

2021-22

*Maquoketa Community School District*

# ***Employee Guide and Expectations***



The Maquoketa Community School District does not discriminate on the basis of race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status in admission or access to, or treatment in, its educational programs, hiring practices, and activities. If you have questions concerning these policies or practices, please contact Mr. Chris Hoover, 612 South Vermont Street, Maquoketa, IA 52060, 563-652-4984.

## Introduction

Under Iowa and federal law, local school districts are required to publish or give notice to students, parents, staff and/or community members of various rights or obligations. This Employee Guide / Handbook has been prepared to inform you about policies regarding rights and procedures.

### **DISTRICT COMPLIANCE OFFICERS and CONTACTS**

#### **Affirmative Action**

- Chris Hoover - 652-4984

#### **Civil Rights**

- Chris Hoover - 652-4984

#### **Equity Coordinator**

- Jill Bresnan - 652-4956

#### **Sexual Abuse of Students by Employees**

- Cardinal Elementary – **Spencer Lueders** – 652-5157
- Briggs Elementary – **Gabrielle Recker** – 652-4996
- Middle School – Amanda Bonjour – 652-4956
- High School - Mark Vervaecke – 652-2451

#### **Level I Investigators**

- Cardinal Elementary – **Spencer Lueders** – 652-5157
- Briggs Elementary - **Gabrielle Recker** – 652-4996
- Middle School – Amanda Bonjour– 652-4956
- High School - Mark Vervaecke – 652-2451
- Superintendent - Chris Hoover - 652-4984

#### **Level I Alternate Investigator**

- Chris Hoover - 652-4984
- Kevin Bowman – 652-2451
- Jill Bresnan – 652-4956

#### **Level II Investigator**

- Maquoketa Police Department - 563-652-2468  
Chief – Brad Koranda  
102 S. Niagara  
Maquoketa, Iowa 52060

#### **Student and Employee Bullying/Harassment Investigators**

- Cardinal Elementary – **Spencer Lueders** – 652-5157
- Briggs Elementary - **Gabrielle Recker** – 652-4996
- Middle School – Amanda Bonjour – 652-4956
- Middle School – Jill Bresnan – 652-4956
- High School - Mark Vervaecke – 652-2451
- High School – Kevin Bowman – 652-2451

- School Bus Issues – Dan Selzer – 652-4616
- District – Chris Hoover – 652-4984

**504 Program Coordinators – Building Level**

- Cardinal Elementary – **Spencer Lueders** – 652-5157
- Briggs Elementary - **Gabrielle Recker** – 652-4996
- Middle School – Amanda Bonjour – 652-4956
- High School - Mark Vervaecke – 652-2451

**504 Programs – District Level Contact**

- Chris Hoover - 652-4984
- Tara Notz – 652-4984

**People and Programs**

People	Location
<b>Spencer Lueders</b>	Cardinal Elementary Principal / Preschool Coordination 563-652-5157
<b>Gabrielle Recker</b>	Briggs Elementary Principal 563-652-4996
Amanda Bonjour	Middle School Principal 563-652-4956
Jill Bresnan	Middle School At-Risk / Dean of Students 563-652-4956
Mark Vervaecke	High School Principal 563-652-2451
Kevin Bowman	High School Assoc. Principal 563-652-2451
Tom Gruenwald	7-12 Activity Director HS Phone: 563-652-2451 MS Phone: 563-652-4956
Chris Hoover	Superintendent 563-652-4984
Sharon Ernst, Sherry Rohwedder, <b>Tabitha Poll</b> , Jan Wagner	Central Office 563-652-4984
Tara Notz	Director of Professional Learning & Special Education Director 563-652-4984
Kristy Haxmeier	Business Manager / Board Secretary 563-652-4984
Dustin Cogan	Dist. Tech Coordinator 563-652-4956
<b>Riley Brockway</b> - Juvenile Liaison Officer Scott Hansen – School Resource Office	High School 563-652-2451
Dan Selzer	Transportation Director / Manager of Support Operations 563-652-4616

**MAQUOKETA COMMUNITY SCHOOL DISTRICT**  
**Commitment to Provide Equal Employment Opportunities**

**Message to Employees**

The Maquoketa Community School District reaffirms its commitment to provide equal employment opportunity to applicants and employees without regard to race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, socioeconomic status, political party affiliation, or marital status in admission or access to, or treatment in, its programs and activities. Equal opportunity shall apply to all personnel and educational practices and procedures. In addition, affirmative action steps related to recruitment, opportunity, assignment, and promotion will be taken to overcome any barriers to equal employment and educational opportunity.

The District Equity Coordinator, Ms. Jill Bresnan, chairs the Equity Committee for the Maquoketa Community School District. The committee will review the systematic implementation of multicultural/gender fair educational programs as well as equal employment/affirmative action programs.

The Maquoketa Community School District will recruit, hire and promote without regard to race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, socioeconomic status, or marital status. Placement decisions will be based on applicant qualifications and what is best for all students being served. Compensation, benefits and district sponsored activities and programs will be administered without regard to race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, socioeconomic status, or marital status.

The Maquoketa Community School Board of Directors and Administration are committed to fostering equal opportunity within the work force and educational programs.

**Chris Hoover**

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MCS D Superintendent

### **DISTRICT MISSION, VISION, DESIRED STATE**

**MISSION (Purpose for why we are here):** To ensure all students and staff are learning at high levels.

**VISION (What we'd like the district to become):** To develop a culture of collaboration and communication that supports continuous improvement for all.

**DESIRED STATE (What we'd like students to be/do):** At MCSD, we create a positive community where students grow to be innovative risk takers who accept responsibility for their learning by setting goals and striving for continuous improvement academically and behaviorally. Our students use their talents to think critically, communicate effectively, and collaborate respectfully with others to be productive citizens. Graduates of MCSD, exhibit persistence and resiliency to produce quality results that add value in an ever-changing environment.

### **BOARD POLICIES DEALING WITH THE EMPLOYEE STAFF**

There are many policies that deal with the licensed and classified staff found in the 400 series of the School Board Policy Book. These policies, as well as all district policies, can be accessed at the Central Administration Office at 612 S. Vermont Street, Maquoketa, IA. Board Policies can also be found on the district website at: [www.maquoketaschools.org](http://www.maquoketaschools.org)

### **EQUAL EMPLOYMENT OPPORTUNITY**

*(Board Policy 401.1)*

The Maquoketa Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. The school district will take affirmative action in major job categories where women, men, minorities and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy annually.

Jill Bresnan, District Equity Coordinator, serves as the Affirmative Action Coordinator for the District. Ms. Bresnan can be contacted at Maquoketa Middle School, 200 E. Locust Street, Maquoketa Iowa (563) 652-4956. MCSD superintendent, Chris Hoover, serves as the District Affirmative Action Officer. Mr. Hoover can be contacted at 612 S. Vermont Street, Maquoketa, IA, (563) 652-4984. The Affirmative Action Officer will have the responsibility for drafting the affirmative action plan.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, national origin, religion, gender, disability, sexual orientation, gender identity, age, political party affiliation, or marital status. In keeping with the law, the board will consider the veteran status of applicants.

Advertisements and notices for vacancies within the district will contain the following statement: "The Maquoketa Community School District is an equal employment opportunity/affirmative action 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 Affirmative Action Officer by writing to the Affirmative Action Officer, Chris Hoover, 612 S. Vermont Street, Maquoketa, IA or by telephoning (563) 652-4984.

