

New London Community School District

All Employee Handbook



2019-2021

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*This handbook is a general source of information and may not include every possible situation that could arise. It is not intended, and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures for further information. If a conflict exists between information in this handbook

and the board policies or administrative procedures, the board policies and procedures shall govern. The handbook is subject to change and will be revised as needed.

OPENING STATEMENT

Welcome Letter

Welcome to the New London Community School District! We are fortunate you have chosen to work for the NL school district and ready to give it your all! You have signed on to do one of the most important careers, to work for a school district and positively impact the young citizens of this community. We cannot think of a more important opportunity and we hope you feel the same way. Effective and consistent communication will serve us well with our efforts to provide a high level state-of-the-art education. Our expectation is that we will provide positive and strong relationships with our students as well as attention to detail in what is needed to help them grow and learn. With your help and assistance, we will achieve these goals.

We are here for the students and their families that we serve. It is imperative that we work together as a team for the benefit of our students. We thank you in advance for your unwavering dedication to the students, parents, and staff of the New London Community School District.

If there is anything that we can do to assist you, please do not hesitate to ask for help from your supervisor or others.

We Guide, We Challenge, We Motivate, We Learn!

Please refer to this Handbook when inquiring about basic employee information, administrative regulations and expectations.

Best wishes for a fabulous school year!

As employees of the school district, we agree to follow and uphold the District and board approved mission and goals. In addition, all employees represent the school district and as such, demonstrate belief and support for the mission of the school district. We value, uphold, provide support, and focus on the following as employees of the school district.

...

Recognition

The Board recognizes the New London Education Association as the sole and exclusive negotiating agent for all contracted certified personnel as listed in Public Employment Relations Board Certification Instrument, case No. 206, issued by the Public Employment Relations Board on October 21, 1975.

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.

Compliance

Any contract or letter of employment between the Board and an individual employee, heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this handbook. If an individual contract contains any language inconsistent with this handbook, this handbook during its duration, shall be controlling. Each individual employee contract shall incorporate by written reference the terms and provisions of this handbook. The contract shall be signed by the President of the Board before it is given to the employee. Teachers being offered their first contract may sign a contract prior to the Board President signing it.

If the need arises for amendments to be made to the contract on items inconsistent with the law, or on items to be changed after mutual agreement of the Association and the Board, then the contract may be changed. The amended articles will be signed by the President of the Association and the President of the Board.

Equal Opportunity Employment

Board Policy 401.2 https://drive.google.com/file/d/0B_LhMbkgdJJvaWNlekR2MTU0S1k/view?usp=sharing

Inclement Weather and process for making up hours and days

The State requirements are for schools to operate a school year as 180 days or 1,080 hours. We are following a "days" school calendar, if we miss an entire school day due to inclement weather or other reasons, we will make up the entire day and add it to the end of the school year.

Emergency Closings/Inclement Weather/Other Interruptions

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/TV station as well as use the online alert system, GovDelivery, to broadcast a school closing announcement. It is the responsibility of the employee to check announcements/email/phone calls/text messages regularly and keep personal phone and email updated with the building secretary (PowerSchool). If possible, the superintendent will announce dismissals in the evening (prior to the inclement weather occurring) or the morning of depending on the situation and safety issues presented. Please check email and phone messages frequently if there is a forecast of inclement weather. If you have not received a notice, it is highly recommended that you contact another school employee to see if they have been contacted.

Dismissal routines and adjusted schedules will be communicated by the building administrator. Announcements in each case (late start, early dismissal, no school, etc...) will be made as to what employees are to do in the event of emergency closings.

When delays are determined necessary by the district, staff will not be required to report to work until the school start time is designated. Also, when school is dismissed early for inclement weather, staff will be free to leave after all students are gone from the building.

Travel Compensation – Outside the District

Employees traveling on behalf of New London Community School District and performing approved school district business are expected to use a school vehicle unless one is not available. Reimbursements will not be accepted unless unusual circumstances exist and have received prior approval from your supervisor to use your own vehicle to attend the trip. If a school district vehicle is NOT available, the employee will be reimbursed \$.30 per mile. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs. Pre-approval from the building principal for these expenses is required. Transportation Request Link..https://docs.google.com/a/nlcsd.org/forms/d/e/1FAIpQLSceDL0QwdgaBwul0n-RilRR0_Q6AKAIYiYx1bt1Q4QQjzS4jQ/viewform

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 building principal.

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 an itemized receipt, indicating the date, purpose and nature of the expense for each claim item attached to a trip expense form. Trip expense form link..
https://drive.google.com/file/d/0B_LhMbkgdJJvVIISM0ptbFY0b2c/view?usp=sharing Failure to have an itemized receipt will make the expense a personal expense.

