

**LUVERNE (CWL)**

**PANTHERS**

**FACULTY HANDBOOK**



**2020-2021**

It is the policy of the Lu Verne Community School District not to illegally discriminate on the basis of age (for employment), race, creed, national origin, color, marital status (for programs), sexual orientation, religion, gender/sex, socio-economic status (for programs), gender identity or physical/mental disability in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Tom Fey, Asst Admin, [405 Hanna Ave. Lu Verne, IA 50560](mailto:tfey@luverne.k12.ia.us), 515-882-3357, [tfey@luverne.k12.ia.us](mailto:tfey@luverne.k12.ia.us)

# **PROFESSIONAL FACULTY HANDBOOK**

**Elementary PK-5**  
PO Box 69  
Lu Verne, Iowa 50560  
Phone: 515-882-3357

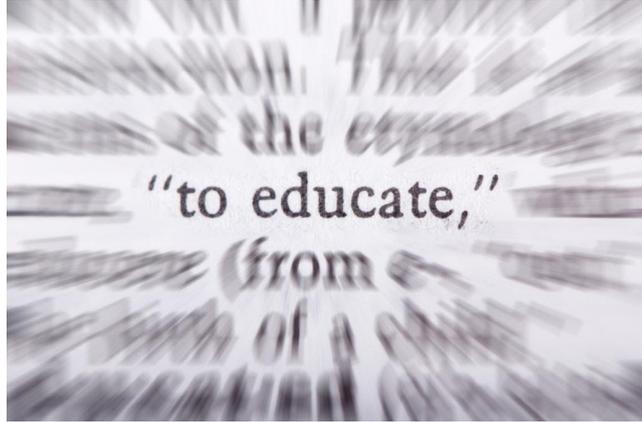
**Jon Hueser, Superintendent/Principal**  
**Karen Sandberg, Director of Instruction and Learning**

## **Board of Education**

Meredith Collins- President  
Jennifer Ludwig- Vice-President  
Lany Mitchell  
Cody Holmes  
Charles Legler

## **CWL Moto**

**Respect, Integrity, Students first, Excellence - RISE**



### **District Philosophy**

The Board of Education of the Lu Verne Community School District is committed to a philosophy of service to children. The objective of this philosophy is to help each child develop into a mature individual and a contributing member of society. The Board believes that this objective can best be met through a school program wide enough in scope to encompass the intellectual, physical, civic, social and aesthetic education of children.

The Board of Education realizes that an effective public school program must be directed toward common needs of all children; however, the Board believes the emphasis must lie always on the unique needs of each individual child.

The Board of Directors recognizes that the guardianship of public education is a trust and an obligation that the goals of education and the goals of democracy are fundamentally the same. For that reason, the Board considers that its philosophy and objectives can best be realized when the education program is directed through written Board policies, policies that are based on the Constitution, the state statutes, federal and state regulations, and the specific needs of this school district.

#### ***Lu Verne Personnel***

##### **Administrative Staff**

Superintendent/Principal  
Director of Instruction and Learning  
Board Secretary/Business Manager

Jon Hueser  
Karen Sandberg  
LeAnn Wempen

##### **Elementary Faculty**

Kira Carroll – Elem. PE/Media/Library  
Rachel Brown – Title I/3rd Grade  
Courtney Fannon – Guidance

Shelby Curry – Kindergarten/PLC Leader/Mentor  
Kristyn Olson – 4th Grade/PLC Leader/ELI/DATA  
Sarah Rutt – 1st Grade  
Karen Roman – Special Education  
Nicole Studer – 2nd Grade  
Todd Herbst-Ulmer – Music  
Lois Gent- 5<sup>th</sup> Grade/ELL  
John Jenn – Media Specialist  
Stephanie Robison – Preschool  
Diane Faber- TAG  
Molli Leiting – Instructional Coach

### **Support Staff**

Marlene Coleman – Special Education Aide/Preschool Aide  
Roxanne Studer – Special Education Aide  
Sandy Coyle – Head Cook  
Allyson Thompson – Secretary  
Greg Thompson - Custodian

### **Bus Drivers**

Linda Merkle  
Dave Poage  
Greg Thompson  
Dan Danielson

### **Introduction**

The purpose of this handbook is to provide information concerning policies and regulations currently in effect in the Lu Verne CSD. This handbook (and the certified handbook) will help serve as a guide to all teachers and staff. Additions and deletions can be expected from time to time. If we are to operate efficiently, it will be necessary to have the wholehearted cooperation of every member of the faculty.