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: Iowa Civil Rights Commission, 400 East 14<sup>th</sup> Street, Des Moines, IA 50319-1004 or by telephoning 800-457-4416 or to the Equal Employment Opportunity Commissions, 500 West Madison St, Ste. 2000, Chicago, IL 60661 or by telephoning 800-669-4000. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's Central Administrative Office and the Administrative Office in each attendance center.

### **Workplace Expectations**

#### **ABSENTEEISM**

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must notify their supervisors or principals of all times when they will be absent. Absences arranged in advance do not require an additional call unless the employee is requesting that the absence be extended beyond the scheduled time off.

**Employees absent for health reasons for a period of 3 days or beyond will be required to provide a doctor's excuse to the Superintendent's office.** An employee that is absent without proper notification or authorization shall be considered to have abandoned his or her position. Unauthorized absences, failures to follow leave procedures or misrepresenting the reason for a leave may lead to disciplinary action up to and including termination.

A leave must be submitted for any and all absences. Employees should report absences and submit a leave request thru the Absence Management system. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for disciplinary action. Leaves of absence without pay are not encouraged. The minimum time for all absences will be ½ hour. Special circumstances address with building principal / supervisor.

In the event of a late start or early dismissal due to weather conditions, staff who are absent for the day will be deducted for a full day.

#### **ABUSE OF BREAK OR MEAL PERIODS**

Leaving the place of duty during a work shift without permission is cause for discipline, except during unpaid break periods. Employees are expected to return to work immediately upon completion of a paid or sanctioned unpaid break. Employees shall not leave the buildings to which they are assigned during class or preparation periods without consent of the building principal. Employees that leave their assigned building during the workday shall follow building procedures by signing out and signing in.

#### **ABUSE OF DISTRICT OR CO-WORKER PROPERTY**

Abuse or misuse of district or non-district owned property is to be reported immediately. Failure to do so will limit district responsibility or increase employee responsibility. It is expected all employees will use care and caution using district and non-district property. Abuse and misuse of district property, private property, materials and equipment is subject to disciplinary action up to and including termination. Unauthorized use of district property is an offense that must be reported to the State Auditor and the BOEE.

### **ANTI-BULLYING/HARASSMENT OF STUDENTS OR STAFF**

The 2007 Iowa Legislature adopted a law that requires school districts to have anti-harassment and anti-bullying policies. The law requires a school district school improvement advisory committee to include “harassment or bullying prevention goals, programs, training and other initiatives” in its list of mandatory items that need to be addressed. Maquoketa CSD is meeting this obligation through implementation of the Iowa Social Emotional Learning Competencies.

#### Protected Classes

The law makes significant changes to those classes specifically protected by law. This law protects students based upon a trait or characteristic of the student including, but not limited to, age, color, creed, national origin, race, religion, marital status, gender, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status. For employees, at Maquoketa, the protected classes are the same.

#### Immunity

The law protects school employees, volunteers, students and students’ parents or guardians from civil or criminal liability, if they report in good faith an incident of harassment or bullying to an appropriate school official.

#### Volunteers

The law requires volunteers to not only be reporters of bullying and harassment but also prohibits them from bullying or harassing students. The law defines volunteers as individuals who have “regular, significant contact with students.” It, therefore, includes anyone who volunteers regularly (ie: one day a week) but excludes a parent who volunteers to chaperone one field trip. While training for volunteers is not required, if training is implemented, it’s recommended that volunteers meeting this definition be included.

#### Cyber-bullying

Iowa law prohibits bullying or harassment by electronic means including text messaging and cyber-bullying. Even when cyber-bullying takes place off school grounds, school district officials are required to intervene if it is determined that the cyber-bullying affected the “good order of the school” and that, because of the cyber-bullying, there is an imminent threat to the safety of a student or a substantial disruption to the school environment.

#### Investigation and Reporting

The law requires school district officials to investigate formal and informal complaints made pursuant to this policy. District administration has the authority to investigate incidents where a credible complaint has been filed. The law also requires annual reporting, about bullying and harassment, to the Iowa Department of Education (DE). (See: Board Policy 104)

### **SEXUAL EXPLOITATION BY A SCHOOL EMPLOYEE** *(Iowa Code 709.15)*

It is a Class “D” felony for a school employee to have any sexual conduct with a student for the purpose of arousing or satisfying the sexual desires of the school employee or the student. School employees may not date or touch students for the purpose of sexual contact. It does not matter that the student may be 18 years of age. A student is defined as a person who is currently enrolled in school, or who was a student

enrolled in or attended our school within 30 days of the school year ending. Besides being criminal, the Superintendent of Schools is required to report real or alleged misconduct to the Board of Educational Examiners to determine whether the teacher's license will be revoked.

### **ASBESTOS PROGRAM**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), Maquoketa CSD publishes an annual statement regarding the district's asbestos management plan. Twice a year, in January and July, there is an inspection of the asbestos in MCSD facilities to insure the asbestos is whole and intact. Annually a certified inspector from Haasco, LTD. Environmental Services; PO Box 156; Dyersville, IA 52040 inspects the district.

Asbestos containing materials exist at Cardinal Elementary, Briggs Elementary, the Middle School and High School. The school district has an asbestos management plan for the facilities which includes the annual notification, education and training of employees, a set of plans and procedures designed to minimize the disturbance of the asbestos containing materials, plans for regular surveillance of the asbestos-containing materials and a re-inspection update program every three years. As a further requirement, the school district requires all new structures and all modifications to existing buildings be accomplished with asbestos free materials.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. The Director of Operations, Dan Selzer, serves as the Asbestos Program Manager and all inquiries regarding the plan should be directed to him.

### **BACKGROUND CHECKS:**

Criminal background checks for all school employees will be conducted in accordance with Iowa Law.

### **BLOODBORNE PATHOGENS / INFECTIOUS CONTROL PROGRAM**

The Maquoketa Community School District has initiated procedures to develop and implement infectious disease hazards where employees may be exposed to direct contact with body fluids. The Infectious Control Training Program is required annually by employee. Copies of the Infectious Control Program will be available at the District's Central Office and the principal's office in each of the district's schools.

### **BOARD POLICIES**

Board policies are established for the guidance, safety and success of all school employees in the performance of their job duties. Board policies are available on-line through the district's website.

### **CHEMICAL RELATED DONATIONS**

Employees should not accept donated paints, solvents, fertilizers, herbicides, pesticides, and all other related materials, products, or chemicals without specific permission from the Superintendent or Director of Operations. Any donated material must be carefully evaluated in terms of potential benefit and cost to the school district that may involve a hazard assessment and waste disposal challenges.

### **CHILD AND DEPENDANT ADULT ABUSE REPORTING**

All licensed employees of the Maquoketa Community School District are mandatory reporters and are legally responsible to fulfill this obligation to protect our students. Licensed employees must make the call to DHS if you suspect abuse is occurring. Contact your principal or counselor if you need advice or help. Because mandatory reporting is the responsibility of each employee, it is not appropriate to assume that the principal or counselor will make the call. Please read the child abuse reporting regulation found below.

### **Board Policy 402.2 - Child Abuse Reporting**

*In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. All licensed school employees, teachers, coaches, and para-educators are mandatory reporters as provided by law and are 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 shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified.*

*Within six months of their initial employment, mandatory reporters will take a training course involving the identification and reporting of child abuse, or submit evidence they've taken the course within the previous three years. After July 1, 2019, employees who have previously taken mandatory reporter training will be required to take the two-hour training course before the expiration of their current training certificate. Once the training course has been taken, the certificate will remain valid for three years. Employees who have taken the post-July 1, 2019 two-hour training course will take the one-hour follow up training course every three years and prior to the expiration of their certificate.*

### **COLLECTING MONEY FROM STUDENTS AND THE PUBLIC**

**Teachers, coaches, and sponsors should not be collecting money.** Money should be turned in directly to the building office (Central Office during the summer). All money will be receipted. Money from school sponsored camps, lessons, donations, etc., must be deposited into the appropriate school account.

