

**Newton Community  
School District  
Employee Handbook**



**2020-2021**

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## OPENING STATEMENT

### Welcome Letter



## NEWTON COMMUNITY SCHOOL DISTRICT

October 2020

Dear Cardinals,

The Newton Community School District has an unprecedented level of pride in our students, staff, facilities, and traditions. Red Pride runs deep and provides us with consistent motivation to strive for excellence. The year 2020 has presented our school district with never before seen challenges and we have risen to meet them. People have come together with the focus on providing the highest quality experience for ALL of our students.

We will continue to move forward as stated in our mission to empower every learner to achieve a lifetime of personal success. For the 2020 – 2021 school year this means reaching every learner whether in-person or remote. It means we will engage our learners in ways we have not done so in previous years. And it provides us with an opportunity to adapt our strategies to make our students successful in an ever changing world.

Recently, the School Board approved the following District Goals:

1. The Newton Community School District will utilize the High Reliability Schools model to ensure:
  - a. a safe, supportive, collaborative culture in all buildings,
  - b. effective teaching to engage all students both remotely and in-person, and
  - c. a guaranteed and viable curriculum.
2. Schools will show student growth at or above the state growth average.
3. All schools in the Newton Community School District will progress toward:
  - a. High Reliability Schools Level 1 certification, and
  - b. Capturing Kids' Hearts fidelity in all classrooms.
4. The Newton Community School District will provide comprehensive Social-Emotional-Behavioral Health supports for all students and staff.

All of our energy and efforts will be focused on these very important goals. We will report out on our progress along the way. We will be transparent about our progress. And we will have difficult conversations during the year to keep us going in the right direction. This will take everyone. Together we will be successful.

Let's work hard to have a great year!

*Tom Messinger*

Newton Community School District  
E. J. H. Beard Administration Center  
1302 First Avenue West  
Newton, Iowa 50208

Tom Messinger, Superintendent  
641.792.5809 (PHONE)  
641.792.9159 (FAX)  
[www.newtoncsd.org](http://www.newtoncsd.org)

This handbook is intended to inform the employee of the employment policies, procedures, and rules of the Newton Community School District (the "District"). Please review this information and sign the Acknowledgement Form in the back of this handbook electronically. The Acknowledgement Form will be returned to the Human Resources Office. If you have any questions about the handbook, please contact the Human Resources Office.

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

## Definitions

An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.

**"The District"** means the Newton Community School District.

**"Licensed Employees"**, including administrators, are those employees required to hold an appropriate license from the Iowa Department of Education for their position as required by the Board of Educational Examiners or others with professional licenses. Licenses required for a position will be considered met if the employee meets the requirements established by the Iowa Department of Education.

**"Classified Employees"** are employees who are not administrators or in positions which require an Iowa Department of Education teaching license and who are employed to fulfill duties on their job description on a monthly or hourly basis: Classified employees will include, but not be limited to:

1. Custodians
2. Maintenance Workers
3. Education Associates
4. Food Service Workers
5. Bus Drivers
6. Mechanics
7. Delivery Workers

**"Non-Exempt Employees"** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are *not* exempt from the law's requirements concerning minimum wage and overtime.

**"Online learning platform"** means Zoom, Google Classroom, or any other web application used to conduct virtual learning.

**"Parent"** also means "guardian" unless otherwise stated.

**"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 facilities"** includes school district buildings and vehicles.

**"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.



## School District Mission Statement, Vision Statement, and Educational Goals

### District Mission:

The Newton Community School District empowers every learner to achieve a lifetime of personal success.

### District Vision:

We are a collaborative and cohesive team that inspires and supports all learners in a culture of safety and acceptance.

### District Goals:

Newton Community School District (NCSD) will support student learning by providing current best practices.

1. NCSD will utilize the High Reliability Schools Model to ensure:
  - a. A safe, supportive, collaborative culture in all buildings,
  - b. Effective teaching in all classrooms, and
  - c. A guaranteed and viable curriculum.
2. Schools will show student growth at or above the state growth average.
3. All schools in NCSD will seek:
  - a. High Reliability Schools Level 1 certification, and
  - b. Capturing Kids Hearts fidelity in all classrooms.
4. The Newton Community School District will provide comprehensive Social-Emotional-Behavioral Health supports for all students and staff.

## Equal Opportunity Employment

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

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

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

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed

to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, **Laura Selover, 1302 1<sup>st</sup> Avenue West, Newton, IA 50208** or by phone at **641-792-5809**.

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 Commission, Milwaukee Area Office, Reuss Federal Plaza, 310 West Wisconsin Ave., Suite 800, Milwaukee, WI., 53203-2292, 1-800-669-4000 or TTY 1-800-669-6820, [www.eeoc.gov/field/milwaukee/index.cfm](http://www.eeoc.gov/field/milwaukee/index.cfm)

OR

- The Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319, (800) 457-4416, <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 and the administrative office in each attendance center. The District will be updating this plan and have it available in the spring of 2020.

## School Calendar

The 2020-2021 amended [School District Calendar](#) is located in the appendix on page 61.

## Map of District

The Newton Community School District Map is located in the appendix on page 62.

## District Contacts

### Central Office

**1302 1<sup>st</sup> Avenue West**

**Phone - 641.792.5809; Fax – 641.792.9159**

- Superintendent – Tom Messinger – ext. 2404
  - Superintendent Admin Assistant – Christine Dawson – ext. 2401
- Director of Human Resources – Laura Selover – ext. 2406
  - HR Admin Assistant – Sandy Scotton – ext. 2400
- Director of Business Services – Tim Bloom – ext. 2415
  - Payroll and Benefits – Lorraine Bricker – ext. 2410
  - Business Services – Debbie Swank – ext. 2414
- Director of Teaching and Learning – Bret Miller – ext. 2437
  - District Registrar – Melinda Robertson – ext. 2442
- Director of Special Education – Jessica Ferguson – ext. 2403

**Newton Senior High School****800 E 4<sup>th</sup> Street S****Phone - 641.792.5797; Fax – 641.792.0005**

- Principal – Bill Peters – ext. 2140
  - Principal Secretary – Stacey Maxwell – ext. 2139
- Assistant Principal – Dave Kalkhoff – ext. 2135
  - Assistant Principal Secretary – Tonya Smith – ext. 2131
- Athletic Director/Asst. Principal – Ryan Rump – ext. 2137
  - Athletic Director Secretary – Mindi Walker – ext. 2132
- Other Secretaries:
  - Attendance – Alisa Buchli – ext. 2130
  - Absence Management/Career Center – Abby Lamont – ext. 2142/2007
  - Guidance – Donna Plumb – ext. 2018

**Berg Middle School****1900 N 5<sup>th</sup> Avenue E****Phone - 641.792.7741; Fax – 641.792.7779**

- Principal – Lisa Sharp – ext. 1802
- Assistant Principal – Amy Shannon – ext. 1803
- Athletic Director/Asst. Principal – Stephanie Langstraat – ext. 1804
- Secretaries:
  - Principal Secretary – Carla Bates – ext. 1808
  - Principal Secretary – Sarah Hummel – ext. 1802
  - Attendance – Susan Wendel – ext. 1801
  - Guidance – Jodi Portner – ext. 1807

**West Academy and Learning Opportunity Center****1302 1<sup>st</sup> Avenue West****Phone - 641.792.0335; Fax – 641.792.0332**

- Principal – Tara Zehr – ext. 2438
  - Principal Secretary – Kelly Sorenson – ext. 2436

**Aurora Heights Elementary School****310 E 23<sup>rd</sup> Street S****Phone - 641.792.7324; Fax – 641.792.7701**

- Principal – Jim Gilbert – ext. 1701
  - Principal Secretary – Chelsea Swarts – ext. 1700

**Emerson Hough Elementary School****700 N 4<sup>th</sup> Avenue E****Phone - 641.792.3982; Fax – 641.792.1504**

- Principal – Jolene Comer – ext. 1160
  - Principal Secretary – Lesa Blatchford – ext. 1101

**Thomas Jefferson Elementary School****112 Thomas Jefferson Drive****Phone - 641.792.2498; Fax – 641.792.2716**

- Principal – Trisca Mick – ext. 1503
  - Principal Secretary – Kim Hinton – ext. 1500

**Woodrow Wilson Elementary School****801 S 8<sup>th</sup> Avenue W****Phone - 641.792.7311; Fax – 641.792.0186**

- Principal – Todd Schuster – ext. 1661
  - Principal Secretary – Becky Hayes – ext. 1600

**Food Service****Phone - 641.792.5122**

- Supervisor – Cristy Croson – ext. 2001; location – Newton Senior High School
  - Secretary – Cindy Wormley – ext. 2090
  - High School Manager – Janet Clark – ext. 2089
  - Middle School Manager – Kellie Hartgers – ext. 1893

**Maintenance****Phone - 641.792.1008**

- Supervisor – Jack Suttekk – ext. 2505

**Technology****Phone - 641.792.3647**

- Supervisor – Shane Wheeler – ext. 2511

**Transportation****Phone - 641.792.4493**

- Supervisor – Curt Roorda – ext. 2501
  - Secretary – Lorna Marter – ext. 2500

## Organizational Chart

The Newton Community School District Organizational Chart is located on page 63.

## 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 on the website at <https://www.newtoncsd.org/district/school-board/general-policies>. Employees are expected to know existing board policies and know to refer to the policies when necessary. **Page 60 of this Handbook is to be signed by all employees by September 30, 2020.**

If you have questions about board policies, please contact the Tom Messinger, Superintendent at 641.792.5809 or [messingert@newton.k12.ia.us](mailto:messingert@newton.k12.ia.us).

## Handbook Subject to Change

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

## COMPENSATION AND BENEFITS

### Licensure

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

### Compensation

District employees are paid monthly on the 22<sup>nd</sup>. If the 22<sup>nd</sup> falls on the weekend, the Friday prior to the weekend is payday. The pay period for payday is from the 10<sup>th</sup> of the month preceding the payday to the 9<sup>th</sup> of the month of payday. *An example pay period is September 10 - October 9 with employees being paid on October 22.*

#### **Licensed:**

The requirements stated in the master contract between employees in the certified collective bargaining unit and the School Board regarding wages and salaries of such employees will be followed. Please see Article IX of the NCEA Contract for this information. ([Board Policy 406.1](#))

#### **Substitute Incentive:**

Teachers who substitute for another teacher who is on a leave of absence during the course of the student contact day will be compensated at twenty (\$20) per hour with a maximum district expenditure of current daily substitute pay (including FICA and IPERS). Payment for substituting can include, but is not limited to taking all or a portion of another teacher's class during preparation time, incorporating all or a portion of the students from another teacher's class into their own, having one's classes cancelled in order to cover for an absent teacher, and losing preparation time due to the absence of another teacher. These absences would be preceded by an entry into the Absence Management system. This entry can come from the absent teacher, campus administrator, or designee. The substitute replacement would be directed by the building administrator. Payment for substituting will be in proportion to the number of the absent teacher's students incorporated into the substituting teacher's class and can be broken down into increments of fifteen (15) minutes. (For example, taking half of a teacher's students for two and a half hours would earn the substituting teacher \$20 gross x .5 the class = \$10 per hour. Then, \$10 per hour x 2.5 hours = \$25.00 gross.)

#### **Classified:**

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 District, the financial condition of the District and any other considerations deemed relevant by the Board. Please see Article V of the UE Collective Bargaining Agreement. ([Board Policy 412.1](#))

Educational associates showing proof that they have obtained and kept current the BOEE para-educator certificate will receive a \$500 stipend (1/2 will be paid in December and 1/2 will be paid in May).

Each non-exempt employee compensated on an hour-by-hour basis, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt 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. Overtime will not be permitted without prior written authorization of the employee's supervisor.

Each non-exempt employee paid on an hour-by-hour basis must clock in and clock out on the automated timekeeping system on the days the employee works. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action. Bus drivers and crossing guards must complete, sign, and turn in a written daily time record showing the actual number of hours worked. ([Board Policy 412.2](#))

Classified employees must clock in and out on the computer terminal/scanner located in each facility. Time will be rounded to the quarter hour, up to seven (7) minutes will round back and up to eight (8) minutes will round forward. For example: 10:37 would round back to 10:30, while 10:38 would round forward to 10:45.

## Compensation for Extracurricular/Extra Duty Positions

Licensed staff are required to work (or sign up to work) **one event** during the school year to receive an activity pass. Non-certified staff are required to work **two events** in order to receive the activity pass. The passes are good for the employee and one guest. These activity passes are separate from the normal district ID badge and are non-transferable, meaning the pass cannot be given to someone else to use.

When an employee has signed up to work the required events, these passes will be distributed to employees at your respective buildings and the building secretary may distribute the pass to employees. If an employee has not received the pass yet and feels he/she should have, please contact your building secretary or Mindi Walker in the Activities Office at Newton Senior High School. Employees will be required to produce this separate activity pass in order to gain free admission to the Newton Community School District events. Employees will be required to pay admission at the gate if an activity pass cannot be produced.

### ***Licensed Employees:***

#### Definition

A supplemental salary schedule for special assignments, judged solely by the Board of Directors, as being outside of regular school hours shall be established. Schedule is shown below.

#### Eligibility

Any licensed employee may apply and be considered for any extracurricular position. However, the extracurricular position shall not interfere with the classroom assignment.

#### Events or Activities Outside the Regular Teacher Day

Licensed employees will work one (1) event or activity. Employees who work more than one (1) event or activity outside the regular teaching day will be paid per the following schedule:

\$16.00	\$25.00
Ticket Sellers/Takers	Supervisors
Non-Varsity Contests	Varsity/Sophomore Football
Varsity Contests (except Track)	
Varsity & Non-Varsity 1-2 games *PA *Scorekeepers *Clock	
Supervisors Varsity FB	

(1 game only) Track Field Event Workers	
Supervisors Varsity Wrestling  Track Ticket Takers	
Elementary Carnivals  Varsity BB Supervisors (1 game only)	
Supervisors Cardinal Capers  Volleyball Line Judges (Varsity game only)	
Cross Country Workers	
Ticket Sellers/Takers  Play & Music Activities	

Assignments beyond the first one (1) will be voluntary; however, in the event that volunteers are not available, individual employees will work assignments as scheduled by the Administration. An activity pass will be provided for admission of the employee and one guest.

