

**East Mills Community
School District
Certified Staff
Handbook**



Our Mission

Through education and learning, we foster a culture of excellence where proud and passionate students build a future by being leaders in their community and the world.

Our Vision

Every one, Everyday, A Success!

Our Core Values

- **STUDENTS FIRST**
Make decisions that are in the best interest of students. Use every resource strategically so that we can meet students' individual needs.
- **EXCELLENCE**
Be relentless in your pursuit of greatness. Be bold and innovate. Learn from your mistakes. Hold yourself and others to high standards.
- **INTEGRITY**
Do the right thing, even when no one is looking. Be honest, Be trustworthy, Be accountable.
- **EQUITY**
Diversity is an asset that makes us stronger. Advocate for the needs of others. Ensure that all members of our community have access to the tools and resources they need to be successful.
- **SERVICE**
Listen. Empathize. Respond. Own problems and help to solve them.
- **TENACITY**
Embrace hard work and persevere in the face of challenges. Follow through on your commitments and strive to do your best, no matter what.

EAST MILLS STRATEGIC PLAN VISION 2018 - 2023



Contact Us

East Mills Community School District
58962 380th St.
Hastings, IA, 51540

Business Office (712) 624-8700
Elementary (712) 624-8696
Jr. High/Sr. High (712) 624-8645

Visit us on the web: www.emschools.org

Purpose of this Handbook

This handbook has been developed to help familiarize the teaching staff of the major duties and responsibilities regarding the operation of the East Mills Community School District.

You are asked to keep this handbook in a place where it can be referred to as needed and when necessary throughout the school year.

This handbook contains information to assist you in the performance of your duties as a teacher in the district. Teachers are encouraged to acquaint themselves with the personnel section of the district policy manual. A complete set of the School Board Policies is available on the district website.

Discrimination Clause

It is the policy of the East Mills Community School District not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (program only) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Melissa Nielsen, Elementary Principal 58962 380th Street, Hastings, Iowa 51540, 712-624-8696 mnielsen@emschools.org.

Board of Education

Five directors elected by the people of the district for four-year terms govern the East Mills Community School District. The election procedure allows that two or three directors are elected every two years for a four-year term. In addition to five directors, a secretary and treasurer to the Board are appointed annually.

Board Policies

A complete set of the School Board Policies is available on the district website. The purpose of the policies is to provide for the implementation of local policies in the school system.

Hours on Duty

For organization purposes and for the sake of uniformity, staff morale, etc., minimum time schedules are set up annually by the building principal. Any exceptions must be approved by the building principal. On Fridays, days before vacation, and when school is dismissed because of weather, emergency teachers may leave as soon as the buses have left the buildings. The Superintendent can make an exception, or an exception is granted in the Master Contract. No exceptions will be made at the building level.

Teachers Absent

Teachers should complete a leave request on the online absence management program and also notify their building principal/secretary by 6:00 A.M. if possible, if you are going to be absent from school. If possible, make notification the night before. If you should become ill at school, or if your children become ill so that you need to leave school, please report to the principal so that arrangements can be made for someone to cover your classes. You must complete a leave request on the online absence management program ASAP. This is your responsibility, and not that of the secretaries.

Leave Requests

There are numerous types of leave requests. Check the Teacher's Master Contract for more specific details. Leave requests must be made, on the system provided, to the Principal at least one week in advance except in cases of emergency. You are to notify your Principal first, not the building secretary.

If you are unable to locate the Principal, you may inform the secretary, however, the Principal will still need to approve the request. All requests must have approval of both your building Principal, Human Resources to check against leave balances, and the Superintendent. Leave requests may be requested/granted in $\frac{1}{4}$, $\frac{1}{2}$, or full day increments. No personal leave day will be allowed the workday immediately preceding or immediately following any holiday, paid vacation, school recess, or during the first or last two weeks of the school year, except in cases of emergency. Should an emergency arise during the above days, permission is to be obtained from the employee's immediate supervisor. Personal leave days shall not accumulate. Sick and personal leave must be used before unpaid leave.

Teacher Duties and Responsibilities...

Administrative Procedure for Handling Parent and/or Student Complaints against Teachers

The following procedure will be used to maximize the opportunities for problem solving at the lowest level and to ensure open and documented communication between all parties in a complaint against a teacher of the East Mills Community School District.

1. When a parent or student contacts the building administrator to complain about the actions of a teacher, the administrator should first determine if the parent or student has completed a conference with the teacher, at which no resolution could be reached. If no conference has been completed, the administrator will strongly encourage that such a conference be arranged at the earliest mutually agreeable time. The administrator may even need to have the teacher contact the parent, especially if the parent or student seems reluctant to meet.

