

# BENNETT COMMUNITY SCHOOL

## STAFF HANDBOOK

2021-2022

PREPARED BY THE ADMINISTRATION AND THE STAFF HANDBOOK COMMITTEE

*Superintendent and Elementary Principal 890-2226 or 890-2228*

# MISSION

Bennett Community School District

All students will be 21<sup>st</sup> century learners, be safe, be good global citizens, and have a feeling of self-worth. The family is the foundation for the development of the individual.

**FORWARD**

The information included in this staff manual is compiled to clarify for teachers in the Bennett Community School District various matters relating to the philosophy, administration, organization, and function of the school.

Education can be, and is, an exciting field, but any job can only return what you put into it. If the contributions are great, the intrinsic rewards will be great. If little effort is put forth, do not expect great rewards or satisfaction. As a staff we are committed to doing the “Most” for our students and not simply “checking the boxes”.

No school can operate smoothly or efficiently unless complete understanding exists among members of the Board of Directors, Administration, Teachers, Custodians, Secretaries, Aides, Pupils and Parents; all are working toward a common goal: the education of students who will shortly become adults who will be living and working as good global citizens.

Each teacher shall be under the general direction of the Superintendent of Schools and immediately responsible to his or her building principal for carrying out the policies of the Board of Education of the Bennett Community Schools.

A newly revised copy of the Board Policies can be found in the administrative office. Failure to know or understand a Board Policy is never an excuse.

The Bennett Community School Board of Education affirms its support of the school student responsibility and discipline policies, its intent to support school staff who enforce these policies, and its intent to hold school staff accountable for implementing the policies.

The Bennett Community Schools Board of Education does not in any way discriminate in the hiring and employment of any staff member regardless of their age, race, color, religion, socioeconomic status, creed, sex, marital status, national origin, sexual orientation, gender identity, or disability.

## **MULTICULTURAL AND GENDER FAIR EDUCATION**

Enrolled children in the school district community shall have an equal opportunity for quality public education without discrimination, regardless of their of race, color, sex, marital status, national origin, religion, sexual orientation, gender identity, disability or socioeconomic status.

The education program shall be free of such discrimination and provide equal opportunity for all participants. The education program shall foster knowledge, respect and appreciation for, the historical and contemporary contributions to society of diverse cultural groups, by both men and women. It shall also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Inquiries regarding compliance with equal education opportunity shall be directed to the compliance officer by writing to the Superintendent of Schools, Title IX, Title VI and Section 504 Compliance Officer, Bennett School District, Bennett, Iowa 52721; or by telephoning the Superintendent at 563-890-2226; or by writing to the Director of the Region VII office of Civil Rights, Department of Education, Kansas City, Missouri. Further information and copies of the procedures for filing a grievance are available in the superintendent's office and the principal's office.

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**Faculty and Staff**

**Administration**

Lonnie Luepker  
Jeremiah Costello

Superintendent  
PK-6 Principal

**Faculty**

Brett Hippler  
Laura Coppage  
Amanda Sparrow  
Angela Olseen  
Stacey Hennings  
Luke Johnston  
Sue Heiling  
Karen Mackey  
Juli Miller  
Heather Sivia  
Deb Storjohann  
Casey Strub  
Tina Vyncke  
Kelly Wendel  
Ally Ziegenfuss

Technology  
Art  
3<sup>rd</sup> Grade  
4<sup>th</sup> Grade  
5<sup>th</sup> & 6<sup>th</sup> Math /TAG  
Vocal Music  
Librarian  
Preschool/Resource  
1<sup>st</sup> Grade  
Kindergarten  
2<sup>nd</sup> Grade  
Physical Education  
Title Math & Reading/5<sup>th</sup> & 6<sup>th</sup> Science  
5<sup>th</sup> & 6<sup>th</sup> ELA/SS  
Instrumental Music

**Office/Auxiliary Staff**

Amanda Skriloff  
Kimberly Shuger  
Laura Garrels  
Elissa Junker  
Mary Morris  
Karis Horstmann  
Teresa Wulf  
Diane Covington  
Rodney Deerberg  
Catalina Critten  
Dan Hamann  
Dave Wilson  
Kevin Rasdon  
John Hulick  
Paul Jones

SBO/Board & Building Secretary  
School Nurse  
Paraprofessional  
Paraprofessional  
Paraprofessional  
Secretary/Library  
Food Service  
Food Service  
Custodian/Bus Driver  
Bus Driver  
Bus Driver  
Bus Driver  
Sub Bus Driver  
Bus Driver  
Driver

**Board of Education**

Danielle Pratt  
Greg Reynolds  
Chad Petersen  
Kaitlin Rasdon  
Lisa Syring

Board President  
Board Vice-President  
Board Member  
Board Member  
Board Member

**JOB DESCRIPTION  
CLASSROOM TEACHER**

## DESCRIPTION OF POSITION

The primary function of the classroom teacher is to develop student skills, knowledge, concepts, generalizations, principles, appreciations and attitudes that will promote their fullest possible development and assist them in valuing the dignity and worth of themselves and others. The teacher provides the educational program for the students in the classroom and assists in other school programs as required by district policy.

