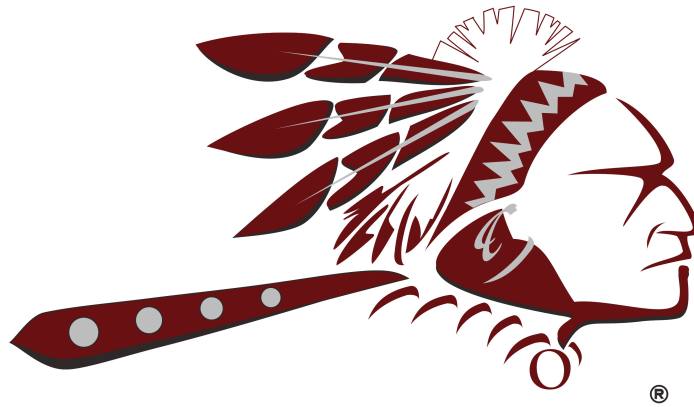


**OSKALOOSA COMMUNITY
SCHOOL DISTRICT**



**CERTIFIED STAFF
HANDBOOK**

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INTRODUCTION

SCHOOL DISTRICT “MISSION STATEMENT”

“ENGAGING ALL STUDENTS TO EMBRACE THE POWER OF LEARNING”

INTRODUCTORY STATEMENT

This Employee Handbook has been prepared for professional staff members which include Certified Teaching Personnel and school nurses. The provisions described herein are the terms and conditions governing employment in the Oskaloosa School District and compliance with them is required.

Professional staff members who are in the bargaining unit covered by the collective bargaining contract between the Board of Directors (Board) and the Oskaloosa Education Association (Association) will be referred herein to the terms of the valid collective bargaining contract for those provisions that are governed by that contract. For those terms and conditions of employment that are not addressed by the contract, the provisions described herein are binding and compliance with them is required.

This Employee Handbook has been prepared to acquaint all professional staff members with the policies and administrative guidelines, rules, and regulations that govern their employment in the District, and to provide for the orderly and efficient operation of the District.

It is each professional staff member’s responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and the administrative guidelines promulgated by District Administration that are available electronically on the District website, as well as the rules and regulations contained herein.

If you have questions regarding any of the Board policies or District Administration’s administrative guidelines, and/or the rules or regulations set forth in this Handbook, or about matters which are not covered, please direct them to your immediate supervisor.

EQUAL EMPLOYMENT OPPORTUNITY

The Oskaloosa 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. In employing individuals, the Board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, sexual orientation, gender identity, or disability. In keeping with the law, the Board will consider the veteran status of applicants.

If the professional staff member has questions regarding Equal Employment Opportunity or how to file a complaint regarding equal employment (s)he should refer to Board Policy 401.1.

DISCLAIMER STATEMENT

This Employee Handbook has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied.

Furthermore, any professional staff member who violates any of the terms and conditions of employment set forth in this Employee Handbook may be subject to disciplinary action in accordance with Board Policy 407.4

HANDBOOK SUBJECT TO CHANGE

Although every effort will be made to update the handbook on a timely basis, the Oskaloosa Community School Board of Directors reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without employee approval. Changes will only be made after deliberation at a public meeting. The staff will be made aware of any potential changes no later than 7 days prior to a meeting of the Board.

COMPENSATION AND BENEFITS

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

ACTIVITY PASSES

All employees will be required to work two (2) activity events (e.g. ticket admission, supervision) and the employee will receive an individual activity pass. If the employee works four (4) the employee will receive a pass for their spouse and children.

COMPENSATION FOR EXTRA DUTY

An employee may volunteer or be required, depending on a given situation, to take an extra duty position, with the extra duty being secondary to the major responsibility of the employee. The Board will establish salaries for extra duty employee positions, keeping in mind the financial condition of the school district, the education and experience of the employee, the educational philosophy of the school district, and other considerations as determined by the board.
Board Policy - 406.4 & 412.1

GROUP INSURANCE BENEFITS

Each qualifying employee will have the option of choosing one of the three health insurance plans listed below. Contact the Central Office to obtain Plan documents for complete details on the plans. Employees will be required to enroll in the insurance coverage tier that incurs the least cost to the District. Where both spouses qualify for District insurance benefits, the employees are required to be enrolled on the same policy, but the employee contribution for Plan 2 will be waived.
Board Policy 406.5

