

Woodbine Community
School District Employee
Handbook
2023-2024



MISSION STATEMENT

Woodbine provides an environment where all are welcome and given access to personalized, unparalleled experiences that will positively shape futures.

VISION STATEMENT

Forging innovative alliances and pathways.

VALUES

Commitment - Do what you say you're going to do. Follow through!

Collaboration and Communication - Be vulnerable, trusting, and grace-filled

Positivity - Be aware of your effect on others.

Growth - Think BIG!

This handbook is a general source of information and may not include every possible situation that could arise. It is not intended, and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. Whenever the provisions of this handbook are in conflict with those of a board-adopted policy, an applicable collective bargaining agreement, or any other formal employment contract, the terms of the policy, collective bargaining agreement, and/or employment contract shall govern.

Board Policies

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available at <https://www.woodbine.k12.ia.us/>. Employees are expected to know existing board policies and know to refer to the policies when necessary.

If you have questions about board policies, please contact the Woodbine Community School Board Secretary or Superintendent.

Equal Opportunity Employment

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

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

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

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Woodbine Community School District, 501 Weare Street, Woodbine, Iowa. Contact the Affirmative Action Coordinator via phone at 712- 647-2411.

Handbook Subject to Change

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

Notice of Nondiscrimination

It is the policy of the Woodbine Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Equity Coordinator: Scott Mitchell, Woodbine Community Schools 501 Weare Street, Woodbine, Iowa 51579 or at smitchell@woodbine.k12.ia.us.

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All Employees

Abuse of Students by a School District Employee

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

Physical or sexual abuse of students, including sexual behavior, by employees will not be tolerated.

Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

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

Accident and Injury Report

All accidents and any injury to either a student or staff member must be reported to the District Office/School Office as soon as possible after the incident, not a day or week later. You may feel that the accident does not warrant notifying the office; however, let us have a record of the incident if for no other reason than your own protection and to have the information recorded. We hope it will not be needed. A brief written commentary of each accident or injury must be provided to the office and include the following information.

1. Description of the accident which occurred.
2. Names of students and staff involved.
3. Date and time of day the accident occurred.
4. Assistance given at that time.

Forms may be obtained from the District Office/School Office. All on-the-job injuries shall be reported to the District Office in a timely manner, specifically within 24 hours of the incident. This shall be done regardless of whether medical attention is required.

Accident Prevention

Safety is our first responsibility, and all staff are legally charged with the safety and welfare of the students under our supervision. Students must be thoroughly instructed in all safety practices necessary to complete any task. Students who are unable to use or refuse use of acceptable safety procedures are to be denied participation in the activity.

Administering Medication

The supervision of any medication distribution to students shall be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription, non-prescription drugs, alternative medications, or natural remedies to students except as outlined in board policy. Medications given at school, by employees under board policy, must be FDA approved.

Anti-Bullying/Harassment Investigation Procedures

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to

comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

Anti-Bullying/Harassment Policy

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

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

Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance; or

- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student or the conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found

to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Asbestos Notification

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

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

Attendance at Extra-Curricular Events

Extra-curricular activities supplement the basic curriculum. All employees are encouraged to attend school activities. Students appreciate your attendance and the public expects our involvement.

Background Checks on Employees

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

Bloodborne Pathogens

Annually, all employees will be given the opportunity to take the required bloodborne pathogens training.

Child Abuse Reporting

The 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, failure to supervise, 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, allows access to obscene material, or child trafficking).

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. 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.

Child Labor

The district complies with both state and federal child labor laws. Under Iowa Child Labor laws, Iowa Code Chapter 92, minors under the age of 16 are prohibited from working in certain occupations, performing certain duties and from using certain equipment. For more information on federal child labor laws, contact the U.S. Department of Labor, Wage and Hour Division, in Des Moines at (515) 284-4625 or visit www.iowadivisionoflabor.gov/child-labor

Church Night

Wednesday night of each week is reserved for church activities. No school activities or practices are to be scheduled after 6:00 p.m. The building will be off limits at 6:00 p.m. and all students should leave the building prior to that time.

Communicable Diseases

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

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

Confidentiality Rights and Responsibilities

As an employee of the Woodbine Community School District, understand that it is your responsibility to treat information about students, staff, and other situations of a professional nature as confidential. The information that should be shared only with others directly involved in each situation includes:

- Assessment data, attendance, and discipline records or any other information found in the students’ files.
- Personal health information as defined by the HIPAA Act. This includes information about a student or staff member’s health care history, genetic information, illnesses or treatment of illnesses, provision of health care to coworkers, families, students, or payment of health care information.
- Personal information such as discipline records, attendance records, reference information, or other confidential matters found in an employee’s personnel file.
- Any other confidential information that your supervisor has directed you to hold confidential.

Understand that the use of district technology services such as the Internet and e-mail is not confidential, private, nor secure. Further, understand that it is your responsibility to adhere to all Woodbine School Board Policies.

Give careful thought to what you discuss concerning school matters with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring community members, parents, staff or anyone else stating untruthful statements to the school principal or the most appropriate staff member who can help answer their questions. Much care and judgment must be exercised in the handling of confidential information.

Understand that the transmission, either intentionally or unintentionally, of confidential information should be avoided unless it is done as part of your specific job responsibilities.

Understand that any violation of confidentiality laws, policies, or procedures could lead to disciplinary action up to and including termination of your employment.

Understand that if you have any questions or concerns about the sharing of confidential information you should speak with your direct supervisor.

Copyright

Copyright is a form of intellectual property that protects original works of authorship including literary, dramatic, musical, and artistic works. The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use” doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of “fair use.”

Corporal Punishment, Restraint, and Physical Confinement and Detention

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

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent. If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website: www.iowa.gov/educate

The District will comply with 281 Iowa Administrative Code Ch. 103 for the use of physical restraint and seclusion with students, including, but not limited to:

- Physical restraint and seclusion will be used only by employees who have been trained in accordance with applicable law unless a trained employee is not immediately available due to the unforeseeable nature of the occurrence.
- As soon as practical after the situation is under control, but within one hour after either the occurrence or the end of the school day, whichever occurs first, the school will attempt to contact the student’s parent or guardian.
- The seclusion or physical restraint is used only for as long as necessary based on research and evidence to allow the student to regain control of their behavior to the point that the threat or behavior necessitating the use of the seclusion or physical restraint has ended, or when a medical condition occurs that puts the student at risk of harm. Unless otherwise provided for

in the student's written approved IEP, BIP, IHP or safety plan, if the seclusion or physical restraint continues for more than 15 minutes:

- The student will be provided with any necessary breaks to attend to personal and bodily needs, unless doing so would endanger the child or others.
- An employee will obtain approval from an administrator or administrator's designee to continue seclusion or physical restraint beyond 15 minutes. After the initial approval, an employee must obtain additional approval every 30 minutes thereafter for the continuation of the seclusion or physical restraint.
- The student's parent or guardian and the school may agree to more frequent notifications than is required by law.
- Schools and district employees must document and explain in writing the reasons why it was not possible for the employees to obtain approval, notify parents, or take action within prescribed time limits.
- Schools and district employees who begin and then end use of nonapproved restraints will document and explain in writing the reasons why they had no other option but to use this type of behavioral intervention.
- The area of seclusion will be a designated seclusion room that complies with the seclusion room requirements in accordance with law, unless the nature of the occurrence makes the use of the designated seclusion room impossible, clearly impractical, or clearly contrary to the safety of the student, others, or both; in that event, the school must document and explain in writing the reasons why a designated seclusion room was not used.
- An employee must continually visually monitor the student for the duration of the seclusion or physical restraint.
- If an employee restrains a student who uses sign language or an augmentative mode of communication as the student's primary mode of communication, the student shall be permitted to have the student's hands free of physical restraint, unless doing so is not feasible in view of the threat posed.

Seclusion or physical restraint shall not be used: as punishment or discipline; to force compliance or to retaliate; as a substitute for appropriate educational or behavioral support; to prevent property damage except as provided in law; as a routine school safety measure; or as a convenience to staff.

The District must comply with and implement Chapter 103 whether or not a parent consents to the use of physical restraint or seclusion.

District Annual Progress Report

The District's annual progress report is posted on the District's website at www.woodbine.k12.ia.us or a paper copy can be requested by calling the Superintendent 712-647-2411.

Drills and Evacuations

Periodically the school holds emergency fire, tornado, safety and school evacuation drills. At the beginning of each semester staff must notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas must be posted in all rooms. When drills are staged, every staff member and student must follow proper procedures.

Drug and Alcohol Education

Federal Law (P.L. 101-226) requires that all school districts submit a certification that they have adopted and implemented a drug prevention program.

The major focus of this legislation is to ensure that all school districts throughout the United States

communicate to their students, employees, and parents that the use of illicit drugs and the unlawful possession and/or use of alcohol is wrong and harmful.

The WCSD demonstrates commitment to eradicating drug and alcohol abuse in the community by emphasizing the negatives associated with drug and alcohol abuse throughout our district's programs and activities.

The WCSD is keeping and will continue to keep the problems associated with the abuse of drugs and alcohol at the forefront of our health curriculum. Your continued support is needed and appreciated as together we strive to keep our community drug-free.

Emergency Reference Guide

We have an extensive set of emergency protocols. Each staff member has a copy of district procedures.

Employee Publication or Creation of Materials

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

Employee Political Activity

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

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

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

Employee Records

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

The records will include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are

generally considered confidential records and therefore are not open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent or non-confidential records such as an employee's salary, an employee's individual contract, or if the employee resigned in lieu of termination and the documented reasons why, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

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 or Superintendent's designee and the employee. The school district may charge a reasonable fee for each copy made.

Employee Searches

Employees should have no expectation of privacy in their classrooms, desks, computers or other school-district provided space or equipment. The school district may look into these items when needed. Anything on the school district's computers, server, website, etc. and in school district files, etc. are considered a public record and open to public inspection. If the school district conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection. Should the school district get a request to see this information, at that time, a determination will be made whether the information can be withheld as confidential information. The school district assumes no responsibility or liability for any items of personal property located in the desk or work space/area which is assigned to employees.

