

LUVERNE (CWL)

PANTHERS

FACULTY/CERTIFIED HANDBOOK



2022-2023

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, Janie Eischen, Director of Teaching and Learning, [405 Hanna Ave, Lu Verne, IA 50560](mailto:jeischen@algona.k12.ia.us), 515-882-3357, jeischen@algona.k12.ia.us

PROFESSIONAL FACULTY HANDBOOK

Elementary PK-5
PO Box 69
Lu Verne, Iowa 50560
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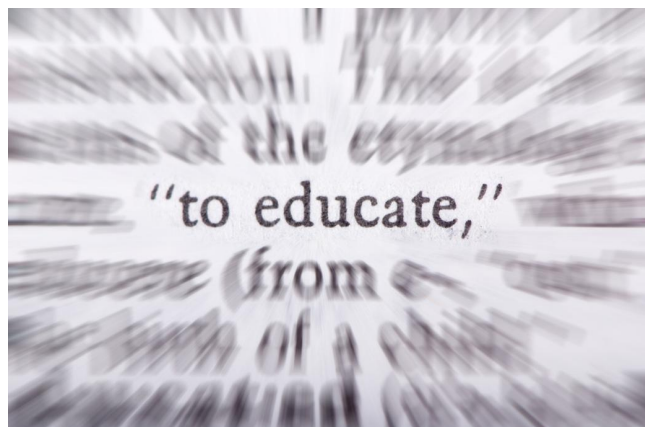
Jon Hueser, Superintendent/Principal
Janie Eischen, Director of Instruction and Learning

Board of Education

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

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 always lie 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	Jon Hueser
Director of Instruction and Learning	Janie Eischen
Board Secretary/Business Manager	LeAnn Wempen

Elementary Faculty

Kira Carroll – Elem. PE/Media/Library
Courtney Fannon – Guidance
Shelby Curry – 2nd Grade/PLC Leader/Mentor
Kristyn Olson – 3rd/4th Grade/PLC Leader/ELI/DATA
Karen Roman – Special Education, 3rd Math
Beth Schmidt – 1st Grade
Todd Herbst-Ulmer – Music
Lois Gent- 5th Grade/ELL
John Jenn – Media Specialist
Stephanie Robinson – Preschool
Diane Faber- TAG
Molli Leiting - MTSS/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

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 the 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 with replacement cost so an appropriate fine may be assessed to the student prior to checkout. If the original textbook is found, the 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 the 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 the building Principal/Superintendent before ordering any supplies or making any purchases. Without prior approval, individual teachers can be held liable for the purchases made without prior approval. All purchases should be handled through the office or as directed by the 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 pick up the order, once they come in, from the office. You may preorder shirts, ect. but your organization's 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 passes should be presented to staff members upon student arrival in the room. Passes should be signed once a student leaves the classroom to return to their 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 students upon request. A copy of posted classroom policies should be submitted to the office no later than 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, Principal's 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 serve any detention you assign. If you assign a detention to a student, you are required to contact the parent to ensure they know the 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 students 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 a 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.

Class Dojo

Please monitor and update your Class Dojo so parents can keep being informed.

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 them 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 scheduled 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 for missed work. Please refer to the 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 from 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, via Class Dojo, 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 the 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 are 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 kept 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 doors before leaving.
- Keep storage areas in order and clean.
- Ensure the 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 where 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 be 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 a 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 a 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.

Jill Schutjer (Algona CSD Administrator) is the designated level one investigator and the Kossuth County Sheriff's office is the level two investigator for the Lu Verne School District.

Title IX Coordinator is Jon Hueser, Supt/Principal, Lu Verne CSD.

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 (Secure the Perimeter): The threat is outside of the school building.
2. Internal Lockdown (Lockdown): The threat or intruder is inside the school building.

Secure the Perimeter 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.

These procedures are 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 buildings, 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 the evaluation form is located in the Principal's 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 use 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 the vehicle themselves if the 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 than 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 the office.

Teachers Work Day

The teacher workday shall be from 7:50 AM - 3:45 PM.

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.

PayRoll

Questions regarding paychecks should be directed to the business office. Paychecks are distributed on the 15th of each month. If the 15th 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 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 recommended 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 a 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 adults 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 chances 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, a 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 a 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), SnapChat, Tik Tok, 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 the 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 a revolving schedule assigned by the building principal.

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)

LU VERNE CSD

CERTIFIED EMPLOYEE HANDBOOK

Statement of General Information

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.