Every effort will be made by the administration to limit assigned activity duties to no more than 2.5 hours per event. If an activity duty routinely runs longer than 2 hours, multiple “shifts” will be scheduled. However, in the event an activity unexpectedly runs longer than 2 hours or the administration is unable to schedule a succeeding shift, the teacher will be expected to work the assignment. In this case, the teacher will be credited for working two shifts and will be paid for the second/additional shift according to the schedule shown above. ([Board Policy 406.4](#))

***Classified Employees:***

Employees may volunteer to work two (2) events or activities. An activity pass will be provided for admission of the employee and one guest to those who volunteer. Employees who work more than two (2) events or activities outside the regular day will be paid per the following schedule:

\$16.00	\$25.00
Ticket Sellers/Takers for Varsity Contests (except track)	Supervisors Varsity/Sophomore Football
Ticket Sellers/Takers Plays & Music Activities	
Ticket sellers/Takers  Varsity & Non-varsity	



\$16.00	\$25.00
2 games *PA *Scorekeepers *Clock	
Supervisors Varsity FB (1 game only)  Track Field Events Workers	
Supervisors Varsity Wrestling  Varsity & Non-varsity *PA *Scorekeepers *Clock	
Track Meets (except Cardinal Relays) *PA *Scorekeeper *Head Timer *Clerk  Varsity BB Supervisors (1 game only)	
Elementary Carnivals  Volleyball Line Judges (Varsity game only)	
Supervisors Cardinal Capers  Cross Country Workers	
Track Ticket Takers	

An employee may volunteer or be required, depending on a given situation, to take on an extra duty position(s), with the extra duty being secondary to the major responsibility of the employee.

## Salary Advancement

Continued education on the part of licensed employees may advance the employee on the salary schedule. The Board will determine which licensed employees will advance on the salary schedule for continued education keeping in mind the financial condition of the District, the education and experience of the licensed employee, the educational philosophy of the 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 Human Resources Office prior to starting the coursework for pre-approval. The Course Approval Application can be found in the NCSD Certified folder on Google Drive. To verify completion of work, transcripts of an approved college course must be submitted by **September 1** in order for salary adjustments to be made for that school year. Official transcripts are required for salary advancement. The superintendent has the discretion to approve credit outside the employee's area of endorsement or responsibility. ([\*Board Policy 406.3\*](#))

## Continuing Contracts

Contracts entered into with licensed employees, other than an administrator, will continue from year to year unless the contract states otherwise, is modified by mutual agreement between the Board and the employee, or the contract is terminated by the Board. ([Board Policy 405.4](#))

All school-year classified employees will remain employed from school year to school year, unless specifically notified otherwise in writing. Classified employees are not eligible for unemployment benefits from the District during breaks in the school calendar or over the summer, unless they have been specifically notified that their employment will be terminated.

## Seniority

### ***Licensed Employees:***

Seniority is defined as the length of continuous service in the Newton Community School District. Seniority will be computed in one-half (1/2) year or full-year segments. For purposes of this Article only, a less than 3/7 contract would not constitute 1/2 year, 3/7 to and including 5/7 contract would constitute one-half year, and 6/7 would be considered a full year.

If an employee is hired after the first working day of the contract year, seniority will be computed according to the number of days worked compared to the contract length of 196 days. Less than 49 days would not constitute 1/2 year, 49 to 145 days would constitute one-half (1/2) year, and more than 146 days would constitute a full year. The effective date of the above paragraph will be August 15, 1984, and will affect only employees hired after this date.

Teachers will be allowed to retain accrued seniority through leaves of absence or staff reduction for time equal to length of employment, but not to exceed two (2) years. Teachers on political leave shall be allowed to retain accrued seniority through the term served as an official. Time on leave of absence or on staff reduction shall not count toward seniority.

On or before September 30 of each school year, the Association will be provided a list showing the seniority by curricular areas of each employee and, therefore, will be promptly notified of any changes in said list. If protest is not received on or before October 31 of the same year, the list shall be deemed correct.

### ***Classified Employees:***

Seniority means an employee's length of continuous service with the District since the employee's date of employment. As long as an employee is employed in the bargaining unit, his/her seniority continues to accumulate.

Any length of service in a temporary position shall be included in the computation of seniority if the employment was contiguous to the appointment to a permanent position.

In the event two (2) employees have the same original date of employment, seniority shall be determined by the last four (4) digits of the social security number with the employee having the lower last four (4) digits of the social security number being considered as having the greater seniority.

On or about December 1 of each school year, the Union will be provided with fifteen (15) copies of a list showing the seniority by job classification of each employee. If a protest is not received within thirty (30) days of the posting, the list shall be deemed correct. Additional copies will be provided to the Union as reasonably requested.

## Group Insurance Benefits

Employees who work **30** hours per week are eligible for group insurance and health benefits. Documents detailing the plan design and enrollment period will be provided to all eligible employees at least 30 days before the start of the enrollment period. All new employees shall receive group insurance and health benefits information upon acceptance of employment. For additional information, please contact the Business Office. Information can also be found at <https://newtonk12.ease.com/> or in the [2020-21 Benefit Information](#) folder on Google Drive.

Health insurance is available via Wellmark Blue Cross and Blue Shield. Each employee who works at least 30 hours per week is eligible for health insurance, provided by one of the plans below:

- Alliant Select PPO \$1,000 Deductible – District Paid
- Blues Choice HMO \$1,000 deductible – Employee receives \$69.55/month credit

Dental insurance is with Delta Dental. Each employee who works at least 30 hours per week is eligible for dental insurance.

Long-term disability insurance is available as a District-provided benefit to full-time staff.

Life and Accidental Death & Dismemberment is available as a District-provided benefit to full-time staff.

## Iowa Public Employees' Retirement System (IPERS)

The Newton 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 at [www.ipers.org/index.html](http://www.ipers.org/index.html).

## Teacher Leadership System

The goals of the Teacher Leadership and Compensation System (TLS) 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.

Further information about the Newton Community School District's TLS plan is located in the appendix on page 67. Further questions about the Teacher Leader System can be sent to the Director of Teaching and Learning, Bret Miller – [millerb@newton.k12.ia.us](mailto:millerb@newton.k12.ia.us) or to the TLS Coordinator, Ann Nelson – [nelsona@newton.k12.ia.us](mailto:nelsona@newton.k12.ia.us).

Additional information regarding the Teacher Leadership and Compensation System can be on the Iowa Department of Education website and is located at: <https://www.educateiowa.gov/teacher-leadership-and-compensation-system>

## Teacher Quality

Teacher Quality funds are used to pay teachers for certain activities beyond the contract day, as well as, substitute teachers, professional development registration, materials and content, and speakers. All Teacher Quality work must be pre-approved by the overseeing administrator and must fit into one of the categories listed on the Teacher Quality Form (Appendix – page 64).

## Tax Shelter Programs

The Board authorizes the administration to make a payroll deduction for licensed employees' tax sheltered annuity premiums purchased from companies allowed by the State of Iowa Retirement Investor's Club (RIC) 403b Program the employee chooses. Licensed employees wishing to have payroll deductions for tax- sheltered annuities will make a written request to the Board Secretary. ([Board Policies 406.6 and 412.4](#))

## Travel Compensation – Inside the District

Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at the Internal Revenue Service standard mileage rate. It is the responsibility of the superintendent or designee to approve travel within the school district by employees. It is the responsibility of the board to review the travel within the school district by the superintendent through the board's audit and approval process.

Travel allowances within the district will be provided only after board approval. Employees who are allowed an in-district travel allowance shall 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. ([Board Policy 401.7](#))

## Travel Compensation – Outside the District

Pre-approved expenses for transportation within a three-hundred-mile radius of the school district administrative office shall be by automobile. Every effort will be made to secure a school district vehicle. If a school district vehicle is not available, then with principal/supervisor approval the employee will be reimbursed at the Internal Revenue Service standard mileage rate. If an employee is not approved to drive a school vehicle, that employee will not be reimbursed for the mileage expense. Travel to/from home and work is never a reimbursable travel expense.

Employees traveling on behalf of the 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 pre-approved by the superintendent or an immediate supervisor. Requests for work-related travel outside of the state will be denied in most cases unless a compelling reason exists for out-of-state-travel.

Reimbursement for actual and necessary expenses may 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, itemized receipt, indicating the date, purpose, and

nature of the expense for each claim item. Failure to have a detailed itemized 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.

Pre-approved expenses for transportation outside of a three-hundred-mile radius of the school district administrative office may be by public carrier. Reimbursement for air travel shall be at the tourist class fares. Should an employee choose to travel by automobile, reimbursement shall be limited to the lesser of the public carrier amount or automobile mileage reimbursement amount. Pre-approved expenses for transportation in a rental car is limited to the cost of a Class "C" rental car at a medium-priced agency unless the number of people traveling on behalf of the school district warrants a larger vehicle. Travel costs for a spouse or anyone other than the district employee shall be a personal expense not reimbursed by the district.

Pre-approved expenses for lodging are limited to the rate of a medium priced hotel in the area. Preapproved expense for lodging expenses within a 50-mile radius of the school district administrative office are not allowed. Lodging may be pre-approved for a larger amount if special circumstances require the employee to stay at a particular hotel. For travel requiring an overnight stay, pre-approved expenses for meals up to \$40.00 per day are allowed. Alcoholic beverages will not be reimbursed. Meals may be pre-approved for a larger amount by the superintendent or designee. ([Board Policy 401.7](#))

## EMPLOYEE RELATIONS

### Background Checks

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

Patrons who volunteer in the District, whether it is for academic or co-curricular activities, must have a background check prior to beginning to volunteer. Volunteers will need to complete the District's volunteer background check form every 2 years. The completed NCSD Volunteer packet should be turned in to the school office where the individual wishes to volunteer. This packet is located on the District webpage at:

<https://www.newtoncsd.org/Downloads/Volunteer-Packet-2019-2020.pdf>

Once the building approves the volunteer packet, the background check will be run by the Human Resources Department at Central Office. Please note that background checks can take up to 2 weeks to process when submitted to the Iowa DCI (Department of Criminal Investigation).

Additional information regarding the legal requirements of background checks can be located at:

<https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/background-checks-and-role-boee>.

### Complaint Procedures

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons.

A formal grievance procedure is contained in the master contract between the employee's licensed bargaining unit and the Board. This policy will not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.

### 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. ([Board Policy 401.2](#))

## 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 the Director of Business Services or designee. ([Board Policy 401.11](#))

## Employee Records

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

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

Employees may have access to their personnel files, except for letters of reference, and copy items from their personnel files at a time mutually agreed upon between the Human Resources Office and the employee. The school district may charge a reasonable fee for each copy made. ([Board Policy 401.5](#))

## 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 examine these items when needed. Anything on the school district's computers, server, website, online learning platform, 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

### ***Licensed:***

Evaluation of licensed employees on their skills, abilities, and competences is an ongoing process supervised by the building principals and conducted by approved evaluators. The goals of the formal evaluation process are to improve the District's education program, to assess performance of licensed employees, to clarify each licensed employee's authority and responsibilities, to identify areas in need of improvement, to clarify the immediate priorities of the District, and to enhance the working relationship between the administrators and other employees.

### **Tier I Teachers:**

Tier I teachers are:

- new, beginning teachers who will be evaluated during their first 2-3 years of employment with NCSD
- experienced, but new to Newton teachers who will be evaluated during their first 2-3 years of NCSD employment.

### **Purpose:**

Demonstrate Iowa Teaching Standards, focus on district goals, enhance professional growth, and make decisions on employment and licensure.

### **Formal Performance Review/Evaluation:**

Within the first two (2) weeks of the school year, the building administrator shall acquaint staff (verbal and written) with the procedures to be followed and the criteria to be used in the performance review/evaluation process. Each teacher will complete a written pre-observation form prior to the scheduled formal observation. This pre-observation form will be reviewed with the administrator prior to the first observation.

A Tier I teacher shall have a minimum of six (6) observations conducted by March 30. The observations will be spread over a period of time to allow for professional growth. At least two (2) of these observations shall be termed formal. The other four (4) shall be termed informal and are identified as administrator walk-through or any other unscheduled classroom visit used to assist in gaining familiarity with the employee and to provide continuing professional support. Although shorter in duration, an informal observation should be of sufficient length to allow the administrator to observe the intent of the lesson. Informal observations do not require a pre-observation conference.

Each formal observation shall cover a total of one to two (1-2) hours at the elementary, middle and high school levels. All formal observations must be followed by a post-conference within 20 school days of the observation.

A summative Performance Review shall be completed in writing and discussed with the employee on or before **March 30** for all Tier I teachers. The employee shall sign the evaluation. The signature will indicate that the principal or immediate supervisor has discussed the results with the employee but does not necessarily imply the employee agrees with the evaluation results. The teacher may respond within 20 days after receiving a copy of the formal evaluation. The teacher and administrator must both initial any response. A confidential copy of the summative Performance Review shall be given to the employee, a copy and any response retained as part of the employee's personnel file in the Human Resources Office, and a copy retained by the administrator evaluator.

If the COVID-19 Pandemic makes meeting in person impractical or unrealistic, this review may be completed virtually by phone or video. The principal or immediate supervisor shall take proper precautions to ensure the employee's record is kept confidential.

The administrator's instructional leadership role is to assist teachers in improving their performance. Continued professional growth shall be the responsibility of the teacher and monitored by the administrator.



### **Tier II Teachers:**

Tier II teachers are:

- all NCSD career teachers who demonstrate competence on the Iowa Teaching Standards.
- Teachers who have indicated in writing their intent to retire and the Board has approved their requested retirement, may elect with District approval not to receive a formal evaluation during their last year of employment. These employees must provide this communication in a letter to their building principal and the Human Resources Office.

### **Purpose:**

Demonstrate Iowa Teaching Standards, focus on district goals, and enhance professional growth.

### **Formal Performance Review/Evaluation:**

Tier II teachers will be on cycle for a performance review once every three (3) years. Within the first two (2) weeks of the school year, the building administrator shall acquaint staff (verbal and written) with the procedures to be followed and the criteria to be used in the performance review/evaluation process. Each teacher will complete a written pre-observation form prior to the scheduled formal observation. This pre-observation form will be reviewed with the administrator prior to the first observation.

A Tier II teacher shall have a minimum of four (4) observations conducted by **May 1**. The observations will be spread over a period of time to all for professional growth. At least one of these observations shall be termed formal. The other three (3) shall be termed informal and are identified as administrator walk-through or any other unscheduled classroom visit used to assist in gaining familiarity with the employee and to provide continuing professional support. Although shorter in duration, an informal observation should be of sufficient length to allow the administrator to observe the intent of the lesson. Informal observations do not require a pre-observation conference.

Each formal observation shall cover a total of one to two (1-2) hours at the elementary, middle and high school levels. All formal observations must be followed by a post-conference within 20 school days of the observation.