If a conference between the parent, child if appropriate, and the teacher has occurred, the administrator may gather information on the situation from the parent as well as the areas of disagreement as perceived by the parent. The administrator will also indicate that no action can be taken on the concerns expressed until a meeting is held between the parent, child if appropriate, teacher, and administrator. If at all possible, prior to the scheduled meeting, the administrator will meet with the teacher to inform them the parent is not satisfied with the results of their previous meeting and still has concerns they would like addressed.

2. At the meeting held between the parent, child if appropriate, teacher, and administrator, the administrator must be the facilitator of positive communication between the parent and the teacher. The administrator will assure that each side has a chance to present their case and to answer questions posed by the other party. The administrator will also ask additional clarifying questions in order to assure that all aspects of the situation have been discussed. At this point, if positive movement of the two sides has occurred, the administrator must attempt to reach consensus between the two parties and articulate that consensus to see if a verbal agreement can be reached. Any agreement reached at this time should be reduced to writing, with a copy sent to both the parent and the teacher.
3. After facilitating both sides being heard and asking clarifying questions to assure that all pertinent facts have been discussed, the administrator shall determine if the positive movement has been made toward consensus. If so, he/she will inform both parties that he/she will take the concerns under advisement and will, after any other investigation necessary, issue an administrative response. The administrative

response shall be in writing and will summarize the concerns discussed, the findings of fact on each issue of concern, and the specific changes required, if any. This response will be presented first to the teacher in a private meeting and then sent to the parent or presented to the parent in a meeting with the teacher and administrator called for that purpose.

4. If the issue cannot be resolved at the building level, the parent and/or teacher may wish to appeal any ruling of the building principal to the superintendent, who will follow the same procedure. If the parent and/or teacher are still not satisfied at any administrative level, they may wish to be heard by the Board of Education for a final District decision.

Parent Notification

It is the goal of the School District to keep parents as informed as possible about their children's progress.

It is the responsibility of each individual teacher of any student who is doing failing work, or has taken a sudden downturn in performance, to notify the parent(s) of this student as personally as possible.

Personal phone calls are certainly the best approach, since the parent is then given the opportunity to ask questions concerning their son or daughter's progress. Personal emails are another good source of personal contact.

When you correspond with parents by letter, use full formal names in a properly formatted business style letter. An uninformed parent will always blame the teacher for their children's poor performance if they were not properly notified in a timely manner. Keep a log of the personal phone calls or emails that you make and include in the log, if they were answered and what the parent response was. This seems like busy work,

but it is your best defense to prove that you are indeed a caring teacher.

Faculty Complaints

If any faculty member or employee has a complaint against another employee of the school district, the person filing the complaint should first approach the level closest to the complaint. Failure to resolve the issue at that level will result in bringing the complaint to the Principal, then the Superintendent and finally, the Board of Education. (Chain of Command).

Attendance

All teachers are responsible for an accurate accounting of all attendance, tardiness, receiving, and transferring of the students assigned to you. Lunch count is taken the first period of the day and you are responsible for an accurate count.

At the Junior and Senior High School levels, attendance is to be taken at the beginning of every class period and recorded on the computer record system. *Do not* let students take roll for you.

Assemblies

An attempt will be made to plan assemblies in advance. At such times, all students should be in the assembly. Teachers are also expected to be in attendance at all assembly programs and aid in supervision, sitting with the student population to show them the importance of the program.

Care of Classroom Facilities and Equipment

All teachers are responsible for the condition of their rooms and equipment. If an item is broken or worn out, notify the office so that repairs and/or replacement can be made as soon as possible. A neatly kept room that includes displays of various kinds will usually make for better morale in class.

The teacher's desk and classroom should be left in especially good order at the end of the day, since it is a reflection on the individual teacher as well as the school as a whole. Also, the students can be taught a very important lesson in neatness by the teacher's example. In other words, students will treat your classroom the same way you treat it.

Students are NOT to be using teacher's computers for any reason!

Each teacher has a school-issued computer. This equipment is expensive and can't always be replaced easily. It is imperative that teachers are aware of what students are doing in the classrooms to prevent abuse of equipment.

Under NO circumstances should students be left unsupervised in a classroom!

When classrooms are not in use, the lights should be turned off and at the end of the day, all windows should be closed and locked, and shades/blinds adjusted evenly.

Under NO circumstances is a teacher to allow a student access to school keys! Keys are issued to the teacher and are expected to be under his/her control at all times. Cost of lock replacement due to a violation of this procedure may be charged against the employee loaning his/her keys.

All equipment, books, and supplies have been purchased within the school system. An accurate sign-out/sign-in list must be kept by the person issuing any school equipment or supplies to ensure that proper use is made of said materials.