District Contacts

A list of all staff and their phone extension will be sent out via email.

Board Policies

Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Employees are expected to know existing board policies and know to refer to the policies when necessary. Board policies can be found on the school website at: www.nlcsd.org

Handbook Subject to Change

Although every effort will be made to update the handbook on a timely basis, **New London Community School District** reserves the right, and has the sole discretion, to change any policies, procedures, benefits, and terms of employment, consultation, or publication, except as may be required by contractual agreements and law. **New London Community School District** reserves the right, and has the sole discretion, to modify or change any portion of this handbook at any time with Board approval. However, prior to any changes a meeting with the handbook committee will take place to discuss the proposed change or additions in the current year. Every year the handbook committee will meet to review the entire handbook to make possible changes or additions as seen needed.

COMPENSATION AND BENEFITS

Compensation and Salary Schedule

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

Wages and Salaries:

A. Schedule

The salary of each employee covered by the regular salary schedule is set forth in Schedule (A). Schedule (A) is derived from the combination of the generator base and Teacher Salary Supplemental funding. Without such TSS funding, Schedule (A) will be adjusted to reflect the entirety of its retraction.

B. Placement on Salary Schedule

1. Adjustment of Salary Schedule

Each employee shall be placed on his/her proper step of the salary schedule as of the effective date of this agreement and in accordance with paragraph 2 below. Any employee hired for three (3) consecutive grading periods or more in any one school year shall be given full credit for one (1) year of service toward the next increment step for the following year.

2. Credit for experience

Credit up to the tenth step of any salary level on the employee salary schedule shall be given for previous outside teaching experience in a duly accredited school upon initial employment. Hard to fill or high needs positions of employment may be granted additional experience to fulfill the position through the recommendation of the superintendent to the Board of Education.

3. Returning to the District

Any employee with previous teaching experience in the New London Community School District shall upon returning to the system receive full credit on the salary schedule for all outside teaching experience, military experience, or alternative civilian service required by the Selective Service System, Peace Corps, VISTA or National Teaching Training Corps work and appropriate business or industry experience up to the maximum of two years.

Such employees who have not been engaged in other teaching or other activities indicated above shall, upon returning to the system, be restored to the next position on the salary schedule above that at which they left, provided they have completed the full year prior to leaving.

C. Advancement on Salary Schedule

1. Increments

Employees on the regular salary schedule shall be granted one increment or vertical step on the schedule for each year of service until the maximum for their educational classification is reached. A year of service consists of employment in the New London Community School District for three (3) consecutive grading periods or more than one school year.

2. Educational Lanes

Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move to the corresponding eligible step on the higher lane. For an employee to advance from one educational lane to another, he or she shall file suitable evidence of additional graduate educational credit with the Superintendent no later than the first day of **September** for the first semester and no later than the first day of **January** second semester for lane advancement.

D. Part-Time Teachers

Part-time teachers, employees contracted for a nine month basis, and at part-time, will receive salaries and benefits prorated a fraction of the total number of workdays to one hundred ninety (190) contract days. Part-time teachers will receive at least one in-service day or more prorated to the nearest full day, in proportion to one hundred ninety (190) contract days. Part-time employees under contract prior to the 98-99 school year are grandfathered.

Classified/Non-certified Employees:

The board will determine the compensation to be paid for the classified employees' positions, 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.

Each hourly employee paid on an hour-by-hour basis must complete, sign, and turn in a daily time record showing the actual number of hours worked.

Payment for coverage

The District will pay staff at a rate of \$25 per period (42 - 60min.) of time that is needed to be covered for a certified staff member during your prep time. This coverage must be approved in advance by the building principal, and it is the teacher's responsibility to find their own coverage unless the building principal has initiated the need for coverage.

Compensation for Extra Duty

The Supplemental Pay Schedule (Schedule B) which is a part of the Master Contract.

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

Extra Duty Events

In order to help make events be a success it takes several individuals every night. The District will require that all certified staff members will sign up for two events; also, the District will expect that all non-certified staff members work one event. These events or duties include, but are not limited to, ticket takers for plays, musicals, sports, track events, and others that may be needed. A sign-up sheet for these duties will be provided on the first day of All Staff in-service for everyone to have an equal opportunity to sign up for certain events. A complimentary pass for all New London home events will be provided to you and admit you and your immediate family.

Continued Education Credit

Board Policy 406.3 https://drive.google.com/file/d/0B_LhMbkgdJJvaWNlekR2MTU0S1k/view?usp=sharing

In the event that the District request a certified staff member gets additional certification and pays the cost of the classes, the staff member will not be granted lane advancement for these additional credits.