Misuse of district funds may result in disciplinary action up to and including termination. Any theft or unlawful use of district funds will be dealt with to the fullest extent of the law.

### **COMPUTER USAGE**

Computers and associated technological tools are provided throughout the district to support teaching and learning, enhance communication and maintain efficient operations throughout the school district. The technology hardware, software and network access provided by the Board of Directors is the property of the school district and should be used for district-related activities only. District equipment should not be utilized for employee personal or private business use. Misuse of district technology may impact an employee's ability to perform his or her essential job functions.

District employees are urged to use great care and discretion when using social networking and blogging venues such as Facebook, Snapchat, Twitter, Linked-In, etc. Misuse of district technology may result in disciplinary action. Any unlawful use of district technology will be dealt with to the fullest extent of the law. District issued technology is subject to inspection at any time. See also: Board Policies 605.4 and 605.6 and corresponding regulations.

### **CONFIDENTIAL RECORDS**

School employees are often entrusted with confidential information about students or fellow employees. Employees must not disclose confidential student or employee information. Careful thought should be given to confidentiality requirements prior to discussing school matters with parents, colleagues, and members of the community. Negative rumors and public criticism by employees can cause significant damage to the

credibility of the school district. Referring individuals who have concerns to appropriate staff members or district administration can help resolve concerns and avoid negative rumors.

Much care and judgment must be exercised in the handling of confidential information. A break in confidentiality can result in disciplinary action and expose the employee to personal liability for violation of privacy laws. All school personnel shall maintain confidentiality of student records in accordance with Board Policy 506.1 and 506.2.

### **CREDIT CARD USAGE**

The District has credit card accounts for certain purchases. Credit Cards are available in the central office and are under the control of each building principal. Prior approval is required from the building principal or supervisor before utilizing a district credit card. A detailed receipt for purchases must be submitted for all credit card purchases. If a detailed receipt cannot be produced OR the individual purchases unauthorized items, the individual making the purchase must reimburse the district for the entire amount. As a public school district we are exempt from sales tax in most all cases. It is the responsibility of the employee to request tax-exempt status when making any purchases whether in person or online. A copy our tax exempt certificate is available when checking out the credit card from your office. If tax is charged it will be the responsibility of the employee to reimburse the district for this amount. The only exemption that is made will be for taxes charged on meal and lodging.

When making arrangements for lodging, please check out a credit card to take on the trip or set up direct billing. The district has direct bill accounts at some hotels/motels, but if not, they will usually fax a form to set up direct bill. The maximum allowed for lodging is \$175.00 per night before taxes. Under unique circumstances, the superintendent has the authority to approve exceptions to this limit.

### **DIRECTORY INFORMATION**

Annually, the District creates a Staff Directory for internal use. The Directory lists all employees in each building, position, address and phone number. It is the responsibility of the employee to provide accurate contact information to both the building and district offices. Employees should notify the building and district offices if your contact information changes at any time during employment.

Also, for insurance and beneficiary purposes, it is important to notify the District Office if there is a change to your martial status or a change to dependent information. There is a 30-day window from the date of the “event” for providing documentation of a change that impacts insurance coverage for a spouse or dependent.

Employees may make changes to their tax withholdings and beneficiary information for IPERS, and life insurance at any time. All changes must be made in writing. Forms for changes to insurance, tax withholdings and beneficiaries are available at the Central Office.

### **DISHONESTY**

District employees are expected to perform their jobs in an honest and ethical manner. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and practice the Code of Ethics of the Iowa Board of Educational Examiners. It is available at <http://www.iowa.gov/boee/doc/ethHndot.pdf>.

### **DRUG & ALCOHOL POLICIES FOR EMPLOYEES**

Alcoholic beverages, illegal substances and legal substances used illegally shall not be consumed at any time during the employee's work shift. Reporting to work in an unsafe condition, or in a condition which impairs the employee's judgment or performance of job functions due to the use of alcohol or other substances, is a violation of school district work rules. Unauthorized possession or use of alcoholic beverages or other controlled substances during work hours, while on district time or property, or while engaging in district business will result in discipline, up to and including termination. (Board Policy 403.6)

### **EFFICIENT USE OF TIME**

All employees are responsible for the efficient and effective use of time on the job to which he/she is assigned. Each employee must develop work habits that eliminate inefficiencies or poor use of time. This requires initiative and planning on the employee's part. Persistent interruptions or distractions from the work schedule or routine caused by students, teachers, fellow workers or others should be reported to the immediate supervisor.

Guidelines in the Fair Labor Standards Act state that non-exempt (hourly / non-salaried) employees are not to begin work prior to their scheduled start time. Employees are expected to be at their designated work area ready to begin work at their scheduled start time. The start and stop time should be accurately reflected in the time clock system and verified by timesheets. Except in cases of emergency, any change in the work schedule and all overtime hours must receive prior authorization from the immediate supervisor.

### **EMPLOYEE CONDUCT AND APPEARANCE**

It is the district's expectation that all employees will dress and conduct themselves so that they will be seen as role models for our students. How employees look, act, and speak is important. It is also the district's expectation that teachers and support staff who work directly with student's dress in attire that contributes to an atmosphere of professionalism. Attire worn to school should be clean, neat, and professional. Under normal circumstances, the district's definition of "professional appearance" would exclude or limit the wearing of blue jeans, shorts, t-shirts, tank tops, tube tops, sleeveless shirts, halter-tops, flip-flops and other casual clothing. Clothing (including footwear) that poses a potential safety hazard should not be worn in the workplace. The building principal or department supervisors may grant exceptions to the professional dress guidelines during special events or under unique circumstances such as extreme heat or cold.

All staff are required to wear slip-resistant footwear in the winter months (November – April) to help prevent slips and falls.

### **EMPLOYEE RECORDS** (Board Policy 401.5)

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 are not 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.

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. However, employees 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, district administration and supervisory staff to keep employees' personnel files current. Executive Secretary, **Tabitha Poll**, is the custodian of employee records.

### **ETHICAL BEHAVIOR AND PROFESSIONAL CONDUCT**

Due to the nature of their position, all staff members are expected to display ethical conduct. Ethical conduct may be broadly defined as doing the right thing at the right time regardless of your own personal opinion. If any staff member has a question about a behavior being ethical they should contact an administrator and discuss the issue. According to the Iowa Department of Education, The Top 10 list of ethical pitfalls to avoid include:

- Do not physically, emotionally, or sexually abuse any child.
- Do not engage in a romantic relationship with any student – it is a crime to do so, and this is true even if the student is an adult and even if the student is in a different school than the school employee.
- Do not require or even request students to take part in an activity that is not school-sponsored if you stand to personally benefit from student participation (e.g., getting a gift for having x number of students fill out a questionnaire for a private company to assess their future plans).
- Do not treat school or student funds as your own.
- Do not misuse school property – including computers and email.
- Do not possess, consume, or work under the influence of alcohol or non-prescription controlled substances.
- Do not permit harassment, bullying, or hazing and do not fail to report the same.
- Do not fail to report a colleague or school volunteer who violates any of the above rules.
- Do not discuss students by name with anyone who does not have a legitimate need to know the information.
- Do not violate the gift law by accepting a gift of more than \$2.99 in value from someone or some group wanting favorable treatment or wanting to do business with the district.

For detailed guidance related to Employee Ethics refer to Board Policy 404: Ethics for District Personnel.