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, creed, sex, national origin, religion, age or disability in its employment practices. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer, 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.

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. Further information is available in the school district's central administrative office.

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 in the district's central administrative office.

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 policy, procedure, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreement and law. The district reserves the right, and has sole discretion, to modify or change any portion of this handbook at any time.

Grievance Procedure

Section I: A grievance shall mean only a complaint that there has been an alleged violation, misinterpretation, of misapplication of any of the specific provisions of the agreement.

Section II: (a) Every teacher and/or the Association covered by this agreement shall have the right to present grievances in accordance with these procedures.

(b) The failure of a teacher and/or the Association to act on any grievance within fifteen (15) days of the alleged violation will act as a bar to any further appeal and an administrator's failure to give a decision within ten (10) days shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.

(c) It is agreed that any investigation of other handling of processing of any grievance by the grieving teacher shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving teacher of the teaching staff.

(d) Beginning with the second step, the aggrieved teacher may request representation, by a representative of his/her choice, be present at any meetings pertaining to the alleged grievance.

Section III: (a) First step - An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his or her principal.

(b) Second step - If the grievance cannot be resolved informally, the aggrieved teacher and/or the Association shall file the grievance in writing, and, at a mutually agreeable time, discuss the matter with the superintendent. The written grievance shall state the nature of the grievance, and shall state the remedy requested. The filing of the formal, written grievance at the second step must be within fifteen (15) days from the date of occurrence of the event giving rise to the grievance. The superintendent shall make a decision on the grievance and communicate it in writing to the teacher and/or the Association within ten (10) school days after receipts of the grievance.

(c) All days in this article refer to working days.

Section IV: If the Association or any employee files any claim or complaint in any form other than under the grievance procedure of this handbook, then the School District shall not be required to process the same claim or set of facts through the grievance procedure.

Section V: Year-end Grievance: In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits set forth herein shall be reduced by one half (1/2) so that the grievance procedure may be exhausted prior to the end of the school year or as soon as possible thereafter.

Section VI: The grievance procedures shall not apply to reduction or realignment of staff (see

separate section in handbook).

Clauses

- A. Separability: If any provision of this handbook or any application of this handbook to any employee or group of employees is held to be contrary to law, then such provision of application shall not be deemed valid and subsisting. All other provisions or applications shall continue in full force and effect.
- B. Printing Handbook: Copies of this handbook shall be emailed to all certified staff.
- D. The L.E.A and/or staff will continue to have input on the school calendar

Wages and Salaries

- 1. Schedule: The salary of each employee is covered by the regular salary schedule. The method by which salaries of those not on the salary schedule are computed is explained also in that section.
- B. Advancement on Salary Schedule (See schedule in Master Contract):
 - 1. Educational Lanes: Staff members are required to notify the office of the move across the schedule (lanes – no steps). For an employee to advance to a higher educational lane, she/he shall file suitable evidence of additional educational credit with the superintendent no later than ten (10) days after the beginning of each school year.
- C. Method of payment:
 - 1. Pay Periods: Each employee shall be paid in 9 or 12 equal installments on the 15th of each month, the number of installments, however, shall be mutually agreed upon by the Administration and employee. Employees shall receive their checks at their regular building and on regular school days.
 - 2. Exceptions:
 - (a) 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.
 - (b) Employees who are new in the teaching profession may at their option elect to receive up to 50% of the first salary installment after completing ten (10) working days. The balance of the first month's salary shall then be paid on the regular payday.
 - 3. Final Pay: Employees leaving the district shall have the option of receiving all remaining parts of his earned, contracted salary in the June pay period.
 - 4. Summer Checks: Summer checks or automatic deposits, other than for summer

school teachers, shall be mailed to the address designated by the employee.

D. We agree to use voluntary participation in Section 125 of the IRS code which will be applied according to the regulations of that Section. The Board agrees to administer the withdrawals of the non-taxable funds from the employees' wages and assumes responsibility for the bookkeeping of those records.

Supplemental Pay

A. Payment for Additional Classes: Teachers who are asked to fill in for an absent teacher shall be paid an additional \$15.00 per class covered. This shall apply to regular classes and study halls.

B. Payment for Curriculum Area Professional Dues: Teachers will be reimbursed up to \$50 per teacher for approved curriculum area dues. The teacher shall file suitable evidence of membership for reimbursement.