### MAJOR AREAS OF RESPONSIBILITY

1. Assess initial individual student and class needs.
2. Develop appropriate learning objectives for the class, taking into account the district course of study and the assessed needs of the students.
3. Plan appropriate learning experiences and activities.
4. Provide individual and class instruction.
5. Create an atmosphere through personal example and positive relationships with students which inspire a love for learning.
6. Monitor students' progress and evaluate their achievements in relationship to the learning objectives.
7. Report individual pupil's progress to parents and school personnel by grades, deficiency reports, conferences, etc.
8. Work collaboratively with co-workers to develop the whole student.

### OTHER DUTIES AND RESPONSIBILITIES

1. Create a functional and attractive environment for learning.
2. Maintain professional competency by participating in district in-service education activities and/or self-selected professional growth activities.
3. Perform basic attendance, accounting, and other clerical services, as necessary.
4. Participate cooperatively with the principal or the designee to mutually develop the system by which he or she will be evaluated in conformance with the district's uniform guidelines for evaluation and assessment.
5. Select and requisition books, instructional aids and supplies as needed.
6. Establish and maintain acceptable standards of pupil behavior.
7. Administer group standardized tests in accordance with district testing program.
8. Participate in curriculum and other staff development programs within the school or on a district level.
9. Know and adhere to school district policies, procedures and administrative rules.
10. Share in the sponsorship of student activities and participate on faculty committees.
11. Plan and coordinate the work of aides, teacher assistants, and other paraprofessionals.
12. Work cooperatively with staff to resolve mutual concerns.



13. Interact positively with colleagues, employers, parents, and community agencies.
14. Other duties as may be assigned.

#### MINIMUM QUALIFICATIONS

State of Iowa Teachers Certificate valid for the assigned teaching position.

#### DIRECTLY RESPONSIBLE TO

Building principal or designated representative.

#### EVALUATED BY

Building principal.

#### DUTIES AND RESPONSIBILITIES

Each teacher shall be under the general direction of the Superintendent of Schools and immediately responsible to his/her principal for the carrying out of policies of the Board of Education as they relate to the function of the school, the classroom, and contact with pupils and parents. The teacher's specific responsibilities are:

- A. To provide guidance to the pupil which will promote their proper educational development and welfare.
- B. To administer the classroom and its program.
- C. To work cooperatively with parents for the welfare of children.
- D. To take part in the in-service educational program of the school.
- E. To provide for the care and protection of school property.
- F. To maintain professional relationships with colleagues.
- G. To be professional in discussion and deed.
- H. To satisfy the responsibilities as outlined in Iowa School Standards definition of a teacher. A teacher is a member of the instructional professional staff who: (a) holds a certificate issued by the State Department of Education, endorsed for the type of position in which he/she is employed; (b) diagnoses, prescribes, evaluates, and directs student learning in terms of the school objectives, either singularly or in concert with other professional staff members; (c) shares responsibility with the total professional staff for the development of educational procedures and student activities to be used in achieving these objectives; (d) supervises all educational aides who, on an employed or volunteer basis, assist in serving students for whom the teacher is responsible; and (e) evaluates or assists in serving student progress both during instruction in terms of the objectives sought, and the use of information gained as a basis for developing further educational procedures.

#### CERTIFICATES

The following is a State Department of Education Standard Number 3.3 (12):

The board shall require its superintendent or other designated administrative official to have on file at the beginning of and throughout each school year complete official transcripts of the preparation of all regularly employed members of the instructional professional staff. This official shall maintain for all members their legal certificates or copies of records made showing that they are legally eligible for the position in which they are employed and that these certificates are registered in the office of the area education agency. The board shall also require said official to have on file for each member of the non-instructional professional staff a statement of professional recognition as defined in 3.4 (2).

All members of the instructional professional staff shall teach only in those subjects, grades or areas of special service in which they have met the personnel approval standards of the Department of Education set out in the Iowa Departmental Rules and Amendments thereto.

### **HEALTH AND SAFETY PROVISIONS**

**Employee Equipment** - Employees shall be held responsible for the proper use and care of all clothing, equipment and devices provided to the employee. Employees shall be responsible for replacement of lost or damaged clothing, equipment and devices resulting from the negligent acts or omissions of the employee. Employees desiring to replace any clothing, equipment or devices must return the used items to be replaced.

**Use of Reasonable Force** - An employee acting within the scope of his/her employment may use and apply such lawful amount of force as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, for the protection of persons or property.

