**Original Adopted Date:** Pending

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.

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**Section 105: Handbook Complaints**

**Status:** DRAFT

**Original Adopted Date:** Pending

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.

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**Section 200: Compensation and Licensure** 

Status: DRAFT

Original Adopted Date: Pending

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 result in termination because by law the district cannot pay an employee who does not have a current license, authorization or certification. Specific information regarding an employee's license, authorization, or certification may be obtained from the Iowa Board of Educational Examiners (BOEE). The BOEE may be contacted by calling (515) 281-3245 or by visiting their website, located at [www.boee.iowa.gov/](http://www.boee.iowa.gov/).

**Placements - Certified Staff**

Upon initial employment, full credit up to step 10 of any lane on the Employee salary schedule shall be given for previous outside teaching experience in a duly accredited school, and full educational lane credit shall be given for graduate school credits earned. New hires without previous teaching experience shall be placed at the base step of the lane appropriate to their education.

Each Employee shall be placed on his/her proper step of the **combined** Salary Schedule as of the effective date of this agreement. Such placement shall be determined by advancing one (1) vertical step for each year of actual teaching experience and allotting full credit for all graduate school credits earned.

The salary schedule does not include the additional professional day mandated and funded by Chapter 284, Teacher Performance, Compensation and Career Development Funds. Any additional days required by the legislature or department of education, including those required by chapter 284, shall be paid per diem or as directed by passed legislation.

**Pay Periods**

Each employee will be paid in twelve (12) equal installments on the 16th of each month, the first of which will be made on September 16, 2024.

When a pay date falls on or during a school holiday or weekend, employees will receive their paychecks on the last previous work day. Summer checks/direct deposit, other than for summer school teachers, shall be emailed to the employee's school email address or email address designated. **(Board Policy 706.01)**

**Classified**

Classified employees are paid hourly based on board approved Classified Wage Chart. Classified employees are required to record their time worked through the electronic time clock system.

Classified employees are expected to work the schedule the Supervisor/Building Principal/Superintendent established for their position. Hours outside their established schedule should be approved prior to working. All overtime must have approval. Overtime will be paid when the employee has worked greater than 40 hours per week. If the employee has taken paid time off during the week and paid time off is greater than 40 hours, regular time is paid until the employee reaches 40 hours actually worked. If Employee does not have prior approval for extra time outside of a regular schedule or overtime worked, disciplinary action could be imposed. **(Board Policy 706.01)**

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**Supporting Documents**

 [CM.TA.FY25](#)

**Tentative Agreement**  
**Between**  
**Collins-Maxwell Education Association**  
**And the**  
**Collins-Maxwell Community School District**

**May 14, 2024**

The Association and District Agree to the following:

- \$325 base increase and step movement for 2024-2025.
- Increase minimum salaries to \$47,500 as per House File 2612.
- Increase minimum salaries for teachers with at least 12 years of experience to \$60,000 as per House File 2612.
- Increase payment for up to 2 unused Personal Days to the substitute rate of pay.
- The parties will meet prior to the 2025-26 negotiations to consider revisions to the salary schedule to accommodate further implementation of House File 2612.
- Three-year contract that will expire on June 30, 2027 with reopeners on salary.

Collins-Maxwell EA							
2024-2025							
Step 1	BA	BA+12	BA+24	BA+36	MA	MA+12	MA+24
Salary	\$32,874	\$34,189	\$35,504	\$35,833	\$36,819	\$38,134	\$39,469
TSS	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389
Total	\$39,263	\$40,578	\$41,893	\$42,222	\$43,208	\$44,523	\$45,858
Step 2							
Salary	\$33,696	\$35,109	\$36,533	\$36,918	\$37,937	\$39,284	\$40,583
TSS	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389
Total	\$40,085	\$41,498	\$42,922	\$43,307	\$44,326	\$45,673	\$46,972
Step 3							
Salary	\$34,518	\$36,030	\$37,559	\$38,002	\$39,054	\$40,435	\$41,697
TSS	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389
Total	\$40,907	\$42,419	\$43,948	\$44,391	\$45,443	\$46,824	\$48,086
Step 4							
Salary	\$35,340	\$36,950	\$38,588	\$39,087	\$40,172	\$41,586	\$42,812
TSS	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389
Total	\$41,729	\$43,339	\$44,977	\$45,476	\$46,561	\$47,975	\$49,201
Step 5							
Salary	\$36,161	\$37,871	\$39,613	\$40,172	\$41,290	\$42,736	\$43,923
TSS	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389
Total	\$42,550	\$44,260	\$46,002	\$46,561	\$47,679	\$49,125	\$50,312
Step 6							
Salary	\$36,983	\$38,791	\$40,642	\$41,257	\$42,407	\$43,887	\$45,037
TSS	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389	\$ 6,389

<b>Total</b>	<b>\$43,372</b>	<b>\$45,180</b>	<b>\$47,031</b>	<b>\$47,646</b>	<b>\$48,796</b>	<b>\$50,276</b>	<b>\$51,426</b>
<b>Step 7</b>							
<b>Salary</b>	<b>\$37,805</b>	<b>\$39,712</b>	<b>\$41,668</b>	<b>\$42,342</b>	<b>\$43,525</b>	<b>\$45,037</b>	<b>\$46,152</b>
<b>TSS</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>
<b>Total</b>	<b>\$44,194</b>	<b>\$46,101</b>	<b>\$48,057</b>	<b>\$48,731</b>	<b>\$49,914</b>	<b>\$51,426</b>	<b>\$52,541</b>
<b>Step 8</b>							
<b>Salary</b>	<b>\$38,627</b>	<b>\$40,632</b>	<b>\$42,697</b>	<b>\$43,427</b>	<b>\$44,643</b>	<b>\$46,188</b>	<b>\$47,266</b>
<b>TSS</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>
<b>Total</b>	<b>\$45,016</b>	<b>\$47,021</b>	<b>\$49,086</b>	<b>\$49,816</b>	<b>\$51,032</b>	<b>\$52,577</b>	<b>\$53,655</b>
<b>Step 9</b>							
<b>Salary</b>	<b>\$39,449</b>	<b>\$41,553</b>	<b>\$43,722</b>	<b>\$44,511</b>	<b>\$45,761</b>	<b>\$47,339</b>	<b>\$48,381</b>
<b>TSS</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>
<b>Total</b>	<b>\$45,838</b>	<b>\$47,942</b>	<b>\$50,111</b>	<b>\$50,900</b>	<b>\$52,150</b>	<b>\$53,728</b>	<b>\$54,770</b>
<b>Step 10</b>							
<b>Salary</b>	<b>\$40,271</b>	<b>\$42,473</b>	<b>\$44,751</b>	<b>\$45,596</b>	<b>\$46,878</b>	<b>\$48,489</b>	<b>\$49,492</b>
<b>TSS</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>
<b>Total</b>	<b>\$46,660</b>	<b>\$48,862</b>	<b>\$51,140</b>	<b>\$51,985</b>	<b>\$53,267</b>	<b>\$54,878</b>	<b>\$55,881</b>
<b>Step 11</b>							
<b>Salary</b>	<b>\$41,093</b>	<b>\$43,394</b>	<b>\$45,777</b>	<b>\$46,681</b>	<b>\$47,996</b>	<b>\$49,640</b>	<b>\$50,606</b>
<b>TSS</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>
<b>Total</b>	<b>\$47,482</b>	<b>\$49,783</b>	<b>\$52,166</b>	<b>\$53,070</b>	<b>\$54,385</b>	<b>\$56,029</b>	<b>\$56,995</b>
<b>Step 12</b>							
<b>Salary</b>	<b>\$41,914</b>	<b>\$44,314</b>	<b>\$46,806</b>	<b>\$47,766</b>	<b>\$49,114</b>	<b>\$50,790</b>	<b>\$51,721</b>
<b>TSS</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>

<b>Total</b>	<b>\$48,303</b>	<b>\$50,703</b>	<b>\$53,195</b>	<b>\$54,155</b>	<b>\$55,503</b>	<b>\$57,179</b>	<b>\$58,110</b>
<b>Step 13</b>							
<b>Salary</b>	<b>\$42,736</b>	<b>\$45,235</b>	<b>\$47,832</b>	<b>\$48,851</b>	<b>\$50,231</b>	<b>\$51,941</b>	<b>\$52,835</b>
<b>TSS</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>
<b>Total</b>	<b>\$49,125</b>	<b>\$51,624</b>	<b>\$54,221</b>	<b>\$55,240</b>	<b>\$56,620</b>	<b>\$58,330</b>	<b>\$59,224</b>
<b>Step 14</b>							
<b>Salary</b>	<b>\$43,558</b>	<b>\$46,155</b>	<b>\$48,861</b>	<b>\$49,936</b>	<b>\$51,349</b>	<b>\$53,092</b>	<b>\$53,950</b>
<b>TSS</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>
<b>Total</b>	<b>\$49,947</b>	<b>\$52,544</b>	<b>\$55,250</b>	<b>\$56,325</b>	<b>\$57,738</b>	<b>\$59,481</b>	<b>\$60,339</b>
<b>Step 15</b>							
<b>Salary</b>	<b>\$44,380</b>	<b>\$47,076</b>	<b>\$49,886</b>	<b>\$51,020</b>	<b>\$52,467</b>	<b>\$54,242</b>	<b>\$55,061</b>
<b>TSS</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>
<b>Total</b>	<b>\$50,769</b>	<b>\$53,465</b>	<b>\$56,275</b>	<b>\$57,409</b>	<b>\$58,856</b>	<b>\$60,631</b>	<b>\$61,450</b>
<b>Step 16</b>							
<b>Salary</b>	<b>\$45,202</b>	<b>\$47,996</b>	<b>\$50,915</b>	<b>\$52,105</b>	<b>\$53,585</b>	<b>\$55,393</b>	<b>\$56,175</b>
<b>TSS</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>
<b>Total</b>	<b>\$51,591</b>	<b>\$54,385</b>	<b>\$57,304</b>	<b>\$58,494</b>	<b>\$59,974</b>	<b>\$61,782</b>	<b>\$62,564</b>
<b>Step 17</b>							
<b>Salary</b>	<b>\$46,024</b>	<b>\$48,917</b>	<b>\$51,941</b>	<b>\$53,190</b>	<b>\$54,702</b>	<b>\$56,543</b>	<b>\$57,290</b>
<b>TSS</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>
<b>Total</b>	<b>\$52,413</b>	<b>\$55,306</b>	<b>\$58,330</b>	<b>\$59,579</b>	<b>\$61,091</b>	<b>\$62,932</b>	<b>\$63,679</b>
<b>Step 18</b>							
<b>Salary</b>	<b>\$46,845</b>	<b>\$49,837</b>	<b>\$52,970</b>	<b>\$54,275</b>	<b>\$55,820</b>	<b>\$57,694</b>	<b>\$58,404</b>