A summative Performance Review shall be completed in writing and discussed with the employee on or before **May 1** for all Tier II teachers. The employee shall sign the evaluation. The signature will indicate that the principal or immediate supervisor has discussed the results with the employee but does not necessarily imply the employee agrees with the evaluation results. The teacher may respond within 20 days after receiving a copy of the formal evaluation. The teacher and administrator must both initial any response. A confidential copy of the summative Performance Review shall be given to the employee, a copy and any response retained as part of the employee's personnel file in the Human Resources Office, and a copy retained by the administrator evaluator.

If the COVID-19 Pandemic makes meeting in person impractical or unrealistic, this review may be completed virtually by phone or video. The principal or immediate supervisor shall take proper precautions to ensure the employee's record is kept confidential.

The administrator's instructional leadership role is to assist teachers in improving their performance. Continued professional growth shall be the responsibility of the teacher and monitored by the administrator.

If a certified staff member does not agree with the evaluator's summative evaluation, he/she may request a review or repeat (as applicable) of that evaluation by a second evaluator. The selection of the second evaluator shall be by mutual agreement. If mutual agreement cannot be reached, the second evaluator shall be appointed by the Superintendent or his/her designee.

Upon completion of the above step and receipt of the review or second summative evaluation, the certified member has the right to grieve the evaluation on the grounds that it is inaccurate or that it contains mischaracterizations. The timelines set forth in Article XI in the NCEA Agreement shall commence with the receipt by the certified member of the second summative evaluation from the above step.

Any time an administrator's observation and/or evaluation of a teacher indicate a continuing performance need, the administrator will notify, in writing, the teacher of placement on the Tier III Program. The details and criteria of the Tier III Program are located in the next section of the NCSD Employee Handbook. This decision to place a teacher on Tier III is not subject to the grievance procedure, Article XI in the NCEA Agreement.

### **Tier III Teachers:**

Tier III teachers are:

- career teachers in need of specific performance assistance on the Iowa Teaching Standards.

If the principal or immediate supervisor determines that the employee's performance is not meeting expectations as prescribed by board policy, district procedures or law, the principal or immediate supervisor shall recommend to the superintendent that the employee participate in an intensive assistance program. If an employee has gone through an intensive assistance plan and failed to meet the established criteria, the district may begin the termination process.

### **SMART Goals - Individual Teacher Professional Development Plan**

All Tier I, Tier II, and Tier III teachers will have SMART Goals or an Individual Teacher Development Plan articulated on NCSD forms. All teachers will meet with their building administrator regarding their career development plan:

- by November 1 to present and finalize their SMART Goals
- in the middle of the school year to discuss progress on the SMART Goals
- between March 1 and May 1 to present a year's summary report and conference with their administrator regarding satisfactory progress of the SMART Goals

Per the Iowa Department of Education, (visit the "Teacher Evaluation" section of the Iowa Department of Education's webpage [www.educateiowa.gov/pk-12/educator-quality/teacher-evaluation](http://www.educateiowa.gov/pk-12/educator-quality/teacher-evaluation)), a local teacher evaluation plan must include the following:

- The Iowa Teaching Standards and Criteria
- A comprehensive evaluation of beginning teachers that includes a review of the teacher's progress on the Iowa teaching standards and the use of the Department of Education's comprehensive evaluation instrument
- A performance review of career teachers to be conducted once every three years and includes classroom observation of the teacher, a review of the teacher's progress on the Iowa teaching standards and additional standards and criteria, a review of the implementation of teacher's individual professional development plan, and supporting documentation from other evaluators, teachers, parents and students, and
- A peer review must be conducted annually

### ***Classified:***

Evaluation of classified employees on their skills, abilities, competence, and demonstrated performance is an ongoing process supervised by the building administrator or immediate supervisor. The goal of the formal evaluation of classified employees is to maintain classified employees who meet or exceed the Board's standards of performance, to clarify each classified 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.

The District shall complete a formal evaluation in writing of each employee no more than once a year. At least one month prior to evaluation, employees shall be notified of the criteria on which they will be evaluated. A copy of the written evaluation will be provided to the employee. The employee and administrator/supervisor shall sign the evaluation. The signature will indicate that the principal or immediate supervisor has discussed the results with the employee but does not necessarily imply the employee agrees with the evaluation results. The employee may respond within 20 days after receiving a copy of the formal evaluation. The employee and administrator must both initial any response. A confidential copy of the summative formal evaluation shall be given to the employee, a copy and any response retained as part of the employee's personnel file in the Human Resources Office, and a copy retained by the administrator/supervisor.

If the COVID-19 Pandemic makes meeting in person impractical or unrealistic, this review may be completed virtually by phone or video. The principal or immediate supervisor shall take proper precautions to ensure the employee's record is kept confidential.

## **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 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.

The employment of more than one individual in a family is on the basis of their qualifications, credentials and records. ([Board Policy 401.3](#))

## **Probationary Status**

The first three years of a newly licensed teacher's contract is a probationary period unless the teacher has already successfully completed the three-year probationary period in an Iowa school district. Teachers who have successfully completed a probationary period in a previous Iowa school district will serve a two-year probationary period. ([Board Policy 405.9](#))

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

## Public Complaints about an Employee

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. The board firmly believes concerns should be resolved at the lowest organization 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 action however, the following should be completed:

- Matters should first be addressed to the teacher or employee
- Unsettled matters from above or problems and questions about individual attendance centers should be addressed to the employee's building principal
- Unsettled matters from above or problems and questions concerning the school district should be directed to the superintendent.
- If a matter cannot be settled satisfactorily by the superintendent, it may then be brought up to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only consider whether to address complaints if they are in writing, signed, and the complainant has complied with this policy. The board is not obligated to address a complaint and may defer to the decision of the superintendent. If the board elects not to address a complaint, the decision of the superintendent shall be final. If the board does elect to address a complaint, its decision shall be final. ([Board Policy 213.1](#))

## Qualifications, Recruitment and Selections

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 Teach Iowa, [www.teachiowa.gov/](http://www.teachiowa.gov/), the online state job posting system. Additional announcements of the position may occur in a manner which the superintendent believes will inform potential applicants about the position. Whenever possible, the preliminary screening of applicants will be conducted by the administrator/supervisor who will be directly supervising and overseeing the person being hired.

The board will employ employees after receiving recommendations from the superintendent, or designee. The superintendent or designee, 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. ([Board Policy 405.2 and 411.2](#))

## 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. ([Board Policy 402.1](#))

## Transfers

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

Vacancies shall be posted in all school buildings. Employees must submit an application through Teach Iowa ([www.teachiowa.gov](http://www.teachiowa.gov)) to apply for a vacant position. When filling a vacancy, the district will consider the applicant's education, experience, previous evaluations, and years in the district. ([\*Board Policy 405.7\*](#))

### Posting of Vacancies

Position openings will be posted in each building as soon as practical during the school year and will be sent via email to employees for seven (7) calendar days before the final date when the applications must be submitted through Teach Iowa. Job opportunities can also be located on the home page of the district website ([www.newtoncsd.org](http://www.newtoncsd.org)) under "Employment Opportunities" located at the top of the page.

### Voluntary Transfers

Employees must submit an internal application through Teach Iowa ([www.teachiowa.gov](http://www.teachiowa.gov)) to be considered for a posted vacancy. The employee must also notify their current administrator/supervisor of their application for transfer.

**Licensed Employees:** No external candidates will be interviewed for a vacant position before internal candidates until after June 30. Postings after June 30 can have internal and external interviews.

### **All Employees:**

Any employee possessing the necessary qualifications may apply for a voluntary transfer to another building or position in the bargaining unit. All applications shall be carefully considered. The granting of such transfer will be based upon the following factors: maintenance of existing program quality and continuity, evaluations, skill, ability, qualifications, and performance will receive primary consideration. Other factors will also be considered including, but not limited to: teachers within the building where the vacancies exist, like-grade level buildings, like-geographic area buildings and buildings of another grade level in another geographic area. If these considerations are substantially equal between or among those employees requesting transfer, seniority shall be the deciding factor. The District shall provide specific written reasons regarding the denial of a transfer request. Voluntary transfers will be considered before involuntary transfers are considered.

The employee and/or Association President, upon request, will be entitled to a meeting with the Superintendent or his/her designee to discuss the transfer (the employee may be represented).

### Involuntary Transfers

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
- Ability to accommodate employees most vulnerable to COVID-19

Employees who are transferred will be notified, in writing, of the involuntary transfer and the reasons why at least five (5) days before the transfer goes into effect. The employee may request a conference with the superintendent, or designee, to discuss the reasons for transfer.

Teachers shall not be involuntarily transferred into a Teacher Leadership System (TLS) position.

## **Work Day**

Work day procedures are used to ensure that students will begin and end their day at a consistent time. Parents rely on consistent school work day procedures when preparing their family schedules.

The work day for employees will begin at a time established by the superintendent or the master contract. Work schedules are defined as an employee's assigned hours, days of the week and days off.

Employees are to be in their assigned building or online learning platform during the work day. Advance approval to be absent from the school building must be obtained from the principal or supervisor whenever an employee must leave the school building during the work day. ([\*Board Policy 405.5\*](#))

On days preceding holidays and/or school vacations, employees may leave after student dismissal and all students have safely left the school property in their respective building or the end of the work day, whichever comes first.

### ***Licensed:***

Licensed employees work day is 7:30 – 3:30 and employees will receive a daily minimum of thirty (30) continuous minutes' duty-free lunch.

In the event an emergency requires supervision (for example: fire, casualty, injury to a student, sudden illness or injury to the supervisor on duty, or situations involving the safety of students) during the duty-free lunch period, teachers who are available in the building may be called upon for supervision.

## DISTRICT PROCEDURES AND GUIDELINES

### Business Office Procedures

Visitors are encouraged to make appointments if they need to meet with an employee in the Business Office or conduct the business over the phone. Visitors will remain in the front hallway of the administration building and visitors are limited to one person per family. All visitors will be screened (temperature check and questions) and are required to wear masks.

The Board, via District Business Office, is the final authority to oversee the receipt and expenditure of District funds, including taxpayer and activity funds. To purchase or pay for an item, the following procedures must be followed:

#### For all purchases:

1. All purchases must have a Purchase Order. Please enter a Purchase Order on the Software Unlimited Accounting System or contact your building secretary to request that a Purchase Order be entered. This includes any purchases that you make via a District credit card. **Do not make the purchase without completing this step first.**
2. The principal/supervisor then approves the Purchase Order.
3. The Business Office then approves the Purchase Order and the building secretary is notified the request for purchase has been approved. **The purchase now can be made.**
4. The employee receives his/her purchase. The employee then forwards a copy of the packing slip or invoice to the building secretary. The principal/supervisor will approve for payment and then sent to the Business Office.

#### Employee Reimbursements:

Employees should avoid paying personally for items. If the vendor will not accept a Purchase Order, contact the Business Office for other purchasing options. In the event that there is a pre-approved employee purchase, sales tax will not be reimbursed and will be at the employee's expense.

#### For purchases via the District credit card:

1. Prior to being issued a credit card, an employee must read the credit card procedures and sign off that he/she has completed this.
2. A purchase order is required prior to receiving a credit card.
3. To request a credit card, please contact the Business Office.
4. When returning the credit card to the Business Office, the receipts and the Purchase Order documenting the expenses. Receipts are required to be itemized in detail.
5. Failure to follow any of the above steps may result in suspension of credit card privileges and may require reimbursement to the District.

### Child Labor

The district complies with both state and federal child labor laws. Under Iowa Child Labor laws, Iowa Code Chapter 92, minors under the age of 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 [www.iowadivisionoflabor.gov/child-labor](http://www.iowadivisionoflabor.gov/child-labor).

## District Committees

### ***School Improvement Advisory Committee***

To meet the requirements of Iowa Code Section 280.12(2), the District appoints and charges a School Improvement Advisory Committee (SIAC) with making recommendations to the Board on an annual basis. The mission of the SIAC is to recommend district programs and the effective utilization of resources that result in students developing 21<sup>st</sup> Century skills and their individual talents, by focusing on students first.

### ***District Culture Council***

The purpose of this committee is to oversee, advise, and support the systems within the District to meet the Collective Commitments in a high performance workplace culture.

### ***Teacher Quality***

The Committee has the responsibility to determine the use and distribution of professional development funds provided through SF 277 to support the various types of plans. The use of the funds should be balanced with the professional development plans of the district, attendance centers, and individual plans. The Committee allocates funds to these three general areas of professional development but does not make individual decisions about funding individual teacher PD plans.

### ***Return to Learn Subcommittees***

The District assembled a leadership team and subcommittees whose work is focused on creating a learning environment that is safe and effective for students, families, and staff. More information on the District's Return to Learn plan can be found at this link – [Newton Return to Learn](#).

## Copyright

In order for students to experience a diverse curriculum, the Board encourages employees to supplement their regular curricular materials with other resources. 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."

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 <https://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

The 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.



If the form of honor deemed appropriate by the administration and employees involves unusual expense to the school district, the superintendent will seek prior approval from the board. ([Board Policy 401.8](#))

## **Employee Publication or Creation of Materials**

Materials created by employees and/or the financial gain therefrom are the property of the 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. ([Board Policy 408.2](#))

## **Food Safety Training**

Any employee who handles food as part of their employment is required to complete Food Safety Training. Training will be offered for food service employees at the beginning of the school year and is mandatory for new staff members. Food Service employees may also attend a Serv-Safe class at the expense of the District to be certified in Food Safety. Food Service employees are expected to maintain their Serv-Safe certification for the duration of their employment or attend yearly Food Safety classes.

## **Limitations to Employment References**

School employees shall not assist another co-worker, 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 co-worker, 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.

## **Payroll Accountability**

The district believes in taking appropriate measures to ensure the accurate expenditure of district funds through payroll. All district employees shall be responsible for accurately and timely reporting their time worked. The Business Office shall be responsible for the timely and accurate disbursement of payroll for the district. No individuals beyond the employees and the principal/supervisor or district designee shall have authority to alter timekeeping for employees without prior approval from the superintendent. The superintendent shall develop procedures to ensure the accurate recording of time worked and compensation disbursed for all district employees.

## **Professional Development**

The Board encourages licensed employees to attend and participate in professional development activities to maintain, develop, and extend their skills. The Board will maintain and support an in-service program for licensed employees. Requests for attendance or participation in a professional development program, other than those development programs sponsored by the District, are made to the building administrator or supervisor. Approval of the building administrator or supervisor 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 District pays the expenses for the program.

The superintendent will have sole discretion to allow or disallow employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the licensed employee and the District as it pertains to District goals, the effect of the licensed employee's absence on the education program and District operations and the District's financial situation as well as other factors deemed relevant in the judgment of the superintendent. ([\*Board Policy 408.1\*](#))

## 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 [www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/religious-holiday-celebrations-public-schools](http://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/religious-holiday-celebrations-public-schools).