### **FAILURE TO COMPLETE REPORTS OR MAKE REQUIRED REPORTS**

In order to have the district function in an effective and efficient manner, all employees are expected to meet deadlines for all assigned paperwork or electronic reports, including accident reports, time sheets, grade reports, student records, state required reports, and testing results. Failure to meet the deadline may result in disciplinary action. All on-the-job injuries shall be promptly reported to the immediate supervisor or the principal within 24 hours of the incident. Employees must complete a *Work Related Injury Report*, regardless of whether or not medical attention is required.

### **FAMILY AND MEDICAL LEAVE ACT (FMLA) PROCEDURES**

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
  - The birth of a child and to care for the newborn child within one year of birth;

- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- To care for the employee’s spouse, child, or parent who has a serious health condition;
- A serious health condition that makes the employee unable to perform the essential functions of his or her job;
- Any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty;” **or**
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

An employee requesting family and medical leave should contact the District Central Office. The district will provide the employee with information listing the employee's obligations and requirements. Such information will include:

- a. A statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be credited to the employee's annual 12-week entitlement;
- b. A reminder that employees requesting family and medical leave for their serious health condition or for that of an immediate family member must furnish medical certification of the serious health condition and the consequences for failing to do so;
- c. An explanation of the requirement to take appropriate paid leave concurrently with family and medical leave;
- d. A statement notifying employees that they must pay and must make arrangements for paying any premium or other payments to maintain health or other benefits.

Employees are eligible for family and medical leave if three criteria are met. They include:

1. The school district has more than 50 employees on the payroll at the time leave is requested;
2. The employee has worked for the school district for at least twelve months or 52 weeks (the months and weeks need not be consecutive); and
3. The employee has worked at least 1,250 hours within the previous year. Full-time professional employees who are exempt from the wage and hour law may be presumed to have worked the minimum hour requirement.

If the employee requesting leave is unable to meet the above criteria, then the employee is not eligible for family and medical leave.

The school district may require that the employee give adequate notice of the need for leave and provide reasonable documentation or a statement of verification of the family relationship. Individuals wanting to request leave under the Family and Medical Leave Act should contact the Superintendent of Schools or Board Secretary for additional information.

**FIGHTING**

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

**FUNDRAISING**

All fundraising must be approved by the administration and school board prior to the event being scheduled or items sold. Fundraiser approval forms can be picked up in the office. Do not order or plan any new fundraising events without prior approval. If you are in doubt about whether you have approval for a fundraiser, you should talk to the AD or Building Principal. The fundraising calendar will be approved at the

regularly scheduled Board meetings each month. You must include specific intended purposes for the profits of this fundraiser on the fundraising approval form.

All money collected from fundraising activities must be deposited in school district accounts. Any and all checks written should be made payable to Maquoketa Community School District or MCSD. An "Activity Fundraising Project Report" must be completed after the fundraiser and submitted to the Central Office (form has been included in this handbook). It is the teacher/head coach/sponsor responsibility to ensure this report is completed.

All payments for fundraisings items must be received before any orders. At no time should an order for t-shirts/other items be made if payment has not been collected and deposited. There may be exceptions made for fundraising that involve perishable items but prior approval shall be received from the AD/Principal and Business Manager.

### **FRAUD / UNLAWFUL GAIN / PERSONAL PROFIT**

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

### **GRIEVANCE PROCEDURES FOR HEARING AND REVIEW OF DISCIPLINE**

- Board Policy 401.4 - Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons.
- A formal grievance procedure for non-certified employees is in Board Policy 411.11. The grievance procedure for employees who are part of a collective bargaining group is contained in the negotiated contract between the bargaining unit and the board. This policy will not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.
- A formal, written complaint must be filed with the immediate supervisor if the concern is not resolved and a more formal investigation is requested. If the complaint is not resolved, the appeal process may be implemented by contacting - in order - the next supervisor in the line of responsibility, then the building administrator, and then the superintendent. The issue may be resolved at any step in the appeal process.
- The Board of Education is the final appeal body. If specific information is shared with an individual board member, he or she may be recused from participating in an appeal hearing. No appeal will be heard by the Board of Education and no concerns regarding staff members will be investigated or acted upon unless the concern is submitted in written form, signed by the person lodging the complaint and submitted to the board through the superintendent. Due process rights dictate that information should not be shared with the board until it formally convenes as a hearing or appeal body.

### **INSUBORDINATION**

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 disciplinary action up to and including termination.

### **LICENSE (BOEE)**

All certified employees with a license through the Board of Educational Examiners (BOEE) must have a valid license on file. It is the responsibility of the certified employee to renew their license prior to the expiration date. Failure to have a valid license will result in the employee being placed on unpaid administrative leave.

### **MANDATORY COOPERATION IN WORKPLACE INVESTIGATION**

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees.

### **MANDATORY REPORTING OF POST-EMPLOYMENT ARRESTS AND CONVICTIONS**

Any employee who is arrested or convicted shall report within 5 days of the incident to the Superintendent's Office. Failure to do so shall incur discipline, up to and including termination.

### **MANDATORY TRAININGS**

Employees are required to keep up-to-date the statewide mandated trainings. The following is a list of trainings required by staff and renewal frequency. Certificates upon completion should be sent to the Central Office. To access the trainings, login or register at <http://training.aelearningonline.org>. Directions for the AEA PD Online Learning System are available at the Central Office by email.

Individuals failing to maintain the required mandatory trainings may face disciplinary action, up to and including termination.

- Mandatory Reporter-Child Abuse – required of all staff licensed through the BOEE every **3 years**
- Dependent Adult Abuse - required of all staff licensed through the BOEE every 3 years
- Child Abuse Reporting (Non-Licensure) – required for all new employees. Teacher Associates working in the preschool program are required to renew their certificate every **3 years**
- Right to Know Training – required of all staff on a **yearly** basis
- Blood borne Pathogen Training – required of all staff on a **yearly** basis
- Asbestos Awareness Training – required of all custodial and maintenance staff on a **yearly** basis
- Medication Administration – all staff that distribute medication, every **5 years**
- Overview of Requirements for Seclusion and Restraint (103B) – all staff that interact with students, every **5 years**
- Level One Investigators – all level one investigators, every **5 years**
- ELPA 21 Assessment Training – all staff administering the ELPA 21 Assessment, **every year**. There are 2 trainings: test administration and dynamic screener.
- K-6 Early Literacy Alternate Assessment 2021-22 – required for any special education teacher who has a student on Alternate Assessment
- Suicide, Prevention and Postvention - required of all staff yearly, certificate only valid thru June 30<sup>th</sup>
- Adverse Childhood Experiences: From Toxic Environmental Stresses to Success - required of all staff, certificate only valid thru June 30<sup>th</sup>
- UnBound Ed Module 1, 2, and 3- all teachers

### **NEGLECT OF STUDENTS OR SUPERVISORY DUTIES**

School safety is of primary concern for all students, staff and patrons of the district. Students are not to be left unattended or unsupervised. Being present in your assigned classroom or workstation when students are present is fundamental to providing appropriate supervision. All employees must be mindful of and present to perform their assigned supervisory duties. Student safety cannot be compromised and employees should not put themselves in a position in which the dereliction of supervisory duties places students, staff or

the district at risk. Individuals failing to maintain supervisory responsibilities may face disciplinary action, up to and including termination.

**OFFENSIVE OR ABUSIVE LANGUAGE**

Threatening, intimidating, abusive and profane language will not be tolerated in the work place. This includes vulgar language, racial and/or ethnic slurs as well as sexist statements directed at students or co-workers. Individuals found to be in violation of this policy will face disciplinary action, up to and including termination.