<b>TSS</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>
<b>Total</b>	<b>\$53,234</b>	<b>\$56,226</b>	<b>\$59,359</b>	<b>\$60,664</b>	<b>\$62,209</b>	<b>\$64,083</b>	<b>\$64,793</b>
<b>Step 19</b>							
<b>Salary</b>		<b>\$50,757</b>	<b>\$53,996</b>	<b>\$60,488</b>	<b>\$56,938</b>	<b>\$58,844</b>	<b>\$59,518</b>
<b>TSS</b>		<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>
<b>Total</b>		<b>\$57,146</b>	<b>\$60,385</b>	<b>\$66,877</b>	<b>\$63,327</b>	<b>\$65,233</b>	<b>\$65,907</b>
<b>Step 20</b>							
<b>Salary</b>		<b>\$51,678</b>	<b>\$55,025</b>	<b>\$56,445</b>	<b>\$58,055</b>	<b>\$59,995</b>	<b>\$60,630</b>
<b>TSS</b>		<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>
<b>Total</b>		<b>\$58,067</b>	<b>\$61,414</b>	<b>\$62,834</b>	<b>\$64,444</b>	<b>\$66,384</b>	<b>\$67,019</b>
<b>Step 21</b>							
<b>Salary</b>		<b>\$52,598</b>	<b>\$56,050</b>	<b>\$57,530</b>	<b>\$59,173</b>	<b>\$61,146</b>	<b>\$61,744</b>
<b>TSS</b>		<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>	<b>\$ 6,389</b>
<b>Total</b>		<b>\$58,987</b>	<b>\$62,439</b>	<b>\$63,919</b>	<b>\$65,562</b>	<b>\$67,535</b>	<b>\$68,133</b>





**Section 201: Compensation for Extra Duty and Supplemental/Extra Curricular Schedule** 

**Status:** DRAFT

**Original Adopted Date:** Pending

A Certified employee may volunteer or be required, depending on a given situation, to take on an extra duty position(s), with the extra duty being secondary to the major responsibility of the employee. Extra Duty Compensation salary percentages figured on the B.A. level Step 1.

**Ticket-Taking**

The District shall post a sign-up sheet during in-service allowing Employees to select to take tickets at a minimum of two (2) school activity events during the contract year. Employees who choose not to sign-up within two (2) weeks following the posting of the sign-up sheet will be assigned by the District to work two (2) events.

**Approved Activities**

The extra-curricular activities listed in are official school-sponsored activities.

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**Supporting Documents**



[FY 25 Schedule B](#)

**Section 202: Advancement on the Salary Schedule**

**Status:** DRAFT

**Original Adopted Date:** Pending

**Increments**

Employees properly placed on the salary schedule shall be granted one (1) vertical step on the schedule for each year of service until the maximum for their educational classification has been reached. A year of service consists of employment in the District for ninety (90) or more days in one school year.

**Educational Lanes**

An Employee properly placed on the salary schedule who qualifies for advancement to a higher educational lane shall move to the incremental step on the higher lane which corresponds with experience computed in accordance with Paragraph 1 (Increments) above.

Educational lane movement shall not preclude earned vertical increment advancement; an Employee who was at the highest incremental step (maximum salary) on the former educational lane shall be advanced one (1) step on the new educational lane if such step is available.

For an Employee to advance from one educational lane to another, the Employee shall file official transcripts or grade reports showing hours with the Superintendent no later than August 15th. (**Board Policy 406.03**)

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**Section 203: Group Insurance Benefits**

Status: DRAFT

Original Adopted Date: Pending

Employees are eligible to participate in the health and major medical, life, and long-term disability group insurance plans.

**Health Insurance**

Eligible employees are those employees who work at least thirty (30) hours per week on a regular basis. Employees who work at least twenty (20) hours but fewer than thirty (30) hours per week may participate in the District's plan by paying premiums themselves through payroll deductions, which may be done prior to the withholding of payroll taxes, at the option of the employee. An employee must work at least twenty (20) hours per week on a regular basis to be eligible for the District's life and long term disability insurance

The group health and major medical, dental, life, and long-term disability insurance programs in effect during the 2024-25 school year shall be continued in effect with no reduction in benefits during the term of this Agreement.

Eligible employees electing to not enroll in the health and major medical insurance plan will be paid \$50.00 per month on a monthly basis.

Employees on paid leave shall continue to have board contributions made according to the level described above, subject to the terms and conditions of the carrier. Employees on authorized unpaid leave shall be allowed to continue on District provided insurance at their own expense.

The Board shall have the right at any time to procure the insurance referred to in this Article from any reputable insurance company. All insurance program carriers shall be selected by the District. The District may seek input from up to two (2) Association representatives before any change in carriers is made.

**Dental Insurance**

Single Dental Insurance. The Employer will pay to the carrier the amount equal to the single coverage but not to exceed \$14.00 per month for a group dental insurance plan for each eligible employee. The carrier will be selected by the employer. The balance of the single and family premium will be paid by the participating employees.

**Vision Insurance**

Vision Insurance is available for employees on a voluntary basis. Premiums for vision insurance will be paid by the employee.

**Life Insurance & Accidental Death & Dismemberment (ADD) Insurance**

The Employer will provide 1 times annual salary term life insurance coverage for all employees who work 30 hours or more per week on a regular basis.

**Long Term Disability Insurance**

The Employer will provide certified employees who work at least thirty(30) hours per week with long term disability insurance. And Certified employees who work 11-12 months per year.

**Section 204: Iowa Public Employees' Retirement System**

**Status:** DRAFT

**Original Adopted Date:** Pending

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](http://www.ipers.org/index.html). (*Policy 407.03*)

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**Section 205: Employee Travel Compensation**

Status: DRAFT

Original Adopted Date: Pending

**Inside the 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 rate listed in the addendum. It is the responsibility of the Superintendent to approve travel within the school district by employees. It is the responsibility of the board to review the travel within the school district by the Superintendent through the board's audit and approval process.

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.

**Outside the District**

Travel outside of the school district must be pre-approved. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the Superintendent, is approved by the Superintendent.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, other than a credit card receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional 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.

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

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

Pre-approved expenses for transportation *within* three hundred miles of the school district administrative office will be by automobile. If a school district vehicle is not available, the employee will be reimbursed at the rate listed in the addendum. Pre-approved expenses for transportation *outside* of three hundred miles of the school district administrative office may be by public carrier. Reimbursement for air travel will be at the tourist class fares. Should an employee choose to travel by automobile, reimbursement will be limited to the public carrier amount. Pre-approved expenses for transportation in a rental car are limited to the cost of a Class "C" rental car at a medium priced agency unless the number of people traveling on behalf of the school district warrants a larger vehicle. Pre-approved expenses for transportation *within* three-hundred miles of the school district administrative office will be by automobile. If a school district vehicle is not available, the employee will be reimbursed at the State of Iowa mileage reimbursement rate. **(Policy 401.07)**

**Section 300: Qualifications, Recruitment and Selections**

**Status:** DRAFT

**Original Adopted Date:** Pending

Persons interested in a position will have an opportunity to apply and qualify for positions in the school district in accordance with applicable laws and school district policies regarding equal employment.

Job applicants will be considered on the basis of the following:

- Nature of the occupation
- Training, experience, and skill
- Demonstrated ability to fulfill all aspects and essential duties of the position
- Possession of, or ability to obtain, state license if required for the position

All job openings shall be submitted to the Frontline Technologies for posting on IowaWorks, the online state job posting system. Additional announcements of the position may occur in a manner which the Superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board will employ licensed employees after receiving a recommendation from the Superintendent. The Superintendent, however, will have the authority to employ a licensed employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position. The Superintendent has the authority to hire classified employees including bus drivers, custodians, education associates, maintenance staff, clerical personnel, and food service workers.

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**Section 301: Background Checks**

**Status:** DRAFT

**Original Adopted Date:** Pending

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.

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**Section 302: Employee Conflict of Interest**

Status: DRAFT

Original Adopted Date: Pending

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

Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the Superintendent. If the approval of the Superintendent is given, the employee must conduct the solicitations within the conditions set by the Superintendent. Further, the Superintendent may, upon five days notice, require the employee to cease such solicitations as a condition of continued employment.

Employees will not act as an agent or dealer for the sale of textbooks or other school supply companies doing business with the 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 to 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.

It will also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist will include, but not be limited to, any of the following:

- (1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district's badge, uniform, business card or other evidences of office to give the employee or the employee's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the school district.
- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours during which the employee performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the employee during the performance of the employee's duties.

If the outside employment or activity is employment or activity in (1) or (2) above, the employee must cease the employment of or activity. If the activity or employment falls under (3), then the employee must:

- Cease the outside employment or activity; or,
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It is the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise. **(Policy 401.02)**

**Section 303: Employee Orientation**

**Status:** DRAFT

**Original Adopted Date:** Pending

Employees must know their role and duties. New employees may be required to participate in an orientation program for new employees. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties.

