

Cardinal Community School District

Employee Handbook



Approved by Board

July 21, 2025

Cardinal School District does not discriminate on the basis of race, color, age (for employment), socioeconomic status (for programs), religion, disability, creed, national origin, marital status (for programs), sex, sexual orientation, or gender identity in its educational programs and employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or grievances related to this policy, please contact the district's equity coordinator, Cindy Green.

The Cardinal Community School District offers career and technical programs in the following service areas:

Agriculture, Food, and Natural Resources	Health Science	Human Services
	Business, Finance, Marketing, and Management	Welding

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Table of Contents

Opening Statement.....	6
Definitions.....	6
School District Mission Statement.....	6
Equal Opportunity Employment	6
District Contacts.....	7
Board Policies.....	7
Handbook Subject to Change.....	7
COMPENSATION AND BENEFITS	8
Licenses/Certifications	8
Pay Periods.....	8
Compensation Notes.....	8
Compensation for Extra Duty.....	10
Continued Education Credit.....	10
Continuing Contracts	10
Insurance and Other Benefits	11
Iowa Public Employees’ Retirement System.....	12
Tax Shelter Programs	12
Travel Compensation – Within the District.....	12
Travel Compensation – Outside the District.....	12
Special Education Differentials for Associates.....	12
EMPLOYEE RELATIONS.....	14
Background Checks	14
Complaint Procedures.....	14
Conflict of Interest	14
Employee Orientation.....	14
Employee Records.....	14
Employee Searches	15
Licensed Teacher Evaluation.....	15
Classified Staff Evaluations	16
Handbook Complaints.....	16

Mandatory Cooperation in Workplace Investigations.....	16
Mandatory Reporting of Post-Employment Arrests and Convictions	17
Nepotism.....	17
Probationary Status	17
Public Complaints about an Employee	17
Qualifications, Recruitment, and Selection	17
Release of Credit Information.....	18
Transfers	18
Work Day.....	18
DISTRICT PROCEDURES AND GUIDELINES.....	20
Business Procedures	20
Breastfeeding.....	20
Child Labor	20
Copyright.....	20
Classified Staff Discipline	20
Employee Recognition	21
Employee Publication or Creation of Materials.....	21
Limitations to Employment References.....	21
Professional Development.....	21
Religious Holiday Celebrations.....	21
School Fees	22
School Lunch Program	22
School Publicity and Community Relations	22
Staff Meetings.....	22
Teacher Leadership and Compensation	23
CONDUCT IN THE WORKPLACE	24
Employee Use of Cell Phones.....	24
Fighting.....	24
Fraud/Unlawful Gain.....	24
Neglect of Duties.....	24
Offensive or Abusive Language.....	24
Performing Unauthorized Work While on Duty	24

Use of School Facilities and Equipment	24
Use of Time	24
EMPLOYEE STANDARDS OF CONDUCT	25
Academic Freedom	25
Dress and Grooming	25
Employee Outside Employment	25
Employee Political Activity	25
Ethics – Bureau of Educational Examiners (BOEE)	26
Failure to Complete Reports	26
Gifts	26
Insubordination.....	26
Relationships with Co-Workers.....	26
Staff Technology Use/Social Networking.....	26
Theft	27
Treatment of Patrons of the District.....	27
Volunteers.....	27
STUDENT AND CLASSROOM ISSUES.....	28
Abuse of Students by a School District Employee	28
Child Abuse Reporting.....	28
Corporal Punishment, Restraint and Detaining Students.....	28
Field Trips	29
Individuals with Disabilities Act (IDEA)	29
Parent/Teacher Conferences	29
Searches of Students and Property.....	29
Standardized Testing and Assessment.....	29
Student Funds and Fund Raising.....	29
Student Records.....	31
Student Use of Personal Electronic Devices	31
HEALTH AND WELL-BEING	33
Administering Medication	33
Anti-Bullying and Harassment	33
Bloodborne Pathogens	35

Communicable Diseases – Employees	35
Employee Injury on the Job	35
Employee Physical Examination.....	35
Hazardous Chemical Disclosure	36
Smoke and Tobacco Free Workplace.....	36
Substance Free Workplace	36
LEAVES AND ABSENCES.....	37
Bereavement Leave	37
Personal Leave	37
Employee Vacation	37
Family and Medical Leave.....	38
Jury Duty Leave	38
Military Service Leave	38
Sick Leave	38
Political Leave	39
Absence Without Pay.....	39
Sabbatical Leave.....	39
SAFETY AND SECURITY	41
Asbestos Notification	41
Building Security	41
Drills and Evacuations	41
Emergency Closings/Inclement Weather/Other Interruptions	41
Threats of Violence	41
Visitors/Guests.....	42
Weapons	42
TERMINATION OF EMPLOYMENT	43
Contract Release – Licensed Employees.....	43
Resignation – Licensed Employee at Year End.....	43
Resignation – Classified Staff	43
Reduction in Force/Furlough	43
Retirement	44
Appendix	45

Acknowledgement of Receipt..... 45

Opening Statement

Welcome to Cardinal Community School District! We are looking forward to a great school year this year. Our district is a special place, and we work together as a team towards common goals. We understand that you have many options for employment, and we are pleased that you chose Cardinal, whether you are a new employee or someone who has been at Cardinal for years. The purpose of this handbook is to give you a general source of information and it 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. If a conflict exists between information in this handbook and the board policies or administrative procedures, the board policies and procedures shall govern. Please look over this handbook and refer to it often as situations arise where you may need guidance. Again, we look forward to a very successful school year!

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities," means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

School District Mission Statement

This mission of the Cardinal Community School is to foster an enriching environment and channel the energies of students to achieve their fullest potential.

Equal Opportunity Employment

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

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

Advertisements and notices for vacancies within the district will contain the following statement: "The Cardinal Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Cindy Green, Cardinal Community School District, 4045 Ashland Rd., Eldon, Iowa 52554 or by telephoning (641) 652-7531.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Equal Employment Opportunity Commissions, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, (800) 669-4000 or TTY (800) 669-6820, <http://www.eeoc.gov/field/milwaukee/index.cfm> or the Iowa Civil Rights Commission, 6200 Park Avenue, Suite 10,

Des Moines, IA 50821-1270, <https://icrc.iowa.gov>. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office.

District Contacts

We utilize Powerschool Messenger to notify employees and parents of weather delays or cancellations. Please contact the Business Office to ensure that your phone number is added to the notification system.

Board Policies

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available at the district administrative office. Employees are expected to know existing board policies and know to refer to the policies when necessary. The link to our board policy can either be found on our district website www.cardinalcomet.com.

Handbook Subject to Change

The superintendent will convene, annually, a Handbook Committee to review the handbook. Although every effort will be made to update the handbook on a timely basis, Cardinal Community School District reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law.

COMPENSATION AND BENEFITS

Salaries are set through master agreements with both the Cardinal Education Association for teachers and through the Cardinal Support Personnel Association for classified staff. The schedules can be found on the district website.

Licenses/Certifications

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

Pay Periods

Employees shall be paid twice monthly. Each employee shall be paid electronically on the 5th and 20th of each month.

Regular pay shall be made on the basis of the projected number of hours to be worked by the employee divided in 24 equal payments. Any extras by reason of shuttle routes, overtime, vacation pay, or holiday pay shall be paid the next pay period based on the cutoff dates for payroll.

Compensation Notes

Licensed Staff

Placement on the Salary Schedule - Credit for Experience. New employees with previous experience will be placed on the schedule with people of equal years experience and education.

The salary schedule is based on the approved school calendar. A teacher whose work days exceed the approved number of days, will have his or her contract adjusted by adding the per diem salary for each additional work day. Per diem salary shall be calculated based on the Salary Schedule not including TSS funds.

Employees who are assigned a regular extra class will be compensated at the rate of an additional one eighth of their annual general fund salary for each extra class. For the purpose of this Section, an extra class is defined as one that is assigned in lieu of a preparation period or where a teacher is assigned to teach two subjects during a single class period.