**PAYROLL DEDUCTIONS**

Any employee may sign and deliver to the Board a written authorization for payroll deductions for annuities, insurance programs, section 125 flex contributions, and any programs approved by the Board.

**PERFORMING UNAUTHORIZED WORK WHILE ON DUTY**

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

**PERSONAL PROFIT**

District employees and students are to be free of coercion to purchase or contribute to any product or cause that benefits any employee personally. Employees are not to engage in soliciting or selling anything for personal benefit without prior approval from administration. For any licensed employee, such behavior, without permission, violates the Code of Ethics of the Iowa Board of Educational Examiners. The district will report founded incidents of this nature to the BOEE.

**POLITICAL ACTIVITY BY EMPLOYEE**

Employees will not engage in political activity upon property under the jurisdiction of the board. Activities including, but not limited to, posting of political circulars or petitions, the distribution of political circulars or petitions, the collection of or solicitation for campaign funds, solicitation for campaign workers, and the use of students for writing or addressing political materials, or the distribution of such materials to or by students during school time are specifically prohibited. Violation of this policy may be grounds for disciplinary action. *(See Board Policy 401.9)*

**POSITIVE RELATIONSHIPS WITH STUDENTS**

All school employees are in a position of trust and are expected to conduct themselves as caring professionals at all times. In order to maintain a positive learning environment, all district employees are expected to establish courteous and professional working relationships with students. Employees are expected to be positive role models for behavior and must adhere to the highest ethical standards when interacting with students. The district will not tolerate inappropriate interactions and/or relationships with students. This includes inappropriate interactions that may occur in person or via electronic means including phone conversations, text messages or via social network sites such as “Facebook” or “Twitter”, or “Snapchat”.

Employees found to be engaging in inappropriate interactions or in a relationship that is inappropriate or illegal will be subject to discipline up to and including termination. If warranted, law enforcement will be contacted to participate in the investigation of any serious allegation. If founded, appropriate legal action will be taken and a report will be filed with the Board of Educational Examiners.

**PRESCRIPTION MEDICATION ADMINISTERED BY SCHOOL PERSONNEL**

Board Policy 507.2 indicates that the superintendent is responsible, in conjunction with building principals and the school nursing staff, for developing rules and regulations governing the administration of

medication, prescription and nonprescription, including emergency protocols, to students and for ensuring persons administering medication have taken the prescribed course and periodically review the prescribed course. Annually, each student is provided with the requirements for administration of medication at school. No medication shall be dispensed to any student unless the following rules are observed:

- The medication must be prescribed by a licensed medical health professional.
- All medications must be administered by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medication course reviewed by the Board of Pharmacy Examiners.
- Any information concerning students taking medications are privacy issues and must be kept confidential.
- The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
- The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
- The medication shall be maintained in the original prescription container that shall be labeled with (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or medical professional, (e) name and address of pharmacy, and (f) date of prescription.
- The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
- Access to the medication shall be under authority of the school nurse or a person designated by the school nurse.
- A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
- At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. If medication is destroyed, this should be noted on the pupil's health record.
- All prescriptions must be renewed at the beginning of each school year.
- No over the counter medications will be dispensed at school unless a written permission note from the parent is on file in the school office. These over-the-counter medications must be in the original container (can not give any medication that is not properly labeled.) The note from the parent must be dated and signed by the parent, and written directions for giving enclosed.

### **PURCHASING/PURCHASE ORDERS**

Employees MUST receive proper authorization and approval before making a purchase on behalf of the District. Each building has their own purchasing procedures. Please check with your building principal. A purchase order is approval for district funds to be used and a promise that the district will pay the vendor. Anytime school district funds are to be used, a purchase order is required to be filled out and approved by the building principal or immediate supervisor. Supplies, repairs, services, lodging, airfare are typical uses of a purchase order. Purchase orders need to be filled out completely including the account code from which the purchase will be paid.

There are a few exceptions that do not require purchase orders that are primarily linked to travel expenses for official school business. Expenditures such as meals when on school business, mileage, parking, cab fare, and school physicals do not require a purchase order. However, receipts for all of these expenditures must accompany any request for reimbursement.

### **REIMBURSEMENTS: MILEAGE, LODGING, FOOD, ETC.**

Employee requests for reimbursement for expenses incurred while conducting official school business must be submitted utilizing the **Request for Reimbursement Form** provided by the district. This form is available on the district's web site, at the Central Office or in the office of each attendance center. Specific documentation requirements and expense limitations are addressed on the form.

With the exception of mileage reimbursement, receipts must accompany all reimbursement requests. Receipts must be dated, itemized and readable. A receipt must identify the specific item(s) purchased. The name of the restaurant and a total price is not acceptable documentation.

Bus Drivers taking extracurricular activity trips lasting longer than 4 hours may submit a meal reimbursement request. Requests must include a detailed receipt.

Reimbursement for expenses paid with a personal credit card must include the actual itemized receipt. The credit card receipt must identify the specific item(s) purchased. Expenses will not be reimbursed if the credit card statement is not itemized.

The maximum meal reimbursement amounts (including tip) are as follows:

- Breakfast: \$10.00      Lunch: \$15.00      Dinner: \$20.00

Alcohol is not a reimbursable expense.

Reimbursable expenses for purchasing school supplies or conducting official school business are exempt from payroll taxes.

#### **RELATIONSHIP WITH CO-WORKERS (FRATERNIZATION)**

District employees are encouraged to create an environment where collaboration and cooperation among co-workers adds to the overall effectiveness and efficient operation of the district and fulfillment of individual job responsibilities. All employees must have a responsible attitude toward their jobs and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt their work. It is important that collaboration for student achievement is accomplished through open communication.

#### **SELLING, PROMOTING AND ADVERTISING THINGS AT SCHOOL**

Individuals, groups and organizations (school sponsored and non-school sponsored) wishing to advertise, promote, or sell items to **students or adults** in the school system must have prior approval of the building principal and/or superintendent before attempting to sell anything for a profit. Nonprofit entities and organizations may be allowed to use students, the school district name, or its buildings and sites if the purpose is educationally related and prior approval has been obtained from the school administration and/or school board.

#### **SLEEPING ON THE JOB**

Loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty is strictly prohibited and will result in discipline up to and including termination.

#### **STUDENT RECORDS**

Confidentiality is important to maintain when looking at a student's records. Student records are private information that school districts are mandated to maintain and must limit access to people. Parents and students who are over 18 years of age can have access to student records.

Student records may be disclosed in limited circumstances without parental or eligible student's written permission to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, and health professionals. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. The confidentiality and protection of student records is discussed in detail in Board Policy 506.1

### **TARDINESS**

An employee is expected to be at the job site and ready to begin work at the appointed starting time. Arriving late for work or leaving the job early is not acceptable. In extreme emergencies, notify your immediate supervisor if you need to be late for work. Absence or tardiness because of obligations to another job or outside activity is not acceptable as an excuse. No other income-producing activity takes precedence over your job with the district.

### **TELEPHONE USE**

District phones and personal cell phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. All personal calls, texting and e-mails should be made during sanctioned breaks. District telephones are only for official school business. In case of an emergency, a message may be received or telephone call made, but the call should be limited to no more than five minutes. Employees will not be called to the phone or forwarded during work or instructional time during the workday except in an emergency. Failure to follow this guideline will result in disciplinary action.

### **TEST ADMINISTRATION INTEGRITY**

The Maquoketa Community School District is committed to ensuring the integrity of the information obtained from the use of all educational assessments. This includes the assessments used to meet the reporting requirement under Every Student Succeeds Act and the assessments used to meet the reporting requirements for the Annual Progress Report to the Iowa Department of Education.