Employees Eligible for Insurance

Health and major medical insurance is a package plan and the Board agrees to pay up to \$652.61 per month on this plan. The District shall not be required to provide insurance, or be held liable for insurance coverage beyond the limits of the insurance contract. Any remaining monies after the purchase of a single coverage insurance plan, the employee may choose among the following benefits:

- Apply to family health insurance.
- Cash – included with regular payroll.

Employee Use of Cellphones, email, text messaging etc.

Staff should only take personal phone calls and messages during appropriate times, such as a prep period, in between classes, lunch break, before and/or after school. Staff may not use these communication tools when they are directly responsible for supervision of students, instructional time, at meetings, during professional development or similar situations.

Coaches or sponsors of activities, may create a text list of students and parents in order to communicate more effectively as long as the texts and/or e-mails go to all students and the principal and/or activities director are included in the text or e-mail address list.

Confidentiality of email content cannot be guaranteed. Unacceptable uses of e-mail or other computing and networking resources and facilities shall include, but are not limited to: Misrepresentation of identity or source in the use of email is unacceptable. However, as an email recipient, it is important to realize that authenticity of an e-mail message cannot be assured and the authorship or source of an e-mail message may not be as indicated in the message. The following is prohibited: using e-mail or other computing or networking resources or facilities for any purpose that violates federal or state laws or for commercial purposes; sending harassing, intimidating, abusive or offensive material to or about others; intercepting, disrupting or altering electronic communications; using the identity and password of someone else for access or otherwise attempting to evade, disable,

or “crack” password or other security provisions; causing congestion on the network by such things as the propagation of “chain letters”, “broadcasting” inappropriate messages to lists or individuals, or excessive use of shared data store such as an electronic mail post office; reproducing or distributing copyrighted materials without appropriate authorization; and accessing, copying or modifying e-mail or other files without authorization. Personal use of email is permitted. However, personal use of email services must be done with discretion. Usage of all electronic devices and cell phones are strictly forbidden in restrooms and locker room areas.

Eye Protective Devices

Eye protective devices shall be worn in the following classes or classrooms in accordance with the Code of Iowa, Section 280.20: science laboratories, industrial arts shop, sculpture, and ceramics classes.

Faculty Committees

Employee committees will be appointed for the purpose of studying various school problems affecting the administration and organization of the school and such other matters that relate to employee and student welfare. Committees will be appointed by the superintendent or designee. All employees are expected to serve willingly and faithfully when asked to do so.

Faculty Meetings

Regular faculty and support staff meetings will be held. Additional special meetings will be called from time to time before or after school to consider important or pressing business. Sufficient advance notice concerning the nature, time and place of all meetings will be given. Employees are expected to attend all meetings, unless excused by administration.

Faculty Workroom

There is an employee workroom in the building provided by the district for faculty use. During the school hours, these rooms are to be used for short breaks. A mailbox is provided for each employee. Make it a habit to visit your mailbox regularly to collect mail, the announcements, and other materials.

It is your responsibility to help with the housekeeping chores of the room. Please pick up dirty cups, empty soft drink cans, papers and wrappers before you exit the room. Please clean out unused or outdated items from the refrigerator.

Failure to Complete Reports

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

Family and Medical Leave

Unpaid family and medical leave will be granted up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) per year to assist eligible employees in balancing family and work life. Requests for family and medical leave will be made to the superintendent. Employees eligible for family and medical leave must comply with the applicable administrative rules and the district’s family and medical leave policy prior to starting family and medical leave.

For additional information regarding the Family and Medical Leave Act (FMLA) please contact the district office or visit the “Family and Medical Leave Act” section of the United States Department of Labor’s website, at www.dol.gov/whd/fmla.

Fighting

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

Fraud/Unlawful Gain

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

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

Since employees have access to information and a captive audience that could present a conflict of interest, employees may only solicit other employees or students for personal or financial gain with the prior, advance approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days’ notice, require the employee to cease approved solicitations as a condition of continued employment.

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.

Fund-Raising Projects

It is imperative that the administration be made aware of and approve any and all fund-raising projects connected with any organization representing the school. Do not begin such a project until such approval has been given.

Fund-raising projects are a good method of financing our many activities without placing an additional burden on the school budget. However, we must be careful so as not to compete against other groups within the school and community for similar business. In addition, there must be some limits set as to the number of times our business owners, parents, and students can be asked to give.

Gifts

Employees will not, either directly or indirectly, solicit, accept or receive any gift or series of gifts, unless the gift is valued at less than three dollars or has a negligible resale value. Honorariums may be received but must be turned over to the school district unless the employee was on his or her own time, the donor does not meet the definition of “restricted donor” or the gift or honorarium does not meet the definition of gift or honorarium.

Harassment and/or Abusive Language

Harassment and bullying of students, employees, co-workers, administration, volunteers and visitors are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students and others by other students, by school employees, by volunteers and visitors who have direct contact with students will not be tolerated in the school or school district. Threatening, intimidating, interfering with, or using abusive and profane language toward others, including ethnic slurs, will not be tolerated by district employees. Violation will incur discipline, up to and including termination.

Hazardous Chemical Disclosure

Each employee will annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, is included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it is distributed to all employees, and training is conducted for the appropriate employees. The district will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

Homeless Youth Enrollment

The Woodbine Community School District believes all students should have access to a free, appropriate public education. The district will ensure that homeless children and youth have equal access to the same free, appropriate public education as other children and youth. The term "homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence. The term includes children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled up");
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters or abandoned in hospitals.
- Having a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless because they are living in circumstances described above.

To help ensure that homeless children and youth have a full opportunity to enroll, attend, and succeed at school, the board shall:

- Designate the equity coordinator as the local homeless children and youth liaison;
- Provide training opportunities for staff so staff may help identify and meet the needs of homeless children and youth;
- Remove barriers, including those associated with fees, fines, and absences, to the identification, enrollment, retention, attendance and/or success in school for homeless children and youth;
- Ensure collaboration and coordination with other service providers;
- Ensure transportation is provided in accordance with legal requirements;
- Provide school stability in school assignment according to the child's best interests;

- Ensure the privacy of student records, as provided by applicable law, including information about a homeless child or youth's living situation;
- Engage in the dispute resolution process for decisions relating to the educational placement of homeless children and youth as provided by applicable law; and
- Prohibit the segregation of a homeless child or youth from other students enrolled in the district.

Inclement Weather Attendance

Employee attendance shall not be required whenever student attendance is not required due to inclement weather.

Individuals with Disabilities Education Act

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

Information Protection Policy

Our district has many assets. These assets include information. This policy outlines our commitments to our employees, students/families, parents, and to our future regarding how we will handle this information.

Information can be sensitive by its nature, and can also be sensitive due to state and federal guidelines. The types of sensitive information can include:

- Employee information
- Student/family information
- Financial information, including credit cards, salaries, banking transactions and more
- Medical information of all types
- District financial records and planning materials

This information may reside on our computing systems or backup devices, may traverse the networks, be on paper, or be in people's minds. All locations must be properly controlled.

The rules by which information is handled are determined by the regulations, district requirements, and district commitments relating to that type of information. Every employee, vendor, contractor, supplier, agent or representative of our district must be aware of the significance of the information being handled, and ensure that proper controls are applied to prevent copying, disclosure, or other misuse of the information.

This Information Protection policy is a part of the overall security and privacy effort of our district. Penalties for violating these policies may include disciplinary actions up to termination of employment, or termination of the business relationship with our district.

Our district relies upon employees and business partners to properly develop, maintain, and operate our systems, networks, and processes which keep our sensitive information safe and properly used. This means that every person and organization handling our information has the responsibility to keep the information safe, no matter where the information is located. This includes computing

systems, networks, paper copies, business processes, and verbal transmission of information.

Our district's policy:

- We will meet all applicable requirements in properly protecting the information, including:
 - Laws
 - Regulations
 - Education standards
 - Contractual commitments
- The protections we apply to information assets will be in proportion to the value and sensitivity of the information, and will balance the sensitivity of the information against
 - The cost of controls
 - The impact of the controls on the effectiveness of district operations
 - The risks of disclosure, modification, destruction, or unauthorized use of the information
- We will protect all types of sensitive information, including but not limited to
 - Medical
 - Financial
 - Credit
 - Business transactions and planning
 - Personal information, both of our employees and of our students/families
- We will ensure that these controls are accepted by all employees, vendors, service providers, representatives and associates of our district who may have access to our information. This includes ensuring that all personnel at all levels are aware of, and are held accountable for safeguarding information assets.
- We will ensure that access to information is controlled, and based upon, job function and need-to-know criteria.
- We will maintain proper business continuity and security procedures, including information systems, networks, resources, and business processes.
- We will report any suspected or actual breach of these policies, and will cooperate with investigative agencies.

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 discipline up to and including termination.

Interviews with Students by Outside Agencies

A student may not be interviewed in school unless the principal or another delegated staff member is present. No interview shall be granted unless the principal deems it essential to the welfare of the pupil or he is directed to do so by court order.

If police officers or other officials request an interview, an attempt shall be made to contact the student's parents or legal guardians and to have one of them present during the interview.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents, whether the school is their most appropriate setting for the interview, and who will be present during the interview.

No student may be taken from school without the consent of the building principal and without proper warrant.

Keys, Doors, and Lights

For those employees assigned keys, see that they do not fall into the hands of unauthorized persons.

Never loan a key to a student or other employee regardless of the circumstances. Doors should never be propped open.

All doors to classrooms are to be locked when not in use or supervised by you. All windows are to be locked at the end of the day before you leave your room/area. Please lock your classroom when leaving the room/area unoccupied for any length of time. If you are in the building after normal working hours, it is your responsibility to secure the building before leaving the property.