Payroll procedures and employee benefit programs shall be explained to the new employees by the business office. The employees shall be responsible for timely completion of the necessary enrollment and authorization forms.  
*(Policy 401.11)*

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**Section 304: Employee Required Trainings**

**Status:** DRAFT

**Original Adopted Date:** Pending

A certified employee will be responsible to complete all mandatory/required training established by the Collins-Maxwell School District and State laws. Trainings may include, but not limited to, Mandatory Child Abuse, Mandatory Dependent and Adult Abuse, Bloodborne Pathogens, Suicide Prevention, Adverse Childhood Experiences, Asbestos, Right to Know, Lockout/Tagout, and Medication Administration. (*Policy 403.03*)

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**Section 305: Employee Records**

Status: DRAFT

Original Adopted Date: Pending

The school 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 considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

All employees, including temporary employees, required to hold a certificate, license, statement of professional recognition, or authorization from the Iowa Board of Educational Examiners or a nursing license are required to have a certificate, license or statement valid for the position for which they have been employed on file in the business office prior to commencing duties. It shall be the financial responsibility of each employee to maintain current licensure or certification.

All licensed employees, including temporary employees, are required to have an official copy of their college transcripts on file in the business office prior to commencing duties. Employees earning additional credits shall file an official copy of their college transcripts in the business 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. Employees, however, will not be allowed access to the employment references written on behalf of the employee. Board members will generally only have access to an employee's file when it is necessary because of an employee related matter before the board.

It is the responsibility of the Superintendent to keep employees' personnel files current. The board secretary is the custodian of employee records.

It is the responsibility of the Superintendent to develop administrative regulations for the implementation of this policy. **(Policy 401.05)**

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**Section 306: Employee Searches**

**Status:** DRAFT

**Original Adopted Date:** Pending

Employees should have no expectation of privacy in their classrooms, desks, computers or other 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. If the school district conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. Should the school district get a request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability for any items of personal property which are placed in the desk or work space which is assigned to employees.

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**Section 307: Employee Evaluation**

Status: DRAFT

Original Adopted Date: Pending

**Classified Staff**

Evaluation of employees on their skills, abilities, and competence is an ongoing process supervised by the employee's supervisor. The goal of the evaluation of employees, other than administrators, but including extracurricular employees, is to improve the education program, to maintain employees who meet or exceed the board's standards of performance, to clarify the employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board, and to develop a working relationship between the administrators and other employees. (*Board Policy 411.07*)

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

**Certified staff**

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 show proficiency on the Iowa Teaching Standards and Criteria (ITSC). The standards and criteria provide a foundation for a summative or comprehensive evaluation on the ongoing professional growth of a teacher. These are the Iowa Teaching Standards (Iowa Code 284.3(1)):

- 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.

It is the responsibility of the Superintendent to ensure licensed employees are evaluated. New and probationary licensed employees are evaluated at least once each year.

**A. Procedures**

1. Within two (2) weeks of the beginning of the school year or evaluation cycle, the appropriate evaluator(s) shall acquaint each Employee under his/her supervision with the evaluation procedures and instruments and designate the person(s) who will observe and evaluate the Employee's performance. No formal evaluation shall take place until such orientation has been completed. Procedures for both formative (formal and informal observations, etc.) and summative evaluations shall be provided in detail to the teachers.

2. All non-probationary Employees shall be formally evaluated on a three (3) year rotating cycle at a minimum. Probationary Employees shall be evaluated annually. Additional observations or evaluations may be scheduled as deemed necessary by the appropriate supervisor. All teachers shall meet annually with the evaluator to discuss progress being made toward the teacher's Individual Teacher Career Development Plan and goals.

In the Employee's evaluation year, a conference will be held between the Employee and the appropriate supervisor during the first month of school to plan the evaluation activities which will take place.

- New to the District/Probationary Teachers: Formal evaluation for probationary teachers shall consist of a minimum of three (3) times per year. Per Board Policy, 405.9, teachers are considered probationary until the end of the third year.
- New to the District/ Previous Non-Probationary Teachers: evaluations of non-probationary teachers shall consist of at least three (3) observations during the first two years.
- Non-probationary Teachers: Under Iowa Code section 284.8(1), school districts are required to conduct annual, rather than every third year, reviews of non-probationary teacher performance. The first and second years of such reviews are conducted by a peer group of teachers. The third year evaluation shall consist of at least two (2) formal observations during the employee's scheduled evaluation year. The Iowa Legislature specifically prohibited peer reviews from being used as the basis for recommending that a teacher be placed in an intensive assistance program. As such, the peer review is intended for the purposes of coaching and improvement.

## **B. Summative Performance**

1. All Employees will have a summative evaluation conference held with the building Principal or primary evaluator at the end of the school year or evaluation cycle. Employees will be notified as to the time and date of their summative evaluation conference and shall receive a written copy of their summative evaluation during or shortly after the conference.
2. All teachers will have an informal annual end of the year conference with the appropriate supervisor to discuss the year's progress, successes, and concerns as well as goals for the coming year. This can be part of the summative evaluation conference.
3. Formal observations shall be made with at least two (2) days' notice. Prior to or at the beginning of a formal observation, the evaluator shall be provided with the Employee's objectives, methods, and materials planned for presentation during the observation.
4. Observations shall generally be for the purpose of evaluation toward the improvement of professional performance as a means of assuring the most competent educational techniques.
5. Informal observations may be made without notice at the evaluator's option. A formal observation report may include a summary of, or comments about, informal observations. These written/oral comments may be part of a formal evaluation conference or the basis for a separate conference held specifically for that purpose. Informal observations may be part of the summative evaluation.
6. A post observation conference shall be held between the Employee and evaluator within ten (10) working days following the formal or informal observation to discuss the observation and written evaluation.
7. After the written observation or summative evaluation has been discussed, the written form shall be dated and

signed by the evaluator and offered to the Employee for his or her signature. Each shall have a copy. The Employee's signature does not necessarily mean agreement with the evaluation but rather awareness of the content.

8. If the Employee feels his/her formal observation report or the summative evaluation is inaccurate, he/she, within ten (10) working days after the conference referred to in paragraphs A or D or within ten (10) working days after receipt of the written evaluation or observation report, may put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file. The file copy of such objections shall be signed and dated by both parties to indicate receipt thereof.
  
  9. Employees shall be afforded adequate lead time to remediate concerns identified in formal or informal observations and summative evaluations. An intensive assistance plan will be used for concerns that can be remediated. Concerns that are a violation of Chapter 25 will not warrant a plan, but may be grounds for termination. **(Board Policy 405.08)**
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**Section 308: Certified Grievance Procedure**

Status: DRAFT

Original Adopted Date: Pending

The purpose of the grievance procedure is to secure, at the lowest possible level, solutions to grievances. A grievance shall mean a complaint that there has been a violation, misapplication or misinterpretation of a provision of this Handbook. The grievant is the employee or the Association filing the grievance. The grievance form is found in the Appendix of the Handbook.

An employee or the Association covered by the Handbook shall present grievances in accordance with these procedures. The failure of an employee or the Association to present or appeal to a higher step any grievance within the prescribed time limits will mean the grievance is terminated. The employer's failure to give a decision within the time limits shall permit the grievance to proceed to the next step. All grievance meetings and hearings are to be held in private between the mentioned parties at each step and are not open to the public. The number of days indicated at each level for processing the grievance shall be considered as a maximum and every reasonable effort shall be made to expedite the process. The time limits may be extended by mutual agreement. If a grievance occurs at the end of the school year such that there is insufficient time to process the grievance before school ends, the time limits set forth in this procedure shall be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) days thereafter.

1. Step One. An attempt shall be made to resolve any grievance in informal discussion between Grievant and the Principal, or its designated representative, within ten (10) days from the date of occurrence or knowledge of the occurrence of the event.
2. Step Two. If the grievance cannot be resolved informally, the Grievant shall file the grievance in writing with the Principal, or its designated representative. The grievance shall state the nature of the grievance, and shall state the remedy requested. The filing of the grievance shall be within ten (10) days of the occurrence, giving rise to the grievance. The Principal, or its designated representative, shall communicate a decision in writing within ten (10) days following the meeting between the Principal, or its designated representative, and the aggrieved.
3. Step Three. In the event the grievance has not been satisfactorily resolved at the second step, the Grievant may file within five (5) days the Principal's, or its designated representative, written decision, a copy of the grievance with the Superintendent. The Superintendent shall file a written decision within ten (10) days of the receipt of the grievance.
4. Step Four. If the grievance is not satisfactorily resolved at Step Three, there shall be binding, impartial arbitration. The Grievant may submit a request in writing to the Superintendent within ten (10) days from the receipt of the Step 3 answer to enter into arbitration. The arbitration proceeding shall be conducted by an arbitrator to be selected by the two parties within five (5) days after notice is given. If the two parties fail to reach Agreement on an arbitrator within five (5) days, the Public Employment Relations Board will be requested to provide a list of five (5) arbitrators. The parties shall determine by coin toss which party shall have the right to remove the first name from the list. Each of the two parties shall alternately strike one name at a time from the list until one shall remain. The party selected to remove the first name shall do so within three (3) working days after receipt of the list. Each party shall have one (1) working day to remove the next name.
5. The remaining name, after striking, shall be the designated arbitrator and shall be submitted in writing. The arbitrator shall submit a written decision to both parties within forty-five (45) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The decision of the arbitrator shall be binding on the parties. The arbitrator shall have no power to alter, change, detract from or add to the provisions of the Agreement, but shall have power only to apply and to interpret the provisions of the Agreement to the settlement of issues and grievances arising hereunder.
6. Each party shall bear its own cost and expense of the arbitration proceedings excluding the fee of the arbitrator, which shall be shared equally by the Employer and the Grievant or his or her representative(s).

All documents, communications, and records dealing with the processing of the grievance shall be filed separately from the personnel files of the participants.