No school equipment is to be removed from the building without permission from the administration. Board policy requires that a request to borrow school equipment form be filled out and approved prior to the removal of any

equipment. School equipment is never to be used for your personal use.

Room Inventory

Each teacher will submit a room inventory at the end of the school year for insurance purposes.

Internet Use

District computers are to be used for educational purposes. In setting an example for our students, teachers should not be downloading or playing games on school district computers.

Textbooks

Book inventory sheets are to be filled out and returned to the Principal's office. The book number should be recorded in the teacher's grade book for each student. The inventory sheets will show the title, author, publisher, edition, copyright date, condition, and quantity on hand. At the end of the term, check the condition of the books closely and assess any fines accordingly for any unreasonable wear or damage.

Lesson Plans

Building Principals will share the expectations for teacher planning at the pre-service teachers' meetings.

Goals cannot be reached without an orderly planned routine. Good planning is essential to good teaching! Every teacher should be aware of both short- and long-range objectives, both general and specific, and the procedures by which you hope to achieve these objectives. Any degree of achievement cannot be expected by haphazard methods and so the plan book must first and always serve the teacher in day-to-day activities within the classroom.

Lesson plans should be completed by 7:45 A.M. on Monday of each week. Failure to turn in lesson plans will be reflected in individual teachers'

evaluations and/or a written reprimand placed in a staff member's file.

Lesson plans should always be specific enough to enable a substitute teacher to teach from them.

Inclement Weather

In case of severe weather, which might result in school being delayed or canceled, KMA and KCSI are the two official radio stations of which notification can be received. All four television stations in the area will also be notified.

Electronic notification is used to notify each of you personally, as soon as possible. Please do not call administration, as their phone lines will be busy on these days notifying drivers, custodians, cooks, and all news media.

Instructional Materials

All audio-visual materials have been centralized in the library or in specific locations in the buildings. Materials in the library (videos, CD's, specialized books) may be utilized at any time by the faculty and students, with faculty permission. If any audio-visual equipment malfunctions, report it immediately to the librarian and or the office.

Materials and equipment needed should be requested far enough in advance to ensure you have them when needed.

Videos should be of an educational nature and not used as a babysitting device. Any videos shown to students should correspond to curriculum material currently being covered in the classroom.

Materials ordered from the AEA Media Center will need to be ordered on the schedule that will be given to each staff member at the beginning of each school year. Twice weekly pickup and delivery

make it convenient to take advantage of the AEA Media Center.

Library

The library is the reference center of the school. Teachers should make every effort to know the library materials available to aid in their classroom instruction.

Teachers are free to make library assignments or to take entire classes to the library. Please check with the librarian before scheduling groups of students or entire classes.

Phone Calls

There are telephones in each classroom, which are equipped with a number of options. Voicemail is one of the convenient options so you have the ability to receive incoming calls, but not be interrupted from any of your classroom teaching time.

Please use your cell phone to make personal calls. Do not make these calls during study hall or class time, however. All cell phones should be turned off or silenced during school hours.

Hot Lunch

As a service to the school staff, adult hot lunches and breakfasts are provided at an extremely reasonable price. These meals may be purchased in the office. Because of federal auditing requirements, which require frequent cash balance agreement with lunches sold, we ask that you pay for your meals on a regular basis and do not let your account go negative.

Food and Drink in the Classroom

Since we expect that students will not have food and drink in the classroom, it is not permissible for staff to have it in the classroom either. Water will be the exception.

Mail Service

Any mail or written communication from the office to the teachers will be placed in

the mailboxes located in each attendance center. To avoid accumulation of mail, please clean out your box daily. Do not ask secretaries to mail or use the postage meter for your personal mail.

Staff Meetings

Regular In-service, Staff Development, and staff meetings will be scheduled throughout the school year. Staff meetings will begin at 7:45 A.M. or as determined by building principals. Non-attendance must be cleared through the Principal's office and in such cases the absent teacher is responsible for finding out all that takes place during the meeting. Staff development days and late starts are listed on the Board approved school calendar. Principals may call staff meetings for special reasons and your attendance at those is also required.

Office Supplies and Forms

Most of the teacher's supplies and forms are available in your respective offices from building secretaries. Do *not* take supplies without asking the secretaries, so they may keep an accurate inventory of items that have been used. Forms for various functions of a teacher in the system are also available in the office.

Grading Procedures

There should be a sufficient number of grades recorded during each marking period to ensure a valid assessment of student progress.

Examination Schedule: Examination schedules for semester tests will be developed as needed.