		PLAN 1	PLAN 2	PLAN 3
Deductibles	Single	\$3,000	\$500	\$1,000
	Family	\$6,000	\$1,000	\$2,000
Office Calls	Network	Deductible	\$10/\$25	\$20
	Non-network	Deductible	30%	20%
Coinsurance	Network	NA	10%	10%
	Non-network	NA	30%	20%
Out-of-Pocket Max	Single	\$3,000	\$1,000	\$2,000
	Family	\$6,000	\$2,000	\$4,000
Prescription Drugs	Tier 1/2/3	Deductible	\$5/\$15/\$30	\$5/\$25/\$40
	Specialty	Deductible	\$85	\$85

PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

Eligible Staff members who are provided coverage under fully insured group health plans are assured the privacy protections required by Federal and State law.

LIFE & LONG TERM DISABILITY INSURANCE

Life Insurance and Long Term Disability Insurance will be provided to staff members who are employed 30 hours per week or more in accordance with the group plans. The District premium contribution will be 100% unless prorated for those working less than full-time.

FLEX PLAN

A flexible spending account for health insurance premiums, dependent care, and medical expenses will be made available to staff. The flexible spending plan will be in accordance with all federal and state regulations and will require an annual election form for dependent care and medical expenses for participation in the plan.

403B PLAN

The Board has authorized the Administration to allow for payroll deduction for licensed employees' tax-sheltered 403(b) retirement investment funds as overseen by the State of Iowa Department of Administrative Services Retirement Investors' Club. Licensed employees wishing to have payroll deductions will submit the appropriate paperwork as provided for by the State of Iowa, Internal Revenue Service, and Board Secretary. Board Policy - 406.6

TRAVEL COMPENSATION – WITHIN THE DISTRICT

Employees traveling on behalf of the Oskaloosa School District and performing approved school district business will be reimbursed for their actual and necessary expenses. Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at the federal rate per mile and must have the travel pre-approved by the Superintendent. Board Policy 401.7

TRAVEL COMPENSATION – OUTSIDE OF THE DISTRICT

Employees traveling on behalf of Oskaloosa School District and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

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

employees, other than the superintendent, must be approved by the superintendent.

The Board permits employees to use authorized purchasing cards for travel if proper procedures regarding use of the purchasing cards are followed. If such procedures are violated, use of the cards for that employee will be discontinued, and the employee will be required to incur the cost personally and seek reimbursement with proper documentation.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, indicating the date, purpose, and nature of the expense for each claim item. Failure to have a detailed receipt will make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip are reimbursed by the employee to the school district no later than 10 working days following the date of the expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration are limited to the actual cost of the registration. Board Policy 401.7

Food reimbursement will be at a maximum of \$35.00 each day, with suggested limits of the following: Breakfast \$8.00, Lunch \$12.00, Dinner \$15.00.

EMPLOYEE RELATIONS

EMPLOYEE DISPUTES (FORMERLY GRIEVANCE PROCEDURE)

A dispute is a claim by an employee, a group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this handbook, Board policies, or employment agreements.

Aggrieved Party

An aggrieved party is the person, persons, or the Association making the claim.

Party in Interest

A party in interest is any person, including the Association or the Board, who might be required to take action, or against whom action might be taken in order to resolve the dispute.

Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems that may from time-to-time arise affecting employees. All parties agree that these proceedings will be kept informal and confidential as may be appropriate at any level of the procedure.

Procedure

1. The failure of an employee to act on any dispute within the prescribed time limits will act as a bar to any further appeal, and an administrator's failure to give a decision within the time limits shall permit the employee to proceed to the next step. The time limits, however, may be extended by mutual agreement.

2. It is agreed that any investigation or other handling or processing of any claim by the employee shall be conducted so as to result in no interference with, or interruption whatsoever of, the instructional program and related work activities of the employee or the staff.

3. Year-End Dispute

In the event a claim is filed at such time that it cannot be processed through all the steps in this procedure by the end of the school year, and, if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set

forth herein shall be reduced so that the procedure may be exhausted prior to the end of the school year or within a maximum of thirty (30) days thereafter.