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

A. Types

1. Life Insurance

The district will provide teachers and administrators with \$20,000 of term life insurance.

2. Disability Insurance

The district will provide teachers and administrators with disability insurance.

3. Medical Insurance

The district will offer all employees a group insurance program. Teachers and administrators will be offered a single coverage plan at no cost. Employees may select one of the following three options:

- a. family coverage
- b. single coverage
- c. opt out of plan

New hires after 7/1/2011 will not have the choice of option c, they must pick option a. or b. As of 7/1/2015 option c will no longer be available to anyone not already on option c.

The district will contribute the following amounts, per month to full-time administrators, teachers, secretaries and custodians:

a. family coverage - \$871.00

b. single coverage - \$526.00

c. opt out of plan - \$401.00

B. Coverage

The District-provided insurance programs shall be for twelve (12) months (beginning September 1 of each year and ending August 31 of the following year). Employees new to the district shall be covered by District-provided insurance when the employee begins work. An employee whose employment stops at the end of the contract year because of resignation, termination, or other reasons will receive health insurance coverage as provided in paragraph A, and for the period of time provided in paragraph B, with the following exceptions:

1. Health insurance coverage for an employee terminated before the end of the school year will stop at the effective date of the termination.
2. Health insurance coverage will stop if it is known that the employee whose employment is terminated has received and is protected by other health insurance from a new employer.

C. Description

The Board shall provide each employee a description of the insurance coverage provided within ten (10) days of the beginning of the school year or date of employment, which shall include a clear description of conditions and limits of coverage as provided above. The New London Board of Education will provide information in the form of applications and enrollment meetings.

D. Continuation

In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the above mentioned benefits shall continue throughout the balance of the school year.

IPERS

New London 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 IPERS website located at <https://www.ipers.org/index.html>.

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.

Conflict of Interest

Board Policy 401.3 https://drive.google.com/file/d/0B_LhMbkgdJJvaWNlekR2MTU0S1k/view?usp=sharing

Employee Orientation

Employees must know their roles and duties. New employees will participate in an orientation program. The employee's immediate supervisor will 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 Jessica Boyer, School Business Official.

Employee Records

Board Policy 401.6 https://drive.google.com/file/d/0B_LhMbkgdJJvaWNlekR2MTU0S1k/view?usp=sharing

Employee Searches

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

Evaluation

1. A classroom teaching performance of a regular full-time teacher that is new to the profession with an initial license shall be evaluated and on probation for two years. During their first two years in the school district they shall be formally evaluated one time per year over an extended period of time.

Probationary Status - Board Policy 405.9

https://drive.google.com/file/d/0B_LhMbkgdJJvaWNlekR2MTU0S1k/view?usp=sharing

- a. This extended period of time may be over a span of a couple of weeks visiting the classroom during the same period or curricular time to observe the growth of skills.
- b. This also may be completed by observing for multiple periods or curricular times in one continuous day.
2. A classroom teaching performance of a regular full-time teacher that is new to the district, but has completed and received their standard teaching license shall be evaluated and on probation for two years. During these two years of probation they shall be formally evaluated one time per year over an extended period of time.
 - a. This extended period of time may be over a span of a couple of weeks visiting the classroom during the same period or curricular time to observe the growth of skills.
 - b. This also may be completed by observing for multiple periods or curricular times in one continuous day.
3. A classroom teaching performance of a regular-full time teacher that has completed their probationary time with the district will be formally evaluated once every three years. This evaluation can be extended over a period of time to fulfill the evaluation requirements.
4. By October 1, teachers shall be informed of evaluation procedures and standards to be observed.
5. Prior to the formal evaluation the building administrator will schedule a pre-conference to discuss the observation time and curricular skills that will be taught. (form is provided by building administrator)
6. Results of the formal classroom observation shall be in writing, with a copy to be provided to the teacher, and shall be preceded by an in-class observation of teacher's performance.
7. A conference to discuss an employee's written evaluation will be held by the evaluator with the teacher within thirty (30) school days of the last classroom observation. Since the objective of evaluation is to improve instruction and performance, the evaluator shall submit on the evaluation form recommendations for areas in need of improvement. A copy of the written evaluation will be signed by both parties but will not necessarily mean agreement with the evaluation but rather awareness of the content. All employee evaluations are to be fair and accurate.
8. This article deals with a procedure for a single method of teacher evaluation, i.e. observation of classroom teaching performance. Nothing in this article shall be construed as precluding evaluation of teachers by other reasonable means as deemed appropriate by the administration or the Board of Directors. No written statement shall be placed in the

employee's personnel file without notification to the employee prior to placement and no such statement shall be placed in the personnel file without the signature of the employee prior to placement.