It is the sincere hope you will not hesitate to ask for information not included in the publication. Suggestions for the improvement of our school are always welcomed.

## **Equipment, Supplies and Instructional Materials**

### **Care of Property**

Every teacher is responsible for the proper care and use of all school property in his or her custody. Inventories of the room equipment should be made at the beginning of the year if none are available. Changes in condition or addition of equipment will be shown at the end of the year, when each teacher completes the annual inventory as part of his/her end-of-the-year report. This must be accurate since the insurance on contents is based upon this inventory. Any losses should be reported immediately to the principal or superintendent.

### **Loaning of Equipment**

No equipment belonging to the school is to be loaned to any person or organization without the approval of the superintendent. Also, school equipment is not to be removed from the building by teachers without prior permission of the superintendent or his designee.

### **Tablet Computers and Ipads**

Staff are expected to work to integrate and infuse technology into their curriculum. All classrooms will have technology available to them.

### **Supplies**

Staff members requiring supplies should request these from the Principal/Supt office. Supplies should not just be taken. Requesting supplies will help to ensure that supplies remain stocked to meet everyone's needs.

### **Textbooks**

Textbooks are supplied by the school and rented to the pupils for their use during the year. Books are returned at the close of the year and should be in as good a condition as when received except for natural wear and tear.

Fines will be charged for any damage to textbooks. This fine will be a percentage of the original cost levied according to the damage to textbook. Age and damage to the book will dictate what percentage is used to determine fine.

If a textbook is lost, please report this to the office so with replacement cost so appropriate fine maybe be assed to student prior to checkout. If original textbook is found, fine will be refunded. If a student plans to checkout prior to the close of the school year, all textbooks need to be returned before grades will be given out.

If extra textbooks are needed, please report required number to the office immediately. If you maintain extra books within your classroom please ensure these books are secured so that students do not have random access to them.

### **Personal Ordering**

Staff should get prior approval from building Principal/Superintendent before ordering any

supplies or making any purchases. Without prior approval, individual teacher can be held liable for the purchases made without prior approval. All purchases should be handled through the office or as directed by building Principal or designee.

### **Fundraising Activities**

All fundraising activities are to be approved by the administration and school board. You will need to receive permission by your building administrator before you take the activity to the school board. Plan ahead, don't wait until the last minute and be courteous of groups that have already scheduled fundraisers or that do their fundraiser at the same time every year!

### **Activity Shirts, Hats, Orders, etc**

Any sponsor of a group that wants to have shirts, hats, etc ordered for those students or community members must have the students pay in advance! If the students or community members do not pay in advance, they will not be included in the order. It is becoming too difficult to collect money on shirts, etc that students order. All orders and money will be coordinated and organized by the principal's secretary. Students will only order in the office and will pickup the order, once they come in, from the office. You may preorder shirts, ect. but your organizations budget will be held accountable for shirts that are not sold and you will be required to keep enough money in your budget to cover the cost of the shirts, etc.

### **Lost and Found**

All lost and found articles should be turned in to the office.

### **Passes**

During instructional time, students should be issued a pass before leaving a classroom or study hall. Issued pass should be presented to staff member upon student arrival in room. Pass should be signed once student leaves classroom to return to original room. All passes should bear the students name, date, time of dismissal from room and teacher signature.

#### **Random examples of when passes should be issued:**

- Teacher to Teacher – If student is late to class from another class
- Teacher pass if a student is to go to another area other than where normally assigned.
- At no time should permanent passes be issued to students.

### **Individual Teacher Policies for Student Expectations**

Teachers may develop and implement individual policies in regard to their own classrooms or areas under their supervision. At all times these policies should adhere to district policies and expectations. All policies developed by classroom teachers should be in writing, posted and reviewed with all students. Copies of these policies should be provided to student upon request. A copy of posted classroom policies should be submitted to the office no latter then Sept 1 of each academic year.

### **Classroom Procedure**

Teachers should report to all assigned classes on time. Attendance should be done each period

of the day without exception. In the event the network is down, attendance should be kept manually and turned into the office at the end of the day. Absent students should be reported to the office immediately. Teachers should be prepared for each assigned class daily.

### **Discipline**

Discipline is important to create a quality educational environment. While discipline does not always have to be apparent, the mode of good behavior must be established and maintained. **To avoid disciplinary troubles, set your standards of good order, punctuality, scholarship, neatness, manners, behavior etc. the first day of class.** Consistent and firm application of these standards will create a positive environment for learning.