Entering Grades on the Computer

It will be the duty of each teacher to enter student grades on the Infinite Campus Computer Grading Program (6-12) or standard based report cards created on Google Sheets (K-5). Building secretaries and building principals will be able to assist you if there are difficulties entering

grades. All teachers will enter grades on the computer program. ***No student should see another student's grades.***

Grading System in the Junior and Senior High School levels: All grades entered into the computer and permanent files will be expressed by a letter grade. Letter grades are determined by the following percentages:

	Indicates excellent work	
A =	97-100%	= 4.00
A- =	93-96	= 3.67
	Above Average	
B+=	90-92	= 3.33
B =	88-89	= 3.00
B- =	86-87	= 2.67
	Average	
C+=	83-85	= 2.33
C =	80-82	= 2.00
C- =	78-79	= 1.67
	Below Average	
D+=	76-77	= 1.33
D =	73-75	= 1.00
D- =	70-72	= 0.67
	Failing	
F =	69&below	= 0.00
I =	Incomplete	

Incomplete work must be completed within two weeks, or it becomes a failing grade. Grade point averages and class rank are figured on a 4.0 scale.

Grades are available to parents every 9-week grading period. Mid-term progress reports may be used to communicate student progress.

Grades **must** be turned in by the date set by your respective building principal. Incomplete grades will be converted to letter grades within two weeks.

Grading System in the Elementary

Standard based grading is used for K-5 students. Number grades are determined by the below definitions.

- 4 - Exceeds
 - Applying outcome performances beyond what was taught
- 3 - Proficient
 - Demonstrates mastery of the content with grade level expectations
- 2 - Developing
 - Basic understanding and some progressing, approaching grade-level expectations for outcomes
- 1 - Beginning
 - The student is beginning to show evidence towards grade-level outcomes.
- I - Incomplete
 - Incomplete or no grade-level evidence to evaluate
- 0 - Not assessed yet
 - These areas have not yet been taught in the grade level

Grades are available to parents every 9-week grading period.

Fire Drills

Each teacher should know the proper exit to use in case of fire drills. You must be sure that all your students exit the building and are in their proper locations at least 300 feet from the building. It will be the responsibility of the teacher to have a class record in his or her possession to account for each student. The warning siren for fire drills is a long continuous horn. Have students move as quickly as possible but in an organized manner.

Tornado Drills

The signal for a tornado drill is the intermittent ringing of the classroom bells at the Jr/Sr High School and an announcement at the Elementary. Each classroom has a designated location to

take students to safety. Again, move them as quickly as possible in an organized manner. Have students bring a book with them to cover their heads. It will be the responsibility of the teacher to take the class record to the location to account for all students under their guidance. Teachers and students must remain in the shelter area until dismissed.

Bus Evacuation Drills

To ensure that **all** students know the proper evacuation procedure in case of a bus emergency, a drill will be conducted one time each semester.

Purchase Orders

Whenever a staff member wishes to order any instructional item for their classroom or an item that has to do with their respective activity, permission to purchase any item must first be granted by the building principal.

The principal must approve and sign the electronic purchase order. It then goes to the business manager and superintendent for final approval and signatures.

Any items invoiced to the East Mills Community School District without an approved purchase order could result in the staff member paying for the item ordered. Any and all items ordered that involve East Mills Community School students must be purchased by use of a purchase order.

Salespersons, Agents, and Others

All non-school district employees are to report to an administrative office prior to contacting any employee or students during school hours. It is vitally important that each of you assist in seeing that **any** strangers or salespersons report to the office. Report any violation of this policy to the building principal immediately.

Medication Policy

Only specified individuals of the school district are authorized to dispense medications to students. Those medications are administered through the nurse's station, or the representative school offices by those trained to dispense the medications and keep an accurate record thereof. **Under NO circumstances is it permissible for a non-authorized employee to dispense any form of medication to students.** Even over-the-counter, simple medications (cough drops, etc.) are *not* to be given to students.

Teachers Workroom and Copy Machine/Printer Area

Copy machines/printers are located in all attendance centers for your use. Please be sure that only school related items are being photocopied/printed on these machines. If the machine should jam or otherwise malfunction, please contact the building secretary so that repair technicians can be notified if needed.

Special Transportation

The regular transportation of East Mills Community School students is handled through established bus and van routes. Special transportation for field trips, activities, athletic trips, etc. is scheduled through the respective building principal's office with coordination of the transportation director. Teachers needing special transportation must arrange in advance with their building principal. Bus or van requests should be made at least one week in advance of the actual date of the trip. Spouses, children, and/or relatives and friends are not to be transported for any special transportation event. All students/passengers shall be legally secured in any school owned vehicle.

Staff requesting to attend workshops, conferences, etc. out of District should request to take a school vehicle whenever

possible depending upon availability of the vehicles. If there are no vehicles available, you may choose to take your own vehicle and be reimbursed at the approved rate.