C. Instructors who work outside of the normal school hours when dealing with the design and implementation of a grant shall be paid \$25 per hour (unless it is specified in the grant).

Insurance

A. Types: The Board agrees to provide all employees the following full paid insurance protection. The Board of Education has the sole authority to select the insurance plans and coverage(s).

1. Health and major medical, Dental, Vision, Life, Accidental Death and Disability: Each employee who is employed an average of thirty hours (the Board can make exceptions to this requirement) per week (including supplemental contracts) or more, may, at the discretion of the employee, be covered by the health and major medical, dental, vision, life, accidental death and disability program with single coverage paid for by the Board.

In addition, each employee who is eligible for single coverage of vision and dental insurance coverage may, at the discretion of the employee, choose to pay the additional premium for a family plan of dental and vision insurance.

In addition, each employee who is eligible for single coverage of health and major medical insurance coverage may, at the discretion of the employee, choose to pay the additional premium for a family plan of health and major medical insurance. The Board shall be required to pay the single premium rate for said health and major medical coverage

In the event that an employee does not choose to be covered by health and major medical insurance, the Board will pay a cash option for the employee equal to the \$1800.00 per year figure.

B. Descriptions: The Board shall provide each employee a description of the insurance coverage provided by the district. This description shall include a clear description of

conditions and limits of coverage. Through the carrier, a Health Savings Account (HSA) will be established for each covered employee. The Board will contribute \$125 per month/per covered employee to the HSA. The Board will be responsible for providing insurance applications as needed.

C. Continuation: In the event that an employee, absent because of illness or injury, has exhausted all sick leave accrual, the above-mentioned benefits shall continue throughout the balance of the school year. Employees on a non-paid leave for one month or longer may have the option of continuing any or all of the Board paid programs by paying the premium themselves to the Board within thirty (30) days of the billing date.

In the event that an employee leaves the district at the end of the regular school year for any reason, the Board shall continue to carry insurance for that employee through the August pay period, unless said employee is covered under another plan through other employment. Employees terminated for reasons other than staff reduction, will not be eligible for this benefit.

In the event that an employee, age 55 or older, should retire prior to their sixty-fifth (65th) birthday, they may continue their insurance coverage through the school program by paying premiums themselves to the Board within thirty (30) days of the billing date. The Board shall inform the employee of any changes in the insurance premiums and billing dates.

Sick Leave

A. Accumulative Benefits: all employees shall be entitled to sick leave according to this schedule:

First year of employment - ten days,

Second year of employment - eleven days,

Third year of employment - twelve days,

Fourth year of employment - thirteen days,

Fifth year of employment - fourteen days,

Sixth and following years of employment - fifteen days.

Unused sick leave days may be accumulated from year to year with a one hundred (100) day limit. Upon termination of employment, any unused sick leave will be paid out at \$10.00 per full day.

B. Notice of Accumulation: Upon written request, the employee shall be given a written statement of accumulated sick leave days.

C. Sick Leave Use: Sick leave may be used by an employee only in the amount of accumulated sick leave.

D. If there is a doubt regarding the illness of an employee, the superintendent may require a doctor's statement verifying the illness, or he may require the employee to submit to a medical examination before sick leave pay is allowed. The Board will pay for any examination required by the superintendent.

E. Employees may use up to twenty of their cumulative sick leave days per year in case of illness of the employee's mother, step-mother, father, step-father, spouse, children (including step-children), son-in-law and daughter-in-law. Ten days of cumulative sick leave per year may be used each year for brother, sister, grandparent, grandchildren, mother-in-law, father-in-law, sister-in-law, or brother-in-law. In exceptional cases, the superintendent has the authority to increase the length of the emergency leave.

G. Insurance benefits shall be continued for a period of six (6) months beginning with the effective date of sick leave. The employee shall have the opportunity of continuing such benefits for one (1) additional year at the employee's own expense.

H. Pay: An employee shall be entitled to all raises and increments upon return if the employee serves at least one-half (90) days of the school year. This ninety (90) day period need not be continuous.

Temporary Leave of Absence

Paid Leave: employees shall be entitled to the following temporary, non-accumulative leaves of absence with full pay each school year.

A. Personal leave: Each employee shall be entitled three days of personal leave yearly. One day's notice is required. Days before and after vacation periods or the last two weeks of school shall not qualify for personal leave (unless approved by the Superintendent – reason for request could include wedding, graduation, etc). Personal leave will be granted on a first come, first serve basis depending on the availability of substitutes. For any unused personal days, employees can carry over up to two (2) personal days (only full days, no partial) to the following year so as not to exceed five (5) personal days total to start the following year. This eliminates the payout for unused days starting in the 2020-2021 contract year.