NOTE: Be sure to instruct the students where they are to report to be admitted for evening meetings or activities. The District is not responsible for unauthorized people in the buildings at night. It is the employee's responsibility to supervise students put in their charge during the school day and during extra-curricular activities when and where applicable and assigned by school administration. Students must be supervised at all times.

Please turn off lights in classrooms and other areas when not in use for a period of time.

Employees are responsible for the general appearance of their rooms, buildings, assigned areas etc. Damage to school property will not be tolerated. Floors and walkways should be clear to meet fire code and for ease of general cleaning. Personal items are your responsibility and the District will not be responsible for damage or loss of personal property.

Licensure

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

Legal Liability

School districts no longer have immunity from liability. This means that the school district can be held liable for wrongful acts of its agents, which would include all staff members. Extending the Iowa law to make school districts liable for actions of its agents does not diminish individual employee responsibility. Everyone, regardless of position, is liable for his/her own torts. While employees enjoy a measure of immunity from liability for reasonable punishment of pupils, the immunity does not extend to injury which is caused through willful acts or negligence.

Due to the number of activities in which pupils engage as part of their school work and extracurricular activities, the possibility of someone claiming negligence against an employee is greater than in many situations. Staff members are reminded to always be aware of what is happening in the school environment. Injuries resulting from industrial arts, laboratory experiments, and physical education have been sources of a great number of suits for damages against school districts and employees. Failure to furnish adequate supervision which causes injury is an act for which an employee may be liable.

Use of good judgment and extreme care in all cases when it is possible for pupil injury to occur are the best protection from liability that an employee has. It is important for pupils, employees, and the

school district to prevent situations from arising which may cause pupil accidents.

Mandatory Cooperation in Workplace Investigations

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

Mandatory Reporting of Post-Employment Arrests and Convictions

Any employee who is arrested or convicted shall report such to the district administration. Failure to do so shall incur discipline, up to and including termination.

Meal Tickets

Meal and milk money will be turned in at the Office. Employees are expected to keep their accounts up to date with no less than a \$20 negative account balance. Meals should never be charged beyond the negative \$20 account balance.

Military Service Leave

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

The leave is without loss of status or efficiency rating and without loss of pay during the first thirty calendar days of the leave.

Morale

It is vitally important that the faculty of Woodbine Community School District take an active role in developing good school morale. Furthermore, it is the responsibility and duty of each staff member to do so. A staff member not having pride in his/her school, not concerned with all school activities, not encouraging students to attend activities, and not helping his/her students to be better school citizens, is a definite weak link in the faculty.

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.

Nicotine Free Workplace

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

Ordering and Purchasing Supplies

Fill out a purchase order, and send it to the principal for approval. After approval, the principal will forward the purchase order to the appropriate building secretary to enter the purchase order. Upon entering the purchase order, approval will go to the building principal, the school business official and

finally the superintendent. The principal will contact the requesting staff member if there are questions with the purchase order. Never order anything without prior approval.

Outside Employment

The board believes that the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The board expects that district employees will give the responsibilities of their positions in the school district priority over any other employment. Employees with external employment must keep the two positions separate and the external job cannot impact the school district job. Should a supervisor believe the external position is impacting the internal one, the supervisor will address it with the employee.

Parent Notification for ESSA

Parents/guardians in the Woodbine Community School District have the right to learn about the following qualifications of their child's teachers:

- State licensure requirements for the grade level and content areas taught
- The current licensing status of your child's teachers
- Baccalaureate/graduate certification degrees

Parents or guardians may request this information from the Superintendent by calling 712-647-2411.

Preparation Periods

All certified personnel have been assigned some preparation time within the school day. Preparation periods are designed for use in individual student tutoring, collaboration with colleagues, review of student data, and peer review in connection with your own classroom preparation. At no time should you take a "break" when you are assigned to a class or a group of students and/or responsible for supervision.

Privacy Policy for Employees

Our district values each employee, and so has a commitment to protect the personal information which we handle on behalf of the employee.

It is our policy that:

- Our district will collect only that information about employees which is needed and relevant.
- Our district will strive to make certain that personal information about employees is kept accurate and up-to-date.
- Our district will use appropriate controls to ensure that this information is kept secure, and is only viewed or used by the proper personnel.
- Information about employees will not be disclosed to any external parties unless appropriate.
- Employees will be told how they can review information about them, make updates, and report problems.
- Our district will comply with applicable laws, regulations, and education standards when protecting employee information.
- We hold our employees, vendors, contractors, suppliers, and trading partners to meet this same set of policies.

Privacy Policy for Students/Families

It is a part of our district's core values that we will properly value and protect any information entrusted to us about our students/families. This policy describes how we will safeguard personal information, to ensure peace of mind when dealing with our district.

It is our policy that:

- Our district will collect only that information about students/families which is needed and relevant.
- Our district will not disclose information to other parties unless students/families have been properly notified of such a disclosure.
- Our district will strive to make certain that information about students/families is kept accurate and up-to date.
- Our district will use appropriate controls to ensure that this information is kept secure, and is only viewed or used by the proper personnel.
- Our district will comply with applicable laws, regulations, and education standards when protecting employee information.
- We hold our employees, vendors, contractors, suppliers, and trading partners to meet this same set of policies.

Professional Ethics and Responsibilities

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

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

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

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, and employees should remove themselves and report any situations where their safety may be compromised.

District students 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 students. Employee as well as student safety is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised. Employees must report any incident of mistreatment of students by a school employee.

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

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.

Any verbal or physical altercations between or among employees or others will not be tolerated and

may subject the employee(s) to disciplinary action. Threatening, intimidating, interfering with, or using abusive and profane language toward others, including ethnic slurs, will not be tolerated by district employees. Violation will incur discipline, up to and including termination.

An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate back-tracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

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. As role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene. Any employee who is arrested or convicted of any offense or crime as determined by law enforcement shall report such to the district administration. Failure to do so shall incur discipline, up to and including termination.

Proper use of Extension Cords

The law is very specific about such uses of extension cords and, in the interest of safety of our students and schools.

- Cords may be lawfully used as a temporary connection to an outlet as long as they are disconnected at the end of each use. They may not be left plugged in at the end of the day.
- Multiple outlet plugs may be used only for the connection of business related equipment.

Release of Credit Information

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

Sale of Items to Students

If the school orders items, which are to be resold, the item(s) must be paid for before anyone is to receive said item.

School Closing Announcements

In case of changes in the school schedule due to inclement weather or emergencies, information will be posted on the WCSD's Facebook account. Parents and guardians listed as primary and secondary contacts in the WCSD's Student Information System (PowerSchool) will receive an email and a text message via the school district's automated notification system.

School Fees

Iowa law identifies the types of fees schools can charge. School districts only have the authority to charge fees for textbooks and/or technology related devices, school supplies, eye and ear protective devices, summer school, driver's education and transportation for students not eligible for free transportation. For those that are charged, the fees must be waived or reduced for those students who meet the eligibility requirements for free or reduced price meals. Employees cannot charge a student

fee for anything without prior consent of a school administrator.

School Email/Staff Mailboxes

School public email/staff mailboxes are not to be used for sales or solicitations outside of school business.

School Liability

The Woodbine Community School Board agrees to purchase a school liability insurance policy.

School Vehicles

School vehicles will be made available for use for student transportation, professional development and other professional responsibilities. Transportation for staff may be arranged through the Transportation Director and must be approved by the building principal prior to being arranged by the Transportation Director. When a vehicle is not available for use and the building principal approves the use of personal transportation individuals may be reimbursed at the school rate for mileage. Please be sure to fill out the mileage log. If fuel is required, hand in all tickets to the Transportation Director with the name of the vehicle that was fueled written on the ticket. If you do not fuel the vehicle, please communicate to the Transportation Director the vehicle is low on fuel. When not being used, all school owned vehicles will be kept in their designated parking spaces.

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 without a search warrant.

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

Staff Identification Badges

An identification badge shall be issued to each employee. Badges are encouraged to be worn while working and/or on duty, and shall be easily seen by others. If an employee loses their permanent badge, a temporary badge may be obtained from the office. The loss of a permanent badge shall be immediately reported to school administration who will issue a replacement. Badges remain the property of the district and shall be returned to the school district at the time of resignation, retirement or termination.

Standardized Testing and Assessment

Assessment is an important part of the education process and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Board of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in disciplinary action up to and including termination. For additional information regarding the applicable standard in the Iowa Board of Educational Examiners Code of Professional Conduct and Ethics, please visit the Board of Educational Examiners website located at www.boee.iowa.gov/doc/ethHndot.pdf. The WCSD will follow all Iowa Department of Education guidelines in the Iowa Statewide Assessment System Accessibility Manual, State of Iowa Test Security Manual for the Iowa Statewide Assessment of Student Progress (ISASP), English Language Proficiency Assessment for the 21st Century (ELPA21), and the Dynamic Learning Maps (DLM).

Student Records

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student information unless it is permitted by law. Please contact school administration if you have a request for student records.

Substance Free Workplace

Alcoholic beverages, illegal substances, and legal substances used illegally shall not be consumed at any time during the employee's work shift. It is in violation of school district work rules for an employee to report 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. Unauthorized possession or use of alcoholic beverages or other substances during work hours, while on district time or property, or while engaging in district business will result in discipline, including immediate dismissal.

It is a violation of the federal Substance-Free Workplace law for an employee to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcohol, as defined in Schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 124.

"Workplace" is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes off school property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

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

Employees are further notified it is a condition of their continued employment that they comply with the above policy of the school district and will notify their supervisor of their conviction of any criminal drug statute for a violation committed in the workplace, no later than five days after the conviction.

Supervision Duty

The presence of supervision will forestall a great amount of horseplay and potential problems. Please make it a habit to be in the halls between classes for supervision purposes. Leaving the place of duty during a work shift or when responsible for children without permission is cause for discipline and will be considered a neglect of duty.