Teacher Supplemental Salary (TSS)

The Cardinal School District shall distribute Teacher Salary Supplement (TSS) dollars received from the state on an annual basis.

Classified Staff

The board will determine the compensation to be paid for the classified employees' positions, keeping in mind the education and experience of the classified employee, the educational philosophy of the school district, the financial condition of the school district and any other considerations deemed relevant by the board.

Each employee compensated on an hourly basis, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever an hourly employee must work more than forty hours in a given work week, the employee is compensated at one and one-half times their regular hourly wage rate. This compensation is in the form of overtime pay or compensatory time. Overtime will not be permitted without prior authorization of the superintendent or building principal.

The basic compensation of each employee shall be set forth in the Salary Schedule. There shall be no deviation from said compensation rates during the life of this agreement.

The Salary Schedule shall have four (4) lanes as follows:

Lane 1 = Years 1 – 2

Lane 2 = Years 3 – 6

Lane 3 = Years 7 – 10

Lane 4 = Year 11 – 14

Lane 5 = Year 15 and beyond

Employees who have been issued contracts on/before November 30 will be credited with a full year of service toward lane advancement. Employees who sign contracts after November 30 will not receive partial credit toward lane advancement.

The following conditions shall apply to all overtime work.

1. Time and one half will be paid for all hours worked over 40 hours in one week.
2. Overtime must be authorized by the employee's immediate supervisor prior to the hours being worked, except in an emergency.
3. Compensatory time may be given instead of overtime pay, if mutually agreed to by the Employer and the Employee. Such compensatory time shall be at time and one-half to be taken during the pay period in which the time was earned

Para-Educators/Associates

When students attend class and school is dismissed early:

On days where school is dismissed early due to inclement weather, the employee will suffer no loss of pay. Secretaries will suffer no loss of pay when school is dismissed, and the Superintendent or his/her designee leaves early for reasons of personal safety.

When students do not attend classes and school is canceled:

When school is delayed, the employee may report to work at his/her regular time. If school is later cancelled, those employees who have reported for work will be compensated for a minimum of two hours. Bus drivers shall be compensated for two hours at the hourly rate.

When students do not attend classes:

The contracts of one-on-one aides (child specific) will be modified to state that an aide will be guaranteed a minimum of two hours of work if they report for work for their assigned child. This will apply when the student's absence was not known in advance and the student is absent. Associates can be requested to work on days when the student's absence is known in advance and cover in areas needed.

Associates working in District sponsored summer programs shall be compensated at their per diem rate.

Bus Drivers

Bus drivers shall receive a minimum of 2-hour pay if they report for a run, and it is cancelled. Further, if a driver is out of town on a trip, he/she will be reimbursed actual meal expense upon furnishing the Employer with a receipt or expense voucher. The District shall reimburse bus drivers a sum equal to the difference between the cost of an operator's license and a Commercial Driver's License (CDL) upon receipt of the payment made by the driver. The District shall also reimburse drivers for any fees associated with additional requirements for their CDL. Drivers will be compensated at \$150.00 per school year for the cost of plugging in

the school vehicle at home during the winter months. This payment shall be included in the March 20 paycheck.

When drivers are required to attend training for renewal of their bus driving certification, they shall be compensated at the hourly rate to a maximum of three hours, payable in the pay period in which earned. The District shall reimburse new drivers to a maximum of seventeen (17) hours; fourteen (14) hours for the initial bus certification, and three (3) hours for the annual renewal at the hourly rate for bus drivers. Bus drivers who miss 5 days or less in a school year shall receive a payment of \$100, payable on June 20.

When drivers attend mandatory meetings, they shall be compensated at the driver's hourly rate. Mandatory meetings shall include, but not be limited to meetings called by the Superintendent or the Director of Transportation.

All bus drivers shall have the opportunity to sign-up for available trips during the school year. Summer season activities according to seniority.

Bus drivers chosen to participate in the mandatory drug and/or alcohol testing program will be compensated for up to two (2) hours maximum each time they are chosen to participate in the testing. Drivers should make note of this on their individual timecard. Drivers will be compensated at the hourly rate as listed on the Salary Schedule.

Compensation for Extra Duty

Only the superintendent, building principals, and the Activities Director can pre-approve volunteers or assign staff members to perform duties at school activities. Certified staff each work once as a ticket taker with no remuneration. After the one time, future dates are paid at the going rate. Staff members who have been pre-approved or assigned to work to perform duties will be paid at the rate of \$12.00 per hour. Alternatively, the District may arrange for outside volunteers in lieu of approving or assigning staff members to perform duties at school activities.

Additionally, the district has developed a supplemental schedule for contracted positions (i.e. coaching, activities, clubs).

Teachers working the following events will be compensated per event at the listed amounts:

- Elementary literacy night: \$70
- Elementary music concerts: \$50
- 5th and 6th grade music concerts: \$50

Continued Education Credit

Continued education on the part of licensed employees may entitle employees to advancement on the salary schedule. Licensed employees who have completed additional hours will be considered for advancement on the salary schedule in accordance with the master contract. The board will determine which licensed employees will advance on the salary schedule for continued education keeping in mind the financial condition of the school district, the education and experience of the licensed employee, the educational philosophy of the school district, and any other items deemed relevant by the board.

Licensed employees who wish to obtain additional education for advancement on the salary schedule must notify the central office by August 20 for lane advancement for that school year. The superintendent has the discretion to approve credit outside the employee's area of endorsement or responsibility. Associates who obtain the para certification must notify the central office by August 20 of their request to advance.

Continuing Contracts

Contracts entered into with licensed employees, other than an administrator, will continue from year to year unless the contract states otherwise, as modified by mutual agreement between the board and the employee, or the contract is terminated by the board.

Insurance and Other Benefits

Employees who work 32 hours per week are eligible for group insurance and health benefits. For additional information, please contact Human Resources or the SBO.

Medical Insurance	Life Insurance, optional	Long-Term Disability
Christmas Club, optional	Vision Insurance, optional	Dental Insurance
United Way Deduction, optional	AFLAC Deduction, optional	Dollars for Scholars, optional
Flex Spending plan, optional	COBRA, optional	

Iowa Public Employees' Retirement System

Cardinal Community School District participates in the Iowa Public Employees' Retirement System (IPERS). This defined benefit plan provides a lifetime retirement benefit to you upon retirement in accordance with a formula based on your age, years of service, and the average of your highest five years of wages. For additional information, please contact IPERS at 1-800-622-3849 or visit the IPERS website located at <https://www.ipers.org/index.html>.

Tax Shelter Programs

The board authorizes the administration to make a payroll deduction for employees' tax-sheltered annuity premiums purchased from a company or program chosen by the board and collective bargaining units in accordance with legal requirements. Employees wishing to have payroll deductions for tax sheltered annuities will make a written request to the superintendent. (IASB Policy Reference Manual-406.6)

Travel Compensation – Within the District

Employees traveling on behalf of Cardinal Community School District and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs. Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at \$.40 cents per mile and must have the travel pre-approved by your building principal.

Employees who are allowed an in-school district travel allowance will have the amount of the allowance actually received during each calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code.

Travel Compensation – Outside the District

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

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

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

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

Special Education Differentials for Associates

The following wage differentials will be paid to associates who work one-to-one with special education students in the following categories:

- An extra \$1.00 per hour when working with a student who requires diapering and/or assistance with bodily functions.

- An extra \$1.25 per hour as negotiated for the SEAL and Visions programs.
- An extra \$1.50 per hour when working one-to-one with a handicapped student who requires extra physical lifting and/or other assistance because of severe violence and/or severe medical needs. Assisting with bodily functions is included in this \$1.50 per hour differentials.
- An extra \$2.00 per hour when working with a handicapped student who exhibits severe violence that poses potential physical injury or harm to the associate. Assisting with bodily functions is included in this \$2.00 per hour differential.