9. Consistent with the statutory provisions of the Iowa Code, teachers will have access to their personnel file in accordance with the following provisions: (1) the teacher and administrator must mutually agree on the time at which the teacher may access the records and an administrative representative must be present at the time; (2) teachers are not allowed access to employment references written on the teacher's behalf; (3) the employer may charge reasonable fees up to \$5.00 for copies made.

Mandatory Cooperation in Workplace Investigations

Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees.

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.

Public Complaints about an Employee

Board Policy 402.5

https://drive.google.com/file/d/0B_LhMbkgdJJvaWNlekR2MTU0S1k/view?usp=sharing

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.

Announcement of the position is in a manner which the superintendent believes will inform potential applicants about the position consistent with board policy, state law, and the EEO (Equal Employment Opportunity) and Affirmative Action Plan. Teach Iowa online at <http://teachiowa.gov/> is required to be used by all schools in Iowa for internal and external position openings. Please check your email regularly for postings and openings.

The board shall approve 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.

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

Board Policy 405.7

https://drive.google.com/file/d/0B_LhMbkgdJJvaWNlekR2MTU0S1k/view?usp=sharing

Employee Work Year

The in-school work year for employees contracted on a nine month basis shall not exceed one hundred ninety days (190). The in-school work year shall include one hundred eighty (180) teaching days, five (5) in-service days and five (5) paid holidays (Labor Day, Thanksgiving, Christmas, New Year's Day, and President's Day). The above specified in-school work year is established to provide the base from which wages are negotiated and paid.

Employee Hours

Reference Board Policy 405.5 https://drive.google.com/drive/folders/0B_LhMbkgdJJvdkowT0xwcW1PeUE

Length of the Day

1. The total in-school workday for full time employees shall consist of not more than eight (8) hours which shall include a duty-free lunch period of at least thirty (30) consecutive minutes. On Fridays or on days preceding holidays or vacation, the employee's day shall end after all of their responsibilities have been concluded and buses and students have left the grounds.
2. Employees may be required to be present before or after the regular workday without additional compensation, for the purpose of attending faculty or other professional meetings, two (2) days each month. The mandatory attendance time is set for a combined (60) minutes.
3. The daily teaching load at the junior and senior high school shall guarantee the teacher one preparation period per day, and shall not exceed six (6.5) hours of pupil contact per day. Assignment to a supervised study period or non-compensated extra-curricular activity during school hours shall be considered a teaching period for the purpose of this Article.
4. The daily teaching load in the elementary school shall not exceed six (6.5) hours of pupil contact per day and shall include one preparation period of at least thirty (30) consecutive minutes each day.
5. All employees may be assigned pupil supervision duty during the school day at the discretion of the Principal.

Two-hour early leave

The two-hour early leave practice will be changing this year. For the past several years this practice has presented several challenges to the administration and district. Starting the 2019-2020 school year no two-hour leave will be granted, this amount of time will need to be taken in a type of leave that would be relevant. However, if staff need to leave for an appointment or a child's activity following the dismissal of the students, please ask your building principal in

advancement. Please be considerate of Wednesday professional development and try to make appointments on other days of the week.

DISTRICT PROCEDURES AND GUIDELINES

Breastfeeding

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

Child Labor

New London 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>.

Classrooms and Hallways

Classrooms should be organized, clean, and conducive for student learning. At the end of every year all teachers should go through materials and discard items that have not been used for a few years. Storing and keeping materials that haven't been used for several years creates an unwelcoming environment. Use hallway bulletin boards to display student work and projects or other announcements. If you hang things on walls or doors, check with building principals to see what is permitted.

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."

NOTE: For additional information about copyright and fair use, please visit the "Frequently Asked Questions about Copyright" section of the United States Copyright Office located at <http://copyright.gov/help/faq/index.html>.

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 279.13 teaching contract or 279.24 administrator contract are considered "at-will"

employees and serve at the will of the board. Employees whose employment is terminated will be given the appropriate level of due process as required by law.

Employee Recognition

Board Policy 401.4 https://drive.google.com/file/d/0B_LhMbkgdJJvaWNlekR2MTU0S1k/view?usp=sharing

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.

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.

The employment of more than one individual in a family is on the basis of their qualifications, credentials, and records.

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 the superintendent or his/her designee.

Requests for attendance or participation in a development program, other than those development programs sponsored by the school district, are made to the building principal with approval from the building principal and curriculum director. Approval of a professional development program 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. A specific process and timelines will be reviewed for all employees requesting to attend or participate in conferences, meetings, training, or other professional development. Please see your building secretary and/or your administrator for procedures and process. We ask that all teaching staff be in attendance during professional development each Wednesday afternoon. All appointments and other personal or professional meetings need to be scheduled so they will not interfere during this time frame.