Employees assume certain responsibilities whenever they supervise students. Whether this supervision is in the classroom, on field trips, in extracurricular activities, or at any school sponsored activity, employees are considered to be in charge of the activity and must accept responsibility for controlling student conduct and guiding student decisions.

Whenever employees supervise student groups on overnight trips, this responsibility begins when the students leave the building and continues until students either return to the school during school hours or are safely provided a way home if outside school hours. As an employee you are responsible for our students at all times while they are under our care until they return home.

Technology Use/Social Networking

At Woodbine Community Schools, we understand that social media can be fun and a rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees who work for the WCSD.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log, journal or diary, personal website, social networking or website, web bulletin board or a chat room, whether or not associated or affiliated with Woodbine Community Schools, as well as any other form of electronic communication.

The same principles and guidelines found in the Woodbine Community Schools policies and these basic beliefs apply to your activities online. Ultimately, you as employees are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any conduct that adversely affects an employee's job performance, the performance of fellow co-workers, students, families, businesses, and legitimate interests of the district may result in disciplinary action up to and including termination.

-Know and follow the rules:

Carefully read these guidelines, the Woodbine Community School board policies, and ensure your postings are consistent with these policies. Inappropriate postings including but not limited to liking, loving or otherwise promoting inappropriate or negative information that places the WCSD in a disparaging position is covered under this section. Additional actions taken that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

-Be respectful:

Always be fair and courteous to fellow co-workers, students, families, businesses, or people who work on behalf of Woodbine Community Schools. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers, by visiting with administration rather than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage co-workers, students, families, businesses, and any other legitimate interest of the District, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or district policy.

-Be honest and accurate:

Make sure your posts are honest and accurate when posting information or news. If a mistake is made, correct it quickly, and be open about your error or any misinformation that was posted. Remember that

the internet archives almost everything; therefore, even deleted posting can be searched. Never post any false information or rumors that you know about Woodbine Community Schools, fellow co-workers, students, families, businesses or others working on behalf of Woodbine Community Schools.

-Post only appropriate and respectful content:

Maintain the confidentiality of Woodbine Community Schools and/or confidential information of the district, employees, students, and families. Do not post confidential communications. Do not create a link from any social networking site to the Woodbine Community School website without identifying yourself as an employee. Express only your personal opinions. Employees should never represent themselves as a spokesperson for Woodbine Community Schools. If Woodbine Community Schools are a subject of the content created, be clear and open about employee status. Make it clear that views expressed online do not represent those of Woodbine Community Schools, fellow co-workers, students, families, or others working on behalf of Woodbine Community Schools. If you publish a blog or post online related to the work you do or subjects associated with Woodbine Community Schools, make it clear that you are not speaking on behalf of Woodbine Community Schools. It is best to include a disclaimer such as, "The postings on this site are my own and do not necessarily reflect the views of Woodbine Community Schools."

-Using social media at work:

Refrain from using social media while on work time or on equipment the District provides, unless it is work related as authorized by school administration or consistent with District policies and procedures. Do not use your Woodbine Community School email address to register on social networks, blogs, or other online tools utilized for personal use.

-Retaliation is prohibited:

Woodbine Community Schools prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

-Media contacts:

Employees should not speak to the media on behalf of the Woodbine Community Schools without contacting school administration and following appropriate District procedures.

The Board of Education strongly discourages staff from socializing with students outside of school on social networking websites, including but not limited to Facebook, Twitter, or other websites or social media outlets. All staff who participate in social networking websites shall not post any district data, documents, photographs, or other district owned or created information on any website. Further, the posting of any private or confidential district data is strictly prohibited. Staff and students may not post video or photographs of staff or students that may negatively impact or disrupt the educational environment in the school. Staff and students who violate this policy may face discipline, in line with other Board policies and acceptable use agreement, as applicable.

Nothing in this regulation prohibits students and/or staff from the use of approved educational websites if such sites are used solely for educational purposes. Access for social networking websites for individual use at school is prohibited.

Nothing in this policy shall prohibit employees from exercising their right to speak on matters of public concern. This policy is not intended to interfere with or restrain employees' rights to engage in protected concerted activity under the Public Employment Relations Act, and will not be applied to such protected activity.

Testing

A comprehensive testing program is established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families. No student is required, as part of any applicable program, funded by the United State Department of Education, to submit to a survey, analysis or evaluation that reveals information concerning: political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or student's parent; or income, (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent. It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Transporting of Students by Employees

Generally, transportation of students is in a motor vehicle owned by the school district and driven by a school bus driver. Students may be transported in private vehicles for school purposes. It is within the discretion of school administration to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of administration and meet all applicable requirements set by the district. Private vehicles will be used only when:

- The vehicle is in good condition and meets all applicable safety requirements
- The driver possesses a valid driver's license
- Proof of insurance has been supplied to the school office and insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa, and
- The parents of the students to be transported have given written permission to the school district

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 the principal or superintendent if you need to be late for work.

Threats of Violence

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

Unauthorized Work While on Duty

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

Use of School Facilities and Equipment

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

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

Use of Time

An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate back-tracking or poor usage of time. This requires initiative and planning on the employee's part.

Actions such as the following are strictly prohibited by employees and will result in discipline, up to and including termination: loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty.

Visitors/Guests

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

Individuals who wish to visit a classroom while school is in session are asked to notify the principal and obtain approval from the principal prior to the visit so appropriate arrangements can be made and class disruption can be minimized.

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the school administration to take the action necessary to cease the inappropriate conduct. If the school administrators are not available, a school district employee is responsible for taking the action necessary to cease the inappropriate conduct.

Weapons

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

Employees are prohibited from bringing weapons and other dangerous objects on school grounds

unless specifically authorized by the superintendent of schools.. Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy. For more information, visit the Iowa Department of Education Legal Lesson on Firearms on School Grounds at <https://educateiowa.gov/resources/legal-resources/legal-lessons/firearms-school-grounds>.

Wellness Policy

The Woodbine School District Board of Education is committed to the optimal development of every student. The board believes for students to have the opportunity to achieve personal, academic, developmental, and social success, there needs to be a positive, safe, and health-promoting learning environment at every level, in every setting.

The school district provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

The following nutritional guidelines for food available on school campuses will be adhered to:

- Meals served through the National School Lunch and School Breakfast Program will be appealing and meet, at a minimum, nutrition requirements established by state and federal law;
- Schools providing access to healthy foods outside the reimbursable meal programs before school, during school and thirty minutes after school shall meet the United States Department of Agriculture (“USDA”) Smart Snacks in Schools nutrition standards, at a minimum. This includes such items as those sold through a la carte lines, vending machines, student run stores, and fundraising activities;
- Snacks provided to students during the school day without charge (e.g., class parties) will meet standards set by the district in accordance with law. The district will provide parents a list of foods and beverages that meet nutrition standards for classroom snacks and celebrations; and
- Schools will only allow marketing and advertising of foods and beverages that meet the Smart Snacks in school nutrition standards on campus during the school day.

The superintendent or superintendent’s designee shall implement and ensure compliance with the policy by:

- Reviewing the policy at least every three years and recommending updates as appropriate for board approval;
- Implementing a process for permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, administrators and the public to participate in the development, implementation, and periodic review and update of the policy;
- Making the policy and updated assessment of the implementation available to the public (e.g., posting on the website, newsletters, etc). This information shall include the extent to which the schools are in compliance with policy and a description of the progress being made in attaining the goals of the policy; and
- Developing administrative regulations, which shall include specific wellness goals and indicators for measurement of progress consistent with law and district policy.

Public Involvement: There is a process for permitting parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, administrators and the public to participate in the development, implementation, and periodic review and update of the policy. The superintendent or superintendent's designee invites suggestions or comments concerning the development, implementation, and improvement of the school wellness policy. As such, interested persons are encouraged to contact the superintendent or superintendent's designee.

Workers' Compensation Step-by-Step Guide

Injured Employee: Immediately report the incident to your supervisor. They will help you obtain immediate medical attention. Any/all injuries occurring in the line of the duty must be reported as soon as practical but not less than 48 hours after the incident has occurred.

Supervisor Responsibilities: An incident has been reported to you. Obtain immediate medical attention for the injured worker. Make sure the employee has called 911 for a life-threatening illness or injury or for one that is not life-threatening, contact their local health care provider. Report the incident to the Workers' Compensation Contact: Kelli Klaassen at kklaassen@woodbine.k12.ia.us.

Workman's Compensation

Each employee shall be covered by workman's compensation insurance paid by the Board. Payments shall be made as provided by state law and workmen's compensation commissioner regulations. The Board shall provide each employee or designee the right to inspect all school insurance policies. If the Insurance Carriers provide policy booklets, said booklets shall be made available to the teachers.

Employees on unpaid leave or under suspension for one month or longer shall have the option (if permissible under the insurance contract) to continue said policy at their own expense.

Workplace Privacy

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 only to be used for conducting school district business.

As a part of their employment, the school district may make a desk or workspace available to employees. The desk and the workspace are school district property. Because the desk and the workspace are district property, not the personal property of the employee, the desk 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 personal items or property which are placed in the desk, workspace, or work area 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.

Certified Employees

Academic Freedom/Curriculum

All board policies related to curriculum/materials/assessment/instruction must be followed. The board believes students should have an opportunity to reach their own decisions and beliefs about conflicting points of view. Academic freedom is the opportunity for licensed employees and students to study, investigate, present, interpret, and discuss facts and ideas relevant to the subject matter of the classroom and appropriate to and in good taste with the maturity and intellectual and emotional capacities of the students. It is the responsibility of the teacher to refrain from advocating partisan causes or biased positions in the classroom or through teaching methods. Teachers are not discouraged from expressing personal opinions as long as students are aware it is a personal opinion and students are allowed to reach their own conclusions independently. It is the responsibility of the principal to ensure academic freedom is allowed but not abused in the classroom.