**Section 309: Cooperation in Workplace Investigations**

**Status:** DRAFT

**Original Adopted Date:** Pending

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.

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**Section 310: Reporting of Post-Employment Arrests and Convictions**

**Status:** DRAFT

**Original Adopted Date:** Pending

Any employee who is arrested or convicted of any criminal charges shall report such information to their building principal within 48 hours. Failure to do so may incur discipline, up to and including termination.

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**Section 311: Nepotism**

**Status:** DRAFT

**Original Adopted Date:** Pending

More than one family member may be an employee of the school district. It is within the discretion of the Superintendent to allow one family member employed by the school district to supervise another family member employed by the school district subject to the approval of the board.

The employment of more than one individual in a family is on the basis of their qualifications, credentials and records.  
**(Policy 401.03)**

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**Section 312: Probationary Status**

**Status:** DRAFT

**Original Adopted Date:** Pending

The first three years of a new licensed employee's contract is a probationary period unless the employee has already successfully completed the 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 three year probationary period. For purposes of this policy, an employee will have met the requirements for successfully completing a probationary period in another Iowa school district if, at the teacher's most recent performance evaluation, the teacher received at least a satisfactory or better evaluation and the individual has not engaged in conduct which would disqualify the teacher for a continuing contract.

Only the board, in its discretion, may waive the probationary period. The board may extend the probationary period for one additional year with the consent of the licensed employee. The board will make the decision to extend or waive a licensed employee's probationary status based upon the Superintendent's recommendation. During this probationary period the board may terminate the licensed employee's contract at year-end or discharge the employee in concert with corresponding board policies.

Licensed employees may also serve a probationary period based upon their performance. Such probationary period is determined on a case-by-case basis in light of the circumstances surrounding the employee's performance as documented in the employee's evaluations and personnel file. (**Policy 405.09**)

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**Section 313: Public Complaints about an Employee**

Status: DRAFT

Original Adopted Date: Pending

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 the applicable board policy.

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. (**Policy 402.05**)

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**Section 314: Release of Credit Information**

**Status:** DRAFT

**Original Adopted Date:** Pending

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

It is the responsibility of the School Business Official (SBO) or the Superintendent to respond to inquiries from creditors. (*Policy 402.01*)

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**Section 315: Transfers**

**Status:** DRAFT

**Original Adopted Date:** Pending

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

**Transfer Definitions.** The assignment of an Employee to a different grade level, subject area, or building shall be considered a transfer.

**Involuntary Transfer Definitions.** An involuntary transfer is a transfer not initiated by the Employee's request.

**Vacancy.** The existence of a vacancy will be determined by the District.

**PROCEDURE**

1. Employees who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent. Such a statement shall include the grade and/or subject to which the Employee desires to be assigned and the school or schools to which the Employee desires to be transferred, in order of preference. Such requests for transfers and reassignments for the following year shall be submitted not later than May 1 or December 1 for the second (2nd) semester.
  2. The Superintendent, before advertising the vacancy, shall post notification of a vacancy on the Employee's lounge bulletin board in each building if it occurs during the school year. When the school is not in session, posting of the notification of a vacancy will be the same as during the year and also an email will be sent to all current staff.
  3. An involuntary transfer will be made only when the Employer determines it necessary. Notice of an involuntary transfer or reassignment shall be given in writing to Employees as soon as practical.
  4. An involuntary transfer or reassignment may be made only after a meeting between the Employee involved, and the Superintendent, at which time the Employee shall be given written reasons, therefore.
  5. Nothing in the transfer procedures shall be construed as restricting the employer from exercising its right to temporarily fill any vacancy.
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**Section 400: Work Day**

Status: DRAFT

Original Adopted Date: Pending

**Certified Staff**

The work day for licensed employees will begin each day of the school year at a time established by the Superintendent. Licensed employees who are employed only during the academic year will have the same work day as other licensed employees. "Day" is defined as one work day regardless of full-time or part-time status of an employee.

Licensed employees are to be in their assigned school building during the work day. Advance approval to be absent from the school building must be obtained from the principal whenever the licensed employees must leave the school building during the work day. If permission is given to leave work early or come late for other commitments (such coaching in another district) the expectation is that a 8 hour work day is still worked (come in early or stay late).

The building principal is authorized to make changes in the work day in order to facilitate the education program. These changes are reported to the Superintendent.

On Fridays and days preceding holidays or vacations, the employee's work day shall end after the departure of the route buses.

During regular contract days, when a weather-related (snow, ice, heat, or rain) or emergency closing takes place and students are not required to be in attendance, the employees shall not be required to be present. If students are dismissed early for any such reason, employees shall not be required to stay longer than fifteen minutes after departure of the route buses.

The work day outlined in this policy is a minimum work day. Nothing in this policy prohibits licensed employees from working additional hours outside the work day. (*Policy 405.05*)

**Classified Staff**

The work day for employees will begin each day of the school year at a time established by the Superintendent. "Day" is defined as one work day regardless of full-time or part-time status of an employee.

Employees are to be in their assigned school building during the work day. Advance approval to be absent from the school building must be obtained from the supervisor whenever the employees must leave the school building during the work day.

The employee's supervisor is authorized to make changes in the work day in order to facilitate the education program. These changes are reported to the Superintendent.

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**Section 401: Duty-Free Lunch**

**Status:** DRAFT

**Original Adopted Date:** Pending

**Certified Staff**

Each Employee shall have a paid duty-free lunch period of at least twenty-five (25) consecutive minutes during the workday and scheduled between 11 am and 1 pm on each regular student-contact day. Employees may sign out of their buildings during their duty-free lunch period. Duty-free lunch is defined as time away from students and all other required duties of the teacher's assignment. It is understood that lunchroom supervision will be divided among the teachers in each building and that the teacher assigned that duty may not have the full twenty-five (25) minutes duty-free lunch.

**Classified Staff**

Classified Employees are required to take a 23 minute duty-free lunch break if they are working more than 5.5 hours in a day. Lunch periods are not paid, they are automatically deducted from your time each day if hours exceed 5.5 hours daily.

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**Section 402: Payment for Coverage**

**Status:** DRAFT

**Original Adopted Date:** Pending

Certified staff required to cover a class during their preparation period shall be paid an additional stipend. Regular class (43 Minutes) \$17.00 dollars for that day, block class (75 minutes) \$29.58 for that day, and WINTIME (29 minutes) \$11.39 for that day. Employees who have flexible schedules shall be paid the appropriate amount for covering two or more periods in a day.

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**Section 403: Holidays**

**Status:** DRAFT

**Original Adopted Date:** Pending

**Certified Staff**

The certified employee's service year is 187 working days excluding holidays. No Employee shall be required to perform duties on the following holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day unless otherwise contracted.

New Employees shall be required to work up to one (1) additional day for orientation as part of their first year contract.

The in-school work year shall include days when pupils are in attendance, in-service days, and any other days which Employee attendance is required.

Employees on part-time contracts will be required to work a full day of eight (8) hours on all in-service days and non-student contact time. (**Board Policy 409.01**)

**Classified Staff**

Classified Employees are required to work 30 hours per week to be eligible for holiday pay. Employees on a 9/10 month contract will have 3 paid holidays: Thanksgiving Day, Christmas Day, and New Years Day. Employees on a 11/12 month contract will be allowed 7 paid holidays. The 7 are Memorial Day, July 4th, Thanksgiving Day, Christmas Day, New Years Day, Labor Day and Juneteenth. (**Board Policy 414.01**)

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**Section 404: Vacation**

**Status:** DRAFT

**Original Adopted Date:** Pending

**Classified Employees:** Vacation days may be taken any time during the school year when the vacation will not disrupt the school district operations. The employee must submit a vacation request to the superintendent, who will make this determination. Classified employees working 11/12 month contracts will earn paid vacation. A beginning employee will have one week of vacation for their first year of employment. Two weeks of vacation will be awarded after one year of continuous employment. After five years of employment, one additional vacation day will be earned up to a maximum of three weeks. After fifteen years, one additional day of vacation will be earned, up to four weeks. Vacation can be taken in .25 day increments. Vacation cannot be used for more than 5 student contact days in a year. Vacation will not be accrued from year to year without a prior arrangement with the superintendent.  
**(Board Policy 414.01)**

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**Section 405: Personal Leave**

Status: DRAFT

Original Adopted Date: Pending

**Certified Staff**

Full-time employees who work 187 days a year will be allowed a maximum of 2 days of personal leave to accomplish personal business that cannot be conducted outside the work day. It is within the discretion of the Superintendent/building principal to grant personal leave. Application for personal leave must be made at least 2 school days prior to the requested leave date. Leave can be taken in .25 day increments.

There shall be a limit of two (2) Employees gone per building at the same time, unless otherwise approved by the Principal. No personal leave may be taken in the first two (2) or the last two (2) weeks of the school year or before or after vacation days. Under unusual and special circumstances, it is within the discretion of the Superintendent to grant leave within these restricted time periods.

Employees who do not use their personal leave days have the option of carrying one up to (1) day over to the next year. The maximum number of personal days an Employee may possess or use in a given year is three (3). Employees who do not use their personal leave and do not wish to carry over any day(s) may be reimbursed in the June paycheck for up to two (2) days. Unused days will be reimbursed using the rate of \$75 per day. (Will be prorated for partial days). The record of personal leave will be displayed on the paycheck stub. Discrepancies should be immediately reported to the board secretary for correction.

Licensed employees who work during the school academic year, whether full-time or part-time, will have time off in concert with the school calendar.

It is the responsibility of the Superintendent to make a recommendation to the board annually on vacations, holidays, and personal leave for licensed employees. **(Board Policy 409.01)**

**Classified Staff**

Classified employees will be allowed a maximum of two (2) days of personal leave to be used without providing a reason. It is within the discretion of the Superintendent to grant personal leave. Application for personal leave must be made through Frontline at least two (2) school days prior to the requested leave date. Leave can be taken in .25 day increments.