### 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 2014" party is would be ok.)

### 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.

## 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 price meals. Students cannot be charged a fee for masks or other personal protective equipment.

Employees cannot charge a student fee for anything without prior consent of the superintendent.

## School Nutrition Program

The district operates a school nutrition program. Employees may purchase meals and other items, including milk. Breakfast costs \$1.75 each, while lunch costs \$3.75 each. Please use the on-line program RevTrak to pay for your meals. ([Board Policy 710.4](#))

## School Publicity and Community Relations

The 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 board president is the spokesperson for the board, and the superintendent is the spokesperson for the school district. It is the responsibility of the board president and superintendent to respond to inquiries from the news media about the school district.

## 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. Additional information detailing district/building staff meeting procedures shall be communicated by the building administrator or the superintendent.

## Professional Learning Community - PLC

Early out Mondays on the District calendar are designed as a time for licensed staff to meet and discuss instructional decision-making around the four critical questions:

- What do students need to know and be able to do?
- How will we know they have learned it?
- What will we do when they haven't learned it?
- What will we do when they have already learned it?

The early out Mondays are a time for licensed staff to look at academic and/or behavioral data, develop formative assessments, share instructional strategies, determine interventions and grouping (for both enrichment and re-teaching), and consider vertical alignment.

The expectations for early out Mondays:

- Agendas will be completed and shared with the necessary participants and administration to ensure timely and clear communication.
- The meeting time will be fully respected and utilized.
- Other district meetings and trainings will be scheduled outside the early out Mondays.
- The second Monday of the month will be for vertical and specialist PLC meetings.
- The fourth Monday of the month will be saved for professional development.
- The professional judgment of the team will determine which of the four questions is addressed, who is needed at that particular meeting, and which group (grade level, content area, specialist) is meeting.

- There may be certain topics which need to be addressed which fall outside the parameters of the four critical questions. While respecting the purpose of the meeting to address the questions, the groups may decide to take time at the beginning or the end of a PLC meeting to address those issues.

See the NCSD PLC and Instructional Flowchart in the Appendix on page 71.

## **CONDUCT IN THE WORKPLACE**

### **Employee Use of Cellphones**

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 calls should be made during sanctioned breaks. District telephones are only for official school business. Failure to follow this guideline will result in disciplinary action, up to and including termination.

### **Employee Use of District-Owned Vehicles**

Certain district employment positions may require regular and extensive travel. Due to the required duties of these positions, the district may provide certain positions with use of district-owned vehicles. Employees who utilize district-owned vehicles during the course of their job duties are fulfilling the public purpose of meeting the needs of the educational community in an efficient, and time-sensitive manner. District-owned vehicles are purchased and maintained with public money and must be used strictly in accordance with fulfilling a public purpose. These vehicles represent the district in carrying out its educational mission. Therefore, district-owned vehicles will be clearly marked at all times to identify the district.

After use, district vehicles will be sanitized by the driver in accordance with public health guidelines and the protocols set in place by NCSD's Health and Safety plan.

### **Fighting**

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

### **Fraud/Unlawful Gain**

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 the employee's 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. Doing so could result in discipline, up to and including termination.

## **Use of School Facilities and Equipment**

The district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property only to be used for conducting school district business. After use, school facilities and equipment are to be sanitized by custodial staff in accordance with public health guidelines.

Abuse or misuse of school district or non-district owned property is to be reported immediately to the Superintendent or designee. Failure to do so will limit district responsibility and/or increase employee responsibility. It is expected all employees will use care and caution when using district and non-district property.

Abuse or misuse or unauthorized use of district property, private property, materials and/or equipment is subject to discipline, up to and including termination.

## **Use of Time**

An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate back-tracking or poor usage of time. This requires initiative and planning on the employee's part. Employees are expected to be professionals in their use of time during the work day.

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

## **EMPLOYEE STANDARDS OF CONDUCT**

### **Academic Freedom**

The 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.

### **Break or Meal Periods**

Leaving the place of duty during a work shift without permission of the building principal or supervisor, except during unpaid break periods, is cause for discipline, up to and including termination. Please sign out at the building office prior to leaving the building during breaks. Employees are expected to return to work immediately upon completion of a paid or sanctioned unpaid break.

### **Dress and Grooming**

All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee. Items that would be considered inappropriate dress or not professional attire include: clothing that reveals cleavage, back, chest, stomach, any portion of the buttocks or undergarments, sweatpants, items with holes/tears, hats, halter tops, tank tops, tube tops, sheer, excessively tight, workout wear (gym shorts, swishy pants, spandex, etc.) gym or running shorts. Questions about appropriate attire should be addressed to the superintendent. Also, as role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene.

Employee furnished work uniforms are expected to be kept clean and in good repair. The uniforms must be returned to the district when they become unwearable or upon termination of employment.

Employees will be provided a face shield and two cloth masks to get the school year started. Health staff will have access to PPE needed to care for students.

### **Employee Outside Employment**

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

The board may request the employee to cease the outside employment as a condition of continued employment with the school district.

### **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 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 solicitation, promotion, election or defeat or any referendum, candidate for public office, legislation or other political action.

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

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

## **Ethics – Board of Educational Examiners**

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 [www.boee.iowa.gov/doc/ethHndot.pdf](http://www.boee.iowa.gov/doc/ethHndot.pdf).

## **Failure to Complete Reports**

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

## **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.

**(Board Policy 402.4)**

For more information on Iowa's gift law, please visit <https://educateiowa.gov/resources/laws-and-regulations/legal-lessons/gift-law>.



## Insubordination

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

School district employees shall contact their principal or immediate supervisor if there are concerns regarding working conditions.

## 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 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 email, online learning platforms or use of the school district's computer network including websites 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. ([Board Policy 401.13](#))

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 websites. Employees shall not use the school district logos, images, iconography, etc. on external websites. 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 for approval. Once approved by the superintendent, the employee must work with Technology Supervisor in establishing and maintaining the site.

Communication to students via electronic means, including but not limited to email, text, and social media should be directed toward a particular group (i.e. team, class, club). Such communication beyond District email (text, social media, etc.) directed toward a single/individual student must include the parent, guardian, and/or administrator.

## Theft

All thefts should be reported immediately to a principal or supervisor. Any employee found to be involved in theft of the district's or another person's property will result in appropriate discipline, up to and including termination.

## **Treatment of Patrons of the District**

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

## **Volunteers**

Due to the COVID-19 Pandemic, the district will limit the use of volunteers for the 2020-2021 school year.

The district will follow the guidelines in our Return to Learn Health and Safety section. This information will be added.

## STUDENT AND CLASSROOM ISSUES

### Abuse of Students by a School District Employee

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

Physical or sexual abuse of students, including sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the District under the direction and control of the District. Employees found in violation of this policy will be subject to discipline, up to and including termination.

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

**(Board Policy 402.3)**

This reflects 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: <https://educateiowa.gov/chapter-102-level-i-investigator-manual-january-2011-school-leader-update-legal-lesson>.

### Child Abuse Reporting

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

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

When a mandatory reporter suspects a student is the victim of child abuse, the mandatory reporter shall make an oral report of the suspected child abuse to the Iowa Department of Human Services within 24 hours of becoming aware of the abusive incident 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.

Within six months of their initial employment, mandatory reporters will take a two-hour training course involving the identification and reporting of child and dependent adult 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. **(Board Policy 402.2)**

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: [www.dhs.iowa.gov/sites/default/files/Comm164.pdf](http://www.dhs.iowa.gov/sites/default/files/Comm164.pdf).

## **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](http://www.educateiowa.gov/pk-12/learner-supports/timeout-seclusion-restraint).

## **Field Trips**

Due to the COVID-19 Pandemic, the district will limit the use of field trips for the 2020-2021 school year. More information and guidance will be added to this section from our Health and Safety committee.

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 the building principal in advance.

## **Individuals with Disabilities Education 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 <https://sites.ed.gov/idea/>. Additionally, employees are expected to follow school district procedures for identifying students who need additional assistance and meet the needs of identified students.

## **Homework and Grading**

It is the policy of the District that homework assignments be considered as extensions and enrichment of the regular instructional program.

## **Parent/Teacher Conferences**

More information on parent-teacher conferences will be coming – they may be held virtually for the 2020-2021 school year.

Parent-teacher conferences will be held in the fall and spring at the elementary schools. The conferences at the middle school will be held in the fall and two more times second semester. Conferences at the high school are available four times per year. Parents, teachers, or principals may request a conference for students in grades preschool through twelve in addition to the scheduled conference time.

## Searches of Students and Property

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected without a search warrant.

Employees must adhere to district policy and administrative regulations regarding the search, pat down or inspection of a student and his or her belongings. 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 District policy, rules, or regulations affecting school order. Employees must never search, pat down or otherwise inspect a student and his/her belongings without the notification of the principal. The principal will determine whether there is 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 discipline, 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 Board prior to the fundraising event or the start of a fundraising 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. ([\*Board Policy 704.6\*](#))

## Student Records

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student information unless it is permitted by law. Please contact the District Registrar 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. Employees must exercise significant care and judgment when handling confidential information. A break in confidentiality can result in discipline, up to and including termination, and expose the employee to personal liability for violation of Iowa's privacy law.

## Transporting of Students by Employees

Generally, transportation of students is in a motor vehicle owned by the school district and driven by a school bus driver. Only in rare cases, such as an emergency or a sick child, should an employee transport a student in a private vehicle for school purposes and then another adult must be present. It is within the discretion of the superintendent to determine when this is appropriate.

## 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. Any questions about whether a tutoring relationship or activity complies with the Code of Professional Conduct and Ethics for educators should be directed to the Board of Educational Examiners. ([Board Policy 408.3](#))

## 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 Anti-Harassment (Board Policy [104.1](#) and [104.1R](#))

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. Complaints will be investigated within a reasonable time frame.

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.

#### Retaliation Prohibited

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.

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

#### 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 or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic

of the individual which 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?  
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.
- **"Trait or characteristic of the individual"** includes but is 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.
  - **"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 ***[link to form on website or designate location such as building office]***. 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 ***[state number of days - 180]*** 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 the superintendent's designee or name the position if not the superintendent]*** (hereinafter "investigator") will be responsible for handling all complaints alleging bullying or harassment.

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 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 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.

## **Anonymous Tip Line**

### **Anonymous Tip Line Overview**

The Newton Community School District has implemented a list of anonymous contact points for students, staff and parents to report any information that may pose a safety threat.

Any student, staff or parent may contact school officials via phone, text or email.

### **Anonymous Contact Information**

Phone number to call and/or text: **641-323-1150**

Email address: **[tipline@newtoncsd.org](mailto:tipline@newtoncsd.org)**

### ***How It Works***

A student, staff member or parent can select 1 of the 3 communication options to notify school officials of a potential threat

Users are welcome to use all 3, but the user must create a separate phone call, text message and email in doing so.

This information will then be forwarded to the designated school officials to determine the next step or steps in the process.

### **Phone Number:**

Any student, staff member or parent can call the number above and report a potential threat. They will be asked to leave a voice mail. Please make sure to speak clearly and slowly so the system can record your message as accurately as possible.

Once the voice mail is saved, the system will automatically call a list of school officials and deliver the voice mail message.

### **Text Message**

Any student, staff member or parent can send a text message to the number above and report a potential threat. Please make sure to type your message using full words to ensure the most accurate message reaches school officials.

Once the text message is sent, it is sent to a list of school officials who will receive the text message within a few seconds.

### **Send an Anonymous Email via our online form**

By clicking on the link below, any person can use our online form (located at the bottom of the webpage) to submit an anonymous message that will arrive instantly via email to our designated school officials.

To protect against cyber-attacks, the District will record the IP Address, Date & Time of the sent message.

## Bloodborne Pathogens

Annually, all employees will be given the opportunity to take the bloodborne pathogens training and all staff under contract/agreement will be required to take the training.

## Communicable Diseases – Employees

Employees who are ill are encouraged to stay home.

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. ([Board Policy 403.3](#))

Employees with a higher risk of developing a severe illness from COVID-19 or have an immediate family member who has a higher risk of developing a severe illness from COVID-19 and requesting an accommodation should contact their principal or immediate supervisor and the Human Resources Office.

*For more information about groups at higher risk for severe illness related to COVID-19, please visit:*  
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html>.

## Employee Injury on the Job

Employee and student safety is a major district concern. An employee should therefore remove him or herself from and report any situations where employee safety is compromised. If 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 professionals as quickly as possible.

It is the responsibility of the employee injured on the job to the building principal/supervisor 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.

***If you are injured at work, you must immediately complete the following steps:***

1. **Emergency Care:** In case of a SERIOUS INJURY OR ILLNESS (or any treatment that should not wait until clinic hours the next day) seek immediate treatment at the nearest emergency facility.
2. **Report Your Work-Injury:** Immediately report your work-injury to your supervisor.

3. **Phone EMC OnCall Nurse at [844-322-4668](tel:844-322-4668) (24 hours/7 days a week):** You and your supervisor, if available, should call EMC OnCall Nurse. You will discuss the extent of your injury with a registered nurse and be guided to the appropriate level of care.
4. **Follow EMC OnCall Nurse's Instructions:** When care is needed, the registered nurse will provide treatment recommendations and/or designated medical facilities for work-injury treatment. The below medical facilities are the preferred workers' compensation treatment centers. It is likely, as an injured employee, that you will be instructed to seek medical attention at one of these facilities. Please proceed with treatment as instructed by the EMC OnCall Nurse.

<b>NEWTON CLINIC PC</b> 300 NORTH 4TH AVE E NEWTON IA 50208 <a href="tel:(641)792-2112">(641) 792-2112</a> PH <a href="tel:(641)792-8484">(641) 792-8484</a> FAX	<b>MERCY ONE MEDICAL CENTER</b> 204 N 4TH AVE E NEWTON IA 50208 <a href="tel:(641)792-1273">(641) 792-1273</a> PH
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## Employee Physical Examination

The district believes good health is important to job performance. 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. All other employees shall present evidence of good health, in the form of a post-offer, pre-employment physical examination report.

The cost of the initial examination will be paid by the employee. The form indicating the employee can perform the duties, with or without reasonable accommodation, for which the employee was hired, must be returned prior to the performance of duties. The cost of bus driver renewal physicals will be paid by the school district up to a maximum of \$87.00. The school district will provide the standard examination form to be completed by the personal physician of the employee or a certified medical examiner for bus drivers. ([Board Policy 403.1](#))

Classified employees, please refer to Article X. Health and Safety of the UE Agreement.