In all disciplinary problems, send pupils to the principal or designee only after having tried to handle the problem yourself. Discuss situations with the Principal before they get out of hand to avoid classroom interruptions and relying on outside sources, Principals office, for classroom discipline. Vary rarely does a pupil commit a severe breach of discipline that comes as a surprise to the teacher. If a student is sent to the office, the teacher must contact the parent of that student that day to explain the circumstances of the situation. The principal will also contact the parent.

Good discipline does not just happen, nor can one solve the problem once and forget it. Good discipline is a result of good planning. We urge you to set a standard of good order, punctuality, scholarship, neatness, and good manners. Insist that these standards be kept. Do not hesitate to ask for help. Keep the principal informed. Here are some suggestions:

- A. Be professional
- B. Use common sense
- C. Fit the punishment to the crime
- D. Never demand that one student inform on another
- E. Admiration and respect for the teacher creates a better atmosphere than fear
- F. Give the offender a chance to save face
- G. Make the student know that you like him/her, but not their actions
- H. Avoid letting the offender get by
- I. Let the principal know about the problem cases early
- J. Don't degrade a student's character at any time
- K. No swearing
- L. Cultivate your sense of humor
- M. Avoid too many rules

### **Study Hall**

Study hall rules are set by assigned teachers. All study hall rules should comply with district policies and procedures.

### **Detention – Class Detentions and School Detentions**

The keeping of students for detention is left to the good judgment of each individual teacher. Some students may do things that would warrant detention by some teachers and not by others. You will have no need for detentions if you are firm and consistent from the first day. Allow all

students riding the bus to make arrangements for transportation with their parents prior to requiring detentions to be served. You should make every effort possible to ensure students sever any detention you assign. If you assign a detention to a student, you are required to contact the parent to ensure they know reason for detention and assist in making arrangements for detention to be served. **If you assign the detention for classroom behavior, Class Detentions, the extra time with you is much more beneficial than sitting in detention with another staff member. Only if you have a conflict after school or for the violation of a school rule will we keep kids in the office after school or use Wednesday detentions.** Students need to be given two choices of nights to serve their detentions. If students do not report for classroom detentions and rescheduling efforts have not resulted in cooperation the student should be reported to the office for insubordination in regards to detention time.

While there are reasonable reasons why student will not be able to serve assigned detention times, you do not need to accept repeated excuses. Students need to understand they made a choice with their behavior which led to the detention and they have control of the situation by their choices. As CWL staff members we simply provide a consequence for behavior that does not meet our expectations, rules and policies. We know as staff, students are capable of behavior that meets our expectations. All that I ask is that you be reasonable when assigning detentions. Please note, if you are not reasonable with detentions, I will be forced to be.

When a student is removed from any class, send the student to the principal's office and be sure to tell the student to report directly. Please make sure you call or email the principal immediately with detailed information in regards to the classroom removal. Always notify the office of a student removal to ensure that the student arrives on time.

## Communication

### Telephones

Telephones are available in each classroom and office for staff to use. If students need to make a call they should be sent to the office. Staff may give students the privilege of using their cell phone to make a call during instruction time as long as they are in the presence of staff member.

### Cellphones

See District Responsible Use Cell Phone Policy in Student Handbook.

Staff members should not use cell phones during instructional time except in emergency situations.

### Mail/Email

Check your email and mailbox daily. Email is a primary method of sending out information to staff members and should be monitored throughout the day. Email should be checked at minimum three times per day and always at the end of the day. Mail boxes should be checked daily in the staff lounge.

### Calendar

A detailed calendar is provided on our web site. All school events are listed on this calendar. At any time an activity is scheduled it should be immediately reported to the office to be placed on the district calendar. All non-athletic events should be approved by the principal before scheduling and placing on the calendar.

### **School News**

It is the desire of the school administration to keep the parents and non-parents of the District informed regarding school activities, both curricular and extra-curricular. The principal may request certain teachers from time to time to prepare news stories regarding classroom activities, and all teachers are encouraged to prepare news items or stories on their own initiative and file them with the principal for use in the district appointed paper, web page or facebook. It is certainly desirable to tell others of the good work you are doing.

### **Family Night**

Wednesday night of each week is set aside as church activity night. All teachers are asked to do their best to hold down activities on this night. Any activity schedule on Wednesday's must allow students to be out of the building by 6pm. Any event scheduled on Wednesday's must be approved by the principal's office. Sunday practices or meetings must be approved and scheduled through the principal's office as well.