There shall be a limit of two (2) Employees gone per building at the same time, unless otherwise approved by the Principal. No personal leave may be taken in the first two (2) or the last two (2) weeks of the school year or before or after vacation days. Under unusual and special circumstances, it is within the discretion of the Superintendent to grant leave within these restricted time periods.

Employees who do not use their personal leave days have the option of carrying one up to (1) day over to the next year. The maximum number of personal days an Employee may possess or use in a given year is three (3). Employees who do not use their personal leave and do not wish to carry over any day(s) may be reimbursed in the June paycheck for up to two (2) days. Unused days will be reimbursed using the rate of \$25 per day. (Will be prorated for partial days). The record of personal leave will be displayed on the paycheck stub. Discrepancies should be immediately reported to the board secretary for correction. **(Board Policy 414.01)**

**Section 406: Personal Sick/Illness Leave**

Status: DRAFT

Original Adopted Date: Pending

Employees will be granted ten days of sick leave in their first year of employment. Each year thereafter, one additional day of sick leave will be granted to the employees up to a maximum of fifteen days. "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new employee will report for work at least one full work day prior to receiving sick leave benefits. A returning employee will be granted the appropriate number of days at the beginning of each fiscal year. Sick leave may be accumulated up to a maximum of 120 days for licensed employees. Unused portions shall be cumulative to a total of 105 Days to roll over to the following year. Leave can be taken in .25 day increments.

Employees may be granted a maximum of five (5) days paid leave per year for illness of the Employee's immediate family. For purposes of this section, "immediate family" shall include any member of the Employee's spouse, child, step-child, legal dependent, mother, step-mother, father, step-father, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister, sister-in-law, brother, brother-in-law, grandparent, step-grandparent-in-law, grandchild, aunt, uncle and significant other (live-in boyfriend or girlfriend). Extensions of Family Sick Leave not covered in this Article may be made at the sole discretion of the Superintendent. The granting of this leave may require a certificate from a medical provider as proof of such illness.

Employees will be allowed to move up to ten (10) days of individual sick leave per year for Family Sick leave for a life-altering condition. These additional days will be at the discretion of the Superintendent and will require medical documentation.

Should employees need additional family leave days beyond the above provision, employees may donate unused Personal Leave days. These additional days will be at the discretion of the Superintendent and will require medical documentation.

Expectant mothers who have accumulated sufficient sick leave may use up to six weeks of paid sick leave beginning with the date of birth. Additional paid sick leave beyond six weeks will require a doctor's statement of necessity and be limited to the amount of sick leave accumulated.

**Second Parent Leave.** Second parent leave may use up to three (3) days of personal sick leave at the time of birth of a child. These days will be deducted from accumulated sick leave and will not affect family sick leave days.

**Extended Leave.** An Employee who is unable to work because of personal illness or disability, and who has exhausted all sick leave available, may apply for disability benefits under the group insurance plan. If the Employee does not qualify for disability benefits, the Employee may request and be granted a leave of absence without pay up to six months or to the end of the school year, whichever occurs first. This leave may be renewed each year at the discretion of the Board.

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It is within the discretion of the board or the Superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee will comply with the board policy regarding family and medical leave.

If an employee is eligible to receive worker's compensation benefits, the employee will contact the School Business Official (SBO) to implement these benefits. (**Board Policy 409.02 & 414.02**)

**Section 407: Bereavement Leave**

**Status:** DRAFT

**Original Adopted Date:** Pending

In the event of a death of a member of a licensed employee's family, bereavement leave may be granted. Bereavement leave may be granted to a licensed employee for no more than five (5) days, with "day" being defined as one work day regardless of full-time status of the employee, per occurrence, for the death of a member of the family. For purposes of this policy, family includes: Spouse, child, step-child, legal dependent, mother, step-mother, father, step-father, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, sister, brother, brother-in-law, grandparent, step-grandparent, grandparent-in-law, step-grandparent-in-law, grandchild, aunt, uncle and significant other (live-in boyfriend or girlfriend). These days are non-cumulative and will be deducted from accumulated sick leave. The total amount of leave under this category shall not exceed ten (10) days per year.

**Exceptional Circumstances**

The Superintendent may extend additional leave days where circumstances warrant. Such action shall not be precedent-setting.

An Employee shall be granted one (1) paid day per year and allowed two (2) additional paid days, minus the cost of the coverage, up to and including substitute required, for the death of a relative or friend. Application for permission to attend the funeral shall be made in advance to the building Principal or his/her designee. Where possible, time off to attend such a funeral shall be minimized to the extent necessary to attend the funeral and services. This leave may be used in quarterly increments at the Employee's discretion.

No more than one (1) Employee for every ten (10) Employees in a building may be granted leave to attend the same funeral unless the Superintendent finds there are exceptional circumstances which warrant attendance by more Employees in that building. Employees must inform the Superintendent/building principal at the earliest possible time. The administration may decide to grant bereavement leave in the event of deaths other those listed above. Bereavement leave is non-cumulative. **(Board Policy 409.04 & 414.04)**

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**Section 408: Jury Duty**

**Status:** DRAFT

**Original Adopted Date:** Pending

The board will allow licensed employees to be excused for jury duty unless extraordinary circumstances exist. The Superintendent has the discretion to determine when extraordinary circumstances exist.

Employees who are called for jury service will notify the direct supervisor within twenty-four hours after notice of call to jury duty and suitable proof of jury service pay must be presented to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Employees will receive their regular salary. Any payment for jury duty will be paid to the school district.  
*(Board Policy 409.06 & 414.06)*

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**Section 409: Other Leave**

**Status:** DRAFT

**Original Adopted Date:** Pending

**Legal Leave** - A certified employee who is subpoenaed to appear in a judicial or administrative proceeding related to his/her scope of employment, except where the Employee's appearance would be against the District or where the Association or its affiliate organization are a party in the proceeding, shall be permitted to be absent from his/her duties without loss of pay and without charge against any leave.

**Association Leave** - Up to a total of two (2) days paid leave per year shall be available collectively for members for the Association to attend conferences, conventions, or other activities of the state and national affiliated organizations and for the Association President or designee for local non-grievance arbitration/non-negotiation reasons. The Association will pay the cost of the substitute.

**Political Leave** - The board will provide a leave of absence to employees to run for elective public office. The Superintendent will grant an employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

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

The request for leave must be in writing to the Superintendent of schools at least thirty days prior to the starting date of the requested leave. (**Board Policy 409.05 & 414.05**)

**Military 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 Policy 409.07 & 414.07**)

**Unpaid Leave**- Unpaid leave may be used to excuse an involuntary absence not provided for in this or other leave policies of the board. Employees must use all personal paid leave before they can request unpaid leave. Unpaid leave for licensed employees must be authorized by the Superintendent. There shall be a limit of two (2) employees gone per building for personal and/or unpaid leave at the same time, unless otherwise approved by the Principal. no unpaid leave may be taken in the first two (2) or the last two (2) weeks of the school year, before or after winter, Thanksgiving, spring break, and/or during parent-teacher conferences. Under unusual circumstances, it is within the discretion of the Superintendent to grant leave within these restricted time periods.

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

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

Whenever possible, licensed employees will make a written request for unpaid leave 60 days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary are made unless they are waived specifically by the Superintendent.

**Section 900: Administering Medication**

**Status:** DRAFT

**Original Adopted Date:** Pending

The supervision of any medication distribution to students shall be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy. 507.2 *“Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container”* An employee must have necessary mandatory training before medication can be disbursed to student.

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**Section 901: Prohibition of Harassment and Bullying of Students**

Status: DRAFT

Original Adopted Date: Pending

The Collins-Maxwell Community School District 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. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

**Definitions**

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

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the student in reasonable fear of harm to the student’s person or property.
  2. Has a substantial detrimental effect on the student’s physical or mental health.
  3. Has the effect of substantially interfering with a student’s academic performance.
  4. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

**Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the Superintendent or Superintendent’s designee. An alternate will be designated in the event it is claimed that the Superintendent or Superintendent’s Designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 30 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

**Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. Lori Fricke, MS/HS Principal, (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The Superintendent or the Superintendent’s designee shall also be responsible for developing procedures regarding this policy.

**Decision**

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include

termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

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**Section 902: Bloodborne Pathogens**

**Status:** DRAFT

**Original Adopted Date:** Pending

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

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

The health risk to immunosuppressed employees is determined by their personal physician. The health risk to others in the school district environment from the presence of an employee with a communicable disease is determined on a case-by-case basis by the employee's personal physician, a physician chosen by the school district or public health officials.

An employee who is at work and who has a communicable disease which creates a substantial risk of harm to a student, coworkers, or others at the workplace will report the condition to the Superintendent any time the employee is aware that the disease actively creates such risk.

Health data of an employee is confidential and it will not be disclosed to third parties. Employee medical records are kept in a file separate from their personal file.

It is the responsibility of the Superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease. (**Policy 403.03**)

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**Section 903: Employee Injury on the Job**

**Status:** DRAFT

**Original Adopted Date:** Pending

When an employee becomes seriously injured on the job, the building principal will notify a member of the family, or an individual of close relationship, as soon as the building principal 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.

It is the responsibility of the employee injured on the job to inform the Superintendent within twenty-four hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

It is the responsibility of the employee to contact EMC Nurse on Call at 1-844-322-4668. **(Policy 403.02)**

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**Section 904: Employee Physical Examination**

**Status:** DRAFT

**Original Adopted Date:** Pending

Collins-Maxwell Community School District believes good health is important to job performance. Employees may be asked to present evidence of good health, in the form of a post-offer, pre-employment physical examination report.

The cost of the initial examination will be paid by the employee. The form indicating the employee is able to perform the duties, with or without reasonable accommodation, for which the employee was hired, must be returned prior to the performance of duties. The school district will provide the standard examination form to be completed by the personal physician of the employee.