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.

## Hazardous Chemical Disclosure

Each employee will annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, is included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it is distributed to all employees, and training is conducted for the appropriate employees. The superintendent will maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place. ([Board Policy 403.4](#))

## Smoke and Tobacco Free Workplace

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

## 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 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: [www.fmcsa.dot.gov/rules-regulations/topics/drug/drug.htm](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

### Absenteeism

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must notify the building principal or supervisor of all times when they will be absent or to submit leave requests. 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 four 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 or misrepresentation of reasons for leave may lead to discipline, up to and including termination. 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 discipline even if the employee has not yet exhausted available paid leave. Leaves of absences without pay are not encouraged. Requests for leave of absence without pay will be determined by building principal or supervisor. Every employee should know to whom they report absences and submit leave requests (see below). Documentation may be required for use of sick leave and will be required after four consecutive days.

Employees with a higher risk of developing a severe illness from COVID-19 or have an immediate family member who has a higher risk of developing a severe illness from COVID-19 and requesting an accommodation should contact their principal or immediate supervisor and the Human Resources Department.

If you must be absent, please login or call Absence Management to report your absence. It is the employee's responsibility to complete this task in a timely manner. You will be given a login ID and password when you start work with the District.

### Bereavement Leave

The district understands that employees may need time off to mourn the loss of a family member or close friend.

Each employee shall receive up to five (5) days of bereavement leave for the death of an immediate family member, up to two (2) days of bereavement leave for the death of an extended family member or for the death of a close friend.

#### ***Licensed:***

Please see **Article VIII. Leaves of Absence in the NCEA Master Agreement** for further information on bereavement and other forms of leave.

#### ***Classified:***

Please see **Article VIII. Leaves of Absence in the UE Agreement** for further information on bereavement and other forms of leave.

## Employee Holidays and Personal Leave

The employee holidays for the **2020-2021** are as follows:

### ***Licensed:***

The District recognizes the following paid holidays as being included in the contract of all certified employees with the school year as the basis for salary computation:

- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Day
- New Year's Eve Day
- New Year's Day
- Presidents Day
- Good Friday
- Memorial Day

Please refer to **Article VII. Holidays** in the NCEA Agreement.

### ***Classified:***

All full-time, 35 hours or more per week, twelve (12) month employees shall be granted the following paid holidays:

- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day
- New Year's Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day

Please refer to **Article VI Holidays** in the UE Agreement.

If any of the above holidays falls on a Sunday, it shall be observed on a Monday. If any of the above holidays falls on a Saturday, it shall be observed on a Friday.

### ***Licensed:***

Licensed employees shall receive two (2) paid personal leave days per school year and a third personal leave day with the deduction for the cost of a substitute. All personal leave requests must be submitted to building principal at least **two (2)** of days in advance. Personal leave days will not be available for use on parent-teacher conference days, or the first two (2) or last two (2) days students are in attendance. No more than two (2) employees in one elementary building, four (4) at the senior high and three (3) at the middle school shall be on personal leave on the same day. All personal leave requests must receive approval from the building principal. Personal leave days which occur on days immediately preceding or following student vacation days or contract holidays are subject to the employer's good faith efforts to secure subs.

***Classified:***

For full-time employees, two (2) days per year shall be allowed for important business which cannot be conducted outside of the working day. Personal leave days are non-cumulative.

For part-time employees, one (1) personal day as described in the paragraph above will be granted.

## **Employee Vacation**

***Classified:***

Vacation may be available for those employees who are full-time (35+ hours/week) and work 12 months a year or as included in an individual contract or applicable collective bargaining agreement. The vacation may be taken during the school year provided the vacation will not disrupt the operation of the school district. The employee must submit a vacation request through Absence Management to the ***supervisor, director, or superintendent*** who will determine whether the request will disrupt the operation of the school district.

Paid annual vacation shall be granted as follows:

- One (1) week after first full year of seniority
- Two (2) weeks after two full years of seniority
- Three (3) weeks after five full years of seniority
- Four (4) weeks after ten full years of seniority

The vacation may be taken any time during the school year when the vacation will not disrupt the District operations. The employee must submit a vacation request to the superintendent or designee, who is responsible for determining whether the request will disrupt the District operation. Each employee's director/supervisor will approve the vacation schedule for all classified staff of the District. Employees leaving during the year will receive prorated vacation proportionate to his/her completed contract days.

Unused vacation shall be paid to the employee for those that fall under the UE Agreement. Other employees must use carry-over vacation by July 31. Balances will not be paid out. Vacation leave will be adjusted to the new yearly allocation. Any employee who is laid off, separated from employment, retires, or resigns shall be compensated for the unused vacation accumulated at the time of separation. Every attempt will be made to grant employees vacation at the requested time.

## **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 (July 1 – June 30) to assist eligible employees in balancing family and work life. Requests for family and medical leave will be made to the Director of Human Resources. Employees eligible for family and medical leave must comply with the applicable administrative rules and the district's family and medical leave policy prior to starting a family and medical leave.

For additional information regarding the Family and Medical Leave Act (FMLA) please contact Laura Selover, Director of Human Resources or visit the "Family and Medical Leave Act" section of the United States Department of Labor's website, at [www.dol.gov/whd/fmla/](http://www.dol.gov/whd/fmla/).

The district protocol for use of FMLA is the following:

- Should an employee utilize FMLA for their own health condition, the District will utilize the paid leave in the following order: Sick Leave, Personal Leave (limited to only the two fully paid Personal Leave Days), and Family Illness Leave.
- Should an employee utilize FMLA for the serious health condition of a family member (father, mother, son, daughter, wife, husband, brother, sister, grandfather, grandmother, grandchild, and comparable in-laws, and domestic partner (individually and residing with the employee)), the District will utilize paid leave in the following order: Family Illness Leave, Personal Leave (limited to only the two fully paid Personal Leave Days), and Sick Leave.
- The District will not move to another category of leave until exhausting the previous one.

Medical verification will be required for use of FMLA leave.

## Family Sick Leave

Family sick leave ensures that employees have time available to take care of family when emergencies arise. The district's family sick leave procedures are as follows:

Employees will be granted up to **five (5)** days per year in the case of a family illness. These days of leave may be used to tend to the illness of the father, mother, son, daughter, wife, husband, brother, sister, grandfather, grandmother, grandchild, comparable in-laws and domestic partner (individually and residing with the employee) of an employee of the district. The District may ask for written verification from a doctor for the absences of more than two (2) consecutive days.

This leave is non-cumulative. Such leave will be granted with full pay and family sick leave is not deducted from the employee's personal illness leave.

## Jury Duty

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

### ***Licensed:***

Licensed employees will receive their regular salary. However, any payment for jury duty will be paid to the school district. When an employee is required to report for jury duty during the day (for more than four hours) that employee shall be excused from their work shift for that day.

### ***Classified:***

Classified employees will be excused for jury duty with pay for the time excused. When jury duty pay has been received, the District requires a copy of the check. The employee shall then forward a check equal to jury duty pay to the District. There shall be no loss of regular pay.

## Military Service Leave

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 District agrees that military leave shall be granted pursuant to Iowa Code 29A.28.



## Personal Illness Leave

Personal illness leave ensures that employees can take care of health needs. Employees who are ill are encouraged to stay home.

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness or family member's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It is within the discretion of the board or the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee will comply with appropriate policies and procedures on employee leave.

The district's personal illness leave procedures are as follows:

### ***Licensed:***

Employees will be granted leave of absence for personal illness or injury with full pay in the amount of fifteen (15) days per year. Employees will be granted 15 days of sick leave each year of employment with the District. Unused sick leave may be accumulated to a total of 180 days. The District may request medical verification for an absence when an employee is utilizing leaves of absence for personal illness.

### ***Classified:***

All employees shall be granted fifteen (15) paid days of sick leave for each year of employment accrued based upon the number of days an employee should work and the employee agreement. Unused sick leave may be accumulated from year to year up to a maximum of 180 days. The District may request medical verification for an absence when an employee is utilizing leaves of absence for personal illness.

If an employee is on sick leave when a regularly schedule holiday falls the employee's sick leave account shall not be charged for the holiday period.

In no case shall an employee who is qualified for sick leave be required by the District to report to work.

## Political Leave

The board will provide a leave of absence to employees to run for elected 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 and without benefits.

The request for leave must be in writing to the superintendent of schools at least 30 days prior to the starting date of the requested leave.

In connection with campaigning of a candidate for or holding a public office, it shall be considered a violation of District policy for school system facilities, equipment, or supplies to be used at any time; for there to be any involvement of District personnel or students during the workday; or for there to be any encroachment on the time of the workday and/or quality of instruction.

If a candidate is elected to the office sought, he/she shall be granted a leave of absence, without pay and benefits, extending through the term of office to which he/she has been elected.

Upon return from the leave, the staff member shall be returned to the same position occupied previously or to one of the same type and rank in the school district at the beginning of the school year following the expiration of the leave. ([Board Policies 409.5 and 414.5](#))

## Unpaid Leave

Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies of the Board. Unpaid leave for employees must be authorized by the superintendent.

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 District operations, length of service, previous record of absence, the financial condition of the 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 District operations.

Whenever possible, employees will make a written request for unpaid leave two months 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.

The requirements stated in the master contract between employees in the collective bargaining unit and the Board regarding the unpaid leave of such employees will be followed. ([Board Policies 409.8 and 414.8](#))

## Temporary Leave (Available Until December 31, 2020)

### Emergency Paid Sick Leave

Employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at the employee's regular rate of pay when the employee is unable to work because the employee is quarantined in accordance with a Federal, State, or local government order or advice of a health care provider, and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.

Employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at 2/3 the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine in accordance with a Federal, State, or local government order, or advice of a health care provider, or to care for a child under 18 years of age whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

Eligible employees may request emergency paid sick leave by completing the appropriate form.

### Expanded Family Medical Leave

Employees may be eligible for up to an additional 10 weeks of paid expanded family and medical leave at 2/3 the employee's regular rate of pay when the employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Eligible employees may request expanded family medical leave by completing the appropriate form.

## **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.

For more information on AHERA, please visit the Environmental Protection's webpage of Asbestos and School Buildings at: <https://www.epa.gov/asbestos/asbestos-and-school-buildings>.

### **Building Security**

The 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 superintendent's office, to report any security/safety hazard(s) or condition(s) they identify.

Students and visitors are to request building access at the main entrance through the intercom system with the main office. Students and visitors are to check into the main office upon arrival. Visitors will receive a visitor's badge before they can proceed to their final destination in the building.

All employees and substitutes have a District ID badge that should be visible during the school day.

Employees are to notify the main office when they suspect there may be a stranger on the premises.

Employees will have FOB access to those building entrances with this feature. Upon request of an administrator, an employee may be issued a key fob. Employees are expected to keep the fob and treat it with the security given to keys. The loss of a fob shall be immediately reported to the Business Office Administrative Assistant, who will deactivate the lost fob and issue a replacement at a cost to the employee of \$10. Fobs remain the property of the District and shall be returned to the Building Administrative Assistant at the time of resignation, retirement or termination.

### **Drills and Evacuations**

Periodically the district holds emergency fire, tornado and security 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. When drills are staged, every staff member and student must follow proper procedures.

Fire and tornado drills are required by Iowa Code Chapter 100. School districts must have two fire drills and two tornado drills in each school building before December 31 and two fire drills and two tornado drills in each school building after January 1 of each school year.

School districts are required by law to conduct at least one emergency operations drill based on the district's emergency operations plan each school year. The board shall determine which personnel will participate in the drill(s) and whether students and/or law enforcement will participate.

Certified employees should have access to the **Crisis Go** app and an emergency bag during a drill. Building principals/supervisors will provide further guidance on expectations during the various drills and when staff and students are released from the drill.

## **Emergency Closings, Inclement Weather and Other Interruptions**

When the superintendent decides the weather threatens the safety of students and employees, he will notify the local radio station KCOB 95.9 and the television stations KCCI Channel 8, WOI Channel 5 and WHO Channel 13, as well as Facebook and the district webpage <https://www.newtoncsd.org/>. A message will also be sent through the Infinite Campus system to broadcast a school closing or delay announcement.

In the event school facilities are closed due to COVID-19 concerns, employees will follow the procedures identified in the district's Return-to-Learn plan.

Anytime the district has a late start or early out due to weather, classified staff will be paid according to the time missed in their normal individual work schedule. Employees shall not be docked for unscheduled early releases or late starts when the day is counted as a completed instructional day. Time and Attendance will be adjusted to reflect this.

If school is delayed, certified and classified staff in the buildings would report based on the length of the delay. For example, if the District has a 2-hour delay and an employee's normal start time is 7:30, the employee would report at 9:30. Employees who are on a 260-day contract (central office and technology) are to report when it is safe to do so.

If school is released early, staff may leave once students are safely off campus and on their way home.

## **Staff Identification Badges**

An identification badge shall be issued to each employee. Badges shall be worn when the employee is on duty and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard. If an employee comes to work without the permanent badge, a temporary badge may be obtained from the building secretary. The loss of a permanent badge shall be immediately reported to Administrative Assistant in the Human Resources Office who will issue a replacement badge at a cost to the employee of \$10. Badges remain the property of the district and shall be returned to the building administrative assistant at the time of resignation, retirement or termination.

## **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 discipline if the threat

impacts the orderly and efficient operation of the school. Employees engaging in threatening behavior will face discipline, up to and including termination.

## Visitors/Guests

The District welcomes the interest of parents and other members of the community and invites them to visit the school buildings and sites. Visitors, which include persons other than employees or students, must sign in at the main office in the facility upon arrival.

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

Visitors will conduct themselves in a manner fitting to their age level and maturity and with mutual respect and consideration for the rights of others while attending school events. Visitors will also be required to follow district rules on health and safety as well as social distancing and other public health guidelines. 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 is responsible for taking the action necessary to cease the inappropriate conduct.

## Weapons

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

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 District property and onto property within the jurisdiction of the District or from students who are within the control of the District. Employees who witness or have knowledge about the present of the potential weapons on school property should notify the proper authorities immediately.