**Legal Action Against an Employee** - Employees shall be covered under the Board's "errors and omissions" liability policy for any civil actions commenced against an employee because of employee actions within the scope of employment and pursuant to Board policy, subject to such exclusions as may be specified in the liability policy then in force. The Board assumes no responsibilities or liability for punitive or exemplary damages.

**Assault Upon an Employee** - The Board will work with an employee and law enforcement officials to document any assault upon an employee. In the event of injury to the employee as a consequence of such assault, such employee will be entitled to leave with pay under the provisions of Sick Leave in the Master Contract, to the extent of his or her accumulated leave days. All assaults shall be immediately reported to the superintendent.

### **PROVISIONS FOR ALL EMPLOYEES**

Employees shall become familiar with all provisions of Board Policy, employees' handbook and other rules and regulations and shall be responsible for implementing them as they apply to their employment.

## **SCHOOL BOARD POLICIES**

School board policies are revised and updated by the Board of Education every three years. A current set of policies is located in the administrative office.

## **PROFESSIONALISM AND ETHICS**

We are looked upon by the community as highly trained individuals and one of the most competent professional groups with the community. It is our obligation to display this type of action at all times.

The freedom with which some staff members communicate confidential school information to friends and acquaintances outside of school reflects on the competence of the individual. Most of the activities that are conducted between professional staff members should remain completely confidential. It is a gross breach of professional ethics when confidence is not maintained.

Let us all display a high level of professional ethics in our conduct with one another and within the community.

## **CONFIDENTIAL INFORMATION**

Communications concerning individual students, announcements to the teachers, grade books, and similar materials should be kept out of sight of students.

## **COMPLAINTS AND GRIEVANCES**

School employees are expected to handle grievances and all other school matters ethically. All employees are encouraged and shall be given the opportunity to express their wishes to the Board of Education. However, all complaints and requests shall be made through appropriate channels. Complaints and or grievances shall be first presented to the proper authority, who is the supervisor of the activity or the principal.

## **GRIEVANCE PROCEDURE**

Grievance - A "grievance" is a claim by an employer or group of employees that there has been a violation, misapplication, or misinterpretation of any provisions of this handbook.

Questions or Complaints - An attempt shall be made to resolve any questions or complaints in an informal discussion between the employee and the building administrator. If requested by the employee, the Association shall be notified and participate in this informal discussion.

It is understood that an informal answer or adjustment of a question or complaint concluded between an employee and the building administrator shall not establish a precedent in any comparable situation.

Special Procedures The number of days indicated at each step shall be considered as a maximum, subject to extension by mutual written agreement of the parties.

Grievance procedures after the last student day of the school year shall be the same as those prescribed herein with the exception that "working days" shall be considered to be weekdays (Monday, Tuesday, Wednesday, Thursday, Friday).

The failure of an employee to act on any grievance within the prescribed time limits shall act as a bar to any further appeal, and an administrator's failure to render a decision within the prescribed time limits shall permit the grievant to proceed to the next step.

Any investigation, handling or processing of a grievance by a grievant, the Association, or the administration, shall be conducted so as not to result in interference with, or interruption whatsoever of, the instructional program and related work activities of the grievant or other members of the bargaining unit.

All grievances, if retained for any reason, shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

In the event of the employer not engaging a Superintendent on a full time basis for the current school year, the grievance procedure shall be altered as follows:

Step 1 - grievance shall be filed with the building administrator; Step 2 - appeal to the school board.

First Step - If a question or complaint is not resolved informally, the employee may file a grievance in writing with the building administrator within five (5) working days after the date of the occurrence of the event giving rise to the grievance.

The written grievance shall state the nature of the grievance, shall note the specific clauses of this handbook which have been violated, misrepresented or misapplied, and shall state the remedy requested.

Within five (5) working days after the administrator receives the written grievance, a meeting shall be held with the grievant at a mutually agreeable time to discuss the alleged grievance and attempt to resolve the same. The administrator who has authority to make decision on a grievance shall render such decision on the grievance and communicate it in writing to the grievant and the superintendent within five (5) working days following the meeting between the administrator and the grievant.

Second Step - In the event a grievance has not been satisfactorily resolved at the first step, the grievant, if he or she so desires, may file an appeal of the administrator's answer within five (5) working days of said written decision with the superintendent.

Within five (5) working days after the written grievance is appealed, the grievant and the Association's representatives, if any, shall meet with the superintendent and the administrator. The superintendent shall file an answer within five (5) working days of the second step grievance meeting and communicate the same in writing to the grievant, the building administrator and the representative of the grievant, if any. If the superintendent is named in the grievance, the school board shall have the final decision.

Waiver - If the Association or any employee files a claim or complaint in any form other than under the grievance procedure under this agreement or requests a hearing pursuant to Chapter 279, Code of Iowa, 279.13, 279.19, and through and including 279.27, then the school district shall not be required to process the same claim or set of facts through the grievance procedure.