B. Any employee whose religious affiliation requires the observance of recognized holidays of said employee's faith, other than those scheduled in the school calendar, shall be excused by the superintendent/principal, without pay.

C. Any employee called for jury duty during school hours or who is subpoenaed in any judicial or administrative proceedings or who shall be asked to testify in any arbitration matter shall be provided such time up to five days, to the extent the employee is paid for such

leave, he shall pay to the District any sums that he receives for such duties, excluding sums received for expenses.

D. Faculty members will receive one professional day of his/her choice per year. Other professional leave days may be used for any educational purposes at the discretion of the administration. The employee planning to use professional leave days shall notify his superintendent/principal at least one (1) week (five working days) in advance of his absence, and the superintendent/principal shall have sole discretion in determining whether or not a professional leave day or days may be granted to any employee. Once the leave is approved, the Board of Education will pay the cost of registration, if any, not to exceed \$40.

E. Up to ten (10) days of bereavement leave per occurrence shall be granted in the event of the death of an employee's parent, spouse, child, sibling, step-children, son-in-law or daughter-in-law, and grandchild. Up to five (5) days of bereavement leave per occurrence shall be granted in the event of the death of an employee's

parent-in-law, child-in-law or sibling-in-law. Up to three (3) days of bereavement leave per occurrence shall be granted in the event of the death of an employee's grandparent. Two days per year shall be granted to an employee to attend the funeral of a friend or family member not named above. In exceptional cases, the superintendent has the authority to increase the length of the emergency leave. In the event of the death of an employee in the Lu Verne Community School District, the superintendent/principal shall have the discretion to grant an appropriate number of employees sufficient time to attend the funeral.

F. Other TEMPORARY leaves of absence may be granted in writing by the superintendent provided that a notice of two (2) days is first given to the superintendent by the employee planning such temporary leave, and providing the superintendent shall have the sole discretion in this matter.

G. Leaves taken above shall be in addition to any sick leave to which the employee is entitled.

Extended Leaves of Absence

A. Extension Without Pay: Extended leave without pay for up to one year may be granted by the superintendent, in his sole discretion.

B. Educational Improvement: A leave of absence without pay of up to two (2) years may be granted by the Board to an employee, upon application, for the purpose of engaging in study at an accredited college or university, whose study is reasonably related to professional responsibilities.

A. Other Extended Leaves: Other extended leaves of absence without pay may be granted in writing by the superintendent.

Employee Work Year

A. In-School Work Year:

1. Regular Contract: The in-school work year for employees contracted for the regular school year shall not exceed one hundred ninety (190) days. New to the profession personnel may be required to attend up to an additional three (3) days (per TLC Grant). New to the district personnel may be required to attend up to an additional two (2) days (per TLC Grant).
2. Definition of In-School Work Year: The in-school work year shall include days when pupils are in attendance, paid holidays, orientation days and any other days on which employee attendance is required.
3. Non-attendance: Employee attendance shall not be required whenever student attendance is not required due to inclement weather or other emergency closings.

B. Holidays: The regular and extended contract of employees shall include five (5) paid holidays, those being Labor Day, Thanksgiving Day, December 25th, New Year's Day and Memorial Day. No employee shall be required to perform duties on any of the above holidays.

C. Inclement Weather: In the event that school is dismissed due to weather conditions, employees will be permitted to leave when students are dismissed from classes due to adverse weather. Any teacher having before school and after school bus duty would still have that responsibility (unless trading with another willing teacher). In the event school starts late due to weather conditions, employees are to report to work thirty (30) minutes before the start of classes.

Employee Hours

A. Employees will be required to report for duty at 7:50 A.M. and remain on duty until 3:45 P.M. with exceptions described in parts B, C, E, and F (the length of the work day on which teachers' salaries shall be computed shall be eight (8) consecutive hours). The School board may change the starting and quitting time for scheduling purposes. In the event that the schedule is adjusted in accordance with this Article, written notice shall be given to the teachers at least two (2) weeks in advance of the change, which notice shall specify the reason for the change.

B. On Fridays and on days preceding vacations, the employees' day shall end at the departure of the regular bus routes except for teachers with after school duty. Special permission may be granted by the superintendent/principal for an employee to leave the building before the scheduled time for reasons which the superintendent deem valid and of an emergency nature.