4. Dispute Levels

A. Level One - Principal

The dispute form shall be available from the Central Office or the Oskaloosa Education Association representative in each building and said form shall be signed by the employee and, if desired by the employee, a representative of the Association. A copy of the dispute form shall be delivered to the appropriate principal or immediate supervisor. If the dispute involves more than one school building, it may be filed with the Superintendent or his designee.

The appropriate principal or immediate supervisor shall indicate his disposition and reasons therefore of the dispute in writing within five (5) school days of the presentation and shall furnish a copy thereof to the Association, if applicable.

If the aggrieved party is not satisfied with the disposition of the dispute, or if no disposition has been made within the five (5) school day period, the claim shall be transmitted to level two (Supt) within five (5) school days of the disposition or of the end of the disposition period.

B. Level Two - Superintendent

The superintendent or his designee shall meet with the aggrieved party within five (5) school days of receipt of the claim. Within ten (10) school days of receipt of the claim, the superintendent or his designee shall indicate his disposition of the dispute in writing and shall furnish a copy thereof to the Association, if applicable.

If the aggrieved party is not satisfied with the disposition of the dispute by the superintendent or his designee, or if no disposition has been made within ten (10) school days of receipt of the claim, the aggrieved party may proceed to level three.

C. Level Three – Board of Education

To proceed to Level Three, the Employee or Association shall submit the claim to the Board of Education by notifying the superintendent in writing of the submission. The written notification must be filed with the superintendent within 10 school days of receipt of the superintendent's disposition or within 20 school days of when the claim was submitted to the superintendent if no disposition has been made.

Rights of Employees to Representation

Employee

Any aggrieved party may be represented at all stages of the dispute procedure by himself, or, at his option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present at all levels beyond level one as a party of interest and shall have the right to dispute any adjustment of the employee's claim if such adjustment is inconsistent or contrary to the provisions of this handbook, Board policies, or the master agreement.

Reprisals

No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association, or any other participant in the dispute procedure by the reason of such participation.

Miscellaneous

1. Group Dispute

If, in the judgment of an employee association, a dispute affects a group or class of employees, such an association may submit a dispute in writing to the Superintendent directly and the processing of such disputes shall be commenced at Level Two. The association may process such a claim through all levels of the procedure.

2. Written Decisions

Decisions rendered at Level One which are unsatisfactory to the aggrieved party, and all decisions rendered at Levels Two and Three of this procedure, shall be in writing setting forth the decision and the reasons, and shall be transmitted promptly to all parties in interest and to the association.

3. Separate Dispute File

All documents, communications, and records dealing with the processing of a dispute shall be filed in a separate file and shall not be kept in the personnel file of any of the participants.

4. Meetings and Hearings

All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest, and their designated or selected representatives, heretofore referred to in this handbook.

EMPLOYEE RECORDS

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

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

Board Policy - 401.5

EVALUATION PROCEDURES

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

The evaluation of licensed employees is outlined in the Oskaloosa Teacher Evaluation Procedure (OTEP) manual. All employees shall be notified by September 15 of the track they will be on that year and will receive orientation to that track before October 1.

Board Policy - 405.8

PREPARATION TIME

Throughout the course of a student's day, employees shall have a daily preparation time during which they shall not be assigned any other duties as follows:

- a. Elementary School - average 40 minutes per day
- b. Junior High School - a regular class period
- c. Senior High School - a regular class period

PROBATIONARY STATUS

The first three consecutive years of employment of a teacher in the Oskaloosa Community School District are a probationary period. However, if the teacher has successfully completed a probationary period of employment from another school district located in Iowa, the probationary period in the current district of employment shall not exceed one year. The Board of Directors may waive the probationary period for any teacher who previously has served a probationary period in another school district and the board may extend the probationary period for an additional year with the consent of the teacher. The board's decision shall be final and binding unless the termination was based upon an alleged violation of a constitutionally guaranteed right of the teacher or an alleged violation of public employee rights of the teacher under section 20.10.

Board Policy - 405.9

PUBLIC COMPLAINT ABOUT AN EMPLOYEE

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

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

- (a) Matters should first be addressed to the teacher or employee;
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal;
- (c) Unsettled matters regarding (b) above or problems and questions concerning the school district should be directed to the superintendent;
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board in writing and signed. It is within the Board's discretion to hear and act upon complaints.