Extra Duty Assignments

Faculty participation in student activities is a key factor in maintaining good student morale and a healthy attitude toward school. We cannot expect our students to be excited about school and school-related activities when we are not. Students need to be sure to see you somewhere besides the classroom. All teachers will be assigned at least one ticket taking/supervision duty per school year. A sign-up at the beginning of the school year will attempt to let you choose which dates will work best for you. The district will reimburse additional ticket taking duties at \$25.00 per event. Faculty and staff members and their spouse or guest will be admitted to activities free of charge. All students are admitted to activities free of charge.

Faculty Member's Children

If faculty member's children are going to be in the building prior to, or after school, they *must* remain in the parent's room or within parent supervision. They are not to go to other parts of the building. Co-workers need this time to complete their workday. The faculty lounge is for adults only.

Reporting students who are connected with Substance Abuse

Strict enforcement of the student substance abuse policy is expected of all faculty members. If a student is seen by a faculty member to be in possession, control, use, distribution, and /or selling, under the influence of alcohol or any other controlled substances, as they are defined by the Iowa Code, that faculty member is required to report it to the administration.

Supervision of Students

Activities

All activity sponsors must keep a record of student participants. Changes in the list should be noted throughout the year, as these activities are recorded on the student permanent records. Lists must be given to the principal's office at the beginning of each activity season. An inventory of school owned equipment must be accounted for. This inventory must be given to the principal upon completion of the activity and any request for equipment needed for the coming year will also be given to the building principal.

NOTE: It is the responsibility for the sponsor/coach to ride school transportation with the students to and from any activity. Spouses & children of faculty members are not provided transportation. It is also the responsibility of the sponsor /coach to secure the building and remain in supervision of all students until all have left school grounds or have been picked up by the parents.

Field and Activity Trips

All requests for activity trips and buses for athletic contests (team and spectator), music events, speech activities, and field trips must be requested on the Paperless Forms system online. The Principal, with the approval of the Superintendent, will complete transportation arrangements. All students going on any trip other than an athletic contest **must have a parent permission slip** filled out and returned to the sponsor before they can be allowed to go on the trip.

Activity and transportation requests and permission slips to attend events are available in the offices and must be made out at least one week in advance when possible. Advance make-up slips will be returned at that time as specified by building administrators.

Fundraising Activities

Raising funds for a worthwhile school activity is necessary in most school systems. Fundraising involves contact with many people in the community, thus the sponsors and students who carry out the fundraising activity represent the image of the school. All fundraisers that involve patrons of the community must be placed on the calendar by the business manager and approved by the Principal and superintendent prior to ordering any items for the fundraiser or contacting anyone associated with the fundraiser.

****Any funds collected from students will be turned over to your respective building secretary for immediate deposit daily. No staff member is to have money in his or her possession, even overnight, from a fundraising activity.***

Class Parties

Elementary parties are to be arranged in advance with the Principal. There will be no parties carried on in secondary classes, unless under special circumstances, without the approval, in advance, of the Principal.

Family Night, Weekend and/or Holiday Activities

Wednesday has been designated by the Board of Education as family night. The school building is to be closed during the evening with no scheduled practices, rehearsals, or meetings that include students to take place after 6:00 P.M.

Students are to be leaving the school property on Wednesday evening at or before 6:00 P.M. The only exception to this policy is State Sponsored events that are out of the control of the school district.

Weekends should be reserved for families. However, upon occasion an activity may be scheduled on a Saturday, but these

activities should be kept to a minimum. There will be no scheduled activities, practices, rehearsals, meetings etc., involving students, held on Sundays without prior Board approval.

Holiday Activities, practices, meetings, and/or rehearsals will be permitted by permission of the Building Principal. The Activities Director must provide the Board with a schedule of practices/activities over a holiday time period and the practices *must be* voluntary in nature. No student will have any action taken against them for not attending a holiday practice, activity, rehearsal, etc.

There will be NO EXCEPTIONS to the family night, weekend and/or holiday events without approval. Board approval is required for Wednesday evening or Sunday activities. The building Principal must approve other exceptions.

Parent/Teacher Conferences

Parent/Teacher conferences are held twice each year. Teachers are expected to dress professionally and to be present to meet with parents for the duration of the scheduled times of those conferences. Attempts should be made to meet with parents who do not attend conferences.

Supervised Study Time (Secondary)

Study halls are intended to be a place where student's work on assigned homework, study for quizzes and tests, and read assigned readings.