Absences-Unplanned

It is advised that all teachers have completed a “substitute folder” and have it available on their desk in the event a substitute is needed. It is the teacher’s responsibility to ensure this folder is complete, up-to-date, and available at all times. The folder should contain, at a minimum, the following items:

1. A current, readable seating chart for each period.
2. Lesson plans for the period in writing and detailed enough to allow the substitute to plan suitable activities.
3. An emergency kit with current class roster, the district crisis plan, and alternative activities.

When teachers or support staff find it necessary to leave the building anytime between your contracted hours or work hours assigned, they must check out through the office. We must know where we can locate you at all times, failure to do so will be considered a neglect of duty. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must notify their supervisor or principal of all times when they will be absent. If an employee is absent for three consecutive workdays without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated. Leaves of absence without pay (dock days) are not allowed without prior approval of the superintendent. Requests for leave of absence without pay will generally be denied by the superintendent. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action up to termination. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify your supervisor or administration of impending absence or tardiness, prior to designated starting time, is reason for disciplinary action.

Absences - Planned

Employees may request an absence from a day of work by submitting a request in the district’s electronic absence management system, Frontline Education. Personal day and/or vacation requests should happen at least 48 hours in advance. 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 supervisor or principal of all times when they will be absent.

Access to Members

Duly authorized representatives of the Association and their respective affiliates shall be permitted to transact official business on school property at all reasonable times, provided this shall not interfere with or interrupt normal school operations.

Advancement on Salary Schedule

Advancement on the salary schedule is listed below based on the three year agreement ratified by the WEA and approved by the WCSD board in 2023.

Wages

1. Year 1 2023-2024 - The base wage will be increased to \$37,012.45. All certified staff wage increases will be 80% guaranteed and 20% stipend-based pay. Anyone on a plan of assistance will not receive the stipend pay. See the board secretary or the WEA president for your specific amount of pay for year 1.
2. Year 2 2024-2025 - The base wage will be increased to \$37,893.69. All certified staff wage increases will be 50% guaranteed and 50% stipend-based pay. Anyone on a plan of assistance will not receive the stipend pay. See the board secretary or the WEA president for your specific amount of pay for year 2.
3. Year 3 2025-2026 - The base wage will be increased to \$38,908.37. All certified staff wage increases will be 20% guaranteed and 80% stipend-based pay. Anyone on a plan of assistance will not receive the stipend pay. See the board secretary or the WEA president for your specific amount of pay for year 3.
4. New certified hires with the same amount of experience and/or education as currently employed staff will not be paid more than currently employed certified staff with similar years of experience and/or education.
5. Longevity Stipend - After 15 years of service within the district, certified staff will receive \$400 per year in a longevity stipend not to exceed \$2,400.

Duration

This agreement shall be effective the 1st day of July, 2023 and shall continue in force and effect until the 30th day of June, 2026.

Contingency

1. It would be agreed that negotiations would be opened up if any one of the following occurs:
 - a. Health insurance premiums increase 10% or more
 - b. State supplemental aid is less than 1% or more than 4%
 - c. There are legislative budget cut(s) mid-year
 - d. Other reasons mutually agreed upon by the Woodbine Education Association and Woodbine Community School Board as reasons to re-open negotiations

Association Leave

Two teachers shall have up to two (2) days each to attend the annual Delegate Assembly of Iowa as representatives of the Association, providing the Association pays the cost of the substitute teachers.

Bonus Pay

Bonus pay for new teaching staff members will be as follows: \$1,000.00 for the first year, \$500.00 for the second year, and \$250.00 for the third year.

Certified Employee Administrative Leave

Certified employees shall perform their assigned duties, respect and follow board policy, and obey the law. The superintendent is authorized to place on administrative leave a certified employee with or without pay during investigation of charges against the employee, or for disciplinary reasons.

Appropriate due process will be afforded to an employee who is placed on administrative leave.

Certified Transfer Procedures

When the District determines that there is the necessity of a transfer, a notice will be given by administration to the teacher. The administration shall have sole discretion to determine whether a transfer is made. Employees who desire to apply for a transfer for which they are qualified may do so by writing to the superintendent naming the vacancy for which they desire to be transferred. When a vacancy is filled, anyone who requested a transfer to said position shall be notified in a timely manner. The granting of transfers will be based on the needs of the district as determined by administration.

Collaboration

Teachers are encouraged to meet cooperatively, discuss short and long range plans, review student achievement data, problem solve, analyze formative and summative assessments, discuss interventions, and update curriculum.

Communications

The Association shall have the right to post notices of activities and matters of Association concern on employee bulletin boards, at least one of which shall be provided in each school building in areas designated for employee use, such as teachers' lounge and workrooms, but not in areas open to the public or students. The Association may use the district mail service and employee mailboxes for communications to employees.

Compassion Leave

Under extraordinary and unique circumstances, the superintendent may grant compassion leave which will be deducted from sick leave after all other discretionary leave is exhausted by the employee. Such leave shall be non-precedential, shall be granted at the superintendent's discretion.

Discipline

It is best that employees handle their own discipline cases with students when possible. There may be exceptions when it is necessary to confer with the school-based interventionist (SBI) or principal relative to the case. It may be necessary to suspend from class a student who fails to respond to disciplinary measures of the teacher. All discipline cases should be cared for in as short a time as possible. Get all facts in the case and then pass judgment.

No standing policy covers all phases of this broad area. The Woodbine Community School Board affirms its intent to support the school discipline policies, its intent to support school staff who enforce the discipline policies, and its intent to hold school staff accountable for implementing the discipline policies. If you as the teacher have your lessons well-prepared and every minute budgeted with constructive activity, problems of discipline are not likely to arise. Here are several sound rules of classroom discipline:

1. Show genuine interest for each child.

2. Be generous with sincere praise, but do not strive for popularity.
3. Praise in public; censure in private.
4. Be consistent. Children are quick to spot inconsistency.
5. Do not punish an entire group for the misbehavior of one or a few students. Group punishment very seldom helps. There may be rare exceptions.
6. Keep students who are potential problems busy and interested.
7. Do not create situations that encourage students to lie, or challenge authority.
8. Never punish in anger or to get even.

Emergency Leave

The district will allow a maximum of five (5) days per year paid emergency or bereavement leave for serious illness or injury or death in the immediate family. Immediate family shall be defined as: mother, father, brother, sister, wife, husband, daughter, son, grandparents, grandchildren, aunts, uncles and in-laws. In-laws shall be defined as: grandparents- in-law, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law. Family sick leave will need to be used before emergency leave except in the event of death in the immediate family.

Bereavement Leave

The district will allow a maximum of five (5) days per year paid bereavement leave for death in the immediate family. Immediate family is defined in the Emergency Leave section.

Three (3) additional days may be granted at the discretion of the superintendent of schools and shall be fully paid at the regular rate of pay. The superintendent may grant additional days without pay. The loss of pay may be prorated from the remainder of the contract with agreement of the superintendent or the superintendent's designee. Said loss of pay shall be at the regular rate of pay. The above shall not be subject to right of grievance.

Employee Work Hour and Loads

The total in-school workday shall consist of not more than eight (8) consecutive hours, except for supplemental contracts. Employees may request occasional earlier release times because of unusual situations, subject, however, to the approval of the Board or the Board's designee. This is not subject to the grievance procedure.

The Board will use their best efforts to provide a duty free lunch period of twenty (20) minutes per day with a full realization that the students must be supervised in their respective classrooms during inclement weather and as a result of inclement weather. Employees shall be released from duty ten (10) minutes following the dismissal of students on school days preceding holidays or vacation periods and Fridays.

In-service training may be held every week within the eight consecutive hours for that day.

Assignment to supplemental duty, i.e. duties performed outside the normal school days as outlined above, shall be on a rotation basis. The master list shall be compiled in the inverse order of the employee's length of service to the Woodbine Community School District. The teaching year shall be divided into three seasons, football, basketball and spring sports. Each assignment shall be made at least one week prior to the start of said season, provided, however, during the football season these assignments shall be made at the time of the teacher orientation period. Assigned teachers shall have

the right to trade assigned duties and shall report such trades to the principal. The Board shall define special duty responsibilities for each supplemental duty assigned. Such extra duty job description shall be available to each employee during the fall orientation. In the event the assigned teacher trades assigned duties, the teacher originally assigned shall be responsible for reporting the trade to the principal. In the event the substitute does not perform the duties assigned, then the substitute teacher assigned shall be held responsible. Staff will be required to work two (2) events.

As compensation for any events exceeding two (2) from #5 above, each employee will be paid a flat rate of \$20.

Employee Work Year

The normal teaching contract shall be a period of one-hundred ninety (190) days of which there shall not be more than one-hundred eighty (180) days spent in actual classroom teaching for those on the normal nine (9) month contract unless modified by law under DPE regulations. The holidays referenced in the Holidays section are included in the one-hundred ninety (190) days. For those on extended contracts for extra time, proportionately longer contracts will be arranged.

Employments and Assignments

Each employee shall be given written notice of his salary schedule placement, class and subject assignment when contracts are issued, or as soon as possible thereafter for the forthcoming year but the Board with its sole discretion shall have the right to change said assignment under unusual circumstances. The Board's designee will notify affected teachers of any change in assignment as soon as practical.

The Superintendent shall assign all newly appointed personnel to their specific positions within that subject area and/or grade level for which the Board has appointed them. The Superintendent shall give notice of the assignments to new employees as soon as practicable and, except in unusual conditions, not later than 15 days following employment.

Extended Contracts

Those contracts that exceed one hundred ninety (190) days shall be paid as 1/190th of the teacher's contracted pay for each day of extension. However, in-service days paid by REAP and/or local dollars would continue to be paid as in-service days like Phase III days were in the past. Supplemental pay shall be factored out before the calculation for the per diem pay.