Employees are prohibited from bringing weapons and other dangerous objects on school grounds. Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt in accordance with law and board policy. For more information, visit the Iowa Department of Education Legal Lesson on Firearms on School Grounds at <https://www.educateiowa.gov/resources/laws-and-regulations/legal-lessons/firearms-school-grounds-january-2013-school-leader>. (**Board Policy 502.6**)

## 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' advance 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 may be made 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 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. When required, payment of these costs will be a condition for release from the contract. Failure of the licensed employee to pay these expenses when required may result in the district filing a cause of action in small claims court against the employee. ([Board Policy 407.2](#))

### Resignation – Licensed Employees 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.

The Board may require an individual who has resigned from an extracurricular contract to accept the resigned position for only the subsequent school year when the Board has made a good faith effort to find a replacement and the licensed employee is continuing to be employed by the district. ([Board Policy 407.1](#))

### Resignation – Classified Employees

Classified employees who wish to resign mid-year or mid-assignment must give the school district at least 14 days' advance notice in writing including the final date of employment. ([Board Policy 413.1](#))

### 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.

Due process for termination because of a reduction in force will be followed.

It is the responsibility of the superintendent to make a recommendation for reduction in force to the board. ([Board Policies 407.5 and 413.5](#))

The superintendent shall consider the following criteria in making the recommendations:

### ***Licensed (Certified) Staff***

#### Procedure

When in the sole, exclusive, and final judgment of the Public Employer, a reduction of staff becomes necessary; the following procedure will be followed:

- A. Reduction through layoff procedures shall be accomplished through the following categories in the numerical order listed:
  1. Attrition
  2. Employees with emergency or temporary certification
  3. Employees with two (2) or less years of seniority in Newton.

Employees in this category shall be laid off within the following curriculum areas:

- a. The grades PK-6, including: Special Education, PK-3/PK-3 Special Education, K-6 Classroom Teachers, Vocal, Instrumental, Art, Reading, TAG, Guidance and Library/Media Center. In the event of a staff reduction in the curriculum area "reading" those individuals affected shall have the right to be included in the curriculum area PK-6 classroom teacher.
- b. The grades 7-12 including: Language Arts, Science, Social Studies, Family and Consumer Science, Industrial Technology, At-Risk, Health, Math, Foreign Language, Instrumental Music, Vocal Music, Business, Art, Guidance, Special Education, Federal and State Programs, Library Media Center, and TAG.
- c. These K-12 certifications: Physical Education, Technology and Nurses.

Employees may be placed in more than one curricular area based on certification and assignments they have had successful teaching experience in the Newton Community School District.

4. Employees with more than two (2) years of seniority in Newton. Layoffs shall be made according to the procedures, within curriculum areas as laid out in 3a, 3b, and 3c listed above.
  - a. Seniority shall be the controlling factor a majority of the time; however, consideration of program continuity and qualifications and ability to perform the work required may override in some circumstances. Qualifications and ability to perform work shall be determined by one or more of the following criteria:
    1. Total professional experience in the subject area
    2. Qualifications for other existing programs as determined by certification, training, or experience
    3. Training, either formal or practical
    4. Professional experience in Newton
    5. Professional experience in other school systems
    6. Evaluations
  - b. In the event a tie in seniority exists, it shall be the sole, exclusive, and final judgment of the Superintendent as to which employee shall be laid off.
- B. Elementary grade level reassignment  
If reductions are due to elimination of elementary grade level sections and it is necessary to reassign a teacher whose section was eliminated, the open assignment shall be posted and the criteria for a Voluntary Transfer shall apply when the District makes this assignment.

### Recall Information

Teachers terminated based upon staff reduction shall indicate on the termination notice whether they wish to be considered for recall or whether they do not wish to be considered for recall. Teachers wishing to be considered for recall shall keep the District informed of their current addresses and telephone numbers. The affected personnel will be recalled in reverse order of termination for a period of three (3) years from date of layoff. An employee shall have five (5) days to respond to a recall notice if an immediate replacement is needed. This employee shall have two (2) weeks to respond to a recall notice if the replacement is needed for the subsequent school year. If a laid off employee rejects less than a full time position, that employee's rights to recall to another position shall not be lost. If a recalled employee accepts a less than full time position, and before the first contract day of the school year a full time position becomes available, the employee shall have recall rights to that position.

### Exceptions

An exception to this article may be made when the continuous employment of an individual is necessary to conform to Affirmative Action guidelines or to continue a program in the Newton Community School District.

### Alleged Violations

An alleged violation of this article may only be filed by employees with more than two (2) years of continuous employment in the Newton Community School District.

### ***Classified Staff***

#### Layoff

The District has the sole discretion to determine the necessity for an implementation of a layoff of the work force. A layoff is defined as a reduction in the number of employees (except a reduction caused by attrition) or a reduction from full time to part time employment.

Except in cases of emergency, notice of layoff will be given at least two (2) weeks in advance of the layoff, or two (2) weeks pay in lieu thereof.

Layoffs, including reduction of hours, shall be by seniority within job classification beginning with the least senior.

Note: job classifications may have special requirements and qualifications.

Layoffs shall not be considered a break in service if the employee is recalled within 18 months.

#### Recall

The name of a laid off, permanent employee shall be placed on a recall list for the classification from which the employee is laid off. When one or more names are on a recall list for a class where a permanent vacancy exists, the District shall first offer that position, in seniority order, to any employee laid off from that classification where the vacancy exists. An employee to be recalled from a layoff shall be notified as far in advance as possible by certified mail, return receipt requested, mailed to his/her last known address as shown on the District's records. Any employee called back to work must notify the District in writing of acceptance within seven (7) calendar days after receiving such notice or at the time and date indicated in the notice, whichever is later. An employee shall be considered as having received notice of recall as of the date such notice is delivered to his/her last known address, as reflected by the District's records. It is the employee's responsibility to keep the District informed of his/her current address and phone number. If a laid-off employee rejects a position with hours of work less than their previously held position, that employee's rights to recall to another position shall not be lost. Laid-off employees shall remain on the recall list for eighteen (18) months.



## Early Retirement

The District may offer an early retirement plan for full-time employees. Full-time licensed employees are licensed employees who work at least 30 hours per week and who are currently performing their assigned duties within the District. A licensed employee is eligible under the early retirement plan when the licensed employee:

- Is at least age 55 prior to the start of the next school year; and,
- Completes a total of 15 years of service as a full-time employee to the District; and,
- Submits an application to the Director of Human Resources for participation in the plan on or before January 15 of the year in which the licensed employee wishes to retire; and,
- Submits a written resignation. The resignation may be contingent upon approval by the Board of participation in the voluntary early retirement plan; and
- Receives Board approval of the licensed employee's application for participation in the early retirement plan, of the licensed employee's resignation and of the disbursement of early retirement incentive to the licensed employee.

Approval by the Board of the employee's early retirement application shall constitute a voluntary resignation. Approval by the Board of the licensed employee's early retirement application will also make the licensed employee eligible for disbursement of the early retirement incentive to sooner of July 1 following the licensed employee's approval for early retirement or a date mutually agreed upon by the school district and the licensed employee. Failure of the Board to approve the licensed employee's early retirement application will make the licensed employee's current contract with the board continue in full force and effect.

The Board will decide on an annual basis whether this policy will be offered for the following year. If the Board elects to offer this policy, it will do so by regular resolution no later than December of the applicable school year. ([Board Policy 407.6](#))

## Retirement

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

Application for retirement will be considered made when the licensed 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 a licensed employee's application for retirement is final and such action constitutes nonrenewal of the employee's contract for the next school year.

Licensed employees who retire under this policy may qualify for retirement benefits through the Iowa Public Employees Retirement System.

Licensed employees and their spouse and dependents are allowed to continue coverage in the school district's group health insurance program at their own expense by meeting the requirements of the insurer. ([Board Policy 407.3](#))

## APPENDIX

### Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the Newton Community School District's Employee Handbook available at <https://www.newtoncsd.org/>. I understand the employee handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult Director of Human Resources with any questions I have about the contents of the employee handbook or any questions that I feel were not addressed.

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

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Employee's Signature

Date










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Employee's Name (Printed)

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

# 2020-2021 School Calendar

NEWTON COMMUNITY SCHOOL DISTRICT						
2020-2021 School Calendar						
[AMENDED 08.24.2020]						
July 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	
5	6	7	8	9	10	
12	13	14	15	16	17	
19	20	21	22	23	24	
26	27	28	29	30	31	
August 2020						
Su	M	Tu	W	Th	F	S
2	3	4	5	6	7	
9	10	11	12	13	14	
16	17	18	19	20	21	
23	24	25	26	27	28	
30	31					
September 2020						
Su	M	Tu	W	Th	F	S
		1	2	3	4	
6	7	8	9	10	11	4
13	14	15	16	17	18	9
20	21	22	23	24	25	14
27	28	29	30			16
October 2020						
Su	M	Tu	W	Th	F	S
				1	2	18
4	5	6	7	8	9	23
11	12	13	14	15	16	28
18	19	20	21	22	23	33
25	26	27	28	29	30	37
November 2020						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	42
8	9	10	11	12	13	5
15	16	17	18	19	20	10
22	23	24	25	26	27	13
29	30					14
December 2020						
Su	M	Tu	W	Th	F	S
		1	2	3	4	18
6	7	8	9	10	11	23
13	14	15	16	17	18	28
20	21	22	23	24	25	30
27	28	29	30	31		
January 2021						
Su	M	Tu	W	Th	F	S
					1	
3	4	5	6	7	8	35
10	11	12	13	14	15	40
17	18	19	20	21	22	45
24	25	26	27	28	29	4
31						
February 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	9
7	8	9	10	11	12	14
14	15	16	17	18	19	19
21	22	23	24	25	26	23
28						
March 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	28
7	8	9	10	11	12	33
14	15	16	17	18	19	
21	22	23	24	25	26	38
28	29	30	31			41
April 2021						
Su	M	Tu	W	Th	F	S
				1	2	42
4	5	6	7	8	9	5
11	12	13	14	15	16	10
18	19	20	21	22	23	15
25	26	27	28	29	30	19
May 2021						
Su	M	Tu	W	Th	F	S
2	3	4	5	6	7	24
9	10	11	12	13	14	29
16	17	18	19	20	21	34
23	24	25	26	27	28	39
30	31					
June 2021						
Su	M	Tu	W	Th	F	S
		1	2	3	4	43
6	7	8	9	10	11	
13	14	15	16	17	18	
20	21	22	23	24	25	
27	28	29	30			

	<b>New Teacher Academy</b> NO SCHOOL – Students		<b>Parent-Teacher Conferences*</b> 1.5 Hour Early Dismissal – ALL CAMPUSES		<b>NO SCHOOL – Students</b> Teacher Professional Development, Collaboration & Work Days
	<b>School Year Begins for Students – Sep 8</b>		<b>Parent-Teacher Conferences (BMS)</b> 5 <sup>th</sup> – 8 <sup>th</sup> Grade		<b>NO SCHOOL – Students &amp; Staff</b>
	<b>1.5 Hour Early Dismissal for Students</b> ALL CAMPUSES		<b>Parent-Teacher Conferences (NHS)</b>		<b>Remote Learning for Students</b> ALL CAMPUSES

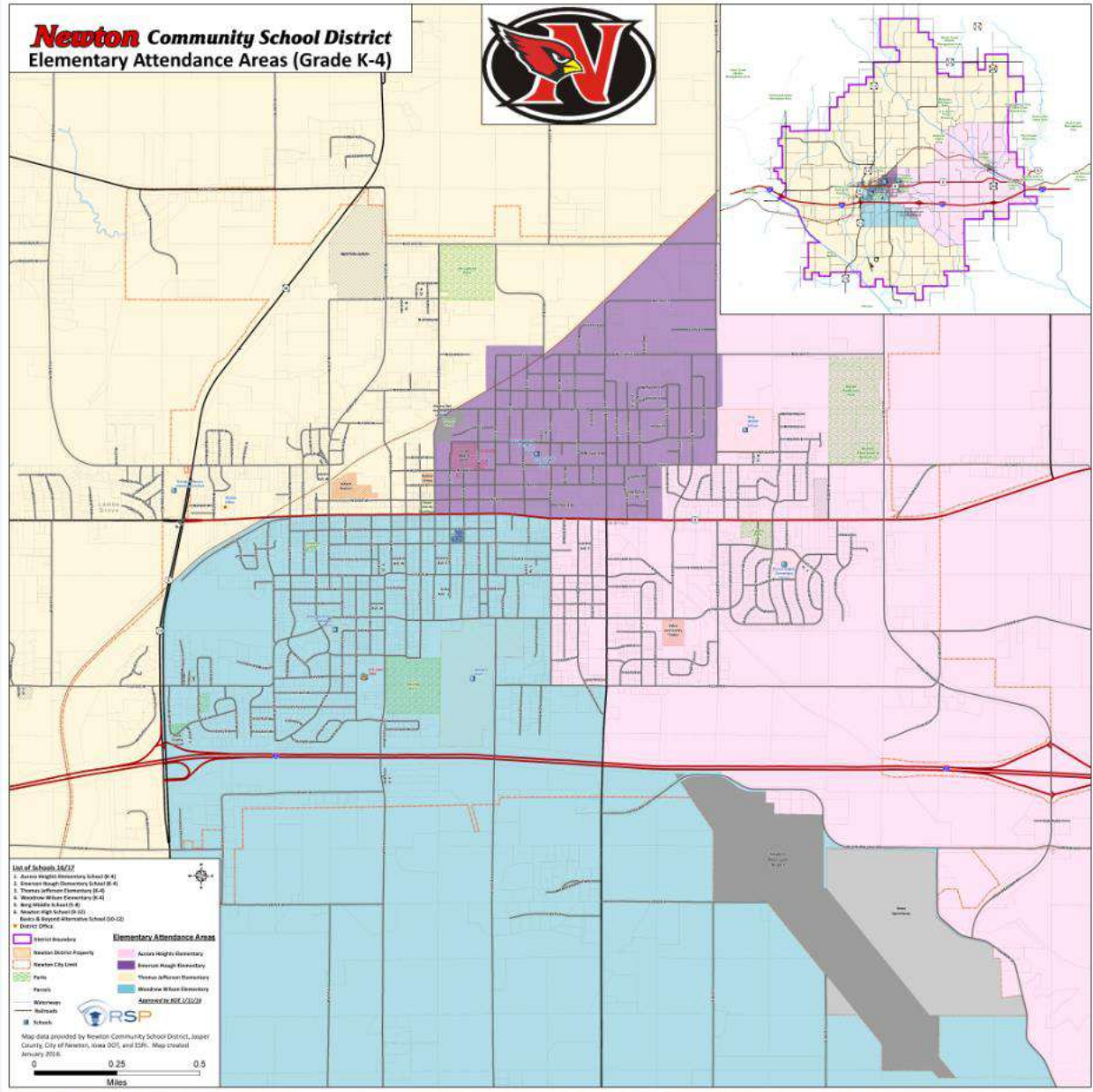
Aug 26, 27, 28 – New Teacher Academy	Nov 9 – START 2 <sup>nd</sup> QUARTER	Jan 26 – START 3 <sup>rd</sup> QUARTER/START 2 <sup>nd</sup> SEMESTER	Apr 5 – START 4 <sup>th</sup> QUARTER
Aug 31 – Sept 4 – Teacher PD, Collab. & Work Days	Nov 25 – 1.5 Hour Early Dismissal	Feb 22 – Teacher PD (NO SCHOOL – Students)	Apr 26 – Teacher PD (NO SCHOOL – Students)
Sep 7 – Labor Day Holiday (NO SCHOOL)	Nov 26 & 27 – Thanksgiving Holiday (NO SCHOOL)	Feb 23 – Parent-Teacher Conferences (BMS)(5 <sup>th</sup> –8 <sup>th</sup> )	Apr 29 – Parent-Teacher Conferences (BMS)(5 <sup>th</sup> –8 <sup>th</sup> )
Sep 8 – FIRST DAY OF SCHOOL	Dec 3 – Parent-Teacher Conferences (NHS)	Feb 25 – Parent-Teacher Conferences (NHS)	May 6 – Parent-Teacher Conferences (NHS)
START 1 <sup>st</sup> QUARTER / START 1 <sup>st</sup> SEMESTER	Dec 22 – 1.5 Hour Early Dismissal	Mar 9 & 11 – Parent-Teacher Conferences (PreK-4 <sup>th</sup> )	May 28 – WEST Academy Graduation
Sep 15 – PRESCHOOL START DATE	Dec 23 – Jan 1 – Winter Break (NO SCHOOL)	(1.5 Hour Early Dismissal – ALL CAMPUSES)	May 30 – Newton High School Graduation
Sep 28 – Teacher PD (NO SCHOOL – Students)	Dec 25 – Christmas Day Holiday (NO SCHOOL)	Mar 12 – NO SCHOOL	May 31 – Memorial Day Holiday (NO SCHOOL)
Oct 1 – Parent-Teacher Conferences (NHS)	Dec 31 – New Year's Eve Holiday (NO SCHOOL)	Mar 15 – 19 – Spring Break (NO SCHOOL)	June 4 – LAST DAY OF SCHOOL
Oct 20 & 22 – Parent-Teacher Conferences (PreK-8 <sup>th</sup> )	Jan 1 – New Year's Day Holiday (NO SCHOOL)	Apr 1 – END 3 <sup>rd</sup> QUARTER (42 DAYS)	(1.5 Hour Early Dismissal – ALL CAMPUSES)
(1.5 Hour Early Dismissal – ALL CAMPUSES)	Jan 22 – END 2 <sup>nd</sup> QUARTER (45 DAYS)	Apr 2 – Teacher PD (NO SCHOOL – Students)	June 4 – END 4 <sup>th</sup> QUARTER (43 DAYS)
Oct 23 – Teacher PD (NO SCHOOL – Students)	Jan 22 – END 1 <sup>st</sup> SEMESTER (87 DAYS)	2-Hour Early Dismissal for Teachers	June 4 – END 2 <sup>nd</sup> SEMESTER (85 DAYS)
Oct 26 – Teacher PD (NO SCHOOL – Students)	Jan 25 – Teacher Work Day (NO SCHOOL-Students)	Apr 2 – Good Friday Holiday	June 7-8 – Teacher Work Days (NO SCHOOL-Students)
Nov 6 – END 1 <sup>st</sup> QUARTER (42 DAYS)			