It is imperative that study hall teachers maintain a study hall as you would your classroom. The first rule in maintaining a study hall is that **you must be in the room at all times with your students!** **There are NO EXCEPTIONS!**

The building principals and study hall teachers will have more specific study hall rules that must be followed in a consistent

manner. These rules will be given out at the beginning of the school year and will be part of any teacher's evaluation process.

Excusing Students from Classrooms and Study Halls

Students should not be excused from your classroom or study hall, except for very specific reasons and those should be very limited. Students should **not** be sent to a study hall from class. Students sent from a class or study hall are to be issued a pass.

Do not excuse any student to leave the building without permission from the principal.

Safety Issues

Safety Glasses: As of July 1, 1970, all individuals participating in any course which may subject students or teachers to risk eye injury must wear industrial eye protection devices at all times. This applies to any phase or activity of such a course which may endanger the participant to the hazard of injury for the materials or processes. It is your duty to see that protective eyewear is worn. Visitors to your classroom are also required to have eye protection.

Accident/Injury Reports

In case of an accident or injury to a student or yourself as a teacher, you should report the incident to your building principal. The principal should then give you an accident/injury form to fill out. These are very important, since insurance companies require copies of these reports, and they are records of what happened and when it happened, in case that information is needed at a later date. If the accident or injury is to a student, be sure to get them to the office and be sure that a parent is notified. Usually, the office will notify the parent,

but you will feel more comfortable knowing the parents have been contacted.

Discipline

All teachers are expected to assume responsibility for the discipline in their classrooms and to assist in the correction of all other irregularities that may occur. Teachers are obligated to correct students for their misconduct every place they see it, in the building, on school transportation, on school grounds, and whenever it occurs throughout the school day or at school functions.

Each teacher will be responsible for providing consistent and effective discipline. It is suggested that all teachers develop a written copy of the “rules of the classroom” at the beginning of the year and have them posted where all can view them in the classroom. A copy of these rules should be given to respective building principals.

The teacher, students, administrators, and parents should know classroom rules and the consequences of their violation from the very beginning. A consistent enforcement of those rules will be expected so all involved can provide the best possible school environment.

Confidentiality

Administrators, other teachers, parents, and students will often confide in you as a professional teacher; information they trust you will keep in strictest confidence. *It is your duty to be sure that information stays confidential and is not repeated.* The credibility of the East Mills Community School staff will depend upon your professional conduct with school information.

Faculty and Staff Dress Code

It is expected that faculty of the East Mills Community Schools dress

appropriately in a professional manner. Students and visitors will tend to react to your apparel in a positive or negative way. We want that response to be a positive one. Please be sure your dress is always professional.

NOTICE: Fridays will be Spirit Days. Acceptable jeans and East Mills attire are permitted. All other days of the week will be professional dress.

Harassment and Abuse

It is policy of the East Mills School District that all employees of the district are expected to conduct themselves at all times so as to provide an atmosphere free from harassment.

Definitions and procedures are explained in Board Policy. Inquiries may be directed to Level I investigators: Principal Melissa Nielsen, 624-8696 and Principal Dale Scott, 624-8645. Level II investigations are conducted through the Loess Hills Area Education Agency, and they can be reached at 1-800-432-5804.

Physical abuse is a non-accidental physical injury that leaves marks at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate, including but not limited to, specific instances when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others.

Sexual harassment includes, but is not limited to, verbal, physical or written harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implication, and suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Students may report harassment and/or abuse to you. Be sure to direct them to the procedures outlined in the student handbook and offer to assist them in passing that information on to administration. Students are often very reluctant to come to an administrator alone to discuss something of this nature. Offer to go with a student, as they need to report an incident to the administration.

Harassment and abuse are violations of school district policy, and in some cases may also be a violation of criminal or other laws. The school district has the authority to report employees and students violating this policy to law enforcement officials.

Teacher Communication with Students

All certified staff members should maintain a professional relationship with students both inside and outside the classroom. Accepting students as friends on any social networking site is highly discouraged. All communication with students should be in a public manner and parents should be aware of the interaction whenever possible. It is the responsibility of every certified staff member to read and be familiar with the provisions of the Iowa Administrative Code concerning inappropriate staff and student interaction. We are charged with teaching, coaching, mentoring, and supporting the educational development of our students. We are not their friends; we are their teachers!

Teacher Evaluations

Evaluation Procedures

Section A – Notification

Within one (1) month after the beginning of each school year the administrative staff shall acquaint employees with the

evaluation procedures to be used. In the event of any changes in the evaluation procedures, the administration shall acquaint all employees with such changes.

Section B – Number of Evaluations

The performance of all staff members in their first or second year will be evaluated a minimum of two (2) times each school year. Beyond their second year of service, staff members will be formally evaluated at least once every three years by the administration. Nothing in this language shall preclude more frequent evaluations if deemed necessary by the administration.