Extra-Duty Pay

Extra-duty pay will be included in each individual's regular monthly salary check over twelve months, if the sponsorship is known when school starts. Exceptions will be made only when a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day. Summer checks, other than those for summer school teachers, shall be mailed to the address designated by the employee.

Employees who are new in the teaching profession may, at their option, elect to receive up to \$200.00 of the first salary installment after the completion of the first 10 work days of employment. The balance of the contracted salary shall then be pro-rated over the remaining pay periods.

Family Illness Leave

The Woodbine Community School District will allow a maximum of five (5) days per year of paid leave for illness or injury of someone in the immediate family as defined previously. These days are to be

deducted from the employee's accrued sick leave. In addition, five days of family leave may be accumulated, with a maximum of ten days of family leave in one year. The district will allow one day of sick leave per fiscal year to be used to attend the funeral of a close friend.

Field Trips/Speakers

Class field trips are permissible when thoroughly planned and approved. Each tour is to be reported and scheduled in the principal's office at least one week in advance. Transportation, if needed, must be approved by a school administrator and a bus list turned in to the office. No fees may be charged without prior consent from a school administrator.

Staff members are encouraged to ask individuals from the community, county, and/or state to come to speak to their classes. Please inform a school administrator should you have a guest speaker.

Food/Treats to School

Due to the growing number of students within our school population with severe food allergies, all food/treats brought need to be pre-packaged, unless specific permission has been granted by your building principal. The food packages should contain all ingredients so that an employee may inspect the product to make sure that food is allergen free.

Grievance Procedure

Section 1

A grievance shall mean only a complaint that there has been an alleged violation, misinterpretation, or misapplication of any of the specific provisions of this Agreement. Said grievance must be filed within fifteen (15) school days of the occurrence or the teacher's or Association's discovery thereof, but not later than July 15 of the current school year.

Section 2

Every teacher covered by this Agreement shall have the right to present grievances in accordance with these procedures. The Association shall have the right to grieve on Association matters.

Failure to act on any grievance within the prescribed time limits will act as a bar to any further appeal. An administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

It is agreed that any investigation or other handling or processing of any grievance by the grieving teacher, Association agent, or administrator shall be conducted so as to result in no interference with or interruption of the instructional program. The grievance procedure meetings may take place during the school day without loss of pay to the person grieving or to their representative.

Section 3

First Step

An attempt shall be made to mutually resolve any grievance in informal verbal discussion between the complainants and their designee and his or her principal. This must be completed within five (5) school days of the date the alleged grievable act or the teacher's or Association's discovery thereof. An extension of time for informal discussion to take place may be provided due to extenuating circumstances providing there is mutual agreement to such an extension.

Second Step

If the grievance cannot be mutually resolved informally, the aggrieved teacher, or the Association on Association matters, shall file the grievance in writing. The written grievance shall state the actual grievance, shall state the specific clause or clauses of the contract alleged to be violated, and shall state the remedy or remedies requested. Copies of the written grievance shall be mailed or delivered to all members of the Board of Education and the Superintendent of the Woodbine Community School District. The filing of the formal, written grievance at this level must be made within 15 days from the date of the occurrence or discovery thereof by the grievant of the event giving rise to the grievance. The principal shall make a decision on the grievance and communicate it in writing to the teacher and the Association, within five (5) school days after receipt of the grievance but said designation shall not be limited to the named parties.

Third Step

In the event a grievance has not been satisfactorily resolved at the second step, the grievant shall file, within five (5) school days of the principal's written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) school days after such written grievance is filed, the aggrieved, their designee and the Superintendent shall meet to resolve the grievance. The Superintendent or his designee shall file an answer within ten (10) school days of the third step grievance meeting and communicate it in writing to the teacher, the Association and the principal.

Fourth Step

If the grievance is not resolved satisfactorily at Step 3, there shall be available a fourth step of impartial, binding arbitration. The Association may submit, in writing, a request on behalf of the Association and the grieving teacher to the Superintendent within 30 days from receipt of the Step 3 answer to enter into such arbitration. The PERB Board will be requested to provide a panel of seven (7) arbitrators. Within ten (10) school days of the receipt of the panel of arbitrators, the parties shall meet to determine the arbitrator as follows: By lot each of the two parties will alternately strike one name at a time from the panel until only one shall remain. The remaining name shall be the Arbitrator. The decision of the Arbitrator will be binding on the parties. Expenses for the Arbitrator's services shall be borne equally by the School District and the Association. The Arbitrator, in his decision, shall not amend, modify, nullify, ignore, or add to the provisions of the agreement. His authority shall be strictly limited to deciding only the issue or issues presented to him in writing by the School District and the Association and his decision must be based solely and only upon his interpretation of the meaning of application of the express language of the Agreement.

Section 4

If the Association or any employee files a formal grievance in any form or procedure other than under the grievance procedure of this Agreement, then the School District shall not be required to process the same claim or set of facts through the grievance procedure. Any disciplinary action and/or reprimands shall be subject to the grievance procedure except terminations brought under the provisions of 279 of the Code of Iowa.

GRIEVANCE FORM

LEVEL II

Date Filed_____

WOODBINE COMMUNITY SCHOOLS _____ School

Distribution of Form

- 1 .Woodbine Education Association
2. Principal
3. Superintendent
4. Employee
5. Board Members

Aggrieved Person

Date Violation Occurred:_____

Section of Contract Violated:_____

Statement of Grievance:_____

Relief Sought:

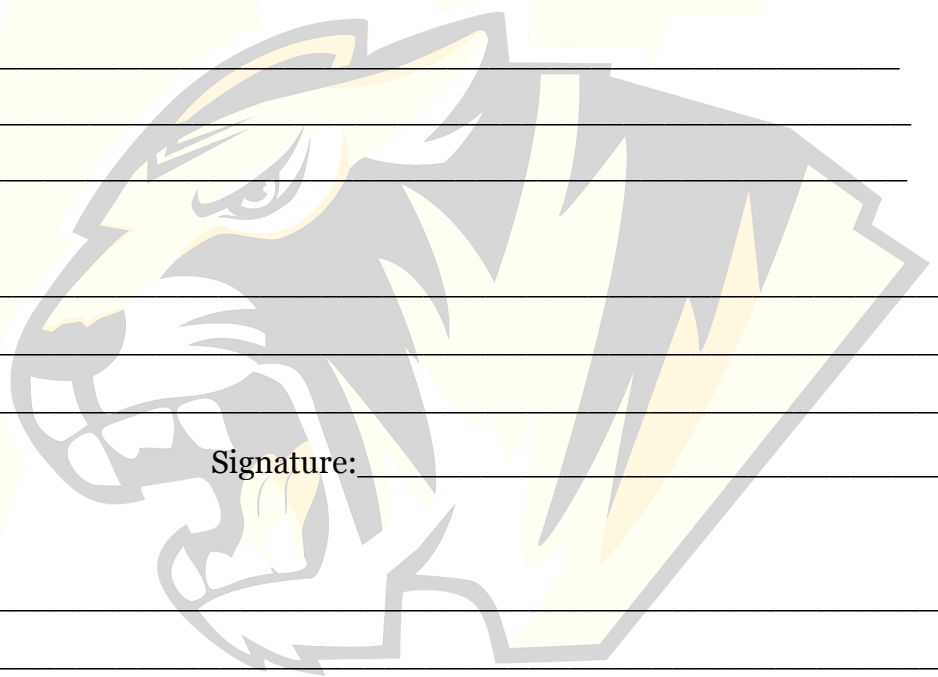
Date:_____

Signature:_____

Disposition by Principal:

Date:_____

Signature of Principal:_____



GRIEVANCE FORM

LEVEL III

Signature of Aggrieved Person: _____

Date received by Superintendent: _____

Disposition by Superintendent or designee:

Date: _____

Signature of Superintendent or Designee: _____

GRIEVANCE FORM

LEVEL IV

Signature of Grievant: _____

Date Submitted to Arbitration: _____

Date Received by Arbitrator: _____

Disposition and Award of Arbitrator:

Date of Decision: _____

Signature of Arbitrator: _____

Holidays

The regular and extended contract of certified employees shall include five (5) paid holidays. Such holidays shall include Labor Day, Thanksgiving, Christmas, New Years, and Memorial Day. Non-certified employees shall be required to perform duties on any of the above holidays or non-paid periods of vacations.

Jury Duty Leave

The board recognizes employees may be summoned for jury duty. Employees who are called for jury service will notify school administration within twenty-four hours after notice of call to jury duty and will provide suitable proof of jury service to the school district.

Licensed employees will receive their regular salary. However, any payment for jury duty will be paid to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Medical Examinations

All statutes requiring medical examinations or examinations required by the Board shall be paid for by the board but not to exceed \$30.00 per examination and said teacher shall have the right to select the doctor of their choice. An initial exam for each new employee is required and then state statutes will be followed.

Multicultural Education

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, color, creed, national origin, gender, religion, marital status, sexual orientation, gender identity, socioeconomic status, or disability. The education program is free of discrimination and provides equal opportunity for the students.

Parental Leave Bank

The purpose of this bank is for the birth or adoption of a child. This bank will provide up to an additional ten (10) days paid time off for the birth or adoption of a child when the parent does not have eight (8) weeks (40 days) of sick leave to draw upon. If the employee has at least 40 days of accumulated sick leave, he/she will not be permitted to use the Parental Leave Bank. Applications must be submitted to the committee for approval. Management of a committee of six (2 WEA members, 2 Board of Education members, Board Secretary & Superintendent) will oversee the bank.

Any certified staff member is eligible and may draw on this bank up to a maximum of 10 days per occurrence once their sick leave has been depleted. Any employee may contribute to the bank up to five (5) days from his/her accumulated sick leave. The donation of days will be deducted from the employee's accumulated sick leave. When the bank reaches 10 days, employees may contribute additional days (up to 5 per renewal). Donated days will not be returned to the donors. The parental leave bank will cap at 70 days. Staff will not be asked to contribute more to the parental leave bank until the bank reaches 10 days.