### **PUBLIC RELATIONS PROGRAM**

A classroom teacher is one of the most influential factors in a school public relations program. Many parents tend to evaluate the total school program and its educational program in terms of their child's attitude toward an individual teacher.

It is a good public relations gesture to write a little note or make a telephone call to parents about some positive accomplishment of their child. Such a contact should be meaningful and sincere. Usually parents hear from us only when we are dissatisfied with a student's performance.

Criticism of the school in general and other members of the staff should be constructive in nature and addressed to only the parties in a position to correct or improve the existing condition.

Each teacher is invited and encouraged to submit for release to his or her principal publicity on special events concerning his or her particular part of the total program.

### **TEACHER'S DAILY RECORD BOOK**

Use it to record absences and major out-of-the ordinary incidents involving student behavior and what you did, and whatever conferences or phone conversations you have had with parents.

### **LESSON PLANS**

Daily lesson plans are a necessary part of a well planned curriculum. They give you a benchmark to measure your progress by and help in organizing the lesson to maximize its impact. They also are essential for the orderly transition for a substitute teacher.

Lesson plan books should be kept in the upper right hand desk drawer or on top of your desk.

In the lesson plan book, each teacher should record:

- A. Schedule of work for each day.
- B. Seating arrangements and basic information for use by a substitute.
- C. Plan or work to be followed in all subjects.

Your plan book should be kept up-to-date and as accurate as possible.

### **FIELD TRIPS, EXCURSIONS, PARTIES ETC.**

All activities should be cleared with your principal before scheduling them. All events need to be posted on the principal's calendar in advance.

Faculty members shall present to the office a list of students who will be absent for any activity or field trip longer than one period in length at least 2 days in advance. A description of the event involving the use of school or private transportation services, and a parent permission slip, should be sent home with the student. The permission slip must be

signed and returned to the teacher before the student can go on the trip. No student may go on the trip without parent permission.

### **TRANSPORTATION REQUESTS**

All requests for bus transportation must be made through the office at least one week prior to the day requested. All requests are to be made by completing the appropriate form and returning to building principal.

### **SPEAKERS**

Use of the resource people is strongly recommended whenever appropriate. Please be sure the time, speaker's name, and class are posted on the principal's calendar before the event. All speakers for controversial topics must be cleared through the principal.

### **SUPERVISION**

The conduct and control of students is the responsibility of all teachers on a building-wide basis. Teachers are expected to exercise control beyond the confines of their classroom or activity. Student behavior will improve with continued, consistent positive encouragement from the teachers and staff. Student behavior outside the classroom, either good or bad, will carry into the classroom.

A. All certificated employees are legally and morally responsible for the safety and welfare of all students whether in or out of the classroom. Be sure they are properly instructed in safety procedures and expectations pertinent to your teaching or supervision area.

B. Supervision of students while absent from them is neither professionally nor legally acceptable unless unavoidable by extenuating circumstances.

C. You are to be supervising either in your doorway or out in the hall before, between and after classes.

### **STUDENT BEHAVIOR**

When a student behavior problem begins to develop in spite of preventative measures, the teacher should immediately consult the counselor and the principal for additional background information concerning the problem student. After receiving all available information the teacher is expected to take the following actions to help the student solve his problem.

1. Teacher-Student Conference - (probably before or after school when sufficient time will be available).

2. Teacher-Parent Conference - this may be as simple as a phone call, but teacher may prefer to ask the principal's secretary to mail a letter requesting parent to meet at the school for this conference, depending on the nature of the problem.

3. Referral to principal if other measures haven't produced the desired results. In an emergency type situation such as extreme belligerency or fighting, accompany the student to the office.

4. Individual teachers will be responsible for supervising students that they issue detention to.

When a student is sent to the office, the teacher should not indicate to the student what action will be taken. Avoid prejudgment of students and anticipation of what will be done with the student. Remember, once you send a student to the office, you relinquish your right to discipline a student to the administration. Therefore, support for whatever action is taken by the administration will be expected.

Guidelines/procedures to enable you to anticipate what might result from your sending a student to the main office.

1. The student will be reprimanded for defiant behavior and retained in the office for at least the remainder of the period. A teacher-pupil-principal conference may be set up at a later time to discuss the reason of removal.

2. Student's teacher is required to mail home to the parents a "Student Discipline Teacher Referral" form. This form is given to the Principal for signature.

3. Students issued a suspension will have the opportunity to take tests and hand in assignments for credit.

There is no easy answer to classroom discipline, but ideally through interesting and dynamic educational processes, we can work together to get students involved to the point where they want to cooperate and see the value of learning experiences we can afford them.

## **SALARIES**

Placement on Salary Schedule - Any employee hired prior to the commencement of school in any school year shall be given full credit for one level of service on the salary schedule for that given school year. Any employee hired after the first day of school who works one semester or ninety-five (95) consecutive paid days, whichever is greater, during the year shall be given full credit for one year of service toward the next increment level for the following year.