C. The administration reserves the right to extend the working day for employees

until 4:30 P.M. two days per month for the purpose of staff meetings. Notice of these meetings shall be given two school days prior to the meeting. Short morning meetings may begin at 7:30 A.M., provided the notice of these meetings is given by 2:00 P.M. the day preceding the meeting. No school day will be extended until 4:30 P.M. on Fridays or days preceding a holiday period.

D. Teachers that are required to attend any summer training will be reimbursed \$150 for a full day of training and \$75 for ½ a day of training (or can save that day and take off from the end of the year if we have extra days to make up as a staff – staff member needs to keep track of it). If the employee would like to take a credit for the class (if offered), it is up to the employee to pay for those credits. Van or car will be available to staff to use to attend the training.

E. If teachers are required to have before school bus duty (from approximately 7:25-7:50 am.) they will be paid a stipend of \$10 per day. The office will keep track of the days and the teachers will be paid out in June.

F. If teachers are required to have after school bus duty (from approximately 3:45-4:15 pm.) they will be paid a stipend of \$10 per day. The office will keep track of the days and the teachers will be paid out in June.

Employment and Assignments

The superintendent or principal shall assign all appointed personnel to their specific positions within that subject area and/or grade level for which the Board has appointed them. The superintendent or principal shall give notice of the assignment to all employees as soon as practicable and, except in the cases of emergency, not later than the first in-service day.

Reduction or Realignment of Staff

A. Coverage: All employees under this agreement.

B. Reduction of Staff:

1. The decision for reduction of staff shall be the sole decision of the Board of Education.
2. 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 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 with the greater full time continuous length of service in the district.

3. Any employee terminated according to this paragraph shall have recall rights to any position for which he or she is qualified, said qualifications to be within the Board's sole discretion, for a period of two years from the effective date of his or her termination. Said recall

rights shall be applied in inverse order of termination.

4. Any employee re-employed by exercising his or her recall rights, shall be reinstated to their last previous salary on the schedule and will include any potential increases negotiated between the union and the district with benefits.

Health Provisions

Physical Fitness: All new employees are required to provide evidence of physical fitness to perform duties assigned and freedom from communicable disease. Such evidence shall be limited to a statement from a licensed physician of the employee's choice within sixty (60) days of initial employment attesting to the employee's physical fitness. The employee shall be reimbursed up to Sixty Five Dollars (\$65.00) for the cost of the physical. The examining physician shall be selected by the employee. Each new employee shall be advised in writing of the physical fitness requirements at the time of employment. Failure to notify the employee as specified above shall not deprive the employee of any wages or benefits under this agreement prior to fulfilling the physical fitness requirement.

Safety Provisions

A. Employee Facilities: The school shall maintain the following safety provisions for employees:

1. Parking: Free and adequate off-street parking facilities. Parking facilities and sidewalks will be maintained free of snow, ice and water insofar as possible.

2. Employee Equipment: A serviceable desk, chair and lockable storage area for the exclusive use of the employee.

3. Such special clothing, equipment and devices as may be needed by the employee to perform assigned duties in a safe manner and in the discretion of the administration shall be provided without charge to the employee, provided, however, that the employee shall be held responsible for the proper use and care of such equipment.

4. Fire Escapes: All fire exits and escapes shall be maintained in proper, safe and usable fashion.

B. Protection of Employee: An employee may, within the scope of his employment, use and apply such amount of force as is reasonable, necessary and lawful to quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the persons or within the control of the pupil; for the purpose of self-defense and for the protection of persons or property.

C. Reporting Assaults: An employee shall immediately report cases of assault suffered by them in connection with their employment to the superintendent and to the police.

Employee Evaluation

A. Notification - Assigned Employees: Within six (6) weeks after beginning of each school year, the administration shall acquaint each employee with the evaluation instrument and procedures to be used. A breach of this clause shall in no way deprive the administration of the right to evaluate employees.

A new employee or an employee reassigned after the beginning of the school term shall be notified by the administration of the evaluation procedures in effect. Such notification shall be within three (3) weeks of the first day in the new assignment.

The performance of all employees in their first and second year will be formally evaluated annually and observed at least once each semester. Beyond their second year of service, as part of the performance review process employees will be formally evaluated and observed once every three years.