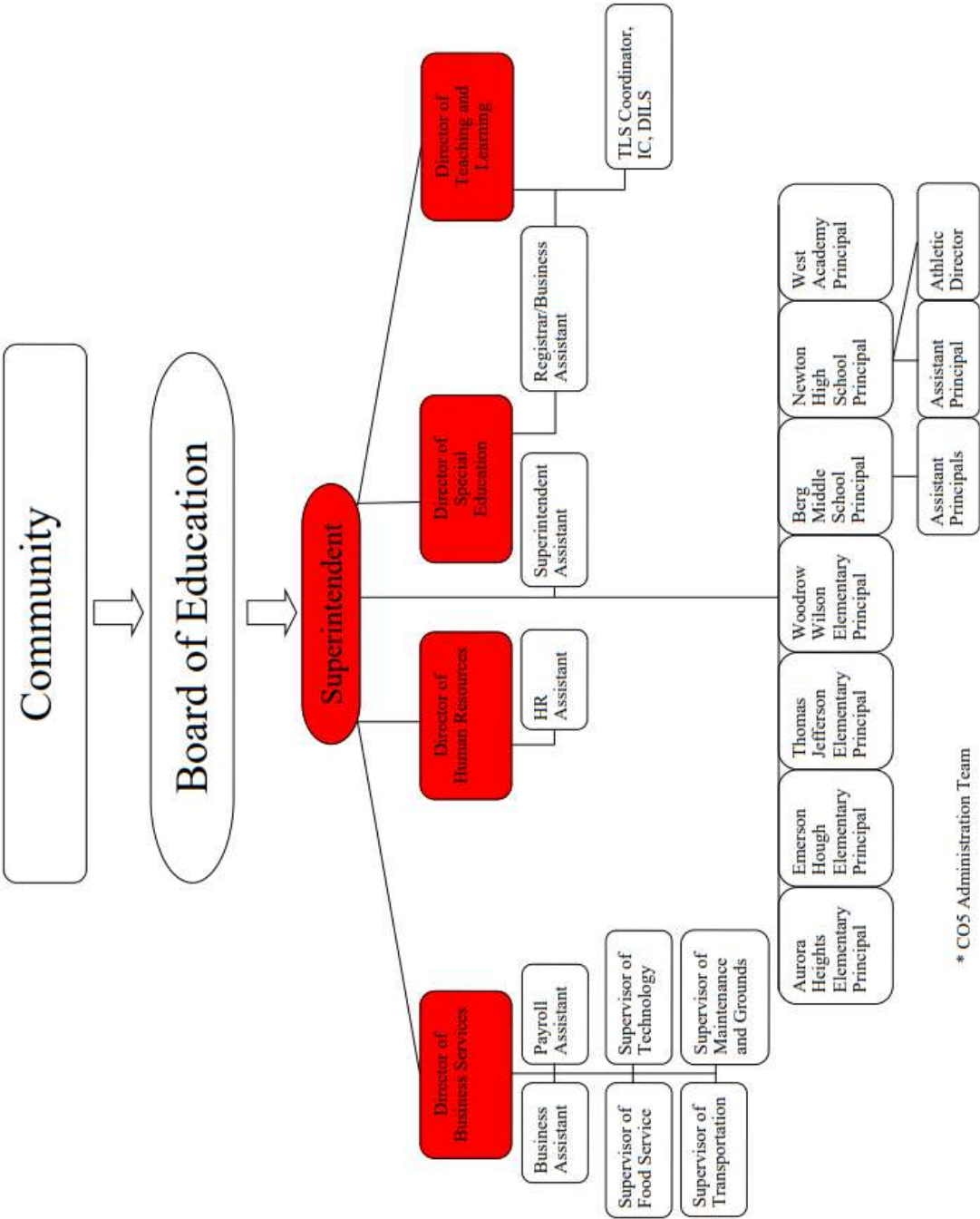
Any missed days for bad weather will be made up through Remote Learning or added to the end of the school year (June 2021).	<b>Paid Holidays</b>		
	Labor Day – September 7, 2020	Thanksgiving Day – November 26, 2020	Thanksgiving Friday – November 27, 2020
	Christmas Day – December 25, 2020	New Year's Eve – December 31, 2020	New Year's Day – January 3, 2021
	President's Day – February 15, 2021	Good Friday – April 2, 2021	Memorial Day – May 31, 2021

Previous Versions: [BOARD APPROVED 02.10.2020] [AMENDED 07.15.2020] [AMENDED 08.14.2020] [AMENDED 08.17.2020]



Newton Community School District Map





## NCSd TEACHER QUALITY PD PROGRAM

### 2020-2021 TEACHER PRE-APPROVAL FORM AND PAYMENT VOUCHER FORM

**All TQ work *must be pre-approved by the overseeing administrator* and must come from one of the categories below.**

*Forms must be completed and submitted to HR within 30 days of the TQ Activity.*

1. Aligning district standards, benchmarks, scales and curriculum to the Iowa Core and ensuring local curriculum has rigor and relevance
  - a. Research, learn and discuss
  - b. Apply and evaluate
2. Identifying essential content for all students
  - a. Develop, apply and evaluate
3. Engaging in a process to review instructional practices to check consistent and accurate implementation aligned to Iowa Core
4. Participating in PD to support improvements in instruction and assessments in literacy, math, science, social studies and 21<sup>st</sup> Century Skills.
  - a. Attending conferences/workshops related to Iowa Core; registration costs covered
  - b. District PD outside the contract day related to Iowa Core
5. Engaging in improvement to instruction and assessments aligned to Iowa Core.
  - a. Grade level assessments and content area (department) assessments
  - b. Standardized assessments—research, assess/evaluate, modify programming
  - c. KU course organizer/unit organizer development and preparation for implementation
  - d. Plan/implement modifications to instructional programming
  - e. Research, develop, assess/evaluate, implement
  - f. Professional Learning Communities (PLC) work/MTSS
  - g. Standards Referenced Grading (SRG)
6. Strengthening PBIS—research, learn and discuss, apply, evaluate—develop and implement instruction
7. Participating in PD not directly tied to Iowa Core. Projects must include purpose of study. Examples include:
  - i. Book Studies
  - ii. NCSd-taught classes
  - iii. Differentiation
  - iv. Instructional strategies
  - v. Classroom management
  - vi. Technology in the classroom
  - vii. Technical training
  - viii. Capturing Kids Hearts
  - ix. Counselor training dealing with unmotivated children
  - x. Physical Fitness Training Techniques
  - xi. Registration for conferences not aligned to Iowa Core/21<sup>st</sup> Century Skills
8. Travel costs up to \$500 for travel and lodging; school vehicles will be used whenever possible

#### Programs/Plans NOT Approved for TQ Funds:

1. Routine work as a teacher for NCSd—examples include but are not limited to: routine curriculum writing/constructing regular, expected teaching materials, making centers or units of study, assessing/grading student work, report card work, parent conferencing, cleaning/organizing.
2. Presentations to the public – examples: Open House, PT Conferences, School Board
3. Mandatory Trainings
4. Food
5. Blanket curriculum writing (must develop, enhance, align)
6. Student materials/texts/technologies
7. Staff orientations
8. Teachers meeting with paraprofessionals outside the contract day
9. Work that occurs during the contract day

## REQUIRED INFORMATION FOR PRE-APPROVAL

List educators involved in the collaborative TQ PD work:

_____	_____	_____
_____	_____	_____

Explain 1) the nature of and 2) the goal(s) of the work that you plan to do (please include the work areas listed on the front):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Explain the outcome/results of your TQ/PD work. How will it impact student learning?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**\*\*Note:** You should turn in to your administrator a product/artifact that will be used to deliver your new ideas to students

Pre-Approval Signatures:

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Administrator \_\_\_\_\_ Date \_\_\_\_\_

# REQUEST FOR TEACHER COMPENSATION

(One Teacher per Form)

*Forms must be completed and submitted to HR within 30 days of the TQ Activity.*

Teacher Name \_\_\_\_\_ Number of additional hours worked \_\_\_\_\_

List dates/hours outside of the school day: e.g. Sept 6, 3:30-5:00

List on the line directly below which of the TQ PD Work area(s) (#1-10 from the front) your work aligns with.

List any differences between your planned work and the outcome below:

For Building Use Only

**Payment Request - (Administrator - please circle one):**      **Building Funds**      **District Funds**

Registration Cost:      PO # \_\_\_\_\_ Amount \_\_\_\_\_

Conference Name/Vendor: \_\_\_\_\_

Substitute Cost (circle one):      Half Day - \$65      Full Day - \$130

Paid Time Outside of Contract Day:      Date: \_\_\_\_\_      Hours: \_\_\_\_\_

Travel Costs (receipts must be included): \_\_\_\_\_

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Building Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Central Office Use Only:**

Teacher's Printed Name \_\_\_\_\_ Building \_\_\_\_\_

Paid Time Outside of Contracted Day: \_\_\_\_\_ hours X \$25.00/hour = \_\_\_\_\_

Other Costs & Reason: \_\_\_\_\_

Central Office Signature \_\_\_\_\_ Date \_\_\_\_\_

TQ Spreadsheet Completed

Signature \_\_\_\_\_ Date \_\_\_\_\_

Payroll/Business Office

Signature \_\_\_\_\_ Date \_\_\_\_\_



## NCS Teacher Leadership and Compensation System (TLC)

The Newton Community School District participates in the Iowa Teacher Leadership and Compensation System. The following items will guide the implementation of a local Teacher Leadership and Compensation System. These items shall be reviewed and/or amended on an annual basis thereafter.

1. Plan Notification and Position Availability

Informational meetings will be held in each building and other communication made to address the opportunities and benefits for teacher leaders. Leadership positions will be posted and include role responsibilities, extra contract days, stipends, and the requirement to complete an annual review and submission of application for reassignment to the role.

2. Selection Committee

The TLC Site Council will consist of an equal number of teacher leaders and district administrators/board members and will monitor the implementation, facilitation, and evaluation of the TLC plan to ensure the system is implemented with fidelity and integrity, including the hiring process. The TLC Site Council will coordinate a selection committee for each TL role. The selection committee will consist of teachers and administrators, with membership changing based on the building employing the TL and the applicant pool for the position. When positions are hired in a particular building, the lead administrator and at least one teacher will be included in the selection committee. Members of the selection committees will have training on selection criteria, the rubrics for examining evidence, and the rubrics for interviewing. If a teacher who is on the selection committee decides to apply for a leadership position, they will be excused and a replacement will be found. Confidentiality will be maintained throughout the selection process. The selection committee will accept applications, screen for potential candidates, conduct interviews, and make recommendations to the superintendent regarding the final selection of candidates.

3. Selection of Teacher Leaders

The Selection Committee will determine the top candidates and a list of hiring recommendations will then be presented to the Superintendent.