Credit up to and including six (6) years of experience (seventh level on the salary) may be given for existing outside teaching experience in a duly accredited school upon initial employment, for applicable military service, or for other considerations determined sufficient by the Board.

Years of experience in excess of six (6) may be granted for unusual and/or extenuating circumstances with prior consent of the Bennett Education Association officers.

Return to the District - Any employee with previous teaching experience in the District within the past ten (10) years shall be restored to the next position on the salary schedule above that at which he or she left upon returning to the District, providing said employee continues teaching in the same subject area that they taught at Bennett.

### Salary Schedule Advancement

Employees shall advance on the salary schedule A one (1) level vertically each year subject to the right of the District to withhold salary increases for inadequate performance, unless negotiation agreements are different. A salary increase shall not be withheld unless the employee is notified in writing on or before March 15<sup>th</sup> of the deficiency, and given reasonable opportunity to correct such deficiency. Said employee shall have the right to a private hearing with the Superintendent and Board concerning action contemplated before final disposition is made.

An employee on the regular salary schedule who moves horizontally on the salary schedule from one degree classification to another or degree classification shall move to the corresponding eligible level on that classification.

For an employee to advance from one degree classification to another, he/she shall deliver evidence of additional educational credit to the superintendent no later than September 30<sup>th</sup>, or such date as is mutually agreed upon by both parties.

Credit for advancement on the salary schedule shall be allowed for approved courses, provided that administrative approval is first obtained on the proper forms available in the administrative offices.

Courses must specifically relate to or be in the employee's approved area field, or in an approved educational methods course, or specifically relates to a District need agreed upon between the District and said employee.

Method of Payment - Each employee shall be paid in twelve (12) installments on the twentieth (20) day of each calendar month commencing with the twentieth (20) day of September. Employees shall receive their checks at their regular building faculty mailboxes and on regular school days. When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their paycheck on the last previous working day. Summer checks shall be mailed to the address designated by the employee.

Other Payroll Deductions - Upon appropriate written authorization from an employee, the Board shall deduct from the salary of any employee and make appropriate remittance for tax-sheltered annuity contributions provided such written authorization is received reasonably in advance of the date with respect to which an annuity payment is due. An employee may terminate the foregoing voluntary deduction program at any time by filing an appropriate cancellation form reasonably in advance of the deduction date with the payroll department of the District.

## **STAFF REDUCTION PROCEDURES**

When a reduction in staff is deemed necessary by the District, it shall first attempt to accomplish the necessary reduction by normal attrition. In the event necessary reduction of staff cannot be accomplished adequately by attrition, given the necessity to hire and/or maintain the most competent and qualified staff available in the interest of perpetuating the highest quality educational program possible, the administration shall base its decision as to resulting contract renewals on the relative skill, ability, competence, curricular and co-curricular requirements of the District (including, but not limited to, programs specifically funded by State or Federal monies) and qualifications of available teachers to do the available work.

## **LICENSED PERSONNEL CONTRACT RELEASE**

Licensed employees who wish to be released from an executed contract must give thirty (30) days' notice to the superintendent. Licensed personnel 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 shall have sole discretion to determine what constitutes unusual and extreme circumstances. See Board policy 407.2 for details.

## **TRAVELING EXPENSES OF EMPLOYEES**

Employees who are requested by the superintendent or his/her designee to attend meetings particular to their positions or assignments shall be reimbursed for such travel at the highest legal rate, conditioned upon such employee securing prior administrative approval for such travel. An equivalent allowance shall be given for the use of personal cars for field trips.



## **EMPLOYEE HOURS**

Minimum Working Hours - The workday for full-time employees shall begin at 7:40 A.M. and end at 3:40 P.M., unless specified differently in their contract. On Fridays and days preceding holidays or vacation periods, the workday shall end fifteen (15) minutes after the students are dismissed.

Lunch Periods - All employees shall have a duty-free lunch period equal in length to that of their students, unless in cases of emergency, extreme need or need for supervision. Employees may leave the building during such duty-free lunch periods upon signing out in the office of the building administrator.

Meetings - Employees may be required by the superintendent or his/her designee to remain after the end of the regular working day without additional compensation for the purpose of attending faculty or other professional meetings for a maximum of four (4) days per month, provided however, that the aggregate number of hours per quarter for such meetings shall not exceed an average of three (3) hours per month. Such meetings shall extend no later than 5:00 P.M. on a workday. If additional time for such meeting is required, students shall be dismissed early.

In-School Work Year - The in-school work year for employees contracted for the regular school year shall not exceed 189 days (190 days for employees new to the district). These days shall include 175 teaching days, three (3) planning days, four (4) paid holidays, and seven (7) in-service/parent-teacher conference days. (Two (2) of the seven (7) in-service/parent-teacher conference days may be used as additional teaching days.) Holidays - The regular and extended contract of employees shall include four (4) paid holidays. Such holidays shall be: Labor Day, Thanksgiving Day, Christmas Day, and President's Day.