An employee may draw upon the Parental Leave Bank a maximum of three (3) times during their employment with WCSD. Application must be made to the committee for use of bank days.

CONTRIBUTION FORM PARENTAL LEAVE BANK

I wish to contribute to the parental leave bank. I understand that up to five (5) days of sick leave will be deducted from my sick leave balance to be used in the parental leave bank. These days will not be reinstated in my accumulated sick leave.

I wish to contribute _____ days to the parental leave bank.

Employee Signature

Date

APPLICATION FOR PARENTAL USE BANK WOODBINE COMMUNITY SCHOOLS

Available for any Employee

NAME: _____

DATE: _____

FOR:

- ☐ BIRTH
☐ ADOPTION

OCCURRENCE: (Circle One) #1 #2 #3

An employee may use a maximum of ten (10) days per a birth or adoption occurrence once his or her sick leave has been depleted. Employees may draw from the parental use bank a maximum of three (3) times during employment with WCSD.

NUMBER OF SICK DAYS AVAILABLE: _____

NUMBER OF PARENTAL DAYS APPROVED: _____

APPROVED BY: _____

COMMITTEE DATE: _____

Partial Day Absence

At the sole discretion of the Board or its designee partial day absence with pay may be granted but not to exceed one hour per school day.

Payment

Each employee shall be paid in 12 equal installments on the 20th of each month. Employees shall receive their checks at their regular building and on regular school days unless other arrangements agreed upon by the Board or Board designee.

Personnel File

All records in regard to teachers shall be available for examination by that teacher or by the Association with prior written approval of the teacher. The employee shall have the right to respond to all materials contained in said file and to any materials to be placed in said file in the future. Such employee responses shall become part of said file. Any complaints directed toward an employee which are placed in any personnel file are to be promptly called to the teacher's attention in writing.

Personnel File Reproduction

The employee shall have the right to reproduce any of the contents of his/her personnel file or files. This does not give employees access to administrator's personal notes kept to aid them in their administrative roles. The WCSD views that pre-employment information shall be considered as "confidential" and shall not be subject to the above provisions. Such information, if retained by the Board, shall be filed in a separate file system and shall not be used by the employer for any evaluations other than misrepresentations after the teacher has become an employee of the Board.

Personal Leave

Personal leave shall be granted at the start of each new school year. At the beginning of every school year, each employee shall be credited with 2 personal days to be used for the employee's personal business. A personal business day may be used for any purpose at the discretion of the employee. An employee planning to use a personal leave day or days shall notify his/her principal at least 5 days in advance, except in cases of emergency. The employee shall not be required to explain the reason for the use of a personal leave day. Personal days without the approval of the Superintendent cannot be used in the last five (5) work days of school or on the days preceding or following any vacation period.

Two personal days may be carried over to the next year with a maximum of 4 days. If an employee wishes to be paid for not using personal days, the employee will be reimbursed substitute pay for a maximum of two personal days a year.

Professional Leave

Professional leave of two (2) days may be agreed upon between the teacher and his/her principal at least three (3) days in advance of his/her absence. Professional days may be used for the purpose of, but not limited to:

- Visitation to view other instructional techniques or programs
- Conferences, workshops, or seminars conducted by colleges, universities or other education institutions or organizations

Sending Pupils from Class

In the event you find it necessary to send a pupil from your class because of a classroom disruption, the

following procedure should be used.

1. Call School Based Interventionist and he/she will come to the classroom and meet with the student.
2. Send the student directly to the principal's office.
3. Before sending a student to the office due to missing homework or late assignments, the employee must try to resolve the matter by discussing the situation with the student and informing the parents. The employee should document the time, date, and conversations. If it becomes necessary to send the student to the principal for repeated or unresolved offenses, the documentation must be given to the principal within 30 minutes of the student being removed from class.

Reduction or Realignment of Staff

When, in sole, exclusive and final judgment of the Board of Education, not subject to the grievance procedure, decline in enrollment, reduction of program or any other reason requires reduction in staff or realignment among teachers, the administration shall attempt to accomplish the same by attrition. In the event necessary reduction in staff cannot be adequately accomplished by attrition given the necessity to hire and/or maintain the most competent and qualified staff available in the interests of perpetuating the highest quality education program possible, the administration shall base its decision as to resulting contract renewals on the relative skill, ability, competence and qualifications of available teachers to do the available work. If a choice must be made between two or more teachers of equal skill, ability, competence and qualifications to do the available work, contract renewals will be given to the teacher(s) with the greater full-time continuous length of service in the district.

In regard to competence and qualifications of available teachers to do the available work, it is understood that this shall be limited as follows:

Department 1 - Grades PreK-4 classroom teachers

Department 2 - Grades 5-12 by subject area

Department 3 - Grades PreK-12 in the following positions: media specialist, talented and gifted, at-risk, physical education, art, music, counselors, special education teachers, TLC.

Notification

The teacher whose position is being considered for elimination because of staff reduction for the following academic year shall be notified in writing by April 30th. Said letter shall be mailed certified, return receipt requested.

Reinstatement

Teachers who are terminated or who resign as a result of this provision of the agreement will have the right to be reinstated provided that a vacancy or need for a teacher of his/her qualifications arises between the date of their termination/resignation and the time the new School Board is sworn in and has their organization meeting the following September.

The Board shall offer the position to the affected teacher, who shall have thirty (30) days to accept or reject said offer if the offer is rendered prior to July 1st. After July 1st the acceptance or rejection by the teacher shall be limited to ten (10) days. Notices of a vacancy shall be by certified mail.

It shall be the teacher's responsibility to notify the Superintendent's office of any change in address.

Teachers who resign due to a staff reduction shall indicate in their letter of resignation that they desire the notification specified above.

Student Attendance

Employees responsible for completing student attendance should do so in a timely fashion outlined by building procedures but should not be taken later than 10 minutes from the start of a new period, classroom transition or special.

School Closing

In the event school is closed for any period of time for any reason, the employee shall be required to fulfill the 190 days of this contract upon school being reopened. The District shall not be required or obligated to pay employees extra monies in the event school is closed for any reason for any period of time.

Sick Leave

Certified employees will accumulate sick leave pay not to exceed one hundred twenty five (125) days accumulated which days shall be accumulated as follows:

1st year - 10 days
2nd year - 11 days
3rd year - 12 days
4th year - 13 days
5th year - 14 days
6th year - 15 days

Sick Leave Bank

The Sick Leave Bank will consist of the following rules:

- Enrollment – prior to September 15th, or within 20 days of hire date, whichever is first.
- Enrollment – joint responsibility between the Board and the WEA
- Management – a committee of six (2 WEA members, 2 Board of Education members, the Board Secretary & the Superintendent) will oversee the Bank.

Sick Leave Bank Eligibility

Any WCSD certified staff employee not eligible for long-term disability who is a member of the bank and who has depleted their sick leave may use the bank. Each participating member will contribute two sick leave days. When the bank is depleted, members may contribute two (2) days as needed. Please note, donated days will not be returned to the donors.

Sick Leave Bank Usage

Bank may be used in case of life-threatening, terminal illness, or serious injury requiring hospitalization or long term care of an employee, spouse or child (after depleting of sick leave). The use of the bank for parental care is limited to 15 days total. Please note, serious, long term illness does not include maternity. Applications must be made to the committee for use of bank days. Sick leave days plus bank days will never exceed 180 days and any one individual is not eligible for more than 150 sick leave bank days during any consecutive two year period.

Notification of Accumulation

Employees have access to verify their accumulated sick days in the district's absence management system, Frontline Central. If the teacher does not complain in writing within fifteen (15) days of the new school year, said accounting is conclusively assumed to be correct.

Unused Sick Leave Compensation at Retirement

Upon retirement from Iowa public teaching, employees will be paid \$25.00 per day for any unused sick days. The granting or denial of said leave shall be under the discretion of school administration.

ENROLLMENT FORM SICK USE BANK

I wish to enroll in the sick leave bank. I understand that this bank is available to me only after I have depleted my sick leave balance and am not eligible for long term disability. Use of this bank must be for life-threatening, terminal illness or serious injury requiring hospitalization or long term care for myself, my spouse, or my child. Use of the bank for parental care is limited to 15 days. I understand that serious, long term illness does not include pregnancy. I understand that two days of sick leave will be deducted from my sick leave balance to be used in the sick leave bank. These days will not be reinstated in my sick leave balance if not used by the bank. In order to use the sick leave bank, it will be necessary for me to complete the application below and submit it to the committee which will review it for approval or denial. The sick leave bank will reset each academic school year.

_____ I wish to contribute 2 days to the sick leave bank.

Employee Signature

Date

APPLICATION FOR SICK USE BANK

WOODBINE COMMUNITY SCHOOLS
Available for Sick Bank Participants Only

NAME: _____

DATE: _____

FOR:

- ☐ SELF
- ☐ SPOUSE
- ☐ CHILD
- ☐ PARENT (maximum of 15 days)

EVENT

- ☐ LONG TERM ILLNESS
- ☐ SERIOUS INJURY

BEGINNING DATE: _____

APPROVED BY: _____

COMMITTEE DATE: _____

Teacher Evaluation

Section 1- The classroom teaching performance of all teachers shall be formally evaluated as deemed practical and possible by the administration. Probationary teachers will be formally evaluated at least twice per year during their probationary period. There will be no evaluation given within the first or last two weeks of the school year.

Section 2- The evaluation instrument to be used shall not be changed during the school year. Teachers will be informed not less than five (5) days before their formal evaluation.

Section 3- Results of the formal classroom observations provided for in Section 1 above shall be in writing, with a copy to be given to the teacher, and shall be preceded by an in-class observation of the teacher's performance. Furthermore, any alleged deficiencies found in this formal evaluation, shall be accompanied with the evaluator's suggestions for remediation in order that this supposed problem in the teacher's performance of the job expected might be improved upon.