Employees whose physical or mental health, in the judgment of the administration, may be in doubt will submit to additional examinations to the extent job-related and consistent with business necessity, when requested to do so, at the expense of the school district.

The district will comply with occupational safety and health requirements as applicable to its employees in accordance with law. **(Policy 403.01)**

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**Section 905: Smoke and Tobacco Free Workplace**

**Status:** DRAFT

**Original Adopted Date:** Pending

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

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**Section 906: Substance Free Workplace**

**Status:** DRAFT

**Original Adopted Date:** Pending

The board expects the school district and its employees to remain substance free. No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of, in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicle, also includes nonschool property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee will notify the employee's supervisor of the conviction within five days of the conviction.

The Superintendent will make the determination whether to require the employee to undergo substance abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

The Superintendent is responsible for publication and dissemination of this policy to each employee. In addition, the Superintendent will oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs.

It is the responsibility of the Superintendent to develop administrative regulations to implement this policy. **(Policy 403.06)**

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**Section 500: Business Office Procedures**

**Status:** DRAFT

**Original Adopted Date:** Pending

All employees shall refer to the **Business Office Procedures Manual** for details regarding purchasing, payroll, receipt of gifts or grants, and record keeping requirements. For more information on Business Office procedures, please contact **Traci Nessa, District Business Manager**.

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**Section 501: Child Labor**

**Status:** DRAFT

**Original Adopted Date:** Pending

**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](http://www.iowadivisionoflabor.gov/child-labor).

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**Section 502: Copyright**

**Status:** DRAFT

**Original Adopted Date:** Pending

**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.”

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## Section 503: Discipline

Status: DRAFT

Original Adopted Date: Pending

### Discipline

#### Expected Behavior

All employees shall perform their assigned duties cooperatively and competently and in accordance with District policies, rules, regulations and directives. All employees are also expected to obey the laws, to adhere to professional ethics, and to abstain from behavior which adversely affects their job performance.

#### Sanctions

The Superintendent of schools, or the Superintendent's designee, may impose the following disciplinary sanctions for breach of expected behavior or for other good cause: verbal warnings, written warnings, disciplinary probation, and disciplinary suspensions not to exceed five (5) work days (with or without pay). The nature and duration of the disciplinary sanction shall depend upon the seriousness of the offense, extenuating or exacerbating circumstances, and the employee's prior work record. The sanctions listed in this policy are not intended to provide a rank ordering of sanctions, and probation or suspension may be imposed without first imposing a warning, or an employee may be discharged without first applying any of these sanctions.

#### Procedures

Prior to giving a warning or prior to imposing a disciplinary probation or suspension, the employee shall be orally told of the charges and given a summary of the evidence supporting the charges. The employee shall be given an opportunity to respond to the charges; no delay need be given between notice of the charges and the chance to respond. Written notice of the terms of the disciplinary action shall be given to the employee, other than for oral warnings. If the employee believes that the disciplinary sanction is unwarranted, the employee may file a complaint utilizing the procedures of Policy 402.05. At any step of the complaint procedure, the person(s) hearing the complaint may impose a less severe or more severe disciplinary sanction.

#### Suspensions Pending Action

An employee may be suspended pending an investigation into charges against an employee or pending the commencement of discharge proceedings. This shall not be deemed a disciplinary suspension and shall not be covered by the procedures set forth in this policy.

#### Discharge

The Board of Directors may terminate the contract of a licensed employee in accordance with applicable provisions of Chapter 279 of the Code of Iowa. The Board of Directors may terminate the employment of an individual who holds a coaching contract but not a teaching contract with the District or who is authorized but not licensed to coach for any reason at any time. The Board of Directors will be notified of this action at the time of termination (**Policy 407.04**)

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**Section 504: Employee Recognition**

**Status:** DRAFT

**Original Adopted Date:** Pending

**Employee Recognition**

The district recognizes and appreciates the services of its employees. Employees who retire or resign may be honored by the board, administration and staff in an appropriate manner. If the form of honor deemed appropriate by the administration and employees involves unusual expenses to the school district, the Superintendent will seek prior approval from the board. (*Policy 401.08*)

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**Section 505: Employee Publication or Creation of Materials**

**Status:** DRAFT

**Original Adopted Date:** Pending

**Employee Publication or Creation of Materials**

Materials created by employees and/or the financial gain therefrom are the property of the school district if school materials and/or time were used in their creation and/or such materials were created in the scope of the employee's employment unless prior arrangements are made. The employee must seek prior written approval of the Superintendent concerning such activities. (**Policy 408.02**)

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**Section 506: Professional Development**

**Status:** DRAFT

**Original Adopted Date:** Pending

**Professional Development**

The board encourages licensed employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The board will maintain and support an in-service program for licensed employees.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to the building principal. Approval of the building principal 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 building principal will have sole discretion to allow or disallow licensed employees to attend or participate in the requested event. When making this determination, the Superintendent will consider the value of the program for the licensed employee and the school district, the effect of the licensed employee's absence on the education program and school district operations and the school district's financial situation as well as other factors deemed relevant in the judgment of the building principal. Requests that involve unusual expenses or overnight travel must also be approved by the Superintendent.

**Professional Development Committee**

The Superintendent or Superintendent's Designee will establish a teacher quality professional development committee made up of a cross section of grade level and building representation in addition to Employer representatives. This committee will make recommendations and suggestions to the Superintendent or Superintendent's Designee for his/her consideration prior to his/her final decision making. (**Policy 408.01**)

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**Section 507: Religious Holiday Celebrations in Public Schools**

**Status:** DRAFT

**Original Adopted Date:** Pending

**Religious Holiday Celebrations in Public Schools**

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

**Prohibited Activities:**

- Displays of religious symbols such as a crèche, an angel, a menorah, or a banner with a religious message (e.g., “Gloria in Excelsis Deo”)
- Display of a Christmas tree with religious symbols such as stars, angels, the baby Jesus, etc.
- School-wide prayer or Scripture readings
- A musical concert with exclusively religious music
- Banning students from offering candy canes or other items with a religious message during Non Instructional-time (before or after school or during a recess) and not done in the classroom. Schools may still prohibit distribution within classrooms.
- Holding a “Christmas Party” in the classroom. (A “holiday” or “end of semester” or “end of 2024” party would be allowed.)

**Permissible Activities:**

- Including religious music selections during public holiday concerts if non-religious music is included
  - Holding holiday concerts at religious sites if the concerts are also held at non-religious sites
  - Displaying a “giving tree,” (e.g., a tree on which students hang donated items such as mittens, gloves, etc.)
  - Displays of religious symbols when combined with other symbols of cultural and ethnic heritage such as Kwanzaa symbols, Frosty the Snowman, other festive figures, such as a “Happy Holidays” banner, etc
  - Displays of symbols representing many religious beliefs, even without non-religious symbols. But, just displaying symbols from Christianity and Judaism is an impermissible endorsement of dual beliefs. The display must present a message of pluralism and freedom to choose one’s own beliefs.
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**Section 508: School Fees**

**Status:** DRAFT

**Original Adopted Date:** Pending

**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, drivers 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 Traci Nessa, District Business Manager.

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**Section 509: School Nutrition Program**

**Status:** DRAFT

**Original Adopted Date:** Pending

**School Nutrition Program**

The district operates a school nutrition program. Employees may purchase meals and other items, including milk, with cash or on account. Employees may not purchase using their school account unless sufficient funds are available in the account at the time of purchase. (*Policy 710.04*)

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**Section 510: School Publicity and Community Relations**

**Status:** DRAFT

**Original Adopted Date:** Pending

**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.

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.

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**Section 511: Staff Meetings**

**Status:** DRAFT

**Original Adopted Date:** Pending

**Certified Staff**

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

Employees are expected to attend staff meetings unless they are on leave or excused by an administrator. Additional information detailing staff meeting procedures shall be provided by the building principal.

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**Section 600: Employee Use of Cellphones**

**Status:** DRAFT

**Original Adopted Date:** Pending

**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 breaks.

The use of cell phones and other communication devices may be appropriate to provide for the effective and efficient operation of the school district and to help ensure the safety and security of people and property while on school district property or engaged in school sponsored activities.

Employees may possess and use cell phones during the school day as outlined in this policy and as provided in the administrative regulation developed by the Superintendent. Employees should not use cell phones for personal business while on-duty, including staff development times, parent-teacher conferences, etc., except in the case of an emergency or during prep time or break/lunch times. Employees are prohibited from using cell phones while driving except in the case of an emergency and any such use must comply with applicable state and federal law and district policies and regulations.

School bus drivers are prohibited from using any communication device while operating the bus except in the case of an emergency, or to call for assistance, after the vehicle has been stopped. Any such use must comply with applicable state and federal law and district policies and regulations.

Cell phones are not to be used for conversations involving confidential student or employee information. **(Policy 401.14)**

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**Section 601: Fraud/Unlawful Gain**

**Status:** DRAFT

**Original Adopted Date:** Pending

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.

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**Section 602: Neglect of Duties**

**Status:** DRAFT

**Original Adopted Date:** Pending

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

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**Section 603: Offensive or Abusive Language**

**Status:** DRAFT

**Original Adopted Date:** Pending

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

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**Section 604: Performing Unauthorized Work While on Duty**

**Status:** DRAFT

**Original Adopted Date:** Pending

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

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**Section 605: Use of School Facilities and Equipment**

**Status:** DRAFT

**Original Adopted Date:** Pending

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 building principal. 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.

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**Section 700: Dress and Grooming**

**Status:** DRAFT

**Original Adopted Date:** Pending

**Dress and Grooming**

Employees are expected to dress in a professional and appropriate manner. Questions about appropriate attire should be addressed to the building principal.