Points:

- The admin team along with the special education instructional coach (hereafter referred to as the differential team) will meet in the spring and determine the students with these needs/behaviors.
- The differential team will review/update placements in the fall.
- Once school begins in the fall and placements are working, if a student leaves the district the associate will maintain their current rate of pay for that semester only. The student must be at school at the beginning of the year.
- If a student enrolls during the school year and the differential team determines a student has the needs covered by the differential, the differential will be given to the associate assigned.
- This is a one-year agreement and will be revisited every year.

EMPLOYEE RELATIONS

Background Checks

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

Complaint Procedures

The No Complaining Rule, “Employees are not allowed to mindlessly complain to their co-workers. If they have a complaint, they can take it to the principal/superintendent or someone who can do something about the problem, BUT they must also offer one or two possible solutions.” The intention is to eliminate mindless complaining which leads to a toxic work environment and encourage justified complaints that lead to new ideas, innovation, and success.

Conflict of Interest

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

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

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

Employee Orientation

Employees must know their roles and duties. New employees will participate in an orientation program. The employee’s immediate supervisor should provide the new employee with a review of the employee’s responsibilities and duties. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by Human Resources.

Employee Records

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

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

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the superintendent and the employee. The school district may charge a reasonable fee for each copy made.

Employee Searches

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

Licensed Teacher Evaluation

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

By September 30 of each school year, a member of the administrative staff shall acquaint employees with the evaluation procedures, criteria, and instruments. An employee starting work after the beginning of the school year shall be given such notification no later than one (1) week prior to the first formal evaluation.

Formal observation of work performance of a teacher shall be conducted openly. A copy of the Post-Observation Reflection Form shall be given to the principal within five (5) working days of the observation. A conference shall be held between the principal and the teacher within ten (10) days of the observation. This time may be extended by mutual agreement. The teacher shall sign the evaluator's copy acknowledging receipt of the teacher's copy. The teacher's signature on the observation or evaluation form shall be understood to indicate his or her awareness of the material but in no instance shall said signature be interpreted to mean agreement with content of the material.

The teacher shall have the right to submit a written response regarding any aspect of the evaluation. The written response shall be made on the form provided by the District and shall be submitted within ten (10) working days of the conference. Any material including written complaints used for evaluation purposes shall not be placed in the teacher's personnel file without the employee's knowledge.

Tier I Beginning Teacher shall mean an individual serving under an initial provisional license, issued by the Board of Educational Examiners, under chapter 272 who is assuming a position as a classroom teacher. Tier I teachers will be formally observed by their principal at least three times at mutually agreed upon times. The first two formal observations will be conducted prior to 1 February of each contract year. The third formal observation and summative report will be completed no later than 15 April of each contract year. These observations will focus upon the Iowa Teaching Standards and Criteria. Each observation will include a pre-conference and a feedback conference. The District will provide a form for the summative evaluation report.

Probationary Career Teacher shall mean an individual who holds a valid practitioner's license but has served less than two years in the District. Tier II, probationary career teachers, will be formally observed by their principal at least two times at mutually agreed upon times. The first formal evaluation will occur prior to February 1st of each contract year. The second formal observation and a summative report will be completed by 15 April 15th of each contract year. These observations will focus upon the Iowa Teaching Standards and Criteria. Each observation will include a preconference and a feedback conference. The District will provide a form for the summative evaluation report.

Tier II teachers shall annually design their own professional growth plan in consultation with building principals. These process plans are formulated into a written document called an "Individual Career Development Plan."

At least once every three years, Tier II teacher's performance shall be evaluated by a building principal on each of the Iowa Teaching Standards and Criteria. Each standard will be rated as "meets standard" or "does not meet

standard". Each standard's criteria will not be rated but will be used as a reference point for gathering evidence to overall performance on each standard. Artifacts related to each teacher's annual professional learning plan would be used as documentation when completing the summative evaluation.

Tier II teachers will be formally observed by their principal at least once during the performance review cycle. The observation will occur at a mutually agreed upon time. The formal observation shall occur prior to 15 April. The observation will focus on the Iowa Teaching Standards and Criteria. The observation will include a preconference and a feedback conference. The District will provide a form for the summative evaluation report.

This Article deals with but a single method of evaluation, i.e. formal evaluative observation of teacher/certified staff performance. Nothing in this Article is to be construed as precluding evaluation of teacher/certified staff based on informal observations of conduct during school hours and at school activities and their ability to carry out other assigned duties outside of the classroom. Any complaints directed toward an employee that are placed in his/her personnel file shall be promptly called to the teacher's attention in writing before being placed in the file.

Each employee shall have the right to review the contents of his/her personnel file. College placement credentials are specifically excluded from this review.

An employee who has been evaluated has the right to due process.

Any adverse criticism of employees shall be made in confidence and never in the presence of students or parents, or in other public gatherings. An employee shall be notified in writing of any complaint that is being placed in his/her personnel file. The employee shall have seven (7) working days to submit a written response to the complaint for inclusion in the personnel file.

Classified Staff Evaluations

Each employee shall be evaluated in their first year of employment. Thereafter, the evaluations will be every three years. The evaluation shall be performed by the employee's supervisor. The evaluation shall be performed by a review of the employee's job description. The employee's performance of the tasks described in the job description shall be evaluated with areas of performance discussed.

If there are deficient areas of performance, specific suggestions for improvement will be given to the employee in writing and the employee may be re-evaluated. Any additional evaluations will be conducted no more frequently than at four-week intervals. So long as the employee demonstrates consistent improvement, specific suggestions for improvement may continue to be given to the employee in writing until his/her job performance reaches a satisfactory level as determined by the supervisor.

The employee shall have the right to respond in writing to all written evaluation reports. All written evaluations will be kept in the employee's personnel file.

The performance evaluation shall be presented to the employee no later than April 30 of said school year.

Handbook Complaints

Complaints alleging the misinterpretation or misapplication of the district employee handbook are addressed in this section. Handbook complaint procedures are a means of internal dispute resolution by which an employee may have their complaints addressed. The goal of the handbook complaint process is to, at the lowest level possible, secure equitable solutions to problems that arise. Handbook complaints shall be made to the central office.

This section addresses complaints to the employee handbook. Other employee complaint procedures should be in accordance with the district's board policy.

Mandatory Cooperation in Workplace Investigations

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

investigation and related procedures. Employees may also be disciplined, up to and including termination, for impeding, obstructing or failing to cooperate with the investigation and related procedures.

Mandatory Reporting of Post-Employment Arrests and Convictions

Any employee who is arrested or convicted of any criminal charges shall report such information to the Superintendent within 24 hours. Failure to do so shall incur discipline, up to and including termination.

Nepotism

More than one family member may be an employee of the school district. It is within the discretion of the superintendent to allow one family member employed by the school district to supervise another family member employed by the school district subject to the approval of the board.

Probationary Status

The first three years of a newly licensed employee's contract is a probationary period unless the employee has already successfully completed the three-year probationary period in an Iowa school district. Newly licensed employees who have successfully completed a probationary period in a previous Iowa school district will serve a one-year probationary period.

Licensed employees may also serve a probationary period based on performance. Such probationary period is determined on a case-by-case basis in light of the circumstances surrounding the employee's performance as documented in the employee's evaluations and personnel file.

The probationary period for classified employees is 90 days unless otherwise stated in an employee contract, letter, or assignment.

Public Complaints about an Employee

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

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

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

Qualifications, Recruitment, and Selection

Job applicants for all positions will be considered on the basis of the following: training, experience, and skill; nature of the occupation; demonstrated competence; and possession of, or ability to obtain, state license if required for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on TeachIowa.gov, the online state job posting system. Additional announcements of the position may occur in a manner that the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of

applicants will be conducted by the administrator who will be directly supervising and overseeing the person being hired.