The career teacher and the Instructional Coach shall meet by September 30th of each year to develop the annual individual career development plan (these do not have to be completed by the end of the school year – if you complete your plan early in the school year, you will develop a new plan). The annual review (with career teacher and instructional coach and/or administrator) of the individual career development plan shall occur prior to May 20th.

Informal classroom visits by the administration or designee may occur at any time.

During the school year involving a formal evaluation, the administrator and employee shall mutually agree upon dates for a pre-observation conference, formal observation and post-observation conference. The pre-observation conference must be at least three (3) days prior to the formal observation (unless mutually agreed upon by both parties). The post-observation conference must be no later than (10) school days following the formal observations (unless mutually agreed upon by both parties).

The employee shall submit supportive evidence to the administration of standards not formally or informally observed and identified by his/her evaluator. The employee may submit supportive evidence of standards formally and informally observed by his/her evaluator.

B. Conference and Copy: A copy of each formal written evaluation shall be given to the employee and a conference shall be held between the employee and the administrator within (10) school days following each formal evaluation (unless mutually agreed upon by both parties). A copy signed by both parties shall be given to the employee. The employee's signature does not necessarily mean agreement with the evaluation, but rather awareness of the content.

C. Responses: If the employee feels his/her formal written evaluation is incomplete, inaccurate or unjust, he/she may put his/her objections in writing and have them attached to

the evaluation report to be placed in his/her personnel file. The file copy of such objections shall be signed by both parties to indicate awareness of the content.

D. Personnel File Review: Each employee shall have the right at any time to review the contents of his/her personnel file. Constituent concerns regarding a teacher's performance will be processed by initially referring the individual to the teacher. If the individual chooses not to meet with the teacher, the constituent will be asked to submit the concerns in writing. If a document is placed in the employee's file, a copy of the written document shall be given to the employee. The Board or its administrative representative shall not establish any separate personal file which is not available for the employees inspection.

E. 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.

F. Personnel File Reproduction: The employee shall have the right to reproduce any of the contents of his/her file at his/her expense.

G. State mandated Peer Review will be implemented. The teachers will recommend the Peer Review Team. Proposal may include a cross district review share with the Algona Community School District. The peer review documents would be made available to the evaluator after the completed 3 year evaluation and are returned to the evaluated instructor. Peer review shall be provided collaborative time within the school day.

Teacher Leadership and Compensation System (TLC)

Transfer Procedures

In situations where hiring occurs in support of Teacher Leadership and Compensation, the following considerations will occur:

1. TLC Positions are one year assignments and require annual reapplication.
2. The selection process for each TLC position will be guided by the criteria outlined in the TLC grant application and by the tools developed by the TLC committee.
3. No employee will be involuntarily transferred to a TLC Position.
4. If the circumstance arises in which a teacher leader chooses to not reapply for a TLC position or the selection committee does not renew the Teacher Leader contract, the Teacher Leader returns to a vacant position for which they are licensed. Notification must be made in writing by March 15.

Hours of Work

1. Teachers serving in TLC positions, conducting the responsibilities as defined in the job description, as specified may be required to work beyond the work day outlined in the Certified Handbook.
2. Teachers serving in TLC positions will be required to fulfill other duties in the Lu Verne Master Contract/Certified Handbook, including but not limited to, Parent-Teacher Conferences, Professional Development, and regular duty assignments.

Teacher Leadership Compensation

The salary supplements received by teachers assigned to TLC positions shall be as specified in the District's approved TLC grant application. The salary supplement is compensation to the teacher in the TLC position for the additional contract days and hours of work required of the teacher.

Seniority

Teachers in TLC positions will be considered members of the bargaining unit and will continue to accrue seniority in the areas to which they were assigned at the time of selection for a TLC position.

Procedures for Staff Reduction

For purposes of staff reduction, teachers in TLC positions shall be considered members of the bargaining unit and shall be classified in the classification to which they were assigned at the time of their selection to a TLC position.

Funding for Program

Teacher leadership supplemental foundation aid from the state shall be required to sustain the TLC program. TLC salary will not be included in the salary schedule. Any reduction or elimination of this support will result in a corresponding reduction or elimination of the assignments and compensation

described in this memorandum

Separation of Teacher Evaluation

This memorandum of understanding will establish a wall between the TLC system and the evaluation process for the performance of teaching duties. Teachers in TLC positions will not evaluate other teachers.

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, Janie Eischen, Director of Teaching and Learning, 405 Hanna Avenue, Lu Verne, IA 50560, 515-882-3357, jeischen@algona.k12.ia.us