For teachers involved in a regular three-year evaluation cycle, year one and two of the cycle will also include the teacher participating in a process of peer review. Peer group reviews will occur on an informal, collaborative basis focused on assisting each peer group member in achieving the goals of the teacher's individual professional development plan.

Peer group reviews shall not be the basis for recommending that a teacher participate in an intensive assistance program, and shall not be used to determine the compensation, promotion, layoff, or termination of a teacher, or any other determination affecting a teacher's employment status.

Section C – Deficiencies

Deficiencies noted on the evaluation shall include suggestions from the evaluator to improve performance. Failure to note such deficiency on the next evaluation shall imply satisfactory performance.

Section D – Written Evaluations

A conference will be held with the evaluator within ten (10) working days following each observation. Employees

shall receive a written copy of all formal evaluations. The employee shall sign the evaluator's copy acknowledging receipt of the employee's copy. The employee's signature on the evaluation form shall be understood to indicate his or her awareness of the material but in no instances shall said signature be interpreted to mean agreement with the content of the material.

Section E – Employee Reply

The employee shall have the right to submit an explanation or other written statement regarding any material used for evaluation for inclusion in his/her evaluation file. Any written statement by the employee shall be made at the time of the evaluation conference, or within three (3) days of the conference.

Section F – Informal Visits

Informal classroom visits by the superintendent and/or designee may occur at any time.

Section G – Other Evaluative Material

The above provisions deal with but a single method of employee evaluation, i.e., evaluation of the classroom teaching performance. Nothing in this article is to be construed as precluding evaluation of employees by any other means whatsoever as deemed appropriate by the administration of the school district.

Any other evaluative material, positive and/or negative, will be reduced to writing and be placed in the employee's personnel file. The employee will receive a copy of such material. The employee may request a meeting with the principal to discuss such material.

Section H – Denial of Salary Increase

An employee who receives an overall unsatisfactory evaluation for the year will not be entitled to any salary increase the next year.

Section I – Right to Grieve

An employee who has been denied a salary increase based upon an evaluation shall have the right to grieve such evaluation.

Insurance

Section A – Benefits

The Board shall provide each full-time employee with up to \$10,744.28 annually (\$895.36 per month) applied toward a health insurance premium, Health Savings Account, and partial self-insurance (Health Reimbursement Account) if the employee elects such coverage. This amount includes \$2,000 per year to be deposited in the employee's Health Savings Account. The Board shall also provide a \$15,000 term life insurance policy and a long-term disability insurance program with a ninety (90) day waiting period. The employee must choose one of the following benefits made available by the District:

1. Health insurance with a \$728.69 (\$647.66 premium + \$75.00 Self-funded Insurance Fee + \$6.03 Fees) monthly premium and \$2000 annually to be deposited in the employee's Health Savings Account. Payment to the Health Savings Account will occur as follows: September - \$350, October \$350, November through August - \$130 per month.
2. If the employee does not elect to take the insurance plan described in #1 above, then \$400.00 per month will be added to their paycheck. Proof of

non-individualized insurance must be provided.

3. Employees may purchase through payroll deduction any of the following additional benefits:
 - a. The addition of spouse, children, or family insurance
 - b. Additional life insurance (as offered by the company)
 - c. A tax-sheltered annuity as selected by the employee from a DAS approved list
 - d. Dental insurance
 - e. Vision insurance
 - f. Accident/hospital/cancer insurance

Section B – General Insurance Provisions

All terms and conditions of insurance coverage provided, including, but not limited to, eligibility for coverage, coverage period, and dates of premium payments necessary for such coverage shall be determined by the insurance carrier (company).

The Board shall have the right at any time to procure the insurance referred to in this article from any reputable insurance company, provided the coverage is substantially the same.

Staff Reduction Procedure

Section A – Reduction Procedure

All employees are covered under this staff reduction procedure, including employees on extended leaves of absence.

Job Classification – For the purpose of staff reduction, employees shall be classified as follows:

Classroom Teachers

1. PK-6
2. 7-8 Subject Matter Teachers – By Certification

3. 9-12 Subject Matter Teachers – By Certification
4. K-12 Art Teachers
5. K-12 Instrumental Music Teachers
6. K-12 Vocal Music Teachers
7. K-6 Physical Education Teachers
8. 7-12 Physical Education Teachers
9. K-6 Title I Teachers
10. K-12 Guidance Counselors and At-Risk Counselors
11. K-6 Special Education Teachers – By Certification
12. 7-12 Special Education Teachers – By Certification
13. 7-12 Exploratory/Vocational Teacher – By Certification
14. 7-12 Alternative High School Teacher
15. K-12 Media/Library Services

Employees shall be classified based upon their assignment during the school year in which staff reduction procedures are commenced. An employee with an assignment in more than one of the categories listed above in this section shall be classified in the category in which he/she has the greatest number of periods of assignment. If the number of periods of an employee's assignment is equal, then the employee shall be classified in the category in which he/she has the greatest length of service.