Board Policy - 402.5

REDUCTION IN STAFF

The Board may reduce the professional staff as necessary. Such staff reductions will be made in compliance with Board Policy. The Board has the exclusive authority to determine the appropriate number of licensed employees. A reduction of licensed employees may occur as a result of, but not be limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, financial situation considerations, and other reasons deemed relevant by the Board.

The reduction in licensed employees will be done through normal attrition if possible. If normal attrition does not meet the necessary reduction in force required, the board may terminate licensed employees.

It is the responsibility of the superintendent to make a recommendation for termination to the Board. The superintendent shall consider the following criteria in making the recommendations:

- Endorsements and educational preparation within the grade level and subject areas in which the employee is now performing;
- Relative skills, ability and demonstrated performance;
- Qualifications for co-curricular programs; and
- Number of continuous years of service to the school district. This will be considered only when the foregoing factors are relatively equal among licensed employees.

Due process for terminations due to a reduction in force will be followed.

TRANSFERS & ASSIGNMENTS

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

The District Administration is responsible for the proper assignment of all professional staff members in conformance with any legal or certification requirements. Assignments for the forthcoming school year will be made in accordance with Board Policy.

Board Policy 405.6 & 405.7

WORKDAY

The workday for employees will begin at a time established by the superintendent. "Day" is defined as one workday regardless of full-time or part-time status of an employee.

<u>Building</u>	<u>Work Day Hours</u>
Oskaloosa High School	8:00 a.m. – 3:45 p.m.
Oskaloosa Middle School	8:00 a.m. – 3:45 p.m.
Oskaloosa Elementary	7:45 a.m. – 3:30 p.m.
Webster Elementary	7:45 a.m. – 3:30 p.m.

Employees are to be in their assignment during the workday. Employees may leave the building during their scheduled lunch periods by signing out in the office. Employees may sign out of the building during their preparation time if approved by the building administration. Advance approval to be absent from the school building must be obtained from the principal or supervisor whenever the employees must leave the school building during the workday.

Board Policy - 405.5

DISTRICT PROCEDURES AND GUIDELINES

BREASTFEEDING

Section 4207 of the Affordable Care Act amends the Fair Labor Standards Act (FLSA) of 1938 ([29 U.S. Code 207](#)) to require an employer to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express milk. The employer is not required to compensate an employee receiving reasonable break time for any work time spent for such purpose. The employer must also provide a place, other than a bathroom, for the employee to express breast milk. For additional information, please visit the "Break Time for Nursing Mothers" section of the United States Department of Labor website located at <http://www.dol.gov/whd/nursingmothers/>.

DISCIPLINE

Employee violations of this handbook, Board policy, or master agreement articles may result in discipline up to, and including, termination. All employees who do not have a 279.13 teaching contract or 279.24 administrator contract are considered "at-will" employees and serve at the will of the Board. Employees whose employment is terminated will be given the appropriate level of due process as required by law.

PURCHASING & PURCHASING CARDS

All purchases must have pre-approval from your building administrator. Any purchase made without pre-approval will be considered a personal expense, and will not be reimbursed by the district.

Purchase Order Process:

- Obtain Pre-approval form from your building secretary.
- Complete the form in detail and submit to building principal for approval.
- The order can be processed after the Principal has signed the Purchase Order.
- Notify the vendor of the district's tax-exempt status at the time the order is placed.
- Verify the Shipping address to your appropriate building.

The Board permits employees to use authorized purchasing cards for District purchases if proper procedures regarding use of the purchasing cards are followed. Those procedures are as follows:

- Confirm that the good or service cannot be procured with a purchase order.
- Provide a completed and signed purchase order to the building secretary.
- Sign-out the appropriate card.
- Return the card when finished along with detailed receipts of the transactions.

If such procedures are violated, use of the cards for that employee will be discontinued, and the employee will be required to incur the cost personally and seek reimbursement with proper documentation.

STAFF MEETINGS

Staff meetings provide an opportunity for the communication of important school district information to be shared among administration and employees. Employees are expected to attend staff meetings unless they are on leave or excused by an administrator.