Collaboration Time - Teachers will be required to participate in at least 36 hours annually of teacher driven collaboration time to deliver educational programs and assess student learning, or to engage in peer review pursuant to section 284.8, subsection 1. Designated professional development (as long as practitioner collaboration is a substantial component of this professional development) or professional learning community time shall count toward the requirement. Individual educator preparation time shall not count as collaboration time. Any additional teacher time required beyond contracted work hours should be compensated by the employer at the employee's hourly rate set by the Board.

## **INSURANCE**

Health and Major Medical Insurance - The Board shall maintain the existing hospitalization and health insurance benefits including major medical protection for full-time employees. Employees wishing to enroll in the "family" plan will contribute \$312.50 per month for coverage through payroll deduction; employees wishing to enroll in the "employee + dependent" plan will contribute \$75.00 per month for coverage through payroll deduction; employees wishing to enroll in the "employee + spouse" plan will contribute \$100.00 per month through payroll deduction. Full-time employees hired for the 2015-2016 school year and after will be offered single coverage with the option of purchasing the employee + dependent, employee + spouse, or family plan. Coverage for regular part-time employees is limited to the employee only. The Board of Education has the discretion to increase coverage for part-time employees to an agreeable level depending upon extenuating circumstances.

Life Insurance - The Board of Education shall provide a ten thousand dollar (\$10,000) term life insurance policy, paid to the beneficiary of the employee's choice, on each full-time certified employee; subject to the limitations by the insurance carrier as chosen by the Board.

Disability Insurance - The Board shall provide long-term disability insurance for each full-time certified employee, subject to the following limitations and the limitations of the carrier as chosen by the Board:

- a. one hundred twenty (120) days (calendar) waiting period.
- b. no more than sixty percent (60%) of the covered wage, with a two thousand dollar (\$2,000) per month limit.

Continuation of Group Health Coverage for Qualified Persons - as provided by Title X of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) and Board Policy 402.6, qualified employees may continue to receive, at their own expense, group health insurance after it would normally end provided specified qualifications and requirements of the Act and Board Policy are met.

### **NURSING MOTHERS**

The employer will provide a reasonable break time for an employee to express breast milk for her nursing child. The employer will provide a location that is private and free from intrusion, other than a bathroom, which may be used by an employee to express milk. It shall be the employee's responsibility to notify the employer, in advance, of the need to express breast milk during the work day, including the employee's preferred schedule. The employer shall not require any break to be less than 15 minutes in length. The employer will provide a designated refrigerator to be used for the safe and proper storage of breast milk during the work day. The employee must provide all necessary equipment and containers and must properly label any container stored within the refrigerator designated by the employer.

### **EMPLOYEE EVALUATION PROCEDURES**

Formal Evaluation Procedures - The classroom teaching performance will follow the Professional Staff Evaluation Model as approved by the Board of Education on April 11, 2005. This evaluation model consists of three tiers: Tier I - New Bennett Community School Teachers; Tier II - Professional Growth System; and Tier III – Intensive Staff Assistance Plan. This evaluation model will be reviewed with staff prior to October 1<sup>st</sup>, with building administrator meeting with all staff members to review job performance expectations and evaluation timelines. At this time, the administrator will also provide staff with copies of all evaluation guidelines, forms, timelines, criteria, and procedures.

### **DISMISSAL OF CLASSES**

Classes should not be dismissed before the end of the period. Full periods of teaching are expected at all levels. Dismiss classes on time.

### **PERSONNEL FILES**

Each employee shall have the right to review the contents of his personnel file in the presence of an administrator within two working days of a request. The employees shall have the right to respond to all materials contained in said file and to any materials to be placed in said file in the future. Such employee responses shall become part of said file. Any complaints from a non-employee of the District directed toward an employee which are placed in his/her personnel file shall be promptly called to the employee's attention, in writing. Letters of commendation will remain in the personnel file permanently and shall not be removed.

The employee shall have the right to have reproduced and receive any of the contents of his personnel file, except closed credentials or letters of reference, within two working days of the request and at the expense of the employee; provided however, that the District shall provide each employee, upon request, one (1) complete set of such employees' annual evaluation, at no cost to the employee.

### **SCHOOL DELAYS OR EARLY DISMISSALS**

When a school day needs to be delayed due to inclement weather or some facility problem the faculty will report to work on a corresponding time of a regular school work day. All delays due to inclement weather will be a two-hour delay.

If school is dismissed early due to inclement weather, teachers may leave as soon as the buses have departed.

### **SUBSTITUTE TEACHERS**

A schedule of available substitute teachers has been compiled and is maintained in the Principal's Office. Teachers are to arrange for their own substitutes whenever possible. Emergency arrangements may be made with your Principal by calling by 6:30 a.m. on the day of the absence. A teacher absence sheet shall be completed and returned to the office for all such absences.