The board will employ employees after receiving recommendations from the superintendent. The superintendent, however, will have the authority to hire an employee on a temporary basis until a recommendation can be made and action can be taken by the board on the position.

The board may employ temporary teachers for a period up to six months and temporary administrators up to nine months. Temporary employees will be employed to fill a vacancy created by a leave of absence or unexpected termination of a licensed employee.

Release of Credit Information

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

Transfers

The district determines when and if there is a vacancy. Vacancies shall be posted electronically. Employees must submit a letter of intent for a vacant position. When filling a vacancy, the district will consider:

- The educational needs of the district
- The employee's academic background
- The financial needs of the district
- The applicable laws, rules, and regulations, and
- The number of years the employee has worked for the district

Involuntary transfers of employees may be made by the district when transfers are necessary for the efficient operation of the district. When determining which employees will be transferred, the district will consider:

- The educational needs of the district
- The employee's academic background
- The financial needs of the district
- The applicable laws, rules, and regulations, and
- The number of years the employee has worked for the district

Employees who are involuntarily transferred will be notified, in writing, of the involuntary transfer and the reasons why. The employee may request a conference with the superintendent/principal to discuss the reasons for transfer.

Teachers shall not be involuntarily transferred into a teacher leader and compensation position (TLC).

Determining the location where an employee's assignment will be carried out is the responsibility and within the sole discretion of the board, which will be in accordance with contractual agreements. In making such assignments, the board will consider the qualifications of each employee and the needs of the school district.

Work Day

The typical work day hours are from 7:45 a.m. to 4 p.m. unless otherwise noted.

Certified Staff

In the pupils' day, employees shall have in addition to their lunch period, a daily break during which they shall not be assigned any other duties as follows:

Elementary -Every teacher shall have one, 25-minute break period per day plus a minimum of one 15-minute break period per day.

Junior High - Minimum of a 40-minute break period per day.

High School - Minimum of a 40-minute break period per day.

Compensation for assuming another's duty or attending a required meeting schedule by administration is \$15 per class period at the middle school and high school level or \$15 per break at the elementary school. The above work would be done during the employee's break time.

Classified Staff

BREAKS - Employees working three consecutive hours or more per day shall receive a 10 minute duty-free paid break during each continuous three-hour period. Employees working six consecutive hours or more per day shall receive the option of one 20-minute duty-free paid break or two 10-minute duty-free paid breaks during their work day.

LUNCH PERIODS

1. Employees will be provided with a 25-minute lunch period.
2. Each individual employee working four or more hours per day will have the choice of two options in regard to his/her lunch period.
 - a. The lunch period will be unpaid and duty-free—in which case the employee will be required to clock out for lunch and the employee may leave the premises.
 - b. The lunch period will be paid, and the employee will remain on duty. Employees selecting this option will not be required to clock out for lunch and must remain in the building.
3. Employees may select a lunch option at the start of each school year but cannot change options during the school year.
4. Employees cannot blend the two options, i.e., eat lunch while on duty and then clock out for a 25-minute duty-free lunch period. Each employee must select one of the two options stated above.
5. Food service workers may receive a paid 20-minute lunch in lieu of the two 10-minute paid breaks.

DISTRICT PROCEDURES AND GUIDELINES

Business Procedures

Procedures are found on the district website at https://www.cardinalcomet.com/staff/employee_forms/.

Breastfeeding

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

Child Labor

Cardinal Community School District complies with both state and federal child labor laws. Under Iowa Child Labor laws, Iowa Code Chapter 92, minors under the age of 18 are prohibited from working in certain occupations, performing certain duties, and from using certain equipment. For more information on federal child labor laws, contact the U.S. Department of Labor, Wage and Hour Division, in Des Moines at (515) 284-4625 or visit <http://www.iowaworkforce.org/labor/childlabor.htm>.

Copyright

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

Classified Staff Discipline

Employee violations of board policy and work rules may result in discipline, up to and including termination. All employees who do not have a 279-teaching contract or 279. 24 administrator contract are considered "at-will" employees and serve at the will of the board. Employees whose employment is terminated will be given the appropriate level of due process as required by law.

The district uses progressive discipline procedures to prevent undesirable employee behavioral issues. In most cases, the district will follow the steps below. However, the district may combine or skip steps depending on the facts of each situation and the nature of the offense.

Step One – Verbal Warning

The employee and the principal or immediate supervisor shall meet to bring attention to the existing conduct issue. The principal or immediate supervisor shall discuss the nature of the problem and clearly describe company policies and procedures. The principal or immediate supervisor shall document this meeting.

Step Two – Written Warning

If the issue in Step One is not corrected, the employee and the principal or immediate supervisor shall meet to review the existing behavioral issue and any additional incidents. The principal or immediate supervisor shall outline the consequences for failing to meet conduct expectations to the employee. Employees in Step Two shall be placed in an intensive assistance plan.

The principal or immediate supervisor shall document the Step Two meeting and give a copy of the documentation to the employee. The original copy shall be placed in the employee's personnel file.

Step Three – Recommendation for Termination of Employment

If the issue in Step Two is not corrected, the employee may be subject to the termination procedures as outlined in Iowa Code and in board policy. The principal or immediate supervisor will discuss the appropriate action with the superintendent. The superintendent has the authority to recommend the termination of an employee to the Board.

Employee Recognition

Cardinal Community School District recognizes and appreciates the services of its employees. Employees who retire or resign may be honored by the board, administration and staff in an appropriate manner.

Employee Publication or Creation of Materials

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

Limitations to Employment References

School employees shall not assist another school employee, volunteer, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative personnel files, if the employee knows, or has probable cause to believe, that such school employee, volunteer, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

This limitation does not apply if the matter has been properly reported to law enforcement and any other regulatory authorities required by law, and either:

- the matter has been officially closed by the law enforcement agency;
- the individual is acquitted or otherwise exonerated of the alleged misconduct; or
- more than four years has passed since the case was opened, and no charges or indictment have been filed.

Professional Development

High quality teaching is imperative for student success and professional development plays a key role in this success. Employees are expected to attend all professional development opportunities and staff meetings provided by the school district unless they are on leave or have been excused by your building principal.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to Cindy Green, Director of Curriculum and Instruction. Approval of Cindy Green, Director of Curriculum and Instruction must be obtained prior to attendance by a licensed employee in a professional development program when the attendance would result in the licensed employee being excused from their duties or when the school district pays the expenses for the program.

Religious Holiday Celebrations

Public school officials need to be respectful of the religious beliefs of employees and students. The Iowa Department of Education has provided the following non-exhaustive checklist for prohibited and permissive activities related to religious holiday celebrations in public schools. This information may be located at www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/religious-holiday-celebrations-public-schools.

Permissible Activities:

- Including religious music selections during public holiday concerts if non-religious music is included
- Holding holiday concerts at religious sites if the concerts are also held at non-religious sites
- Displaying a “giving tree,” (e.g., a tree on which students hang donated items such as mittens, gloves, etc.)
- Displays of religious symbols when combined with other symbols of cultural and ethnic heritage such as Kwanzaa symbols, Frosty the Snowman, other festive figures, such as a “Happy Holidays” banner, etc.
- Displays of symbols representing many religious beliefs, even without non-religious symbols. But, just displaying symbols from Christianity and Judaism is an impermissible endorsement of dual beliefs. The display must present a message of pluralism and freedom to choose one’s own beliefs.

Prohibited Activities:

- Displays of religious symbols such as a crèche, an angel, a menorah, or a banner with a religious message (e.g., “Gloria in Excelsis Deo”)
- Display of a Christmas tree with religious symbols such as stars, angels, the baby Jesus, etc.
- School-wide prayer or Scripture readings
- A musical concert with exclusively religious music
- Banning students from offering candy canes or other items with a religious message during Non Instructional-time (before or after school or during a recess) and not done in the classroom. Schools may still prohibit distribution within classrooms.
- Holding a “Christmas Party” in the classroom. (A “holiday” or “end of semester” or “end of school year” party would be ok.)