4. Assignment of Teacher Leaders

- A. The placement of a teacher into a TLC role shall be controlled by the criteria outlined in the District's DE approved TLC plan.
- B. Teachers assigned to TLC positions shall retain their regular teaching contract issued in accordance with Iowa Code Chapter 279 and shall be issued a supplemental contract for a one-year assignment relating to their leadership role. The supplemental contract shall not be subject to Iowa Code Chapter 279.
- C. The assignment of teachers to TLC positions shall not be subject to the transfer procedures contained in the collective bargaining agreement. No employee will be involuntarily assigned to a TLC position.
- D. Removal: The removal of an employee from a TLC role shall occur by March 1 by either (a) the employee and the District mutually agreeing to remove the employee from the role, (b) the employee providing written resignation that is accepted by the District, or (c) the District removing the employee from the role.
- E. Placement after removal: If an employee is removed from a TLC role, the employee will be placed in the employee's former teaching position, or if the former teaching position is not vacant and/or does not exist, to another teaching position for which the employee is qualified that is within the employee's area and category and that is as near as possible to the employee's prior teaching positions, as determined by the Superintendent.

5. Teacher Leadership Wages and Salary

Any employee receiving a supplemental contract for a one-year assignment to a TLC role shall not receive any other supplemental and/or extended contract pay for the employee's fulfillment of his or her TLC role. This paragraph shall not apply to an employee's supplemental contract with the District for duties that are not related to the employee's fulfillment of his or her TLC role.

6. Hours of Work

Teachers in TLC positions will work the regular contract hours and as necessary to perform the duties of their TLC position. The expectations of the District with regard to hours of work of teachers in TLC positions will be contained in the job description for each TLC position. The description will include expectations for parent-teacher conferences, regular duty assignments, school events, and other teaching-related duties.

7. Seniority

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

8. Procedures for Staff Reduction

For purposes of staff reduction, teachers in TLC positions shall be considered members of the bargaining unit and shall be classified in the classification(s) to which they were assigned at the time of their selection for a TLC position. If the circumstance arises in which staff reductions occur through the loss of TLC funding, the teachers will have the opportunity to return to their previous FTE and category to which they were assigned at the time of their TLC selection and follow the current staff reduction procedures.

9. Evaluation

A. For the Annual Review of Assignment, the TLC Site Council will examine evidence which could include:

1. Surveys that collect feedback from peers regarding their experiences with TLs
2. A log of responsibilities completed according to the job description and of any other experiences/interactions
3. A summary of evaluations of PD with which the TL has been involved
4. A self-analysis of strengths and areas for growth, along with a resulting plan for professional growth which includes a summary of PD for the TL
5. A summary of any student data relevant to the TL position
6. Letters of support from peers and administrators directly related to the TL role
7. Use of an administrative evaluation tool based on the TLC System – Framework for Learning Supports

B. A retention decision will be made by district administrators based on input from the TLs themselves, the DILT and the TLC Site Council.

10. Funding for Program

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

11. Separation from Teacher Evaluation

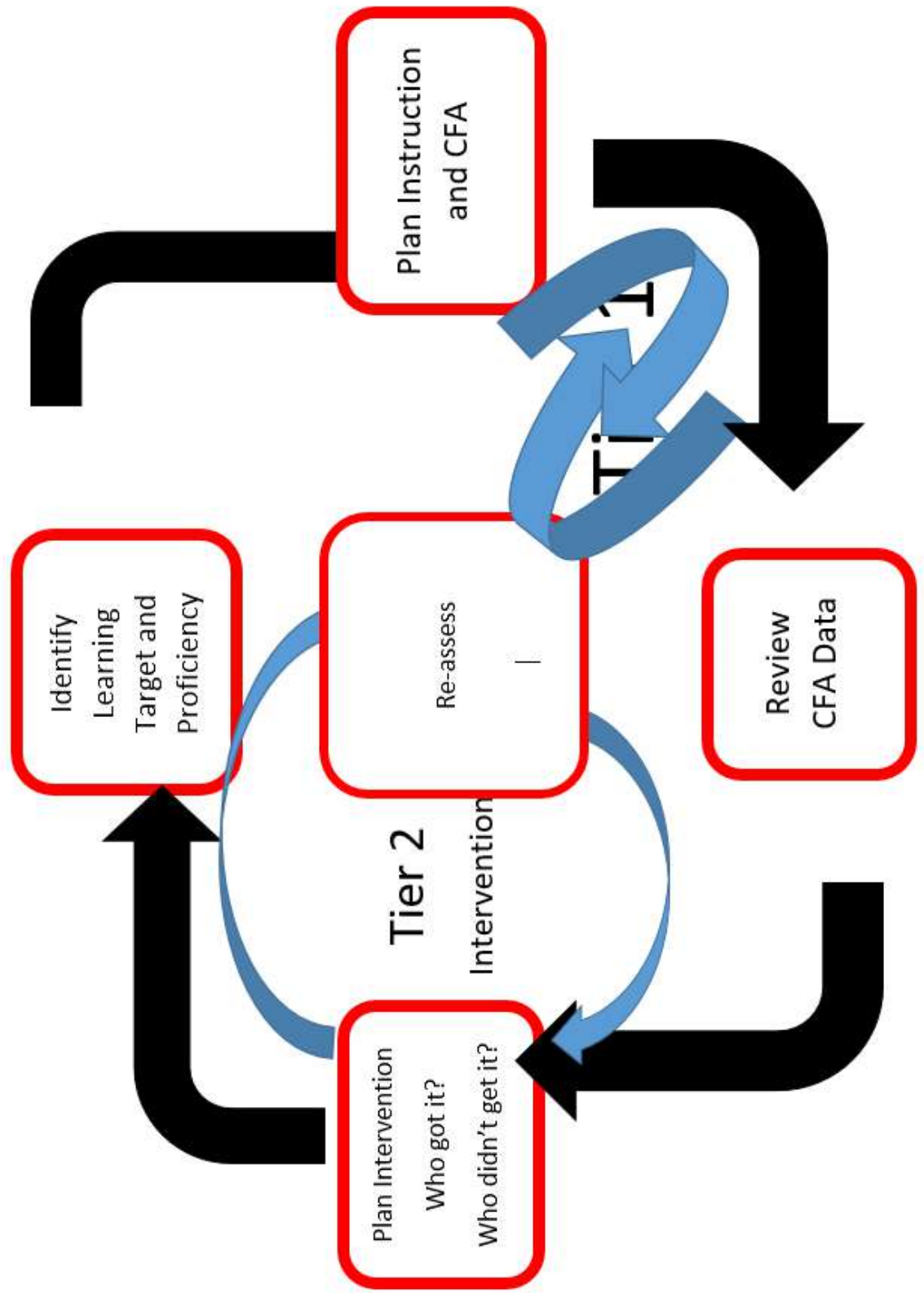
- A. This memorandum of understanding will establish a wall between the TLC system and the evaluation process for the performance of teaching duties. Performance review for TLC teacher Leaders will be used only for evaluation of the performance of teacher leader roles and not be used as any part of a teaching evaluation.
- B. Teachers in TLC positions will not evaluate other teachers.

# TLS Position List

2020-2021

<p><b>Site Council</b></p> <p><b>Teachers:</b></p> <ul style="list-style-type: none"> <li>K-4 – Paula Lureman</li> <li>K-4 – Taylor McGonegle</li> <li>5-8 – Mindi Bartell</li> <li>9-12 – Susie Brau</li> <li>At-Large – Jen Wright</li> </ul> <p><b>Administrators:</b></p> <ul style="list-style-type: none"> <li>High School – Dave Kalkhoff</li> <li>Middle School – Lisa Sharp</li> <li>Elementary – Jim Gilbert</li> <li>Elementary – Tod Schuster</li> </ul> <p><b>Advisory:</b></p> <ul style="list-style-type: none"> <li>TLS Coordinator – Ann Nelson</li> <li>Human Resources – Laura Selover</li> <li>Teaching &amp; Learning – Bret Miller</li> </ul>	<p><b>Instructional Coaches</b></p> <ul style="list-style-type: none"> <li>Newton High School – Cara Orr</li> <li>Newton High School – Chris Forsyth</li> <li>Berg Middle School – Kimberly Powers</li> <li>Berg Middle School – Jen Wiebel</li> <li>Aurora Heights – Emily Monarchino</li> <li>Emerson Hough – Nikki Barr</li> <li>Thomas Jefferson – Rachel Tomas</li> <li>Woodrow Wilson – Jen Elbert</li> </ul>	<p><b>District Instructional Leaders (DIL)</b></p> <ul style="list-style-type: none"> <li>NHS – Math – Tim Hemann</li> <li>NHS – LMC – Ann Nelson</li> <li>BMS – Math 7<sup>th</sup>/8<sup>th</sup> – Trent Powers</li> <li>BMS – ELA 5<sup>th</sup> – Paula Klosterboer</li> <li>West – Special Ed – Brian Springer</li> <li>AH – Kindergarten – Taylor Marsho</li> <li>EH – 4<sup>th</sup> Grade – Natalie Jack</li> <li>TJ – 4<sup>th</sup> Grade – Jenny Verwers</li> <li>WW – Kindergarten – Kara Avis</li> <li>District – Special Ed – Nicole Shanahan</li> </ul>
<p><b>Building Instructional Leaders High School (BIL)</b></p> <ul style="list-style-type: none"> <li>Art – Nicki Hornbaker</li> <li>Business Ed – Karla Cazett</li> <li>English – Carroyl Routier</li> <li>FACS – Cheryl O’Roake</li> <li>Foreign Language – Desia Kies</li> <li>Industrial Tech – Todd Lucas</li> <li>Music – Jim Beerends</li> <li>PE – Andy Swedenhielm</li> <li>Science – Jodi Morgan-Peters</li> <li>Social Studies – Brian Cleveland</li> <li>Sped/At-Risk – Tina Stammeyer</li> </ul>	<p><b>Building Instructional Leaders Middle School (BIL)</b></p> <ul style="list-style-type: none"> <li>Electives – Ashley Kahler</li> <li>Fine Arts – Libby O’Lear</li> <li>ELA 7<sup>th</sup>/8<sup>th</sup> – Tana Wagschal</li> <li>Social Studies 7<sup>th</sup>/8<sup>th</sup> –</li> <li>Science 7<sup>th</sup>/8<sup>th</sup> – Denise Fick</li> <li>Science 5<sup>th</sup>/6<sup>th</sup> – Brooke Van Manen</li> <li>Special Ed – Ext Core – Amy Blasius</li> <li>Math 5<sup>th</sup> – Jayne Freese</li> <li>Special Ed – Lucinda Sinclair</li> <li>ELA 6<sup>th</sup> – JeanAnn Starcevic</li> <li>Math 6<sup>th</sup> –</li> </ul>	<p><b>Building Instructional Leaders Elementary (BIL)</b></p> <p>Aurora Heights:</p> <ul style="list-style-type: none"> <li>1<sup>st</sup> – Lois Holmes</li> <li>2<sup>nd</sup> – Lora Caves</li> <li>3<sup>rd</sup> – Krysten Osby</li> <li>4<sup>th</sup> – Wendy Turner</li> <li>Title I (District) – Krista Baumgartner</li> </ul> <p>Emerson Hough</p> <ul style="list-style-type: none"> <li>Kindergarten – Amy Antle</li> <li>1<sup>st</sup> – Darcy Soule</li> <li>2<sup>nd</sup> – Megan Astelle</li> <li>3<sup>rd</sup> – Teresa Johnson</li> </ul> <p>Thomas Jefferson</p> <ul style="list-style-type: none"> <li>PK – Katelyn Van Sickle</li> <li>Kindergarten – Jen Norvell</li> <li>1<sup>st</sup> – Jessica Johnson</li> <li>2<sup>nd</sup> – Melissa Bennett</li> <li>3<sup>rd</sup> – Mike Castings</li> <li>Specials (District) – Jenni Harris</li> </ul>

## NCSD PLC and Instructional Flowchart



## Early-out Monday PLC Protocol

What do students need to know and be able to do?	<ul style="list-style-type: none"> <li>• Last week's learning targets               <ul style="list-style-type: none"> <li>◦ What learning targets were taught the week prior?</li> <li>◦ Teaching strategies used?</li> <li>◦ What was the agreed upon proficiency?</li> </ul> </li> </ul>
How will we know when they have learned it?	<ul style="list-style-type: none"> <li>• Student data               <ul style="list-style-type: none"> <li>◦ What formative and/or summative assessments were given?</li> <li>◦ What does the student data show?</li> </ul> </li> </ul>
What will we do when they haven't learned it?	<ul style="list-style-type: none"> <li>• Interventions               <ul style="list-style-type: none"> <li>◦ Who will do the interventions?</li> <li>◦ Length of intervention?</li> <li>◦ What formative assessment will be used to reassess?</li> </ul> </li> </ul>
What will we do when they already know it?	<ul style="list-style-type: none"> <li>• Review unit for next Term/Year               <ul style="list-style-type: none"> <li>◦ Consider using a pretest.</li> <li>◦ Monitor Rigor</li> <li>◦ DOK</li> </ul> </li> </ul>
Continuously	<ul style="list-style-type: none"> <li>• Repeat teaching/assessing cycle for next week</li> </ul>

Resources: Taking Action pgs. 112, 119

## Return to Learn Subcommittees

### Return to Learn Coordination Team:

- **Lead: Tom Messinger**
- Laura Selover
- Bret Miller
- Jessica Ferguson
- Tim Bloom
- Representative from Public Health

### Infrastructure Subcommittee:

- **Lead: Laura Selover**
- **Co-Lead: Tim Bloom**
- Shane Wheeler
- Cristy Croson
- Curt Roorda
- Jessica Lavery - NHS
- Kimberly Powers - BMS
- Jen Elbert - WW

### Health & Safety Subcommittee:

- **Lead: Trisca Mick**
- **Co-Lead: Clarissa Bloom - NHS**
- Ryan Rump - NHS
- Jen Flake - BMS
- Laurie Kramer - EH
- Jack Suttek

### Academic Standards Subcommittee:

- **Lead: Bret Miller**
- **Co-Lead: Ann Nelson - NHS**
- Bill Peters - NHS
- Cassia Nolin - NHS
- Derek Bair - NHS
- Amy Shannon - BMS
- Jen Wiebel - BMS
- Jolene Comer - EH
- Rachel Tomas - TJ
- Shane Wheeler (as needed)
- Jessica Ferguson

### Social-Emotional-Behavioral Health Subcommittee:

- **Lead: Tara Zehr - WEST**
- **Co-Lead: Jen Wright - BMS**
- Steph Langstraat - BMS
- Jim Gilbert - AH
- Dallas VanderPol - WW
- Shelly Fitzgerald - NHS

### Equity Subcommittee:

- **Lead: Jessica Ferguson**
- **Co-Lead: Dave Kalkhoff - NHS**
- Todd Schuster - WW
- Lisa Sharp - BMS
- BreAnna Blankman - Elem
- Sara Van Manen - BMS
- Amy Blasius - BMS
- Tina Stammeyer - NHS
- Nicole Shanahan - AH
- Bret Miller