Meetings

Employees may be required to remain after the end of the regular workday without additional compensation for the purpose of attending faculty or other professional meetings one (1) day each week. Such meetings shall begin no earlier than forty-five (45) minutes before the pupil day and no later than ten (10) minutes after the student dismissal time and shall run for no more than sixty (60) minutes. Meetings shall not be called on Fridays or on any day immediately preceding any holiday or other day upon which employee attendance is not required at school.

Evening Meetings

Employees may be required to attend no more than 4 evening assignments or meetings each school year without additional compensation.

STANDARDS OF CONDUCT IN THE WORKPLACE

DRESS CODE AND GROOMING

All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee. Tank tops, tube tops, sleeveless shirts, short shorts, and halter tops could be considered unprofessional attire. As role models for

students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene. Employees are also expected to utilize safety equipment assigned them during the performance of their duty.

Employees furnished work uniforms are expected to keep them clean and in good repair. The uniforms must be returned to the district when they become unwearable or upon termination of employment. Board Policy 404.1

EMPLOYEE USE OF CELL PHONE

District and personal phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. All personal calls should be made during sanctioned breaks. District telephones are only for official school business. Failure to follow this guideline will result in disciplinary action.

ETHICS – BOEE

District employees are expected to perform their jobs in an ethical and honest manner consistent with board policy and the Iowa Board of Educational Examiners (BOEE) rules. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Professional Conduct and Ethics of the BOEE. The BOEE's Code of Professional Conduct and Ethics constitutes mandatory minimum standards of practice for all licensed employees. While classified employees, except coaches, are not subject to the BOEE Code of Ethics, it is good guidance for all employees and recommended reading for classified employees as well. For a copy of the ethics code, please visit <http://www.boee.iowa.gov/doc/ethHndot.pdf>. Board Policy - 404.1R

NEGLECT OF DUTIES

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

INSUBORDINATION

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

TECHNOLOGY USE / SOCIAL MEDIA

Usage of the District's computer resources is a privilege, not a right, and use entails responsibility. All information on the school district's computer system is considered a public record. Whether there is an exception to keep some narrow, specific *content* within the information confidential is determined on a case by case basis. Therefore, users of the school district's computer network must not expect, nor does the school district guarantee, privacy for e-mail or use of the school district's computer network including web sites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer network.

Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external web sites.

Employees shall not use the school district logos, images, iconography, etc. on external web sites. Employees shall not use school district time or property on external sites that are not in direct-relation to the employee's job. Employees, students, and volunteers need to realize that the Internet is not a closed system and anything posted on an external site may be viewed by others all over the world. Employees, students, and volunteers who do not want school administrators to know their personal information should refrain from exposing it on the Internet. Employees who would like to start a social media site for District-sanctioned activities should contact the superintendent and must contact the Technology Director in establishing and maintaining the site.

Board Policy - 401.13

STUDENTS AND CLASSROOM ISSUES

CHILD ABUSE REPORTING

The Oskaloosa Community School District believes in protecting our students and we strive for them to be productive without outside factors weighing on their ability to learn. In compliance with state law and to provide protection to victims of child abuse, the Board believes incidents of alleged child abuse should be reported to the proper authorities. Employees are required, as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties.

Child abuse is the result of the acts or omissions of a person responsible for the care of a person under the age of 18 who has suffered one or more of the categories of child abuse as defined in IOWA CODE 232.68 (physical abuse, mental injury, sexual abuse, denial of critical care, child prostitution, presence of illegal drugs, manufacturing or possession of a dangerous substance, bestiality in the presence of a minor, allows access by a registered sex offender, or allows access to obscene material).

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 two-hour training course involving the identification and reporting of child abuse, or submit evidence they have taken the course within the previous five years. The course will be re-taken at least every five years.

Board Policy - 402.2

INDIVIDUALS WITH DISABILITIES ACT (IDEA)

The Individuals with Disabilities Education Act (IDEA) is a federal law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to eligible children. Employees are expected to comply with IDEA. For additional information regarding IDEA, please visit The United States Department of Education website, located at <https://sites.ed.gov/idea/>. Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students.

SECTION 504

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive Federal financial assistance from the U.S. Department of Education (ED). Section 504 provides: "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance"

The Section 504 regulations require a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the disability. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

Teachers and designated support staff are responsible for implementing the Section 504 plan for identified individuals. It is important that teachers and support staff are aware of the student's disability and the accommodation and/or related services needed for the student to benefit from any program activity offered by the school district. It is recommended that the student's teacher be a member of the Section 504 team determining eligibility and/or creating the plan for an eligible individual. Noncompliance with the written Section 504 plan may result in court involvement.