### **STAFF SIGN-OUT**

Staff members are to notify their respective administrator's office if they are leaving the building during the course of the school day.

### **PUNCTUALITY**

Be punctual at all times. You have a responsibility to set a good example. Have paperwork in on time. Meet all deadlines as set.

### **ATTENDANCE AT SCHOOL ACTIVITIES**

Teachers are required to attend all programs, pep rallies, assemblies, etc., as they pertain to their particular building, held during the regular school day unless specifically excused by the principal. They are to assist in maintaining proper discipline at such occasions. At pep rallies and programs they will be expected to distribute themselves among the students and not congregate as a separate group. It is desirable that teachers attend other activities at school after the regular working day.

### **UNLOCKED DOORS CAN BE PROBLEM**

Keys are issued to teachers in their name, which means you are responsible for their use and keeping. Do not lend your keys out for any reason; lost keys may require the replacement of locks at your expense.

- A. Classrooms should be locked when the teacher is not present.
- B. Extra effort needs to be taken by every faculty member to insure that all outside doors are locked and shut tightly at the end of each school day, nights, and weekends.
- C. Directors of after-school activities should be the last to leave the building making sure that all doors are locked and secure.

## **LIGHTS AND WINDOWS**

Please be sure that all lights are out and windows shut and classroom door is locked when you leave your areas for the day.

## **CHURCH NIGHT**

Wednesday night is reserved for church activities and no school activities are to be scheduled for students after 3:20 p.m.

## **PROCUREMENT PROCEDURES**

Under no circumstances is any material to be charged to the school district unless a purchase order has been secured from the administration office first.

1. A requisition form for equipment and materials should be prepared by the teacher and submitted to the principal for his approval.
2. A purchase order will be prepared by the principal's secretary.
3. When approved by the principal, a copy of the signed purchase order will be returned to the teacher.
4. If a request for purchase is rejected, the copy of the purchase order will be returned to the teacher indicating the reasons for rejection.

NOTE: Failure to follow this procedure will make you financially liable for materials purchased.

## **ACTIVITY FUND**

All funds collected for books or any organization or activity should be turned into the principal's office. Be sure to get a duplicate receipt for the same. No purchases will be authorized on activity accounts without a signed purchase order. Requisition forms can be obtained in the office of the principal. Money will be turned into the Principal's office daily - do not leave money in your classroom.

## **RESPONSIBILITY IN CASE OF ACCIDENT**

Principal is responsible for adequate supervision of playgrounds, corridors, stairways, gymnasium, laboratories, etc., and will require adequate help from the teaching staff to achieve same. If accidents occur under circumstances where no negligence can be shown, everyone connected with the school system will be relieved of responsibility.

Accident and Illness Emergencies are to be reported to the nurse and administrative office immediately. The student should be sent or brought to the nurses office if possible and the student's parents are to be informed of the incident at that time. An accident report must also be completed by the supervising teacher within 24 hours of any accident.

## **DIAGNOSIS AND MEDICATION**

Only a licensed physician is qualified to make a diagnosis. If there is reason to suspect a possible health problem, the child's parents should be notified with the suggestion that the child be seen by a doctor.

Absolutely no medication should be dispensed by school personnel unless school employee has an approved Certificate of Distribution.

**IN IOWA ONLY A LICENSED PHYSICIAN CAN LEGALLY PRESCRIBE DRUGS INCLUDING THOSE PURCHASED WITHOUT A PRESCRIPTION SUCH AS ASPIRIN AND VITAMINS.**

When a child is to receive medication during school hours, the following policy should be followed:

- A. Written instructions over prescribing doctor's signature including name of drug, duration and frequency of medication and name of child must be on file in school before any medication is given.
- B. Written permission along with parent's signature must also be on file.
- C. Under no circumstances should the drug be furnished by the school.
- D. Should a physician request that a drug be left in charge of a nurse or school official to be given to a child at prescribed periods, the drug must be labeled with the name of the child, name of the medicine, time of day it is to be given, duration it is to be given and name of physician.

## **ASBESTOS**

Occupational Safety and Health. Iowa OSHA standards protect employees from asbestos at work. Employers have obligations to protect workers. All employees are required to participate in the asbestos training on an annual basis.

## **BLOOD-BORNE PATHOGENS**

Any injury or accident that results in blood or body fluid on skin, clothing, furniture, or floors needs to be reported to the level (one) response team (head custodian). Do not attempt to treat bleeding or clean up blood or body fluids!

If you should come in contact with blood or body fluids by accident, wash and disinfect immediately and report to a level one responder.

Level (one) response will be activated by the principal's office.

All employees are required to participate in Blood-borne Pathogen training on an annual basis.

## **RIGHT TO KNOW**

It is the employee's right to know of potential health and safety risks within their work areas. Safety labels and chemical identification labels have been put in the appropriate places throughout the building. Note: not all chemical dangers have been identified. A record and safety plan is maintained in the superintendent's office.