### **Excusing students from School**

Individual teachers should never excuse students from school without permission from the principal or their designee. Requests by parents or visitors for student's to be excused from class or school should always be made through the office. There should be no exceptions to this rule. No student should leave the school grounds without special permission from the office or unless under the direct supervision of a staff member. This is for the entire school day, 8:20 – 3:35.

### **Scheduling Class Activities**

Do not schedule any activities for the classes you sponsor without first obtaining approval from the principal's office.

### **Music Schedules**

Music lessons will be arranged by the music instructors. Music teachers should plan a schedule for both vocal and instrumental groups. The plans are to be submitted to the office.

## **Instruction**

### **Student Attendance and Tardies**

It is our belief that attendance is an important factor in student achievement. Teachers need to stress the importance of "being on the job".

It is our expectation that each teacher will keep accurate attendance records for each student in their classes. The enforcement of the attendance policy, as noted in the student handbook, depends on these accurate records. Absences and tardies will be reported to the office on a regular basis.

### **Bulletin Boards**

Keep your classroom bulletin boards attractive and interesting. All information should be up to date. Attractive bulletin boards stimulate student learning and help to create a quality school environment.

### **Citizenship**

Manners, courtesy, integrity, humility, loyalty, and the many other qualities of good citizenship are expected of our students. A student is quick to respect a teacher if the teacher respects him/her and expects something of him/her. Citizenship training should extend to all phases of the educational process in the classroom, in the hall, and the area around the building.

### **Homework**

Homework should always be relevant and intended to foster academic growth by the student. Remember that many kids do not have the support at home to help with the homework. Do not be afraid to reteach a lesson if the kids don't get it. Do not send home homework that students can't accomplish. Help at home is something you can't control, so before you send it home, better make sure of the purpose of the assignment.

### **Make Up Work**

When a student misses a class due to illness or from some other legitimate reason, then they should have a reasonable amount of time to make up missed work. Please refer to student handbook for minimum allowed time. As teachers, please keep in mind that classes and assignments are not uniform across the curricula and the details of make-up work and time allowed are generally at the discretion of the classroom teachers. It is wise to establish your make-up policy at the beginning of the school year, to maintain contact with parents about student absences and to be familiar with students who have IEP or 504 goals that may be different than your regular classroom policies.

The office will be requesting assignments for individual students who are ill for extended periods of time. Turn in requested information as promptly as possible.

### **Progress Reports**

Teachers are expected to notify parents verbally, in writing or by email when a student is in jeopardy of doing poorly and/or in jeopardy of failing. In addition, progress reports will be turned in to the office by each teacher at the end of the mid-term in any course as directed by the building principal.

Grades should be entered into the system on a weekly basis. If you require kids to turn assignments in on time, you should also return the graded assignment in a timely manner. Parents and students that check the online system expect to see updated grades.

### **Course Requirements and Grading System**

All teachers should have a prepared syllabus of Course Requirements, Expectations and Grading Procedures to hand out to all students. A copy of this syllabus will be on file in the Principal's

Office. Teachers should go over these expectations with their students. Please address how you will handle cheating in your syllabus. Our policy is that students who are caught cheating on an assignment, test, quiz, project, paper, etc. will receive a zero for that item of work and will suffer the consequences of that impact (zero points) on their grade. A building-wide grading scale has been adopted. The following will be used by all teachers:

100 – 93	A	72-70	C-
92 – 90	A-	69-67	D+
89 – 87	B+	66-63	D
86 – 83	B	62-60	D-
82 – 80	B-	Below 60	F
79 – 77	C+		
73 – 76	C		

Elementary classes may use a standards based reporting system. The teachers will explain this system to the parents at PT Conferences.

### **Incomplete Grades**

Any student who receives an incomplete grade in a class will have ten (10) school days in which to make up the work. A passing or failing grade must be issued at the end of the ten day period. An incomplete grade is used only when unusual circumstances (prolonged illness, etc.) have interfered with a student's normal progress.

### **Computing Semester Averages**

Grades are important to students, parents, and to our school, too. Don't be indiscriminate in your grades. They should reflect the student's achievement in your class and not a reflection of the student's relationship with you or a punishment for behavior misconduct.

Calculating grades is left to the discretion of each teacher. Be sure students are informed on the first day of the semester of how grades will be calculated. This should be explained in your course syllabus.