Inquires concerning the school district's compliance with the regulations implementing Section 504 should be directed to: Andy Hotek, Middle School Principal, (Phone No.) 641-673 - 8345

SEARCHES OF STUDENTS AND PROPERTY

In order to protect the health and safety of students, employees, and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Employees must never search, pat down, or otherwise inspect a student and his or her belongings without the notification of the principal. The principal will determine whether there is a reasonable belief that a law, school rule, or Board policy has been violated to justify the search or whether law enforcement should be contacted. Employees should never search or inspect a student's person or belongings without another adult present, and only adults of the same sex of the student should be present during the search or inspection. For additional information regarding searches of students and property, please consult IOWA CODE 808A.1. Board Policy - 502.8

STUDENT FUNDS AND FUND RAISING

Revenue raised by students or from student activities is deposited and accounted for in the Student Activities Fund. This revenue is the property of, and is under the financial control of, the Board. Students may use this revenue for purposes approved by the Board of Directors. Whether such revenue is collected from student contributions, club dues, and special activities, or result from admissions to special events or from other fund-raising activities, all funds will be under the jurisdiction of the Board and under the specific control of the building principal. They will be deposited in a designated depository and will be disbursed and accounted for in accordance with instructions issued by the Superintendent. Board Policy - 704.5

Student fundraising for school activities may occur upon approval of the principal at least two (2) weeks prior to the fund raising event, or the start of a fund raising campaign, and with an employee overseeing the fundraising. Funds raised remain in the control of the District and the

Board. School-sponsored student organizations must identify a specific purpose for fundraising and secure the approval of the principal prior to spending the money raised.

Board Policy - 504.5

HEALTH AND WELL-BEING

ANTI-HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Oskaloosa Community School District. The board is committed to providing all employees and students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of employees and students by other students, by school employees, and by volunteers will not be tolerated in the school or District.

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

Board Policy 104 – Anti-Bullying/Harassment

Board Policy 403.5 – Employee Harassment

BLOOD-BORNE PATHOGENS

Annually all employees will be required to take the BB Pathogen Training.

Board Policy 403.3

SMOKE AND TOBACCO FREE WORKPLACE

The Oskaloosa Community School District is committed to providing a safe and healthy workplace and to promoting the health and well-being of employees. The Oskaloosa Community School District prohibits smoking and the use of tobacco and nicotine products as cited in board policy on all school grounds and in school vehicles.

Board Policy 905.2

REPORTING WORK RELATED INJURY

Employee safety, as well as student safety, is a major district concern, and employees should remove themselves from and report any situations where their or their students' safety may be compromised. When an employee becomes seriously injured on the job, the employee's supervisor will attempt to notify a member of the family or an individual of close relationship as soon as the employee's supervisor becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee will be turned over to the care of the employee's family or qualified medical employees as quickly as possible.

It is the responsibility of the employee injured on the job to inform the School Business Official

within twenty-four (24) hours of the occurrence. It is the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

LEAVES

ABSENTEEISM

In order to accomplish the goals and mission of the Oskaloosa Community School 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 Building administrator of all times when they will be absent. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time, leaving before the scheduled quitting time, or failure to timely notify the proper supervisor of impending absence or tardiness prior to designated starting time are reasons for disciplinary action. Requests for leave of absence without pay will generally be denied. Every employee should know to whom they report absences and submit leave requests.

SICK LEAVE BANK

A. The Board shall provide a Sick Leave Bank for all full time employees. Administrators and District-level Directors may be included in the Sick Leave Bank upon request. An employee who wishes to join the Bank shall submit to the Superintendent or his/her designee a signed statement of intent to participate in the Bank on or before September 30 of any school year. Employees hired after September 30 shall submit a signed statement of intent during their first thirty (30) work days to be eligible for participation.

B. Contributions

1. Employees wishing to participate in the Bank shall initially contribute one (1) day from their sick leave accumulation. Other assessments to members will be made in accordance with Board policy and after prior written notification as needed to maintain the integrity of the Bank. If an assessment is made after a member of the bank has exhausted his accumulated sick leave, the employee may continue membership in the Bank, but shall be assessed one (1) sick leave day at the beginning of the following contract year.