All employees are required to participate in the Right to Know training on an annual basis.

## **SMOKING**

In compliance with Board Policy 403.5, smoking by adults and students is prohibited in the school building or in any school vehicles. Under no circumstances are employees of the school district to smoke in the presence of students while they are in the performance of their assigned duties and responsibilities.

## **GIFTS TO SCHOOL EMPLOYEES**

A school employee who receives or whose immediate family receives a gift in any one occurrence which has a value in excess of fifteen dollars, shall file a written report of the gift with the secretary of the school board.

This report shall be filed with the secretary of the school board by the fifteenth of the month following the month in which the gift was received. (Code of Iowa Ch. 68A, Bennett Board Policy 402.4)

## **CHILD ABUSE**

Child Abuse (232.68) is defined in the law as any non-accidental physical injury suffered by a child (person under the age of 18) as the result of the acts or omissions of the child's parents, guardians, or other person legally responsible for the child. The law also includes sexual offenses and failure to provide adequate food, shelter, clothing and other care necessary for the health and welfare of the child.

Certified school employees (and other with school relationships: psychologists, health practitioners, peace officers, etc.) are considered as mandatory reporters under the law - that is, they must report cases of child abuse if they "reasonably believe" that a child has been abused. The person must make an oral report to the Department of Human Services immediately and follow up with a written report within 48 hours.

Recent changes in the law require that the Department of Human Services notify the mandatory reporter of the results of the investigation; they are also required to explain the confidentiality of the material. Penalties for non-reporting are two fold: for "knowingly and willfully" failing to report; and civil - may be personally liable for damages caused by the failure to "knowingly" report cases of suspected child abuse.

The mandated reporters are protected under the law. The law provides immunity for both civil and criminal liability when the mandatory reporter has acted in "good faith".

A recent session of the Legislature made other significant changes in the law. The Department of Human Services has the authority to request information from anyone they believe has knowledge of a child abuse case: all mandatory reporters must cooperate in the investigation if requested to do so by the Department of Human Services. School administrators must cooperate in the investigation by providing confidential access to the child named in the child abuse allegation as well as to other children who may have knowledge of the incident.

School administrators are not required to report the interviews to the parents of the children. Immunity from civil and criminal prosecution has been granted to administrators for actions taken under this provision of the law. Certified employees must renew their Child Abuse certificates every three years of employment.

Level One Investigator is Bennett School Nurse Kim, 890-2226 and Alternate Investigator is Bobbi Havill, 890-2228 and Level Two Investigator is Warren Wethington, Cedar County Sheriff, 886-2121.

## **FACULTY MEETINGS**

Faculty meetings will be held when needed. Not only are these times set for us to discuss mutual concerns, but also it is a valuable in-service time for us. Other meetings may be scheduled as needed.

## **TORNADO DRILL (Continuous bells)**

We will have a number of drills during the course of the year. You will be informed in advance of most drills that we plan to have. It would be prudent for you to go over the procedures the students are to follow at this time.

All elementary students, grades PK-6, Title I room, resource, library, and vocal music are to seek shelter in the basement storage room.

If time is limited, administration/staff will direct students into teacher's lounge, nurse's office or storage/LSI room.

All students should be instructed to crouch down with a book over their head, away from glass windows and under desks or tables if possible.

### **FIRE DRILL** (Intermittent horn)

A number of fire drills will be conducted this school year. It is the responsibility of each staff member to know the evacuation route for their area. It would be prudent to instruct the students in the correct procedures for evacuation from their areas.

When an alarm is sounded, students should quickly and orderly follow the evacuation route to exit the building. All windows and doors are to be closed and all lights shut off. A grade book or class roster should be taken along to do a head count.

### **Exit Routes:**

#### **South Elementary Rooms**

Students in rooms south of the middle "T" intersection, art class, and library are to use the south elementary doors and go to the far extreme area of the playground

Students in the Gym and Locker Room will exit north gym doors.

Individuals in either Administrative offices, staff lounge or Guidance are to exit northeast entrance doors.

Students in Vocal Music, Band and Elevator areas are to exit by means of the Vocal Music exit doors.

Students in the Cafeteria will exit through the south cafeteria doors.

#### **North Elementary Classrooms**

Students in rooms north of the middle "T" intersection, Kindergarten, Title I classroom, and resource will exit the north elementary doors and go to the yard of the house on the corner.

Preschool will exit out of the preschool entrance.

Teachers are to make sure all of their students are accounted for.

Students and staff exiting the east ~~high school~~ doors and the south elementary doors will report to the Elementary Playground. Students and staff will be notified by office personnel when they may re-enter the building.

Exit signs for both fire and tornado should be posted in easy to read letters in a prominent place in each room or activity area.

Staff members are referred to in the Emergency Operation Plan for further information.