### **Lesson Plans**

Lesson plans should be prepared by all teachers. All plans and assignments should be prepared in advance to ensure smooth classroom learning progression. Lesson plans should always be maintained in a manner that is clear and precise with enough detail to provide a substitute teacher with definite information. Lesson plans will not be required to be submitted to the office unless a direct request is made by the building principal. At all times the building principal has the right to require lesson plans to be submitted weekly to principal's office.

### **Testing**

All tests given by an instructor are to be available to any student should a student or parent request to see his/her own test.

### **Field Trips**

All field trips should be planned in advance, including costs and be approved by the building

principal. Field trips should take into account key events on the district calendar and staff should work to minimize conflict. Field trips should have an academic focus and relevance. This is not to say all activities during a field trip will have an academic focus but rather the field trip as a whole should have that focus. All transportation requests should be made to the principal's office at least 2 weeks in advance.

Permission slips are necessary for any activity requiring transportation and we request that from parents during registration. Notes home to parents about the trip is very important so they are aware of them.

### **Guests/Guest Speakers**

The school encourages the use of community, government and business leaders as guest speakers and resources. When they arrive and depart they must sign in and out of the office and any other guest in the building.

## **Facilities**

### **Custodial Service**

If you have a work request for maintenance or custodians contact the building principal to discuss concerns. Minor repairs or cleaning needs can be discussed directly with custodial staff. Summer time cleaning or maintenance requests should be placed in writing and submitted upon checkout.

### **School Neatness**

The appearance of your classroom has much to do with your success as a teacher and the student learning that takes place. Rooms that are not organized or keep in proper appearance detract from the school environment and are very unfortunate. School appearance affects so many students at an impressionable age. Maintaining a clean organized room in our school is vitally important and shows a sense of pride. To help maintain our school staff should do the following:

- Close all classroom windows and door before leaving.
- Keep storage areas in order and clean.
- Ensure room is organized including furniture before you leave.
- Do not use tape or stickers that are not easy to remove.
- Limit use of thumb tacks or other devices that put holes into walls except were directed to use.
- Lock all windows.
- Carefully watch room conditions and report any needed repairs to the principal's office or custodians.

### **Securing/Security of the Building**

The doors will be locked after 8:30 a.m and will unlock at 3:15 p.m. During the school day, people will need to buzz the office using the new camera system and then they will be allowed to enter the building. All other outside doors will remain locked during regular school hours. After 3:35, you are responsible for any students that work with you in the building. Students should be directed to use specific exits to ensure doors are shut and locked. After 3:35 pm any door you leave through should be locked and shut. Any materials or equipment you use should also be

secured before you leave the building. Alarm will automatically set each night from 9:30-5:00 a.m in Lu Verne. Teachers are responsible for shutting off lights and closing all windows before leaving and please make sure doors are shut.

### **Use of Facilities**

The use of school facilities and grounds during regular school hours is restricted to regularly scheduled academic programs, athletic practices, games and school events. Students should be supervised by a faculty member at all times while in the building and classes should never be left unattended.

Whenever practicing with students at night or outside of school hours only those needed should be admitted to the building. Students must never be admitted at such time without a staff member in charge. Custodians should never be expected to assume responsibility for student's conduct. Teachers should never give their school keys to a student except in rare cases and when the student is under their supervision.

### **Keys and Building Access Code**

Do not give them to students. Keep keys and codes in secure location at all times.

### **Use of Tobacco Products**

Tobacco use, in any form, is not allowed on school grounds or in school buildings. This ban includes all students, staff and guests to school buildings. There is no exception to this rule. Tobacco use is prohibited on school grounds and buildings under Iowa law. Violations of this policy can result in disciplinary actions.

## **Safety**

### **Student Abuse**

Reports of physical or sexual abuse may be reported to the district's designated Level I investigator. To be investigable, the report must include basic information showing that the victim of the alleged abuse is or was a student at the time of the incident, that the alleged act of the school employee resulted in injury or otherwise meets the definition of abuse, and that the person responsible for the act is currently a school employee. The designated investigator shall determine whether it is likely that an incident took place between the student and the school employee per the Level I investigator handbook. If the Level I investigator determines an incident is likely to have taken place or did based on the Level I investigator handbook the incident will be referred to the Level II investigator.

Please refer to 281, Chapter 102 of the Iowa Administrative Code for a more complete description of "exceptions", "reporting procedures", and "duties/obligations" of both the school district and the level one and two investigators.

The Admin Asst is the designated level one investigator and the Kossuth County Sheriff's office is the level two investigator for the Lu Verne School District.