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**Section 701: Employee Political Activity**

**Status:** DRAFT

**Original Adopted Date:** Pending

Employees shall not engage in political activities upon district property or during a student activity. Activities prohibited include, but are not limited to, posting of political signs, circulars or petitions, the distribution of political circulars or petitions, the collection of and/or solicitation for campaign funds, solicitations for campaign workers, the use of students or equipment for writing, drawing or addressing political materials, using district telephones for solicitations or to poll or to urge a particular vote, using reproduction or computer equipment, wearing political buttons, and the distribution of such materials to or by students. **(Policy 401.09)**

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**Section 702: Ethics - Board of Educational Examiners**

**Status:** DRAFT

**Original Adopted Date:** Pending

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.

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**Section 703: Failure to Complete Reports**

**Status:** DRAFT

**Original Adopted Date:** Pending

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.

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**Section 704: Gifts to Employees**

**Status:** DRAFT

**Original Adopted Date:** Pending

Employees will not, either directly or indirectly, solicit, accept or receive any gift or series of gifts, unless the gift is valued at less than three dollars or has a negligible resale value. Honorariums may be received but must be turned over to the school district unless the employee was on his or her own time, the donor does not meet the definition of "restricted donor" or the gift or honorarium does not meet the definition of gift or honorarium. Additional information regarding employees can be found in board policy. (*Policy 402.04*)

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**Section 705: Insubordination**

**Status:** DRAFT

**Original Adopted Date:** Pending

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

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**Section 706: Relationships with Co-Workers**

**Status:** DRAFT

**Original Adopted Date:** Pending

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

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**Section 707: Staff Technology, Social Media and Other Electronic Communication**

Status: DRAFT

Original Adopted Date: Pending

Computers are a powerful and valuable education and research tool and, as such, are an important part of the instructional program. In addition, the school district depends upon computers as an integral part of administering and managing the schools' resources, including the compilation of data and recordkeeping for personnel, students, finances, supplies and materials. This policy outlines the board's expectations in regard to these different aspects of the school district's computer resources. Employees must conduct themselves in a manner that does not disrupt from or disrupt the educational process and failure to do so will result in discipline, up to and including discharge.

**General Provisions**

The Superintendent is responsible for designating a technology coordinator/director who will oversee the use of school district computer resources. The technology coordinator/director will prepare in-service programs for the training and development of school district staff in computer skills, appropriate use of computers and for the incorporation of computer use in subject areas.

The Superintendent, working with appropriate staff, shall establish regulations governing the use and security of the school district's computer resources. The school district will make every reasonable effort to maintain the security of the system. All users of the school district's computer resources, including students, staff and volunteers, shall comply with this policy and regulation, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action, up to and including discharge, as well as suspension and/or revocation of computer access privileges.

Usage of the school district's computer resources is a privilege, not a right, and that use entails responsibility. All information on the school district's computer system is considered a public record. Whether there is an exception to keep some narrow, specific content within the information confidential is determined on a case by case basis. Therefore, users of the school district's computer network must not expect, nor does the school district guarantee, privacy for email 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 Superintendent, working with the appropriate staff, shall establish procedures governing management of computer records in order to exercise appropriate control over computer records, including financial, personnel and student information. The procedures will address:

- passwords,
- system administration,
- separation of duties,
- remote access,
- data back-up (including archiving of email),
- record retention, and
- disaster recovery plans.

**Staff Technology**

All of the District's automated systems, including electronic mail, voice mail, Internet access and electronic storage systems, are District property and are not confidential. The District has the right to access, review, copy, modify, and delete any information transmitted through or stored in the system, including email messages. Files containing personal information or the business of an employee are treated no differently than the district's files, and the employee has no expectation of privacy in such materials.

**Computers Owned by the District**

Whether being used in the District or in another location:

- Only authorized employees, authorized students, or persons authorized by the administration may use the computer as use by others puts District assets and records in jeopardy. You are not to allow unauthorized persons access to District computer equipment, whether by allowing use of the computer or by viewing the contents of the computer.
- Only software approved by the District shall be loaded on the computer.
- Passwords need to be kept in a discreet location.

## **Email Usage Policy**

Use of email to engage in any communication in violation of District policies including transmission of defamatory, obscene, profane, offensive, or harassing messages, or messages that disclose personal information without authorization, is strictly prohibited.

Use caution in addressing messages to ensure that new messages are not inadvertently sent to the wrong party. This is critical because of the sensitive nature of the documents we often may be asked to email. Always double check that the address you are using is correct and current.

Email and other electronic communications systems can be useful tools, permitting rapid and efficient communication with a large audience. This same strength can be a weakness, as a hastily written note may be subject to misinterpretation in the future, when the context is not so clear. This is particularly true when your message is subject to being forwarded, rerouted, or saved by others. For this reason, when sending electronic messages, you should keep the following text in mind: "Would I be concerned if I had to read this message out loud, under oath, as a witness in a courtroom proceeding?" If that possibility does not unduly concern you, then your message is probably acceptable.

Use of another user's name/account to access email or the Internet is strictly prohibited.

## **Internet Usage**

Internet resources may be used only for purposes that effectively support the District's goals and objectives or for the non-business purposes that are approved by the administration. The District has the ability and reserves the right to review records of use of the World Wide Web.

The District will not be responsible for maintaining or payment of personal Internet accounts.

You must respect all copyright and license agreements regarding software or publications they access from the Internet. The District will not condone violations of copyright laws and licenses, and you will be personally liable for any fines or sanctions caused by any license or copyright infringement.

## **Social Networking or Other External Web Sites**

The Collins-Maxwell Community School District recognizes and encourages the use of social media as an educational and communication tool. The District also recognizes that the lines between educational and personal use of social media can be confusing. In all instances it is important that employees and students conduct themselves in such a way that their educational or personal use of social media does not adversely affect their status with the District. Just as the District encourages the use of social media, the District also encourages employees and students to use good and sound practices when using social media.

The purpose of this policy is to establish protocols for the use of social media by employees and students as well as to outline expectations for its use. These protocols are in place regardless of whether access to any social media is through a District-owned computer or other electronic device.

For purposes of this policy, "social media" is any form of online publication or presence that allows interactive communication, including, but not limited to, social networking websites such as Facebook, YouTube, Twitter, Instagram, or similar sites now or in the future. In addition, personal web pages or blogs, educational networking sites, email, texting, instant messaging, and other electronic communication fall under this policy as well.

For purposes of this policy any website, other than the school district web site or school-school district sanctioned web sites, are considered external web sites. Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the Superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external web sites. Employees shall not use the school district logos, images, iconography, etc. on external web sites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee's job. Employees, students and volunteers need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others, all over the world. Employees, students and volunteers who don't want school administrators to know their personal information, should refrain from exposing it on the Internet. Employees should not connect with students via external web sites without consent of the Superintendent. Employees, who would like to start a social media site for school district sanctioned activities, should contact the Superintendent.

### **Expectations for All Use of Social Media and Other Electronic Communication:**

- Employees and students should understand and abide by the social media site's policies and terms of use.
- Employees and students should understand that they are personally responsible for the content they post or otherwise publish on social media. Only predetermined staff members are to act as representatives of or spokespersons for the District.
- Employees and students should not post or otherwise publish content that is deemed defamatory or obscene or which constitutes an incitement to imminent violence or a true threat, or which violates copyright or other intellectual property laws.
- Employees and students should be careful about the type and amount of personal information they provide on social media.
- Employees and students should not post or otherwise publish confidential or protected information about the District, its employees, or students. Disclosure of confidential or protected information may result in liability for invasion of privacy or defamation.
- Employees and students should set and maintain appropriate social networking privacy settings. Be aware that social media sites can change their privacy policies and standards at any time, possibly exposing posts that employees and students believed were private to the public.

### **Expectations for Educational Use of Social Media and Other Electronic Communication:**

- Employees and students accessing social media or other electronic communication through a District-owned computer or other electronic device or network are subject to applicable laws and District policies and rules regarding acceptable use of such District-owned resources, including, but not limited to, the District's Acceptable Use of the Internet policy (see Code No. 401.13a)
- Employees and students accessing social media or other electronic communication at school are subject to District policies and rules regarding appropriate conduct. It is important to remember that infractions prohibiting certain types of communication, such as bullying and harassment, also apply to electronic communication. Behavior that is inappropriate in face-to-face interactions with others at school should be considered inappropriate online.
- Employees may create a social media site for a school, class, or program only with the prior approval of the District Superintendent or designee. No school logos, mascots, photographs of the facilities, or other such graphic representations or images associated with the District may be used without permission.

### **Expectations for Personal Use of Social Media and Other Electronic Communication:**

- Employees should carefully consider the pros and cons, potential difficulties, and additional responsibilities that may be involved if they accept current District students as "friends" or "follow" them on social media. Employees are expected to maintain appropriate professional boundaries in their electronic communications with students.
- Employees should consider whether a particular posting on social media or other electronic communication puts their professional reputation and effectiveness as a District employee at risk.
- Students should consider that their social media or other electronic communication use may result in disruption at school and the school may need to get involved. Employees and students found to have engaged in inappropriate use of social media or other electronic communication may be subject to disciplinary action by the District, up to and including termination and expulsion. It is the responsibility of the Superintendent to develop administrative regulations implementing this policy. **(Policy 401.13)**

### **USE POLICY FOR THE INTERNET, LOCAL AREA NETWORK, WORLD WIDE WEB, AND GENERAL TECHNOLOGY USE**

The use of technology in the Collins-Maxwell Community Schools is a privilege extended to those individuals who wish to enhance their learning experiences. The Local Area Network and access to the Internet and World Wide Web are the property of the Collins-Maxwell Community Schools. The "Systems Administrator" and/or building administrators may access files when deemed necessary for compliance with the Acceptable Use Policy. All users must work within the guidelines (Acceptable Use Policies) of the Collins-Maxwell Community Schools. The authority for appropriate use of electronic Internet resources is delegated to licensed employees. Instruction in the proper use of the Internet system will be available to employees who will then provide similar instruction to their students. Employees and board members are expected to practice appropriate use of the Internet, and violations may result in disciplinary action up to and including termination of employment.