When the Board determines that employees should be laid off, the following procedure will determine the order in which employees shall be laid off:

1. The Board shall first attempt to make all staff reductions through attrition. Attrition shall only be deemed to have occurred where the Board has received resignations in the classification in which reduction is sought prior to the issuance by the Superintendent of Notice of Intent to Terminate Contract.
2. Unless the employees are needed to maintain an existing program,

employees with emergency and/or temporary certification will be laid off first.

3. Unless the employees are needed to maintain an existing program, probationary employees will be laid off next. If there is more than one probationary employee in the affected job classification, then probationary employees will be laid off based upon seniority.
4. If the staff reduction cannot be fully accomplished following the layoff of employees as provided in steps 1-3 above, then the employee(s) in the job classification with the least seniority shall be laid off.
5. Any employee who has initially been identified for layoff in step 4 shall have the right to displace the least senior employee in another job classification, provided the initially identified employee has the proper licensure to perform the job in that classification.

Section B – Recall Rights

An employee shall have recall rights, in the reverse order of reduction for two (2) years, to any position which becomes available within the employee's area of certification.

Should an employee on layoff from a full-time position, accept a less than full-time position, he/she will be eligible to accept a full-time position in line with his/her recall rights.

Section C – Notification of Recall

An employee shall be notified of recall in writing by the District by certified mail to the employee's last known address. The employee shall accept the position by notifying the superintendent, by certified mail, within ten (10) days of receipt of the notice. If the employee fails to provide

such notice of acceptance within the ten (10) day period, the employee will be deemed to have refused the position offered and all recall rights are forfeited.

Section D – Return from Layoff

An employee accepting recalled employment shall have his/her unused accumulated sick leave days at the time of layoff restored.

A recalled employee shall be reinstated to the next consecutive vertical step on which he/she was placed at the time of the layoff.

Section E – Exclusions

An employee hired to fill a vacancy created by a leave of absence or an employee hired after September 1st shall be excluded from any benefits of this article.

Transfer Procedure

Section A – Definitions

A transfer shall be defined as the permanent movement of an employee from elementary to subject area (7-12), subject area (7-12) to subject area (7-12), or from subject area (7-12) to elementary. The realignment of employees within these levels shall not be considered a transfer. A vacancy shall be defined as those positions that will remain vacant after the Board has exercised its right to realign and/or promote current employees.

Section B – Procedures

All requests for voluntary transfers for the following year must be in writing in the form of a letter sent to the superintendent no later than May 1st of the current year or within two (2) weeks from when a vacancy is advertised. This

letter must contain specific reasons for requesting the transfer.

The consideration of a voluntary transfer of an employee will be based on qualifications, certifications, and as determined by the administration.

Written notice of voluntary transfer will be given to the employee concerned as soon as possible. If a request for a voluntary transfer is denied, the specific reasons for the denial shall be given in writing to the employee.

Requests for voluntary transfers are kept for only one (1) school year. Renewal must be made each year.

Notices of future staff vacancies will be posted in each building as soon as possible after the administration has determined that a vacancy does exist.

The assignment of certified personnel and their transfers to positions within the district will be made by the superintendent or his/her designee, with Board approval. A teacher's request for transfer will be considered whenever the best interests of the school system will be served.

Notice of an involuntary transfer or reassignment shall be given in writing to the employee as soon as practical.

If an involuntary transfer is necessary, the Administration will take into

consideration, so far as is practical, the employee's training, qualifications, certification, experience, specific achievements, and service to the District.

The employee will be given written reason for the transfer.

Assignments will be based on the needs of the school district and the qualifications of staff members. Personnel will be assigned without regard to race, creed, color, gender, national origin, religion, age, or disability.

If the employee is asked to work in an area for which the employee is not endorsed the district will reimburse the cost as follows. The district will reimburse the employee for tuition and books upon completion of each course. After the certification is completed, the employee is required to teach in the district for two (2) years for a total of twelve (12) credits or less, and five (5) years for a total of thirteen (13) or more credits. If for any reason the employee is unable to fulfill the obligation, the employee will reimburse to the district the cost proportionally for the amount of time not completed.

Certified Employee Handbook Form

I, _____ have received a copy of the Certified Handbook. I understand that it is my responsibility to read the handbook. I also understand that I am required to comply with district policies and can be subject to disciplinary action for non-compliance.

Employee Signature

Date