## **Disaster Drills – Fire/Tornado**

Periodic disaster drills will be held to make certain that students know their assigned stations and what to do in case of tornadoes, fires etc. CWL will have two fire drills per semester and one tornado drill in the second semester.

### **FIRE DRILLS – Continuous Blast**

When the fire alarm sounds, all students and building personnel will evacuate the building immediately. Students must leave their classroom and proceed directly to the designated exit. Each class should remain in single file and walk rapidly away from the building for approximately fifty feet. Each teacher must stay with his/her class. All classroom doors and windows must be closed. Teachers should take their class roll with them and take attendance upon reaching a safe location. Any missing students will be reported to the principal or office staff. When the “all clear” is sounded, the students are to return directly to their respective classes.

### **TORNADO EVACUATION – Intermittent Blast**

During a tornado warning, students are to move quickly and quietly to designated areas, taking a hardback book with them. Upon arrival, students should sit in a kneeling position with the book shielding the back of the neck. **NO ONE IS TO LEAVE THE BUILDING.** Teachers will accompany their class, taking a list of the class roll with them. Once the class has reached a safe location, class attendance should be taken.

### **LOCKDOWN DRILL- All call over intercom**

These drills will be practiced at least yearly. It is up to the district on whether we include students in these drills or just the staff. Please refer to Emergency Operation Manual.

Lockdown procedures are used to protect building occupants from potential dangers in the building (e.g. threats, intruders) or external threats that may enter the building. Lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance.

## **Lockdown Situations:**

1. Exterior Lockdown: The threat is outside of the school building.
2. Internal Lockdown: The threat or intruder is inside the school building.

### **Exterior Lockdown Procedures**

Threat: Unauthorized individual outside of building, disturbance on school grounds, community threat (bank robbery, escaped prisoner, house raid).

This procedure is located in the district Emergency Operation Plan, it will be followed when the threat is outside of the school building. This plan is not part of any open records requests. School employees may view the plan in the Supt office.

### **Interior Lockdown Procedures**

Threat: Intruder inside building, weapon in building or on school grounds, student or adult with disruptive or assaultive behavior, hostage situation, shots fired.

This procedure is located in the district Emergency Operation Plan, it will be followed when the threat or intruder is inside of the school building. This plan is not part of any open records requests. School employees may view the plan in the Supt office.

### **Special Considerations:**

Lockdown Prior to School Starting procedures are located in the Emergency Operation Plan located in the Supt office.

Lockdown During Passing Periods procedures are located in the Emergency Operation Plan located in the Supt office.

Lockdown During After School Activities procedures are located in the Emergency Operation P

### **ALICE/Procedure for Intruder**

*Lock down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school building, including weapon, hostage, neighborhood emergency, violent behavior, or medical situation. These procedures should be practiced annually.*

**Alert:** Use plain and specific language. Avoid code words

**Lockdown:** Barricade the room. Silence mobile devices. Prepare to evacuate or counter if needed.

**Inform:** Communicate the shooter's location in real time.

**Counter:** Create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately.

**Evacuate:** When safe to do so, remove yourself from the danger zone.

### **Proper Use of Surge Protectors and Extension Cords**

Electrical Surge protectors may be used for computers and related equipment, facsimile machines, photocopiers, electronic scanning machines, and other consumer electronic devices such as VCR's, DVD players, televisions and stereo equipment. Electrical multi-plug voltage

surge strips are not to be used as replacement for permanent wiring.

Electrical Extension Cords are not to be used as replacement for permanent wiring. Electrical extension cords are permitted to be used on a temporary basis for classroom instruction. Examples are audio/visual equipment, over-head projectors, and film equipment. When the classroom instruction period is over, the item being used shall be unplugged.

## **Professional Responsibilities and Development**

### **Ethics**

Faculty is bound by all state ethics as determined by the state board of educational examiners.

### **Evaluations**

See guidelines in Master Agreement. A copy of evaluation form is located in Principals office.

### **Classroom Visits**

Classrooms can and will be visited by building administration throughout the school year to allow for professional discussions and the sharing of ideas that can help to further develop the educational environment of Lu Verne.

### **Prep Time**

Elementary staff uses the scheduled “Specials” as their prep time. This time should be used for professional preparation for academic purposes. If you need to be out of the building during this time notify the principal’s office or your departure and return.

### **Staff Dress**

Staff should dress professionally at all times. There is a direct correlation between the perception students and others have of staff and how they dress. Staff are allowed to use good discretion on dress when academic activities taking place during the day dictate the wearing of clothing fitting of the activity. These types of days are the exception, not the norm.