School Fees

Iowa law identifies the types of fees schools can charge. School districts only have the authority to charge fees for textbooks, school supplies, eye and ear protective devices, summer school, driver’s education and transportation for students not eligible for free transportation. For those that are charged, the fees must be waived or reduced for those students who meet the eligibility requirements for free or reduced priced lunch. Employees cannot charge a student fee for anything without prior consent of the superintendent.

School Lunch Program

Cardinal Community School District operates a lunch and breakfast program. Employees may purchase meals and other items, including milk. The board recognizes that on occasion employees may need to charge a meal. Therefore, each employee will be allowed to charge up to \$6.00.

School Publicity and Community Relations

The Cardinal Community School District staff is the connection between the schools and the community. Employees are expected to work in a professional manner with parents and the community, when appropriate, for their positions. Teachers especially are expected to work closely with parents throughout the school year to ensure the success of all students, as parents are vital partners in the education of their children.

The use of students, the school district name, or its buildings and sites for advertising and promoting products and/or services of entities and organizations operating for a profit is disallowed. Nonprofit entities and organizations may be allowed to use students, the school district name, or its buildings and sites if the purpose is education related and prior approval has been obtained from the board.

Staff Meetings

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

Teacher Leadership and Compensation

The goals of the Teacher Leadership and Compensation System (TLC) are:

Attract able and promising new teachers by offering competitive starting salaries and offering short-term and long-term professional development and leadership opportunities.

Retain effective teachers by providing enhanced career opportunities.

Promote collaboration by developing and supporting opportunities for teachers in schools and school districts statewide to learn from each other.

Reward professional growth and effective teaching by providing pathways for career opportunities that come with increased leadership responsibilities and involve increased compensation.

Improve student achievement by strengthening instruction.

CONDUCT IN THE WORKPLACE

Employee Use of Cell Phones

School district and personal phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. All personal use of electronic devices should be made during sanctioned breaks. District telephones are only for official school business. Failure to follow this guideline will result in disciplinary action. If there is a personal emergency that you need access to your phone during the day, let your supervisor know.

Fighting

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

Fraud/Unlawful Gain

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

Neglect of Duties

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

Offensive or Abusive Language

Threatening, intimidating, or using abusive and profane language by school district employees towards others, including derogatory slurs, will not be tolerated. Violation will incur discipline, up to and including recommendation to the board for termination.

Performing Unauthorized Work While on Duty

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

Use of School Facilities and Equipment

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

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

Use of Time

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

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

EMPLOYEE STANDARDS OF CONDUCT

Academic Freedom

Cardinal Community School District's curriculum leaves room for teacher discretion and academic freedom within the confines of acceptable materials as outlined in each curriculum. Teachers are expected to use good judgment in their pedagogy and consider the culture and climate of the school and community and age of the students, as they individualize curriculum and provide a learning environment and assignments for their students.

Dress and Grooming

All employees are required to dress in a professional and appropriate manner. Any clothing that could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee.

Normal Day Dress Policy: In addition to good judgment, employees are encouraged to apply the following general guidelines for choosing clothing that is appropriate for school: suits, dress or casual slacks, khakis, pant suit, casual dresses or skirts, jean skirts, mid-length split skirts, shorts worn as part of a suit, blazers, sport coats, vests, long or short-sleeved shirts, blouses, T-shirt blouses, golf shirts, polo shirts, banded collar shirts.

Cardinal Pride Days: Dress items worn with Cardinal colors and school logo on days designated by Pride or Spirit Days are encouraged. Normally, Fridays are considered Pride Days.

Specific Activity Day Dress Policy: physical education, health, industrial technology and field trip attire should be appropriate to content and the specific activity as well as working conditions in class, field trip locations and activities.

Physical education dress should set a professional example for students--it is inappropriate to lead and demonstrate activities in attire that students are not allowed to wear. Specific classroom activities requiring modifications from normal dress policy should be cleared, in advance, with the building principal.

Inappropriate Dress: If there are specific examples of attire that the principal feels inappropriate, these items will be dealt with on an individual basis.

Employee Outside Employment

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

Employee Political Activity

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

- Engaging in any activity for the solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation or other political action during work hours/while engaged in official duties and in the presence of any student.
- Soliciting or receiving from any employee or other person any contribution or service for any political purpose during work hours/while engaged in official duties.

- Using classrooms, buildings or students for the purpose of solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation, or other political action. (This provision does not apply to employee use of district facilities if they are related to third-party events/activities authorized by the district that are outside the employee's scope of employment.)
- Using school equipment or materials for the purpose of solicitation, promotion, election or defeat of any referendum, candidate for public office, legislation or other political action.
- Engaging in prohibited political activities may be grounds for disciplinary action, up to and including termination.

Employees may request a leave of absence to run for public office. That provision is detailed in the "Leaves and Absences" section of this handbook.

Ethics – Bureau of Educational Examiners (BOEE)

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

Failure to Complete Reports

In order to have the school district function in a timely manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including but not limited to time sheets, grade reports, student records, IEP documentation and testing results. Failure to meet the deadline may result in disciplinary action.

Gifts

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

Insubordination

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

Relationships with Co-Workers

School district employees are encouraged to create an environment where co-workers' collaboration and cooperation add to the overall functioning of the district and fulfillment of individual job responsibilities. All employees must have a respectful attitude toward their job and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt or demean their work.

Staff Technology Use/Social Networking

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

reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's computer network.

Employees shall not post confidential or proprietary information, including photographic images, about the school district, its employees, students, agents or others on any external web site without consent of the superintendent. The employee shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external web sites. Employees shall not use the school district logos, images, iconography, etc. on external web sites. Employees shall not use school district time or property on external sites that are not in direct relation to the employee's job. Employees, students and volunteers need to realize that the Internet is not a closed system, and anything posted on an external site may be viewed by others all over the world. Employees, students, and volunteers who do not want school administrators to know their personal information, should refrain from exposing it on the Internet. Employees, who would like to start a social media site for school district sanctioned activities, should contact the superintendent and must work with Cindy Green, Director of Curriculum and Instruction in establishing and maintaining the site.

All employees must use 2-step email authentication as a security precaution.

Theft

All thefts should be reported immediately to a principal or supervisor. Any employee found to be involved in theft will result in appropriate discipline, up to and including recommendation to the board for termination.

Treatment of Patrons of the District

Patrons of the Cardinal Community School District are to be treated with respect on school grounds and at school events. Employees should be courteous at all times and report to district administration any mistreatment by district patrons.

Volunteers

The board recognizes the valuable resources it has in the members of the Cardinal Community School District community. When possible and in concert with the education program, members of the school district community may be asked to make presentations to the students or to assist employees in duties other than teaching. The school district may officially recognize the contributions made by volunteers. Please talk to your building principal before allowing volunteers to help in your classroom. All volunteers must complete a volunteer application form as well as background check prior to being able to volunteer.

STUDENT AND CLASSROOM ISSUES

Abuse of Students by a School District Employee

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

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. This includes but is not limited to sexual or physical relationships, grooming behavior, and otherwise inappropriate relationships with students. Employees found in violation of this policy will be subject to disciplinary action up to and including recommendation to the board for termination.

Cardinal Community School District will respond promptly to allegations of abuse of students by school district employees by timely reporting to all relevant agencies as required by law. Employees are required to assist in the investigation when requested to provide information and to maintain confidentiality of the reporting and investigation process.

Child Abuse Reporting

Cardinal Community School District believes in protecting our students and we strive for them to be productive without outside factors weighing on their ability to learn. In compliance with state law and to provide protection to victims of child abuse, the board believes incidents of alleged child abuse should be reported to the proper authorities. All school employees 18 years of age or older are required as mandatory reporters, to report alleged incidents of child abuse they become aware of within the scope of their professional duties. When an employee files a report to the Department of Human Services and/or law enforcement, the employee should inform the School Counselor and/or Building Principal of the report to allow for supportive services and protective measures to be developed.