2. Sick Leave days contributed to the Bank will be deducted from the Sick Leave days available to contributing employees. The day or days, once contributed to the Bank, become the property of the Bank and may not be reclaimed by the employee except as specified. Only employees who are members of the Bank in any given year shall be eligible to participate in the Sick Leave Bank.

3. Members may not designate contributed Sick Leave Days to be used by an individual or groups of individuals.

4. Employees, including those new to the District, must designate each contract year indicating their participation in the Sick Leave Bank. Those that have not previously contributed to the Bank, or have not contributed since the Bank was most recently exhausted, and wish to do so, will have one (1) sick leave day assessed from their sick leave accumulation.

C. Administration

1. A Sick Leave Bank Committee shall administer the Sick Leave Bank. The committee shall be comprised of seven (7) members. The Board Secretary shall be a non-voting member of the Committee, shall receive requests, and shall convene the Committee. The Oskaloosa Education Association shall appoint one (1) member each from the Elementary, the Middle School, and the High School. The Board shall also designate three (3) members.

2. The Committee shall approve or disapprove usage requests and shall determine the minimum and maximum number of days to be maintained in the Bank. The Committee shall also determine when a new allocation of days is needed to maintain the integrity of the Bank.
3. Sick Leave Bank Committee members shall not rule on an application of their own or of a relative.

D. Appeal

1. Should the Sick Leave Bank Committee determine that a member's request does not meet eligibility requirements, or if the decision of the Committee is split equally, the member may appeal to the Superintendent, who shall review the Committee's decision. The Superintendent shall consider whether the decision raises procedural or substantive issues relative to the master agreement, Board policy, or applicable state and federal laws.
2. As part of the appeal process, the Superintendent may consult with the Committee if she/he deems it necessary.

E. Eligibility for Sick Leave Bank Days

1. The Sick Leave Bank is set up to help members of the Bank in extreme emergencies such as open-heart surgery, terminal cancer, extensive cancer treatment, organ transplants, or when other catastrophic illnesses or conditions occur to the member or to a member of the member's immediate family (as defined by the Master Contract). Sick Leave for child rearing, adoption leave, or maternity leave is not covered under this plan unless serious extenuating medical conditions exist and are approved the Sick Leave Bank Committee.
2. When an employee has exhausted all accumulated Sick Leave days, or when an employee reasonably expects to exhaust all accumulated Sick Leave days in the near future, the employee may apply to the Sick Leave Bank Committee for use of Sick Leave Bank days.
3. Sick Leave Bank days can be granted to any employee for up to a maximum of thirty (30) days per school year. This limitation may be extended by the Sick Leave Bank Committee and with the approval of the Superintendent.

SAFETY AND SECURITY

BUILDING SECURITY

The Oskaloosa Community School District is committed to maintaining a safe and secure learning environment for students and staff. In order to accomplish this, it is the responsibility of all employees to do their part in creating this safe and secure environment. Employees should contact their building administrator to report any security/safety hazard(s) or condition(s) they identify. Employees should immediately report any lost or stolen keys / ID entrance cards to the Operations Center @ 673-7294.

DRILLS AND EVACUATIONS

Periodically the school holds emergency fire, tornado, and ALICE Training Drills. At the beginning of each trimester teachers must notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas must be posted in all rooms.

EMERGENCY CLOSINGS

When the superintendent decides the weather threatens the safety of students and employees, he will notify the local media, place the information on the district web-site, and utilize the district notification system to broadcast a school closing announcement. Parents and employees are encouraged to sign up for the notification system at the start of each school year with an appropriate email / text message number.

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I acknowledge that I have received or can access a copy of the Oskaloosa Community School Employee Handbook available at <http://www.oskaloosa.k12.ia.us>. I understand the Employee Handbook contains important information about the Oskaloosa Community Schools and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult Superintendent Russ Reiter with any questions I have about the contents of the Employee Handbook or any questions that I feel were not addressed.

I understand that the Employee Handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended as, and does not constitute, a contract between the Oskaloosa Community School District and any one or all of its employees.

Employee's Signature

Date

Employee's Name (Printed)

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