Fridays are an acceptable day to wear blue jeans for staff. Clothing should still be neat and appropriate for school. It is strongly encouraged and recommended that staff wear CWL Panther or Algona Bulldog attire with blue jeans. Building administration can make exceptions to the staff dress requirement for special occasions.

### **Faculty Lounge**

The faculty lounge should be kept clean at all times. Clean up after yourself in the lounge area. Custodians will clean the floor. The rest is up to those using the facility. If you choose to eat school lunch in the lounge, remember to return your tray to the kitchen. The refrigerator and microwave need to be cleaned when a spill happens. All dishes and silverware should be washed and returned to their storage area after use. If your intention is to use the refrigerator to store food or drink then you are expected to help maintain the cleanliness of the refrigerator. Coffee drinkers are asked to contribute their share of coffee during the year.

### **School Vans and Buses**

If you use a van or bus for any trip, activity or athletic event it is **YOUR** responsibility to ensure that the vehicle is cleaned upon its return to the district. Staff members will be required to clean vehicle themselves if vehicle is left in a disorderly condition which includes trash. All educational and extracurricular field trips need to be requisitioned at least 2 weeks in advance to make sure a vehicle is available for them. If you wait longer you may not get a vehicle when you need it. Please check out a vehicle from the building office.

### **Homeless Children Definition**

A homeless child is defined as a child or youth between the ages of 3 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent, or abandoned building or some other form of shelter not designed as a permanent home; who is living in a community, emergency or transitional shelter facility; abandoned in a hospital; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age or a child awaiting foster care placement.

Staff members who are aware of a student meeting the above criteria or suspect a homeless child situation should report information to the district's Liaison for Homeless Children and Youth. The Guidance Counselor is designated as the district's liaison for homeless children and youth to carry out the duties specified in 281 – IAC 33.3(7)

### **Faculty Smoking**

Faculty smoking or use of tobacco will not be allowed on school grounds

### **Public Discussions**

Staff should not discuss student issues or school business including policy in the presence of students. When this is done, there is always a chance that a statement will be misunderstood by students, carried home and enlarged to the point that it could be detrimental to the school environment. It is best to create a positive educational environment for students to learn while maintaining appropriate student-teacher relationships.

In accordance with FERPA student matters and information should never be discussed with another party that does not have a right to know.

Be mindful of all discussions with students or parents in a public setting and refrain from discussion of specific personal information regarding the student in public settings. Always encourage the parent to contact you during school hours or to arrange a meeting.

### **Sickness or Absences from School**

When calling in for sickness or other emergencies, please call Allyson Thompson the night before if possible but no later the 6:00 am of the morning of absence. Allyson's number is 515-341-0215. It is your responsibility to make contact with Allyson to ensure class coverage.

### **Personal Leave**

Personal Leave Requests should be turned into the building principal's office prior to leave. Personal leave will be granted based on the certified handbook. A request for personal leave does not mean it will be granted.

### **Substitutes**

In case of emergency absences, always have prepared lessons and work for your students that are easily found and understood by the substitute. Staff members always have the option of emailing lesson plans to office.

### **Teachers Work Day**

The teacher workday shall be from 7:50 AM - 3:45 PM. On professional development days that begin at 1:45PM, the teacher workday may be extended to 4:00PM.

If you must leave during the day for any reason it must be approved by the principal, do not just leave the building. You should be in your room by 8:10 for the start of classes at 8:20. Please be in your classroom by the bell for the beginning of each class.

See certified handbook for before school and after school duties.

### **Accidents**

Any accident that occurs on the school grounds should be reported to the building principal's office and fill out an accident report. All reports should be as detailed and accurate as possible. Each accident report should be signed and dated by students.

### **Pay Roll**

Questions regarding paychecks should be directed to the business office. Paychecks are distributed on the 15<sup>th</sup> of each month. If the 15<sup>th</sup> of the month falls on a non-business day, paychecks are made on the previous business day.

### **Student Contact**

All school personnel are reminded not to initiate or involve themselves in physical contact of any kind between themselves and a student or students. Contact can place staff members in a vulnerable position.

### **Assemblies**

Organizations may, with administrative approval, organize school assemblies or special activities for the student body. Faculty will should be given at least a week advance notice for planning purposes. Students are not to be excused from assemblies unless their parents have made arrangements in advance for supervision on school grounds with the principal's office.