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

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident and shall make a written report to the Iowa Department of Human Services within 48 hours following the oral report. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified. A report to the School Counselor and/or Building Principal needs to follow each report.

Within six months of their initial employment, mandatory reporters will take a training course involving the identification and reporting of child abuse or submit evidence they have taken the course within the previous three years. The course will be re-taken at least every three years.

Corporal Punishment, Restraint and Detaining Students

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

State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a student. If a student is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent. For additional information regarding Iowa law on this issue, please visit the

“Timeout, Seclusion, and Restraint” section of the Iowa Department of Education’s website, located at www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip, unless an appropriate reason prohibits attendance. The field trip must be approved by your building principal in advance.

Individuals with Disabilities Act (IDEA)

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

Parent/Teacher Conferences

Teachers are expected to attend parent teacher conferences. There will be fall and spring conferences.

Searches of Students and Property

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

Standardized Testing and Assessment

Assessment is an important part of the education process, and the school district is committed to ensuring the integrity of testing and assessment practices. Employees are expected to administer standardized tests consistent with Iowa law and Bureau of Educational Examiners ethical codes that promote the integrity of the assessment and the validity of student responses. Failure to do so may result in disciplinary action up to and including termination. For additional information regarding the applicable standard in the Iowa Bureau of Educational Examiners Code of Professional Conduct and Ethics, please visit The Bureau of Educational Examiners website located at <http://www.boee.iowa.gov/doc/ethHndot.pdf>.

Student Funds and Fund Raising

Student fundraising for school activities may occur upon approval of the principal at least 4 weeks prior to the fund-raising event or the start of a fund-raising campaign and with an employee overseeing the fundraising. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must identify a specific purpose for fundraising and secure the approval of the principal prior to spending the money raised.

Any person or entity acting on behalf of the district and wishing to conduct an online fundraising campaign for the benefit of the district shall begin the process by seeking prior approval from the superintendent. Money or items

raised by an online fundraising campaign will be the property of the district only upon acceptance by the board and will be used only in accordance with the terms for which they were given, as agreed to by the board.

Student Records

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student information unless it is to someone who has a legitimate educational interest in knowing the information. Please contact your building secretary if you have a request for student records.

Give careful thought to what you discuss concerning school matters whether with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring community members to the school principal or appropriate staff member. Much care and judgment must be exercised in the handling of confidential information. A break in confidentiality can result in disciplinary action, up to and including termination, and expose the employee to personal liability for violation of Iowa's privacy law.

Student Use of Personal Electronic Devices

Cardinal Community School District will take steps to create opportunities for students to engage in peer-to-peer activities, and ensure that student use of personal electronic devices does not occur during instructional time. Personal electronic devices mean any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. This may include but not limited to cell phones, ear buds, radios, touch pads etc.

Every district staff member is empowered to assist in the enforcement of this policy and regulation as appropriate. To avoid distraction during instructional time, personal electronic devices must be silenced or turned off, not visible, and not physically attached to the student's body. Students may store their personal electronic devices in locations such as backpacks, lockers, and space in the classroom designated by the teacher. Student electronic devices in the possession of the district will be secured in the following methods:

Staff members may establish classroom rules or protocols for placement of personal electronic devices during instructional times consistent with this regulation. If a student is observed using a personal electronic device during instructional time, the employee who observed the student behavior will notify building administration, who will require the student to turn in the device for safekeeping until the end of the school day. The device will be secured in the building's front office. The district, however, is not responsible for the loss, theft, or destruction of personal electronic devices brought onto school, or district property, or while the student is attending district or school-sponsored events.

Personal electronic devices that have been specifically authorized under a current individual education plan (IEP), a Section 504 plan, or an Individual Health Plan (IHP) are exempt from these rules. Additionally, parents or guardians of students may request to building level administration that a student retain access to the student's personal electronic device during instructional time if the parent or guardian can establish there is a legitimate reason related to the student's mental or physical health for the student to retain access during instructional time. This must be tied to the student's multi-tiered system of support (MTSS) framework. Any denials may be appeal to the Superintendent, who will be the final decision maker on the request.

Transporting of Students by Employees

Generally, transportation of students is in a motor vehicle owned by the school district and driven by an employee. Only in rare cases, such as an emergency or a sick child, should an employee transport a student in the employee's personal vehicle and then another adult must be present. In some cases, it may be more economical or efficient for the school district to allow an employee of the school district to transport the students in the employee's motor vehicle and will be done so after approval of the superintendent.

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

- The vehicle is in good condition and meets all applicable safety requirements.

- The driver possesses a valid drivers' license.
- Proof of insurance has been supplied to the superintendent and insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa, and
- The parents of the students to be transported have given written permission to the superintendent/designee.

Tutoring

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

Tutoring for a fee may not take place within school facilities or during regular school hours unless approved by the superintendent and the fees go to the school district, not the teacher.

HEALTH AND WELL-BEING

Administering Medication

The supervision of any medication distribution to students shall be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

Anti-Bullying and Harassment

The district is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while in school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If, as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may request to enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Retaliation Prohibited

Retaliation against any person because the person has filed a bullying and harassment complaint or assisted or participated in an investigation is prohibited.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

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

“Harassment” and **“bullying”** mean any repeated and targeted electronic, written, verbal, or physical act or conduct toward an individual that creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the individual in reasonable fear of harm to the individual’s person or property.
2. Has a substantial detrimental effect on the individual’s physical or mental health.
3. Has the effect of substantially interfering with the individual’s academic or career performance.
4. Has the effect of substantially interfering with the individual’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent’s designee. The complaint form is available in each building office or online at https://www.cardinalcomet.com/page/bullying_harassment/. If the complainant is a school employee, after filing the complaint with the superintendent or superintendent’s designee, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or superintendent’s designee (hereinafter “investigator”) will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the complainant and the individual named in the complaint (“respondent”)
- A request for the complainant to provide a written statement regarding the nature of the complaint.
- A request for the respondent to provide a written statement.
- Interviews with witnesses identified during the course of the investigation
- A request for witnesses identified during the course of the investigation to provide a written statement, and
- Review and collection of documentation or information deemed relevant to the investigation

The investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in board policy. Upon completion of the investigation, the investigator shall issue a report with respect to the findings and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal.

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

School Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension

and recommendation to the board for expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include recommendation to the board for termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Bloodborne Pathogens

Annually, required employees will be expected to take the bloodborne pathogens training.

Communicable Diseases – Employees

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

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

Employee Injury on the Job

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

If possible, an employee may administer emergency or minor first aid. If medical services are required, employees should use Occupational Meds in Ottumwa.

It is the responsibility of the employee injured on the job to inform your building principal within twenty-four hours of the occurrence. It is the responsibility of the employee’s immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

Employee Physical Examination

The district believes good health is important to job performance. Except for bus drivers, employees won’t be required to produce evidence of good health on a regular basis. Employees whose physical or mental health, in the judgment of the administration, may be in doubt must submit to additional examinations to the extent job-related and consistent with business necessity, when requested to do so, at the expense of the school district.

The district will comply with occupational safety and health requirements as applicable to its employees in accordance with law.

School bus drivers will present evidence of good health upon initial hire and every other year in the form of a physical examination report, unless otherwise required by law or medical opinion. The cost of the initial

examination will be paid by the district. The school district will provide the standard examination form to be completed by the district-selected physician for bus drivers.

Hazardous Chemical Disclosure

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

Smoke and Tobacco Free Workplace

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

Substance Free Workplace

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

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

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

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

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

LEAVES AND ABSENCES

Absences (Absence Management System)

In order to accomplish the goals and mission of the Cardinal Community School District, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Absences arranged in advance (vacations and personal days) do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent for 2 consecutive workdays, without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated. Misuse of leave procedures may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for disciplinary action. Leaves of absences without pay are not encouraged. Requests for leave of absence without pay will generally be denied. Excessive, chronic or unauthorized use of unpaid leave and/or fraudulent use of paid leave may be grounds for disciplinary action up to and including recommendation to the board for termination or non-renewal of contract.