Section 4- The evaluator shall have a meeting, as soon as possible but not later than ten (10) school days, with the teacher following classroom observation and prior to submission of the written evaluation report to the Superintendent.

Section 5- The teacher shall have the right to submit an explanation or other written statement regarding any evaluation for inclusion in his/her personnel file. All evaluation reports during this contract period shall be available at reasonable times and places for the teacher's inspection or the teacher's designee authorized in writing.

Section 6- All formal evaluation of classroom teaching performance of a classroom teacher shall be conducted with full knowledge of the teacher. Closed circuit television or electronic equipment shall not be used without mutual agreement.

Section 7- This article deals with but a single method of teacher evaluation, i.e., evaluation of classroom teaching performance. Nothing in this article is to be construed as precluding informal evaluation of teachers, in performance of their duties, by any other means whatsoever as deemed appropriate by the administration of the School District. Any informal evaluation which is critical of the teacher shall be called to the teacher's attention within ten (10) school days and the teacher will be given the right to respond to said informal evaluation.

Teaching Experience

Teachers can bring in years of experience as determined by school administration. In any event, new teachers to the district should not be compensated more than current teachers at the equivalent step, lane and experience. An employee may bring in up to ten (10) days accumulated sick leave from a previous position in a school system with verification from that school.

Tutoring

Every effort will be made by the licensed employees to help students with learning problems before recommending that the parents engage a tutor. Since there are exceptional cases when tutoring will help students overcome learning deficiencies, tutoring by licensed employees may be approved by the superintendent or superintendent's designee. Licensed employees may only tutor students other than those for whom the teacher is currently exercising teaching, administrative or supervisory responsibility unless approved by the superintendent or superintendent's designee.

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent or superintendent's designee and the fees go to the school district, not the teacher. Any questions about whether a tutoring relationship or activity complies with the Code of Professional Conduct and Ethics for educators should be directed to the Board of Educational Examiners.

Unpaid Leave

Unpaid emergency leave may be granted by the Superintendent. Unpaid leave for religious purposes, maternity purposes, or for other disabling injury or illness, may be granted by the Superintendent. Other requests for unpaid leave may be granted only by petition to, and in the sole discretion of, the Board of Directors.

Use of Facilities

The teachers' association shall have any and all rights to use the facilities owned by the school district as they are available for the general public.

Vacation

The following unpaid minimum vacation days shall be provided:

1. Thanksgiving vacation: The Friday following Thanksgiving Thursday shall be a vacation day.
2. Winter Break: From the day after students complete the first semester through December 31st shall be vacation days.
3. Spring Vacation: At the time of the establishment of the school calendar, the board shall establish a period for Spring Vacation which shall consist of a minimum of one school day.

Wages and Salaries

The salary of each employee is defined by the three year agreement ratified and agreed upon between the WCSD Board of Education and WEA. Currently, this agreement begins in 2023 and will end in 2026. Details of this agreement are available upon request in the business office.

Extra-Curricular Salary Schedule Unit Definition: 1.4% of coaching base

Activities Base Units Activities Base Units

Baseball HS Varsity Head Coach 12 Dramatics 7 Baseball HS Assistant 7 Dramatics Asst. 4 Softball HS Varsity Head Coach 12 Dance Team 2.5 Softball HS Assistant 7 Speech Contest 3 Football HS Varsity Head Coach 12 Summer Band 3 Football HS Assistant 7 Prom Sponsor 4 Football Jr. High 6 Cheerleaders Football Jr. High Asst. 4 Wrestling 3 Basketball HS Var. Head Coach Boys 12 Basketball HS Var. Boys

Asst. 7 Basketball 3 Basketball HS Var. Head Coach Girls 12 High School Instrumental 7
Basketball HS Var. Girls Asst. 7 High School Vocal 7 Basketball Jr. High Boys 6 Yearbook 4 Golf HS Var.
Head Coach 12 Student Council 4 Weight Room Supervision Hourly Quiz Bowl 2 Wrestling HS Var.
Head Boys Coach 12 Wrestling HS Var. Asst. 7 Wrestling HS Var. Head Coach Girls Wrestling 12
Wrestling Jr. High 6 Track HS Var. Boys 12 Track HS Var. Boys Asst. 7 Track HS Var. Head Girls Coach
12 Track HS Var. Girls Asst. 7 Track J r. High Boys 6 Track J r. High Girls 6 Volleyball HS Varsity Head
Coach 12 Volleyball HS Var. Asst. 7 Volleyball Jr. High 6 Cross Country Head Var. Coach 12 Asst. Jr. H.
Basketball 4 Basketball Jr. High Girls 6 Basketball Jr. High Girls Assistant 4

Activity Bus Driving (Coaching Sport - \$50.00)

Activity Bus Driving (Not Coaching Sport) \$14.47/hr.

Coaching longevity is 5% of the coaching base wage at the time you earned the longevity (after 5 years of consecutive service with the district) per unit. Coaches can bring back 5 years maximum of experience if they have coached previously in the district.

Support Staff Employees

Employee At Will

Support staff personnel of the Woodbine Community School District are employees at will. This means that the District may terminate your employment at any time with or without cause. Definition of Support Staff: Custodians, Maintenance, Grounds, Secretaries, Food Service, Transportation, Bus Drivers, Teacher Associates, Health Assistants, Mechanics, and Extra help for any of these categories at any time. Assignment of support staff shall be based upon the qualifications of the employee and the needs of the school district. Changes in assignment may be made by administration.

Support Staff Employee Administrative Leave

Support staff employees shall perform their assigned duties, respect and follow board policy, and obey the law. The superintendent is authorized to place on administrative leave a support staff employee with or without pay during investigation of charges against the employee, or for disciplinary reasons. Appropriate due process will be afforded to an employee who is placed on administrative leave.

Support Staff Evaluation

Evaluation of employees on their skills, abilities and competences is an ongoing process supervised and conducted by the school administration. The goal of the formal evaluation process is to improve the education program, to maintain employees who meet or exceed the board's standards of performance, to clarify the employee's role, to ascertain the areas in need of improvement, to clarify the immediate priorities of the board and to develop a working relationship between the administrators and other employees. All support staff members will be evaluated annually.

Support Staff Evaluation Procedure

Prior to the first evaluation in the district, the employee's direct supervisor will acquaint the employee with evaluation procedures, standards, and instruments.

A copy of each evaluation shall be accessible to the employee. An employee's signature on the evaluation does not necessarily mean agreement with the evaluation, but rather awareness of its contents. An employee may request a conference regarding the employee's evaluation within five (5)

working days of access to the most recent employee's evaluation.

A copy of any complaint to be placed in an employee's file shall be called to the employee's attention within five (5) working days of such placement. No anonymous complaints will be placed in the employee's file.

The employee will have a right to respond to an evaluation or complaint within five (5) working days of notification. The employee's response shall be documented.

If as a result of an evaluation, problems in the employee's performance are observed and noted on the evaluation, the evaluator shall provide recommendations intended to improve the employee's performance in deficient areas.

Each employee, in the presence of the Superintendent or Superintendent's designee, shall have the right to review any non-confidential contents involving their personnel records.

The Superintendent or his/her designee shall be responsible for the continuous evaluation of the support staff of the district at a minimum of once per year.

Support Staff Overtime

Time and one-half will be paid for all hours worked over forty (40) hours in one regular work week and for work on holidays.

A regular work week shall run from Sunday at 12:01 a.m. to the following Sunday at 12:01 a.m.

For the purposes of computing overtime, actual time worked, holidays, and paid leave time shall be counted as work time.

Compensatory time off may be granted instead of overtime pay if mutually agreeable to the employer and the employee. Compensatory time shall be granted at time and one-half.

No overtime shall be worked without the prior approval of the immediate supervisor.

Support Staff Vacation, Personal Leave, and Holidays

Support staff who work full-time (12 months/8 hour days) will be allowed six paid holidays, if the holidays fall on a regular working day. The six holidays shall be New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, and Christmas Day. Additional days full-time (12 months/8 hour days) support staff members will be allowed off with pay will be Good Friday and the Friday following Thanksgiving. Support staff who work only during the school year will be allowed the aforementioned holidays that fall within the school year. Support staff will be paid for the hours they would have been scheduled for the day.

All vacation and personal days will be prorated from the start date of employment based on a July 1 to June 30 fiscal year.

All leaves need to be approved by the school administration.

Support Staff Work Schedule

The purpose of this work schedule is to define the normal hours of work and shall not be construed as a

guarantee of hours of work per day or days of work per week. Determination of the work schedule and assignment of work shall be made by the District and may be changed from time to time to meet its needs.

Associates- Hours set by the district for days school is in session plus in-service days, as deemed necessary by the school administration. No additional hours/days shall be worked without the prior approval of the school administration.

Health Assistant- Hours set by district for days school is in session plus in-service days, as deemed necessary by the Director of Nursing. No additional hours/days shall be worked without the prior approval of the Director of Nursing or school administration.

Food Service Personnel- Hours set by district for days school is in session plus in-service days, as deemed necessary by the Director of Food Service. No additional hours/days shall be worked without the prior approval of the Director of Food Service or school administration.

Secretarial- Hours/days set by district. No additional hours/days shall be worked without the prior approval of school administration.

Custodians- Hours/days set by district. No additional hours/days shall be worked without the prior approval of the Director of Maintenance or school administration.

Maintenance Personnel- Hours/days set by district. No additional hours/days shall be worked without the prior approval of the Director of Maintenance, Director of Transportation, or school administration.

Bus Drivers- Hours, route, and/or trips set by district, for days school is in session plus in service days, as deemed necessary by the Director of Transportation. No additional hours/days shall be worked without the prior approval of the Director of Transportation or school administration.

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the Woodbine Community School District Employee Handbook. I understand the employee handbook contains important information about the district 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 school administration 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, and does not constitute a contract between the district and any one or all of its employees.

Employee's Signature

Date

Employee's Name (Printed)