Purchasing

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

Religious Holiday Celebrations in Public Schools

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 <https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/religious-holiday-celebrations-public-schools>.

School Fees

Iowa law identifies the types of fees schools can charge. School districts 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

New London Community School District operates a lunch and breakfast program. Employees may purchase meals and other items, including milk. Employees are provided the same meal as students. An employee who has a negative meal account balance will not be allowed to charge against the negative amount.

School Publicity and Community Relations

New London Community School District staff are 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.

CONDUCT IN THE WORKPLACE

Employee Use of Cell Phones

School district, personal phones and message devices are to be used appropriately at times that do not conflict with the employee's' duties. All personal calls should be made during sanctioned breaks.

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.

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 termination.

Performing Unauthorized Work While on Duty

All district employees are prohibited from performing unauthorized work while on duty.

Use of School Facilities and Equipment

Board Policy 401.9 https://drive.google.com/drive/folders/0B_LhMbkgdJJvdKowT0xwcW1PeUE

New London Community School District attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property 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. Use of classrooms, gymnasiums, or any other space must be pre-approved by

the AD or building principal. All employees or community members must complete a use of facility form before approval will be given for use.

EMPLOYEE STANDARDS OF CONDUCT

Academic Freedom

New London 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

As role models for students, all employees are required to dress in a professional and appropriate manner that fits your job duties according to your supervisor. Clothing deemed inappropriate will be discussed with the employee. Employees are also expected to utilize safety equipment assigned to them during the performance of their duty.

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 will not engage in political activity on district property under the jurisdiction of the board. Activities including, but not limited to, posting or distribution of political circulars or petitions, the collection or solicitation for campaign funds, solicitation for campaign workers, and the use of students for writing or addressing political materials, or the distribution of such materials to or by students are specifically prohibited.

Ethics – Board 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, coaches, and classified 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. 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.

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.

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.

Theft

All thefts should be reported immediately to a principal or supervisor.

Treatment of Patrons of the District

Patrons of the ***New London 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 ***New London 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. If you are interested in seeking volunteers, begin by discussing and gaining approval from your direct administrator. Regular volunteers must have completed background checks and could be subject to board approval (volunteer coaches). Recruiting or setting up any presenter or presentation in your classroom or for an assembly must gain prior approval from the building principal.

STUDENT AND CLASSROOM ISSUES

Abuse of Students by a School District Employee

Board Policy 402.3 https://drive.google.com/drive/folders/0B_LhMbkgdJJvdKowT0xwcW1PeUE

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

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

NOTE: This is a reflection of current Iowa law regarding abuse of students by school district employees. Refer to the Iowa Department of Education training manual for supporting materials and forms. The training manual can be located at:

http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=860:chapter-102-level-i-investigator-manual&catid=411:legal-lessons

Child Abuse Reporting

Board Policy 402.2 https://drive.google.com/drive/folders/0B_LhMbkgdJJvdKowT0xwcW1PeUE

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

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

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter will orally or in writing notify the Iowa Department of Human Services. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency will also be notified. Within forty-eight hours of the oral report, the mandatory reporter will file a written report with the Iowa Department of Human Services.

NOTE: This reflects the current status of Iowa law regarding child abuse reporting.

For more information and to access a guide for mandatory reporters, please go to the Iowa Department of Human Services website at: <http://dhs.iowa.gov/sites/default/files/Comm164.pdf>

Field Trips

In certain classes and all elementary grade levels field trips or 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. Field trips that would occur out of state must be Board approved, all other field trips must be approved by the building principal in advance. The district supports the need for supervision, in the event that the teacher or teachers that are in charge of organizing can not fulfill the supervision requirements after parent volunteers is exhausted, then the building principal will give permission for other staff to fulfill the need. Teacher/parent outside of the grade level or curricular area willing to chaperone/supervise their students trip must use a personal day unless pre-approved by the principal on a need basis, case-by-case. The district supports active parent involvement in field trips. We believe this is an opportunity for parents to be involved in our student's educational experiences and witness the remarkable behaviors and manners our kids are expected to display.

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. Employees are expected to confer with our special education staff and administration regarding individual students who you work with regularly.

Homework and Grading

Grading and homework procedures will be reviewed and communicated by your building principal.

NOTE: For additional information on this topic, including student assessment tips, please visit the "Student Assessment" section of the Iowa Department of Education's website located at <https://www.educateiowa.gov/student-assessment>.