Allegations of students cheating on assessments shall be submitted to the building principal for investigation. A staff member found to have committed testing irregularities shall be subject to discipline in accordance with Iowa law and the Code of Ethics of the Iowa Board of Educational Examiners. If the Superintendent believes that assessment results are invalid, the Superintendent shall make a timely report to the Iowa Department of Education.

### **THEFT**

All thefts should be reported immediately to a principal or supervisor. Any conviction of theft will result in appropriate disciplinary action, up to and including termination.

### **TIMEKEEPING FOR HOURLY EMPLOYEES**

All district employees who are required to keep a time card will do so accurately utilizing the time-clock system provided by the district. To maintain accurate records, any problems or malfunctions with the time clock should be reported immediately to the building principal or supervisor. Employees who falsify time records will be subject to disciplinary action, up to and including termination.

### **TOBACCO-FREE ENVIRONMENT**

The Maquoketa Community School District is a tobacco-free campus. No smoking or use of other tobacco products is allowed on any school property, including buildings, grounds, school areas parking lots and all school vehicles. This no-smoking ban extends to employees and visitors (*Board Policy 905.2*). This policy

applies at all times; including school sponsored and non-school sponsored events. It is the responsibility of the administration to enforce this policy.

#### **TREATMENT OF PATRONS OF DISTRICT**

Patrons of the district are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by district patrons. Employee safety is a major district concern. Employees should remove themselves if necessary and report any suspicious behavior or unusual situations where their safety (or the safety of others) may be compromised.

#### **USE OF DISTRICT VEHICLES**

Only employees who possess a valid driver's license and have appropriate insurance coverage may operate a district vehicle in their work performance. Drivers of vehicles will be responsible to pay fines for traffic citations, including parking tickets. Unsafe use, breaking motor vehicle laws, or personal use of district vehicles will not be tolerated.

School employees are expected to use a school vehicle for school travel whenever possible. Reimbursement for mileage for using your personal vehicle will only occur when a school vehicle is not available and the immediate supervisor has provided prior authorization. In order to be reimbursed for mileage and related travel expenses, a completed reimbursement form must be authorized by the immediate supervisor and submitted to the Central Office.

#### **WEAPONS IN THE WORKPLACE**

Board Policy 502.6 (Weapons) - The board believes weapons, other dangerous objects and look-a-likes 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. Violations will lead to discipline including discharge.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes should not be brought to school by employees other than those authorized to do so such as law enforcement or security personnel. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

#### **WEATHER RELATED EMERGENCY PROCEDURES**

The superintendent has the authority to close school, delay starting times, dismiss early, or keep school open beyond the regular school day in the case of extreme weather or emergency conditions. The final decision in determining "unsafe" conditions necessitating an emergency school closing will be made by the superintendent or the superintendent's designee, using the best judgment that is possible with the information available. In all cases, the safety of children will be the major consideration in making this decision. If there is no announcement broadcast, school will be in session.

On late start days, there will be no breakfast programs.

Weather delays, dismissals and cancellations will be announced utilizing the automated calling system (School Messenger) as well as the local and regional media outlets identified below.

**Radio & Television Contacts:**

KMAQ - 95.1 - Maquoketa  
WQAD TV - Channel 8 - Moline  
KCRG TV - Channel 9 - Cedar Rapids

KWQC TV - Channel 6 - Davenport  
KWWL TV – Channel 7 - Waterloo  
KGAN TV - Channel 2 - Cedar Rapids

**WORKERS COMP – DESIGNATED PROVIDERS FOR WORKPLACE INJURY**

If injured at work, tell your supervisor right away or for life-threatening injuries call 911. Failure to follow this procedure may result in non-payment by the district's worker compensation carrier and may result in related costs becoming the responsibility of the employee. If you are injured and need to see a doctor, seek treatment at a medical facility designated workers' compensation treatment centers.

If no supervisor is available, please tell your office and then contract Kristy Haxmeier at Central Office to be advised on next steps.

**WORKER “RIGHT TO KNOW” LAW**

The Maquoketa Community School District will develop procedures to comply with standards set forth in OSHA Title 29, 1910. 1200. The purpose of the standards is to establish procedures for employees to follow to insure their safety in the work place concerning their health and physical wellbeing. The District maintains a binder for Material Safety Data Sheets for all hazardous chemicals used in the work place that identify the appropriate use of the chemicals and emergency response actions. A mandatory training is required for all employees of the Maquoketa Community School District on a yearly basis.

Information concerning hazardous chemicals used or stored on the Maquoketa Community School District property or in the buildings or structures thereof can be obtained at each attendance center by contacting the Director of Operations, Dan Selzer.

**WORKPLACE PRIVACY AND PERSONAL PROPERTY**

The school 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 and are only to be used for conducting school district business.

As a part of their employment, the school district may make a computer, phone, desk or workspace available to employees. The computer, phone, desk and the workspace are school district property. Because the computer, phone, desk and the workspace are District property and not the personal property of the employee, the equipment and the workspace are subject to being inspected by the District at any time, with or without notice to the employee.

The District assumes no responsibility or liability for any items of personal property, which are placed in the desk or workspace, which is assigned to employees. If the 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.

**APPENDIX A:  
INFORMATION FOR THOSE COVERED BY THE MEA MASTER CONTRACT:**

**EVALUATION**

Performance of staff shall be evaluated by in-classroom and on the job observations. The responsibility for arranging the evaluations will rest with the supervisor.

By September 15 of each year, staff shall be advised by the member of the administrative staff of the evaluation procedures, the Iowa Teaching Standards and Criteria, and district expectations. When a teacher is assigned to more than one building, the teacher will be assigned one evaluator.

The evaluator shall have a meeting with the staff member prior to completion of any written evaluation following observations.

#### Tier 1 (Beginning Teacher)

Teacher in their first or second year of the profession shall be considered Tier 1 teachers. The cycle for Tier 1 shall consist of both formal and informal observations, initiated by the evaluator. The evaluator shall conduct a minimum of two formal observations for each teacher in year one and year two which shall include a pre-observation conference and post-observation conference between the evaluator and teacher. Teachers in Tier 1 will be involved in a minimum of one summative conference in year one. In year two, teachers in Tier 1 will be involved in a comprehensive evaluation. A teacher in their third year of probation pursuant to Iowa Code will be evaluated using the same methods as in Tier 1.

#### Tier 2 (Career Teachers)

Tier 2 is for licensed teachers who have earned a standard teaching license and are not in Tier 3. Each teacher in Tier 2 shall be required to develop and maintain a Yearly Career Development Plan.

**Career teachers new to Maquoketa, but not new to the profession, will have two (2) formal observations and a summative review during their first year of employment. After the first year, if no concerns have been identified by the evaluator, the teacher will be placed on year 1 of the Tier II Career Teacher evaluation cycle.**

In each year of the three-year evaluation cycle, each staff member shall create a Yearly Career Development Plan, which shall reflect continuing professional growth in the areas of the Iowa Teaching Standards and criteria. The plan must also be aligned with the District's Comprehensive School Improvement Plan.

The teacher will meet with the evaluator to review, refine, and finalize the Yearly Career Development Plan by October 1 of each year. Modification of the plan can be made at any time. It is the responsibility of the evaluator to determine if the plan or any modification is appropriate.

During the first two years of the evaluation cycle, the evaluator and teacher shall meet and discuss the progress of the teacher on the Yearly Career Development Plan and on the Iowa Teaching Standards and Criteria.