### **Staff to Student Communication**

Staff members should use good discretion when contacting students via social media or through the use of electronic communication devices such as texting or chat rooms. It is strongly recommend that staff members do not have individualized communication with students through these means. If communication is deemed necessary by a staff member it is recommended that

the staff member include parents and school administration in the messages as well. Private communications can place the staff member in vulnerable position and this should be limited. **Sarcasm has no place in the classroom.**

### **Parental Contacts**

Often high school students are thought of as being adult and not under the jurisdiction of their parents. This is far from the truth. Parents can be our strongest ally. Tap this resource and make frequent parent contacts. A phone call or written note mailed home can go a long way to generate support for changing student behaviors. When the school and parents work together, the changes of causing an impact on the student's achievement and behavior are multiplied.

**Anytime a corrective measure is used with a student, a parent contact shall be made.**

### **Absence/Personal Leave Forms**

Ensure all paperwork is turned into the office promptly in regards to absences for sick leave or personal leave. All forms should be turned into the principal's office for signatures. As a general rule, these forms should be turned in and signed the day you return from an absence or prior to a personal leave day.

### **Arriving Late/Leaving Early for/From the School Day – Without Absence/Leave Form**

Contact should be made with the office immediately if arriving late. If needing to arrive late or leave early, request should be made to the building principal. At no time should a staff member leave until permission is granted. Incidents of late arrival or early departure should not be the norm and be due to emergency or unforeseen situations. Scheduling of appointments should be done in a manner that does not conflict with the professional responsibilities.

### **School Computer**

Your **school computer** is not your property.

- a. E-mails sent/received on your school account are subject to open records law. Remember that any parent may ask to see school e-mail about their child. Avoid this real life e-mail exchange between a school bus driver and a transportation supervisor:  
Driver: You have to do something about the situation with (Student).  
Supervisor: What's the problem?  
Driver: His *mother*.  
When Mother saw the e-mail, she was not amused.
- b. Personal use such as E-BAY or Amazon accounts are not allowed. Questionable internet sites are misuse of public property. The media, taxpayers, and any member of the public may ask to see how district employees use their school computers.
- c. Instant messaging (IMing), Snap Chat, etc are treated in the same manner as e-mail.
- d. If you keep any business or personal information on your school computer, it is subject to the open records law.

You may check personal email, etc on your own time but remember that you are still

using the schools network and computers and it is still subject to the open records law and all traffic destinations and account information are saved on our firewall. To be safe keep any records, checking, billing, or anything personal off of these computers remember that sooner or later somebody is going to ask for that information!

### **Staff Responsibilities**

Staff by their virtue of their positions at Lu Verne as educators of youth have certain responsibilities of supervision outside their classrooms. These responsibilities are:

1. Hallways: Visiting and social contacts within the halls and corridors should be tolerated but not overdone, however, running, scuffling and other forms of disorder should be prevented. Staff should be in the hallways in between classes to help monitor students.
2. Playgrounds/Common Areas: Fighting, profanity or any activities unnecessarily endangering the physical well-being of the students must be prevented.
3. Restrooms use and discipline.
4. Do not release students from class early for any reason unless specifically instructed to do so. Where you hold class is where they should remain.
5. Do not send groups of students to work by themselves or leave groups by themselves unsupervised. Students must be supervised at all times.
6. If you observe body contact between male and female students which you feel is not within reason, instruct those involved as to what is proper. If contact is severe enough, contact the principal's office so it may be followed up on.
7. Teachers assigned as sponsors of extra-curricular/co-curricular groups will be held responsible for the conduct of such groups, the same as regular rehearsals, meetings, community appearances and out of town trips.
8. Staff supervision of students in hallways and lunchroom is extremely important. If at any time the administration deems it necessary staff can be assigned to areas such as the lunchroom for student supervision on revolving schedule assigned by the building principal. Volunteers will be sought first.

### **LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE**

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. Requests for family and medical leave will be made to the superintendent.

Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. It is the responsibility of the superintendent to develop administrative rules to implement this policy.

The requirements stated in the certified handbook regarding family and medical leave of such employees will be followed.

(see board policy 409.3, 409.3 E1, 409.3 E2, 409.3 R1, 409.3 R2)

**Nondiscrimination policy**

**It is the policy of the Lu Verne Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (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 the district's Equity Coordinator, Karen Sandberg, Director of Teaching and Learning, 405 Hanna Avenue, Lu Verne, IA 50560, 515-882-3357, ksandberg@cwl-csd.org**