Parent/Teacher Conferences

Parent/Teacher conferences are generally held two times each academic school year: in the fall and spring. Please refer to the school calendar for dates and times. All teachers are expected to attend Parent/Teacher Conferences and remain at the conferences throughout the entire scheduled time period. Any exceptions to this must be approved in advance by the building principal. Exact procedures for Parent/Teacher conferences will be covered during staff meetings.

Searches of Students and Property

In order to protect the health and safety of students, employees, and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or

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

Standardized Testing and Assessment

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

Student Funds and Fundraising

Student fundraising for school activities may occur upon approval of the principal at least 1 week prior to the fundraising event or the start of a fundraising campaign and with an employee overseeing the fundraising. Fundraising requests must be pre-approved by the AD or building principal depending on the nature and purpose of the fundraising. Fundraising request forms must be used and turned into the Building Principal.

Funds raised remain in the control of the school district and the board, with the exception of organizations that have a 503(c) status. School-sponsored student organizations must identify a specific purpose for fundraising and secure the approval of the principal prior to spending the money raised.

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 the building principal or counselor 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.

Transporting of Students by Employees

Board Policy 401.11 https://drive.google.com/drive/folders/0B_LhMbkgdJJvdkowTOxwcW1PeUE

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 it would be recommended that another adult 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. If another vehicle is involved with any type of accident or incident, local authorities must be contacted immediately. Follow up with contacting school administration.

HEALTH AND WELL-BEING

Safety

The safety of occupants of the facilities under control of the Board is of utmost importance. In order to maintain this safety, the school shall furnish and employees shall use and wear safety clothing and equipment while in all areas requiring same, and conduct themselves in a manner assuring non-injury to themselves and others. Employees shall immediately report all unsafe conditions of equipment or facilities to their building principal.

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, unless the individual has taken the proper course work to be assigned this duty.

Anti-Bullying and Anti-Harassment

Board Policy 106 https://drive.google.com/drive/folders/0B_LhMbkgdJJvdkowT0xwcW1PeUE

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

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

Bloodborne Pathogens

Annually, all employees will be given the opportunity to take the bloodborne pathogens training, which all employees are required to take. The district nurse will provide training for the bloodborne pathogens training if an employee is

unable to attend this training then they will be required to get the training on their own. Information and the link to the online self-directed training will be provided by the District Office.

Online training and a printed certificate is at <http://training.aeapdonline.org/>

Communicable Diseases – Employees

Board Policy 403.3 https://drive.google.com/drive/folders/0B_LhMbkgdJJvdKowT0xwcW1PeUE

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.

Smoke and Tobacco Free Workplace

Board Policy 906.2 https://drive.google.com/drive/folders/0B_LhMbkgdJJvdKowT0xwcW1PeUE

New London Community School District is committed to providing a safe and healthy workplace and to promoting the health and wellbeing of employees. As required by Iowa Code 142D, the Iowa Smokefree Air Act, and also motivated by a desire to provide a healthy work environment, **New London 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

Board Policy 403.6 https://drive.google.com/drive/folders/0B_LhMbkgdJJvdKowT0xwcW1PeUE

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

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

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

athletic events where students are under the control of the school district or where the employee is engaged in school business.

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

Employee Injury on the Job

Board Policy 403.2 https://drive.google.com/drive/folders/0B_LhMbkgdJJvdkowT0xwcW1PeUE

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. An injured employee will be turned over to the care of the employee's family or qualified medical employees as quickly as possible.

It is the responsibility of the employee injured on the job to inform their immediate supervisor, ***the building principal and or the superintendent*** within twenty-four hours of the occurrence. It is the responsibility of the employee to file an accident report with the school nurse (must be turned into the District Office and Superintendent) within twenty-four hours after the employee reported the injury. The school district has determined that employees injured on the job must go to Family Medicine in Mt. Pleasant or to Great River Business Health for medical attention. The school district will work with the employee and the physician for a return to work program if necessary.

Hazardous Chemical Disclosure

Board Policy 403.4 https://drive.google.com/drive/folders/0B_LhMbkgdJJvdkowT0xwcW1PeUE

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

LEAVES AND ABSENCES

Attendance and Absence system

Teaching staff will use the online system, Frontline Education, to request and enter absences. If you need assistance or help with this system, please see one of our school secretaries.

Absenteeism

In order to accomplish the goals and mission of the ***New London Community School District***, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must notify their respective office and supervisor of all times when they will be absent. Absences arranged and approved (by your direct supervisor) in advance (vacations and personal days) do not require a call when absent or when returning to work, unless outside the scheduled time off. Misuse of leave procedures or misrepresentation of reasons for leave 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. Every employee should know to whom they report absences and submit leave requests.