At least one formal observation will be conducted for each career teacher once every three years and at least one formal observation will have a pre-observation conference. All formal evaluations will have a post-observation conference. The pre-conference should be held at least two days prior to the formal observation and the post-observation conference, between the evaluator and teacher, is to be held no more than ten working days after the formal observation.

Additional formal observations may be conducted at the discretion of the administrator or at the request of the teacher. Such additional formal observations will have a post-observation conference.

In year three of the evaluation cycle the following will occur:

- The review of the Yearly Career Development Plan
- After the teacher and evaluator have discussed the Yearly Career Development Plan, the evaluator will complete a written review of the teacher's progress toward the outcomes identified within the plan
- A three-year summative Performance Review will be conducted

Artifacts related to each teacher's Yearly Career Development Plan and Iowa teaching standards and other district expectations may be used as documentation when completing the performance review.

In addition to formal observations, informal observations, and unannounced observations, and other informal input may be used to provide data in the evaluation process. Other information may include (but not limited to) observations of staff members' interactions with students, parents, or other staff members, professional involvement, management of conferences, work on committees, interactions, with community agencies, participation in staff meetings or work on teams with fellow staff members. All data and input that is gained from other sources will be made known to the staff member.

During the post-observation conference, the evaluator and the teacher will document key points from the discussion utilizing the guiding questions for Post Observation Form. At the completion of the post-observation conference, the evaluator and the teacher will sign the form and each will receive a copy for their records.

Following the formal observation, the evaluator will complete the performance Review Form. During the post-conference, the teacher and evaluator will review and discuss the summative data noted within the Performance Review Form. The form will be signed and dated by the evaluator and the teacher and a copy of the form will be provided to the teacher.

If it is determined by the evaluator that evidence of proficiency is lacking in any of the standards or criteria, the employee will have five (5) working days to submit additional supportive evidence to the evaluator as evidence of proficiency. With evaluator approval, this time line may be extended.

### Tier 3 (Intensive Assistance)

When the evaluator determines, at any time, the teacher is not meeting one or more of the following:

1. District expectations under the Iowa Teaching Standards 1 –8 & Criteria;
2. The individual Career Development Plan; or
3. Any other district expectations established in Section II above.

The evaluator shall recommend to the Superintendent that the teacher participate in the Intensive Assistance Plan.

At the discretion of the evaluator, the process may begin at any time and may or may not include an Awareness Phase (not to exceed three (3) months in duration). All parties will endeavor to resolve problems that arise at the least formal level possible. The maximum amount of time for the Intensive Assistance Phase is twelve (12) months.

The staff member shall have a right to submit a written statement regarding any evaluation for inclusion in his/her personnel file, indicating acknowledgement of said evaluation. This written statement will, however, not necessarily imply agreement or disagreement.

All classroom and/or on-the-job evaluation of staff member's performance shall be conducted openly with full knowledge of the staff member.

## **TRANSFERS**

### **VOLUNATRY TRANSFERS**

#### **Definition**

The movement upon the request of an employee to a different grade level, subject area or building to fill an existing vacancy shall be considered a voluntary transfer.

#### **Vacancies**

The Superintendent shall post in all school buildings a list of all vacancies, including promotional positions, which occur during the school year and for the following school year. The vacancy notice shall include the qualifications for the position, its duties, and the rate of compensation. During the summer, vacancy notices shall be emailed district wide.

#### **Applications**

Employees who desire to transfer may file a written statement of such desire with the Superintendent within 10 days of notification of vacancy if such vacancy is posted prior to June 1. After June 1, employees must apply to the Superintendent within 5 days of the notification of vacancy. All applications shall include the grade level, subject area, and building to which the employee desires a transfer. The Superintendent shall provide the Association with copies of transfer requests.

#### **Procedure**

A vacancy will be filled from within or outside the district only after all qualified employees have been granted an interview. Employees not selected for transfer will be given written reasons for the denial.

#### **Criteria**

In the determination of voluntary requests for transfer, no request will be denied arbitrarily, capriciously, or without basis in fact. The district shall fill vacancies with the following criteria: BOEE certification, quality of experience, qualifications of the applicants as demonstrated in the interview.

#### **Exception**

Upon agreement of both parties, procedural timelines may be amended for vacancies, which occur after August 1.

### **INVOLUNTARY TRANSFERS**

#### **Definition**

The transfer of an employee to a different grade level, subject area, or building shall be considered involuntary if the affected teacher files a written objection with the building principal within **ten 10 school days** of the receipt of the notice of the proposed transfer.

#### Notice

Notice of an involuntary transfer shall be given in writing to employees as soon as practical.

#### Meeting and Appeal

An involuntary transfer shall be made only after a meeting between the employee involved, the building principal, and the Superintendent.

#### Criteria

If an involuntary transfer is necessary, an employee's educational attainment, major or minor field of study, length of service, and qualifications shall be considered in determining which employee is to be transferred.

### **PUBLIC OFFICE**

Upon written request from the employee, a leave of absence without pay shall be granted to employees elected to a municipal, county, state, or federal office in accordance with Iowa Code.

If the salaried employee takes leave without pay from regular employment for a portion of a school year, the employee's salaried compensation shall be reduced by the ratio of the number of days of leave taken to the total number of contracted days. The leave of absence shall be granted without loss of net credited service and benefits earned. This section shall not be construed to require the employer to pay pension, health, or other benefits during the leave of absence to an employee taking an unpaid leave of absence under this section.

If the employee selects to continue the school district's health insurance plan, the employer will pay the insurance premium in proportion to the employees' full-time equivalency. Any remaining premium cost shall be paid by the employee.

Teachers hired to replace teachers who have been granted leaves of absence pursuant to this section are not subject to the provisions of chapter 279 relating to the termination of continuing contracts.

Upon return from such leave, an employee shall be placed at the same position on the salary schedule and shall maintain the same fringe benefits as would have accrued during such period.

### **REDUCTION IN FORCE**

Section A. For the purpose of this Article, seniority shall be defined as the total number of years of full time employment by the Maquoketa Community School District and/or one-half year seniority for each year of part-time employment retroactive to anyone presently employed. Part-time employees are those working less than 0.57 of the day and full time, 0.57 or more. For purposes of determining which employee has greater seniority, if their years of service are equal, the original date of contract signing will be used. Approved leaves of absence will be included in the number of years counted toward seniority.

Section B. Employees will be classified as follows:  
ECSE-12 by certification and NCA BOEE standards certifications.

Employees changing assignments due to reduction in force procedures will be allowed three years' time to meet BOEE certifications for that new position. If the hours needed to meet the BOEE certifications are undergraduate hours, they will not be allowed in order to move on the salary schedule, however the District will assume financial obligation for the tuition. If the hours needed to meet the BOEE certifications are graduate hours, then they will be applicable to a horizontal raise on the salary schedule and the District will not assume any financial obligation for the tuition.

Section C. Layoffs shall be made from the classification except as noted in Section D. The employee with the least seniority within the classification will be the first laid off unless needed to maintain an academic program.

Section D. Employees with less than two (2) full years of employment in the Maquoketa Community School District do not have seniority within the meaning of this article.

Section E. Any employee laid off pursuant to the policy shall have recall rights to any vacant position in the classification if the employee has the approved certification. Employees will have recall rights for a period of three (3) years from the effective date of layoff unless the employee waives recall rights in writing or fails to respond within ten (10) days of the date of recall notice sent by registered mail to the employee's last known address. The effective date of layoff is the last day of assigned duties. Replacement teachers, who are employed for one year or less, will not have recall rights under this article.