An employee shall utilize the absence management system for reporting absences prior to 2-1/4 hours ahead of the employees' scheduled start time. After that, the employee must call the building secretary.

We understand that emergencies do come up and in the event of an emergency due to illness, please notify the Building Secretary as soon as possible. All other forms of leave requests are to be submitted to your building Principal in the normal manner.

Leaves will be calculated based on actual time absent.

Bereavement Leave

Employees shall be granted a leave of absence at full pay for funerals in the immediate family not to exceed five days per death, except in unusual circumstances. Immediate shall mean: (a) spouse and children, (b) father, mother, brother, or sister of either spouse; (c) grandparents of either spouse; (d) grandchildren of either spouse. Employees shall also be granted a leave of absence at full pay for funerals of brother-in-law or sister-in-law of either spouse not to exceed one (1) day per death except in an unusual circumstance as determined at the sole discretion of the Superintendent of Schools.

Personal Leave

Each employee will be granted two days of personal leave annually. Requests are to be submitted to the principal or immediate supervisor at least two days in advance, except in unusual circumstances, and will be granted as long as demand does not exceed availability of substitutes. These are for obligations and activities that are not covered under other leaves. The employee shall not be required to explain the reason for the leave. No leave shall be granted the first two weeks of school, the last two weeks of school, the day before or day after scheduled vacations except in an unusual circumstance as determined by the Superintendent of Schools. Employees must use personal days before requesting an unpaid day. Unused personal days may accumulate to a maximum of four (4) days, if unused the previous year. Days carried over from the previous year will be used for the purpose of the employee conducting personal business that cannot be taken care of outside of the regular workday and is not covered under any other leaves to which the employee has available days. The employee has the option of being paid \$40 licensed staff/\$20 classified staff for each unused personal leave day rather than carrying them forward. By the first Friday in June of each school year, the employee must notify the central office of their intent for compensation of day(s); if central office is not notified by deadline, the leave shall automatically carry over.

Employee Vacation

Vacation may be available for those employees who work twelve months a year or as included in an individual contract.

Family and Medical Leave

Unpaid family and medical leave will be granted up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) per year to assist eligible employees in balancing family and work life. Requests for family and medical leave will be made to the superintendent. Employees eligible for family and medical leave must comply with the family and medical leave policy and administrative rules prior to starting family and medical leave. (IASB Policy Reference Manual-409.3) For additional information regarding FMLA, please contact Human Resources or visit the “Family and Medical Leave Act” section of the United States Department of Labor’s website, located at <http://www.dol.gov/whd/fmla/>.

Jury Duty Leave

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

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

Military Service Leave

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

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

Sick Leave

Employees shall be given a copy of a written accounting of accumulated sick leave days no later than September 15th of each school year. Absence with pay will be allowed for personal illness or injury with full pay as follows:

First year of employment	11 days
Second year of employment	12 days
Third year of employment	13 days
Fourth year of employment	14 days
Fifth year of employment	15 days
Subsequent years	15 days

The above amounts shall apply only to consecutive years of employment in the same system and accumulated past sick leave and accredited current sick leave shall not be more than a total of 120 days. However, when an employee has accumulated 120 days, at the beginning of each school year, he/she shall receive the additional 15 days and if during the school year sick days are used, the deduction shall be taken from the 15 days and their total accumulation shall remain at 120 days as long as 15 or fewer days of sick leave are used during the school year. The District can and may require such evidence of illness as it desires. Upon retirement, the employee shall be remunerated for the unused leave at \$15.00 per day up to a maximum of \$1,200. No employee shall be eligible to receive a retirement payment for unused leave more than one time.

Family Illness: Employees shall be granted leave of absence at full pay for illness in the immediate family not to exceed ten days per year. Immediate family shall mean, except in unusual circumstances: (a) spouse and children (b) father or mother; (c) brother or sister (in immediate household or seriously ill); (d) grandchildren who are under the

employee's legal guardianship or living in the household without either parent present (proof must be supplied). When the employee's ten (10) days of immediate family illness leave have been used, the employee may acquire extra days of leave in exchange for the present year's sick leave at the rate of (2) sick leave days for each additional day of immediate family illness leave. An Employee will be paid \$40 for certified staff/\$20 for classified staff for up to five remaining family leave days during the present year. This will be paid on the second June paycheck.

Political Leave

The board will provide a leave of absence to employees to run for elective public office. The superintendent will grant an employee a leave of absence to campaign as a candidate for an elective public office as unpaid leave.

The request for leave must be in writing to the superintendent of schools at least thirty days prior to the starting date of the requested leave.

Absence Without Pay

Unpaid leave, up to 2 days per school year, may be used to excuse an involuntary absence not provided for in other leave policies of the board. No leave shall be granted the first two weeks of school, the last two weeks of school, the day before or day after scheduled vacations except in an unusual circumstance as determined by the Superintendent of Schools.

The superintendent will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent will consider the effect of the employee's absence on the education program and school district operations, length of service, previous record of absence, the financial condition of the school district, the reason for the requested absence and other factors the superintendent believes are relevant to making this determination.

If unpaid leave is granted, the duration of the leave period will be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and school district operations.

Whenever possible, employees will make a written request for unpaid leave five (5) days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary are made unless they are waived specifically by the superintendent. Extra duty pay shall not be deducted if the employee's extra duty is not applicable.

Sabbatical Leave

The Board may grant an employee an unpaid sabbatical leave for study (including study in another area of specialization), for travel, or for other reasons of value to the employee. The employee shall have the opportunity to continue all fringe benefits at their own expense.

Conditions Sabbatical leave may be granted subject to the following conditions:

Percentage of Employees. If there are sufficient qualified applicants, sabbatical leaves may be granted to a maximum of five percent (5%) of employees at any one time.

Requests - Requests for sabbatical leave shall be presented to a jointly established Sabbatical Leave Committee (SLC), which Committee shall determine applicants' qualifications for sabbatical leave in accordance with the requirements it shall prescribe. The SLC shall be composed of an equal number of Board and Association members representing the elementary and secondary teaching levels. The Association shall appoint its members of the SLC. Requests containing the information prescribed by the SLC shall be submitted no later than the first week of January. Recommendations from the SLC to the Board for action on such requests must be made no later than April 30 of the school year preceding the school year for which the leave is requested.

Minimum Time to Qualify. In order to qualify for a sabbatical leave, the employee must have completed at least seven (7) full years of service in this District and agree to work for the District at least one (1) year after the sabbatical leave.

Remuneration. During the period of sabbatical leave, the employee may accept grants or fellowships, or may engage in remunerative employment.

Return. Upon return from sabbatical leave, an employee shall be placed on the salary schedule then in effect at the step following the step they were on during their last year of teaching. If additional credit hours were earned, he/she will be placed on the appropriate step of the salary schedule.

Any decision by the Superintendent to approve or deny extension of leaves due to unusual circumstances shall not be subject to the grievance procedure.

SAFETY AND SECURITY

Asbestos Notification

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

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

Building Security

The Cardinal Community School District is committed to maintaining a safe and secure learning environment for students and staff. In order to accomplish this, it is the responsibility of all employees to do their part in creating this safe and secure environment. Employees should contact Dustin LaRue, Director of Buildings and Grounds at 641-455-4860 to report any security/safety hazard(s) or condition(s) they identify.

- Visitors are to use the front entrance for accessing buildings.
- Employees should wear provided identification badges at all times;
- Employees should notify your building principal immediately if they suspect there is a stranger on the premises;
- If building keys are lost, please notify the business office.

Drills and Evacuations

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

Fire and tornado drills are required by law. School districts must have two fire and two tornado drills before December 31 and two fire and two tornado drills after January 1 for a total of eight each school year.