Sick Leave

Board Policy 409 - 414 Employee Leaves

Employees shall be granted leave of absence for personal illness or injury with full pay in the following minimum amounts:

First Year of Employment	10 days
Second Year of Employment	11 days
Third Year of Employment	12 days
Fourth Year of Employment	13 days
Fifth Year of Employment	14 days
Sixth and Subsequent Years Employment	15 days

These amounts shall apply only to consecutive years of employment. Unused portions will be cumulative to a total of one hundred twenty (120) days.

A physician's report certifying the reason and necessity for the absence will be required when the employee is absent for more than three (3) consecutive days or after an employee would use his or her contracted yearly allotment in non-consecutive day's illness. A physician's report may be required by the Board after an injury or an illness certifying to the physical and mental fitness to assume regular duties or a temporary assignment. A physician's report certifying the reason and necessity for the absence in conjunction to a scheduled day off or holiday vacation can be requested by the district. Accumulated sick leave may be used by an employee only in the amount credited to him or her and will not extend beyond such time that the attending physician deems the employee physically and mentally fit to return to the

assigned duties of the employment. Cost of physician's certification shall be paid by the Board if the Board requires physician's certification.

Bereavement Leave

In the event of a death, bereavement leave may be granted the equivalent of five (5) days per school year. Such leave will be granted with full pay, but shall not be charged against sick leave, nor shall it be cumulative.

Leave of absence for illness in immediate family

In the case of illness of a member of the employee's immediate family, leave of absence up to three (3) days per year with full pay shall be granted. In addition, an employee may choose to give up sick leave days in exchange for additional family illness days with full pay. The employee may exchange days a maximum of 5 days per year. Two (2) additional days for critical illness in immediate family may be granted. The granting of these two additional critical illness days is subject to the approval of the Superintendent or his delegated authority. The employee may be asked to provide a doctor's statement. Said leave is noncumulative. The Immediate family shall be interpreted as father, mother, son, daughter, wife, husband, brother, sister, father-in-law, mother-in-law or any other member of the immediate household. The provision shall include the birth of a child to the wife of the employee.

In the event that the illness is considered to be terminal by a licensed Doctor, an employee may be granted ten (10) additional days from accumulated sick leave.

The employee may be asked to provide a doctor's statement. Said leave is noncumulative.

Leave of absence upon expiration of sick leave

After an employee has expended paid sick leave benefits and is still certifiable by a physician as being unable to mentally or physically resume contractual responsibilities, a leave of absence without pay will be granted. The leave of absence and insurance benefits will extend for a twelve (12) month period after an employee has expended paid sick leave benefits. After the expiration of the twelve (12) month period if a physician is unable to certify that an employee is able to return to work the employee may be terminated.

Maternity, Paternity, and Adoption Leave

The purpose of maternity leave is to allow the birth mother a chance to recover from a significant health occurrence and/or time to bond with a new child.

The District will allow up to 6 weeks to be used from employee's accumulated sick leave balance. The employee may also provide a note from the Doctor extending the leave up to 12 weeks. Again, if the employee's sick leave balance is not enough to cover the requested time off, a per diem deduct will occur based on the employee contract. For contracted/certified positions, the actual deduction will occur over the remainder of the contract period following the birth, once the date the employee is returning to work is established.

The leave period is calculated from the date of birth, regardless of when it occurs. Breaks and vacations are included in the calculation of the leave period. For example, if the leave period falls over a holiday or vacation day, the holiday will not be deducted from sick leave.

Paternity leave will be granted up to five days to be used from accumulated sick leave for the purpose of caring for the newborn or mother. Any paternity leave needed beyond five days will be allowed up to 6 weeks total as unpaid leave.

In case of an adoption of a child by an employee leave will be granted up to five days to be used from accumulated sick leave for the purpose of caring for the child. Said leave is non-accumulative. Such absence beyond five days shall be without pay.

Professional Leave

This leave of absence is with pay of regular salary. This leave is used when employees are required to take professional development classes or training for their jobs, or testing their students, and a substitute is needed.

Personal Leave

Three days each year will be allowed with pay, with advance approval by the principal or supervisor, for personal leave.

The equivalent of one (1) day of personal leave can carry over to the following year, to a maximum of a four (4) day equivalency in any school year. Any unused portion of this leave will be forfeited if employment is terminated or employee resigns from position prior to the completion of the school year.

- Only (**certified staff**) may cash out any unused personal days that they are not wanting to carry over to the next school year, at a rate of half the rate of a substitute, which is currently \$50.00 per day.