Section F. All benefits to which an employee was entitled at the time of his/her layoff, including unused accumulated sick leave and credits toward sabbatical eligibility, will be restored to the employee upon his/her return to active employment and the employee will be placed on the proper step of the salary schedule for the employee's current position according to the employee's experience and education.

## **INSURANCE**

The Board agrees to make available to all full time employees the following insurance protection. It is up to the individual employee to decide if he/she wishes to participate in the insurance program.

### Health and Major Medical

Selection of the insurance carrier and the establishment of the appropriate target levels for reserves in the insurance fund shall be a matter of Board discretion.

- Health & Major Medical
  - For all MEA personnel working .57 FTE and above, the Board of Education shall provide full health and major medical insurance coverage (single policy) or pay 80% of the family coverage. *All personnel must work .57 FTE and above to receive all other insurance benefits listed in this section.* The employee will pay 20% of the family policy and will do so on a pretax basis under the district's section 125 plan. The insurance coverage shall be equal to or similar to the

coverage of the Alliance Select with deductibles of \$500 single and \$1,000 family and maximum out-of-pocket costs of \$1,000 single and \$2,000 family. Selection of carrier shall be matter of Board discretion.

- Prescription Drug Program
  - Each employee shall be covered by the prescribed drug program with a 20% co-insurance. Selection of carrier shall be a matter of Board discretion.
- Life Insurance
  - Each employee shall be covered by a term life insurance program paid for by the Board that provides a minimum death benefit of \$15,000. Selection of carrier shall be a matter of Board discretion.
- Dental
  - Each employee shall be covered by a dental insurance program paid for by the Board. Selection of the carrier shall be a matter of Board discretion.
- LTD (Long Term Disability)
  - Employees shall be covered by a long-term disability program. Selection of carrier shall be a matter of Board discretion.
- Liability
  - All employees shall be covered by a school-financed liability insurance covering job-related performance of duties.
- Condition of Coverage
  - Insurance programs paid for by the Board shall begin September 1 of the contract year and remain in effect through August 31. Employees beginning their contract before or after the start of the school year shall have their insurance begin the first of the month following initial employment.
  - An employee whose employment is terminated during the contract year shall have his/her insurance coverage terminated on the date of leaving the district. An employee who resigns shall have insurance coverage through his/her final pay period. The Board is not responsible for limitations imposed by the carrier on insurance benefits due to the age of the employee.
- Description of Coverage
  - The Board shall provide each employee a description of the Health and Major Medical insurance coverage provided herein within thirty (30) days of the beginning of the school year or date of employment, which shall include a clear description of conditions and limits of coverage as provided above.
- Insurance Committee
  - The Board and the Association agree to appoint a district-wide representative committee to study the issue of insurance. The Insurance Committee has expanded into a joint labor management insurance committee (with other employee groups invited to participate) and will also investigate alternative insurance plans and/or options. The committee may recommend changes to the parties.

**APPENDIX C:  
INFORMATION FOR THOSE COVERED BY THE SEIU BUS DRIVER CONTRACT:**

## **INSURANCE**

The Board agrees to make available to all full time employees the following insurance protection. It is up to the individual employee to decide if he/she wishes to participate in the insurance program.

### **Health and Major Medical**

Selection of the insurance carrier and the establishment of the appropriate target levels for reserves in the insurance fund shall be a matter of Board discretion.

The Board of Directors shall provide fully paid single health insurance only for **driver contracted for more than 30 hours per week**. The employee will be allowed to purchase family insurance at his or her own expense.

- **Long-term Disability Insurance**
  - Personnel contracted for 20 hours or more per week shall be covered by long-term disability insurance (activity trips wages are excluded). Selection of carrier shall be a matter of Board discretion.
  
- **Life Insurance**
  - Personnel contracted for 20 hours or more per week will be covered by a term life insurance program paid for by the Board that provides a minimum death benefit of \$15,000. Selection of the carrier shall be a matter of Board discretion.

## **JOB POSTINGS-BUS DRIVERS**

All non-certified job openings will be posted for drivers.

All routes and/or shuttles that become vacant will be posted for a minimum of five (5) days. All current drivers who apply for vacant positions will be granted an interview. In cases where qualifications are determined to be equal, applicants with the most seniority will be assigned to the vacant route or shuttle.

## **SENIORITY-BUS DRIVERS**

Seniority will prevail in cases of reduction of force. Seniority will be determined by the number of years of continuous, uninterrupted employment as a regular route driver with the District. Any driver who resigns and then is rehired shall be considered a new employee with no seniority.

## **DRIVER RECERTIFICATION COST (BUS DRIVERS ONLY)**

After 1 year of employment, the tuition costs for re-certification required every year by the Iowa Department of Education will be reimbursed by the Board after successful completion of the training. The School District will also pay the annual \$5.00 filing fee required by the State of Iowa.



**Maquoketa Community School District  
Fundraising Request & Approval Form**

**Important Note:** All fundraising must be pre-approved by the Board of Education. A Fundraising Summary Report MUST be completed when fundraiser is complete.

Name of fundraiser: \_\_\_\_\_

Sponsoring Organization/Classroom: \_\_\_\_\_

Sponsor/Teacher Name: \_\_\_\_\_

Start Date of Fundraiser: \_\_\_\_\_ End Date: \_\_\_\_\_

Expected Profit % OR dollar amount (sum of revenues – expenses): \_\_\_\_\_

Description of Fundraiser: \_\_\_\_\_

Purpose of Fundraiser (**Please identify specific items/events that profits will be used on**): \_\_\_\_\_

**Sponsor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Approved**                      \_\_\_\_\_ **Denied**

**AD/Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Business Office Use Only:**

Reconciled Date: \_\_\_\_\_



**Maquoketa Community School District  
Fundraising Project Recap Summary**

**Important Note:** The fundraising project summary form is due 2 weeks after the fundraising activity end.

Name of fundraiser: \_\_\_\_\_

Sponsoring Organization/Classroom: \_\_\_\_\_

Teacher/Sponsor's Name: \_\_\_\_\_

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**Fundraiser Revenue**

Sales \_\_\_\_\_  
Donations/Contributions \_\_\_\_\_  
Other (specify) \_\_\_\_\_  
Total Revenue

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**Fundraiser Expenses**

Product Cost or Services \_\_\_\_\_  
Facility Use/Labor \_\_\_\_\_  
Other (specify) \_\_\_\_\_  
Total Expenses

**Fundraiser Profits (Revenues – Expenses)** \_\_\_\_\_

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**Sponsor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AD/Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Business Office Use Only:**

Account Number: \_\_\_\_\_

Actual Profit Margin %: \_\_\_\_\_ Expected Profit Margin %: \_\_\_\_\_

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2021-2022

*Maquoketa Community School District*

My signature below indicates that I have received a copy of the Maquoketa Community School District's Employee Guide and Expectations Handbook. Handbook is located at [www.maquoketaschools.org](http://www.maquoketaschools.org).

I understand that this manual contains information regarding the Maquoketa Community School District's rules, regulations and benefits which affect me as an employee.

I acknowledge that I have read and understand Maquoketa Community School District policies.

I also understand that the Maquoketa Community School District may revise, supplement or rescind policies, procedures or benefits described in the manual, but notice of these changes will be provided.

**Confidentiality Agreement:**

By signing below, I also agree to keep all information confidential as stated in this handbook.

Print Name \_\_\_\_\_

Signature\_\_\_\_\_

Date \_\_\_\_\_

**\*\*This form must be returned to the Central Office by September 1, 2021 or within 30 days of NEW employment.**

*Your signature does not signify that you agree with the information contained herein. Your signature does signify that you have received and read this document.*