Emergency Closings/Inclement Weather/Other Interruptions

The District will utilize Powerschool Messenger to call homes when there is a winter weather delay, early dismissal, or closing. Cardinal will attempt to make a decision about a school delay or cancellation and have the phone call placed before 6:30 a.m.

Threats of Violence

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

Visitors/Guests

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

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

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors failing to conduct themselves accordingly may be asked to leave the premises. Children who wish to visit school must be accompanied by a parent or responsible adult.

It is the responsibility of employees to report inappropriate conduct. It is the responsibility of the superintendent and principals to take the action necessary to cease the inappropriate conduct. If the superintendent or principals are not available, a school district employee will act to cease the inappropriate conduct.

Weapons

The Cardinal Community School District is committed to maintaining a safe and secure learning environment for students and staff. The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Employees who witness or have knowledge about the presence of potential weapons on school property should notify the proper authorities immediately.

The prohibition on weapons does not pertain to those under the control of law enforcement officials.

TERMINATION OF EMPLOYMENT

Contract Release – Licensed Employees

Licensed employees who wish to be released from an executed contract must give at least twenty-one days' notice to the superintendent. Licensed employees may be released at the discretion of the superintendent. Only in unusual and extreme circumstances will the superintendent release a licensed employee from a contract. The superintendent will have sole discretion to determine what constitutes unusual and extreme circumstances.

Release from a contract will be contingent upon finding a suitable replacement. Licensed employees requesting release from a contract after it has been signed and before it expires may be required to pay the district the cost of advertising incurred to locate and hire a suitable replacement. Upon written mutual agreement between the employee and the superintendent, the costs may be deducted from the employee's salary. Payment of these costs is a condition for release from the contract at the discretion of the superintendent. Failure of the licensed employee to pay these expenses may result in a cause of action being filed in small claims court.

The superintendent is required to file a complaint with the Iowa Board of Educational Examiners against a licensed employee who leaves without proper release from the board.

Resignation – Licensed Employee at Year End

A licensed employee who wishes to resign must notify the superintendent in writing within the time period set by the board for return of the contract. This applies to regular contracts for the licensed employee's regular duties and for an extracurricular contract for extra duty. Resignations of this nature will be accepted by the board. There is a notification incentive of \$1,500 for licensed staff who submit a resignation letter from a teaching position to central office on or before February 1 of each year; half will be paid on March 20th and the other half will be paid on June 20 upon successful completion of the school year. This \$1,500 option would not be given if the licensed employee were also accepting an early retirement option.

Resignation – Classified Staff

Classified employees who wish to resign mid-year or mid-assignment, must give the school district at least 2 weeks notice. Those resigning at year end or at the end of an assignment must give notice by May 1st. Except as otherwise provided by law, this contract may be terminated at any time by either party, for any reason or for no reason at all, with or without notice to the other party.

Reduction in Force/Furlough

The board has the exclusive authority to determine the appropriate number of employees. A reduction of employees may occur as a result of, but not be limited to, changes in the education program, staff realignment, changes in the size or nature of the student population, financial situation considerations, and other reasons deemed relevant by the board.

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

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

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

Retirement

Employees who will complete their current contract with the board may apply for retirement. No employee will be required to retire at a specific age.

Application for retirement will be considered made when the employee states in writing to the superintendent, no later than the date set by the board for the return of the employee's contract to the board, the intent of the employee to retire. The letter must state the employee's desire to retire and be witnessed by another party other than the principal or the superintendent. Applications made after the date set by the board for the return of the employee's contract to the board may be considered by the board if special circumstances exist. It is within the discretion of the board to determine whether special circumstances exist.

Board action to approve an employee's application for retirement is final and such action constitutes nonrenewal of the employee's contract for the next school year.

Retiring employees shall have the option of receiving all or part of their earned, contracted salary on/before June 30 of the summer in which they retire. Retiree insurance coverage is in lieu of COBRA.

Appendix

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the Cardinal Community School District's Employee Handbook available at www.cardinalcomet.com or in the business office. I understand the Employee Handbook contains important information about the Cardinal Community School District and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult my supervisor with any questions I have about the contents of the Employee Handbook or any questions that I feel were not addressed.

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

Employee's Signature	Date
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Employee's Name (Printed)

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

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 · Revised February 2013

Title IX – What Do I Need to Know?

What is Title IX

Title IX is a federal law (and accompanying regulations) that require school districts to properly address any complaints of sex discrimination, sexual harassment, or sexual misconduct. It requires **any school employee** who learns of sex discrimination, sexual harassment, or sexual misconduct between students (student-to-student), between employees (employee-to-employee), or between employees and students (employee-to-student) to appropriately respond and **immediately notify, the appropriate school district officials.**

What is considered sex discrimination, sexual harassment, and sexual misconduct?

Sex discrimination is any action taken against a person that denies or limits the person’s ability to participate in or benefit from the school district’s educational program or activities based on the person’s sex.

Sexual harassment included (a) engaging in “**quid pro quo**” harassment where an employee explicitly or implicitly conditions the delivery of an educational aid, benefit, or service on a person’s participation in unwelcome conduct on the basis of sex or (b) creating a “**hostile environment**” due to unwelcome conduct that a reasonable person would consider to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school district’s education program or activity.

Sexual misconduct includes acts of sexual violence, such as sexual assault, domestic violence, dating violence, and stalking.

If I learn of sex discrimination or sexual harassment, what should I do?

As a school district employee who creates meaningful relationships with students, your role in reporting concerns regarding discrimination and harassment is critical. You should always encourage students to express concerns to you about conduct that may be considered sex discrimination or sexual harassment. You should then **immediately report any allegations** of sexual misconduct (of any degree) to the appropriate school district officials (see box below). You are not obligated (and should not) investigate the allegations or seek to resolve the concerns expressed to you.

You *cannot* tell the student(s) that you will keep their concerns confidential and will not tell anyone. Again, **every school district employee has an obligation to report any allegations of sexual misconduct.** You also should take any concerns expressed to you seriously, and should not discount the student’s concerns by using “dangerous words” (see box at right).

Should I still discipline students like I normally do?

Every time you receive a complaint regarding student conduct, you must first consider whether the alleged

Dangerous Words
In any investigation into claims of sexual harassment or sex discrimination, certain words or phrases may cause more harm than good. You should AVOID using the following words: “Just ignore it.” “Can’t you just accept a compliment?” “You must have made them think it was OK.” “Lighten up.” “They wouldn’t do that.” “Sounds like nothing wrong happened.”

conduct occurred ***because of the complainant's sex***. If the complaint in any way relates to claims of sex discrimination, sexual harassment, or sexual misconduct, as outlined above, you must ***STOP*** any discipline you are pursuing and contact the appropriate school district officials (see box below).

What can I do to reduce instances of and decrease the impact of sex discrimination and harassment within the school district?

All school employees are prohibited from engaging in any discrimination, including discrimination on the basis of a person's sex. You cannot provide or deny educational benefits or opportunities on the basis of a person's sex. You also *cannot* engage in or tolerate conduct that creates a hostile environment on the basis of a person's sex.

Title IX Coordinator
If you learn of any complaint of sex discrimination, sexual harassment, or sexual misconduct, you should contact: Cindy Green Cindy.green@cardinalcomet.com

You should take affirmative steps to ensure you provide a welcoming environment for all students and should stop conduct that unfairly targets someone because of their sex. You must always ***act quickly*** when confronted with allegations of sex discrimination and report the allegations consistent with this handout and applicable Board policy.

To access Board policies regarding sex discrimination/harassment, visit the District's website.

Employee Acknowledgement		
I do hereby acknowledge receiving and fully reviewing the above information regarding sex discrimination and sexual harassment. I understand my obligations as a school employee. I recognize that, if I have any questions, I can reach out to my supervisor and/or the person(s) outlined above as Title IX Contacts.		
_____	_____	_____
Employee Signature	Employee Name (printed)	Date