1. All use of the District's computer, network, Internet, and World Wide Web must be in support of education and research, and must be consistent with the Acceptable Use Policy of the District. The use of social networking sites is restricted to school business.
2. Network accounts are to be used ONLY by the authorized owners of the accounts, for authorized purposes. Users must NOT give their account names and/or passwords to anyone else. Users who allow others to use their account names and/or passwords may lose the privilege to use the District's computer, LAN, Internet,

and/or World Wide Web.

3. Users shall not seek or modify data or passwords belonging to other users, or misrepresent themselves to other users on the District's Computers, LAN, Internet, or World Wide Web. Reading or using another person's files is considered electronic "breaking and entering" and will not be tolerated.
  4. All communications and information accessible via the LAN, Internet, and World Wide Web should be assumed to be public property for the educational use of the user. The Systems Administrator and/or instructor retain the right to view and/or remove information located on, the District's computers or procured by, the LAN, Internet, or World Wide Web.
  5. No use of the District's computers, LAN, Internet, or World Wide Web shall serve to disrupt the use of the network by others; no hardware or software shall be modified, abused, or destroyed.
  6. Use of the District's computers, LAN, Internet, or World Wide Web to develop or use programs or activities that harass other users, and/or the infiltration of a computer or computing system and/or damaging the software components of a computer or computing system is prohibited. Computer "hacking" and other unlawful activities will not be tolerated.
  7. Harassment, discriminatory remarks and/or any other disrespectful behavior are prohibited on the District's computers, LAN, Internet, or World Wide Web.
  8. The use of the District's computers, LAN, Internet, or World Wide Web to access or process materials that are threatening, prejudicial, obscene, abusive, demeaning, racially offensive, profane, illegal, promote substance use, contain child pornography, harmful to minors, other inappropriate files, or files dangerous to the integrity of the LAN, Internet, or World Wide Web is prohibited.
  9. The District's computers, LAN, Internet, or World Wide Web will not be used for the use, disclosure, or dissemination of non-educational personal information regarding minors.
  10. The installation of ANY non-school-owned hardware or licensed software on the district network or school-owned computers is prohibited.
  11. The District is not responsible for employees' mistakes or negligence, costs incurred by employees for non-school purposes, or the accuracy or quality of information found on the Internet.
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**Section 708: Theft**

**Status:** DRAFT

**Original Adopted Date:** Pending

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

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**Section 709: Treatment of Patrons of the District**

**Status:** DRAFT

**Original Adopted Date:** Pending

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.

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**Section 800: Abuse of Students by a School District Employee**

**Status:** DRAFT

**Original Adopted Date:** Pending

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

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the 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.

The Superintendent is responsible for drafting administrative regulations to implement this policy. (*Policy 402.03*)

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**Section 801: Child Abuse Reporting**

**Status:** DRAFT

**Original Adopted Date:** Pending

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. **(Policy 402.02)**

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**Section 802: Corporal Punishment, Restraint and Detaining Students**

**Status:** DRAFT

**Original Adopted Date:** Pending

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

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

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**Section 803: Field Trips**

**Status:** DRAFT

**Original Adopted Date:** Pending

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip, unless an appropriate reason prohibits attendance. The field trip must be approved by the building principal in advance. (*Policy 606.05*)

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**Section 804: Individuals with Disabilities Education Act**

**Status:** DRAFT

**Original Adopted Date:** Pending

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/](http://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.

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**Section 805: Searches of Students and Property**

**Status:** DRAFT

**Original Adopted Date:** Pending

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

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

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. (**Policy 408.03**)

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**Section 806: Standardized Testing and Assessment**

**Status:** DRAFT

**Original Adopted Date:** Pending

Assessment is an important part of the education process and the school district is committed to ensuring the integrity of testing and assessment practices. Certified 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](http://www.boee.iowa.gov/doc/ethHndot.pdf).

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**Section 807: Student Funds and Fundraising**

**Status:** DRAFT

**Original Adopted Date:** Pending

Student fundraising for school activities may occur upon approval of the building principal with an employee overseeing the fundraising. A fundraiser form must be completed and approved prior to advertising and collecting funds. 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.

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**Section 1000: Building Security**

**Status:** DRAFT

**Original Adopted Date:** Pending

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

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**Section 1001: Drills and Evacuations**

**Status:** DRAFT

**Original Adopted Date:** Pending

Periodically the school holds emergency drills. Teachers must notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas must be posted in all rooms. When drills are staged, every staff member and student must follow proper procedures.

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**Section 1002: Emergency Closings, Inclement Weather and Other Interruptions**

**Status:** DRAFT

**Original Adopted Date:** Pending

When the Superintendent decides the weather threatens the safety of students and employees, he/she will notify the all staff via Infinite Campus text message and email. To ensure proper notification employees should update their Infinite Campus accounts at the beginning of each academic year or when changes occur. In addition, local television stations will be notified to post on television and websites.

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**Section 1003: Threats of Violence**

**Status:** DRAFT

**Original Adopted Date:** Pending

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.

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**Section 1004: Visitors/Guests**

**Status:** DRAFT

**Original Adopted Date:** Pending

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

Individuals 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 class disruption can be minimized.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors 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 principals to take the action necessary to cease the inappropriate conduct. If the principals are not available, contact the district office to address the inappropriate conduct. (**Board Policy 903.03**)

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**Section 1005: Weapons**

**Status:** DRAFT

**Original Adopted Date:** Pending

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>. (**Board Policy 502.06**)

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**Section 1100: Contract Release - Licensed Employees**

**Status:** DRAFT

**Original Adopted Date:** Pending

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

Release from a contract will be contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the board an amount up to the actual costs incurred to locate and hire a suitable replacement, including advertising and administrative/clerical costs. Upon written mutual agreement between the employee and the Superintendent, the costs may be deducted from the employee's salary. Payment of these costs is a condition for release from the contract at the discretion of the board. Failure of the licensed employee to pay these expenses may result in a cause of action being filed in small claims court.

The Superintendent is authorized to file a complaint with the Board of Educational Examiners against a licensed employee who leaves without proper release from the board. (**Policy 407.02**)

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**Section 1101: Resignation - Licensed Employees at Year End**

**Status:** DRAFT

**Original Adopted Date:** Pending

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

The board may require an individual who has resigned from an extracurricular contract to accept the resigned position for only the subsequent school year when the board has made a good faith effort to find a replacement and the licensed employee is continuing to be employed by the school district. **(Policy 407.01)**

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**Section 1102: Seniority**

**Status:** DRAFT

**Original Adopted Date:** Pending

Seniority means an employee's length of continuous service with the employer regardless of full time or part time status. An employee shall lose seniority and the employment relationship shall be broken and terminated as follows:

1. An accepted employee resignation, unless said employee is rehired and returns at the beginning of the immediately subsequent service year.
  2. If non-renewal of the teaching contract is a result of staff reduction, seniority will be frozen at the time of reduction, and shall again continue to accumulate when the employee returns to work.
  3. Employee retires.
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**Section 1103: Reduction in Force**

Status: DRAFT

Original Adopted Date: Pending

**Certified**

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

Due process for termination because of a reduction in force will be followed.

A. Coverage

Coverage includes all employees under this Handbook.

B. Definitions

For purposes of this Article, the term "Attrition" shall have the following meaning: A reduction in the number of employees due to retirement, resignation or death.

C. Notification

The Board will notify the Association as statutorily required of each contract year if it is contemplating the layoff of any Employee. Such notice will be in writing and will include.

D. Reduction Categories

When reductions in staff are necessary, layoffs shall be affected within the following groups and departments: K-5, 6-12, Special Areas of Service.

E. Procedure

Employees will be reduced in the above reduction categories on the following basis (in order): (1) attrition when administratively feasible (2) endorsements, certifications and maintenance of existing programs (3) seniority (4) qualifications for co-curricular programs and (5) relative skills, ability and demonstrated performance. Seniority shall be defined as an Employee's length of continuous service within the District since the Employee's last date of hire. Part-time Employees shall accrue seniority on a pro rata basis.

F. Recall Provisions

Laid off Employees shall advise the Superintendent of their current addresses, other employment, and any changes in certification during the recall period. Employees in such groups and departments shall be recalled in inverse order of layoff according to certification and qualifications. If two (2) years, beyond the duration of this contract, has elapsed since their layoff, they shall have no recall rights. If an Employee fails to notify the District by certified mail within ten (10) calendar days of the notice of recall of the Employee's desire to return to work, any and all recall rights shall be forfeited.

An Employee on recall shall not accrue any sick leave, benefits, or experience on the salary schedule. Any Employee who is employed by another district during the recall period shall forfeit all recall rights and benefits. **(Board Policy 407.05)**

**Classified**

It is the exclusive power of the board to determine when a reduction in classified employees is necessary. Employees who are terminated due to reduction in force will be given fourteen days notice. Due process will be followed for terminations due to a reduction in force.

It is the responsibility of the Superintendent to make a recommendation for termination to the board. The Superintendent will consider the relative qualifications, skills, ability and demonstrated performance through evaluation procedures in making the recommendations. **(Board Policy 413.05)**

**Section 1104: Retirement**

**Status:** DRAFT

**Original Adopted Date:** Pending

**Retirement**

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

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

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

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

Employees and their spouse and dependents are allowed to continue coverage in the school district's group health insurance program at their own expense by meeting the requirements of IPERS as specified: attains at least the age of sixty-two if has completed 20 years of IPERS membership or is at least fifty-five years of age and the sum of the years of IPERS membership and the individual's age equals at least eighty-eight. **(Board Policy 407.06 & 413.02)**

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**Section 1105: C-M Google Account**

**Status:** DRAFT

**Original Adopted Date:** Pending

**Google Accounts**

Google accounts ending in @collins-maxwell.k12.ia.us will be closed on August 1 of the year employment ends with the district. Any requests to reactivate or extend the account after this date should be directed to the Superintendent. The Superintendent reserves the right to terminate an account at any time with good cause. At which time, the employee will be notified.

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