The following restrictions will be needed in the administration of personal leave:

- The employee may take personal time off in a minimum amount of half days.
- The employee is to give a minimum of 5 school days notice except in the case of an emergency.
- The supervisor, according to availability of substitutes and other unforeseen circumstances, will limit the number of employees in a department permitted to be absent on personal leave on the same day.
- Only two staff members in the district will be granted personal leave per day unless the building administrator is able to secure a substitute.
- If the principal/supervisor is unable to gain the service of a reliable substitute, the principal/supervisor may ask the employee to change the request for personal leave to another day.

Jury Duty

Any employee called for jury duty during school hours or who is required to appear in any judicial or administrative proceeding, or who shall be asked to testify in any arbitration matter shall be provided such time. Any payment the employee receives during such leave shall be turned over to the New London Community School District.

Extension of Scheduled Breaks/Vacations

All requests for unpaid leave or leave near other scheduled breaks or vacations must be in writing and approved by the superintendent in advance and is subject to securing substitutes.

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. All forms must be completed when eligible for FMLA.

For additional information regarding FMLA, please contact **Jessica Boyer in the District Office** 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/>.

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.

Political Leave

The board will consider 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.

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. Refer to the Grounds and Maintenance Supervisor if you have questions about the asbestos management plan.

Building Security

The ***New London 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 are expected to have visible and wear their work badge every day. Employees are to immediately notify the school office if you suspect a stranger who presents an unsafe situation on the premises. If your keys or pass keys are lost or not in your possession, you must notify the school office immediately. The school office should notify the Grounds and Maintenance Supervisor immediately. Badges remain the property of the district and shall be returned to the building secretary at the time of resignation, retirement or termination.

All visitors to our school building need to sign in immediately at the school office and obtain a visitor badge that should be worn.

Students should not be released to anyone other than who has been approved and identified by the parent/guardian. Students must be supervised when waiting to be picked up.

Employees should contact the building principal, technology director and/or Grounds and Maintenance Supervisor, to report any security/safety hazard(s) or condition(s) they identify.

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. The Individual Education Plan (IEP) or other document explaining the plan for the student will identify the restraint or detainment. 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 <https://www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint>.

Drills and Evacuations

Periodically the school holds emergency fire, tornado, and security/shooter/intruder 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.

NOTE: 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.

Threats of Violence

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

Visitors/Guests

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

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

Board Policy 502.8 https://drive.google.com/drive/folders/0B_LhMbkgdJJvdkowT0xwcW1PeUE

The **New London 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.

If an educational purpose exists for a weapon to be brought into the school, extreme planning and details must be made in advance with the building administrator and approval sought by the administration, including the superintendent. Local authorities may be present under these circumstances.

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 board. Only in unusual and extreme circumstances will the board release a licensed employee from a contract. The board 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 board the cost of advertising incurred to locate and hire a suitable replacement. Payment of these costs is a condition for release from the contract at the discretion of the board. Failure of the licensed employee to pay these expenses may result in a cause of action being filed in small claims court.

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. Teachers submitting a resignation between June 1 and July 1 will be let out of their contracts if a suitable replacement can be found. Teachers submitting a resignation after July 1 will be denied.

Resignation – Classified/Non-certified Employees

Classified employees who wish to resign mid-year or mid-assignment, must give the school district at least a 15 day notice. Those resigning at year end or at the end of an assignment must give notice by the last student school-day.

Reduction in Force

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. It is the responsibility of the superintendent to make a recommendation for termination to the board. The employee would be notified no later than April 30th.

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

Early Retirement

The school district will determine if they will offer an early retirement incentive for employee groups annually.

Retirement

Board Policy 403.7 https://drive.google.com/drive/folders/0B_LhMbkgdJJvdkowT0xwcW1PeUE

The terms of this handbook have been review and revised by the following members of the handbook committee along with the following administrative team. (Teacher members - Angie Lipper, Barb Meyer, Alaina Nelson, & Jennifer Campbell, Administrative members - Scott Kracht, Todd Palmatier, Jessica Boyer, & Chad Wahls) All context has been mutually agreed upon and will be used through the 2019-2020 & 2020-2021 school years as needed for guidance or reference to individual questions. On April 9, 2019 the committee members signed in agreeance to the terms of this handbook.

Angie Lipper: _____

Barb Meyer: _____

Alaina Nelson: _____

Jennifer Campbell: _____

Scott Kracht: _____

Todd Palmatier: _____

Jessica Boyer: _____

Chad Wahls: _____

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the **New London Community School District's** Employee Handbook available at www.nlcsd.org or *upon request for a paper copy of this handbook at the district office.*

I understand the Employee Handbook contains important information about the **New London 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 or building principal/administration** with any questions I have about the contents of the Employee Handbook or any questions that I feel were not addressed.

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

Employee's Signature

Date

Employee's Name (Printed)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE