



# Osage Community Schools Employee Handbook 2016-2017

*The mission of the Osage Community School is to sustain and enhance a caring community to produce enthusiasm for lifelong learning.*

Osage Community Schools  
820 Sawyer Drive  
Osage, IA 50461

Approved and Adopted By The  
Osage Community School District  
Board of Education  
DATE

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## Welcome

Welcome to the Osage Community School District! We are so glad to have you as an employee. Every day in big and small ways you will make a difference in the lives of children, youth and families. We are engaged in the important work of educating the children and youth of Osage and connecting in meaning ways with families and community members. Each of our employees brings significant contributions to their work which helps make our school district one of the best in Iowa. Our work together and our commitment to lifelong learning create strong educational experiences and opportunities for each student attending the Osage Community Schools.

The purpose of the Employee Handbook is to provide you with information which will be of assistance to you in your efforts to learn about the philosophy, policies and procedures of the Osage Community School District.

We hope your employment in the Osage Community Schools will be a long, fulfilling and rewarding experience. Thank you for the work you do every day. If you have any questions do not hesitate to ask. We look forward to a fantastic school year.

*Barb A. Schwamman*

Barb A. Schwamman  
Superintendent



## Preface

The Employee Handbook gives balance to the needs of the district and its employees. It is prepared for information purposes, does not constitute a contract of employment between the Osage Community School District and its employees and should not be construed as such. The Employee Handbook is a resource that helps inform employees of expectations and services available. By thoroughly reading this resource and any applicable contract and/or comprehensive agreement, employees will be informed of benefits and opportunities as well as of potential consequences of failure to meet expectations of the Osage Community School District.

The information, procedures, and practices contained in the Employee Handbook may be changed or amended at any time with or without notice to employees. Employees are required to review this handbook annually and to certify that they understand their responsibility to comply with District policies, practices, and work rules. Each employee is expected to fill out and return to their building principal or department head a copy of the Employee Verification form (found at the end of this handbook) on or before September 30<sup>th</sup> of each school year. A copy will be retained by your building principal or department head. Violations of this responsibility may constitute for disciplinary action.

Work rules are designed to give direction to employees regarding district expectations.

All employees have access to the District's current Policies and Procedures via the District's website: [www.osage.k12.ia.us](http://www.osage.k12.ia.us)

## Osage Community Schools District Beliefs

### **Educational Philosophy of the School District**

*(Code 101)*

As a school corporation of Iowa, the Osage Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students. The board's ability may be limited by the school district's ability and willingness to furnish financial support in cooperation with student's opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The board endeavors, through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, and places in a school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem solving skills assist students in preparation for life and is instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

In addition, the Osage schools should provide well-qualified personnel, a physical plant and equipment adequate to meet the needs of every child, and an educational leadership, which leads to continuous improvement of the school.

### **Mission Statement**

*(Code No. 101.1)*

The mission of the Osage Community School is to sustain and enhance a caring community to produce enthusiasm for lifelong learning.

That mission is grounded in our belief that children will learn best in an environment that:

- is caring and safe both emotionally and physically.
- is positive in climate
- is encouraging
- provides security for all
- recognizes everyone's contributions

That Mission is grounded in our belief that children will learn best when:

- they are active participants.
- they are raised by “the Village.”

That Mission is grounded in our belief that children’s learning styles:

- are based on varied modalities.
- require varied teaching methods and techniques that accommodate the varied learning styles.

That Mission is grounded in our belief that children’s motivation is based;

- on high expectations.
- on the desire of children to be challenged.
- on adults’ ability to model high expectations.

That Mission is grounded in our belief that children learn best when:

- the content of their education is challenging and real to the learner and the world.

That Mission is further grounded in our belief that an educator:

- is one who facilitates and manages a safe learning environment.
- is one who challenges and encourages the students.
- is a lifelong learner.
- is a positive role model.
- will influence generations without end.

### **Essential Learnings**

*(Code 101.2)*

The Mission of the Osage Community School will be achieved when our students are able to show they have acquired the following essential learnings:

The student will accept social responsibility in a diverse, global community.

The student will be respectful of other people, their property, and their differences.

The student will exhibit positive values such as honesty, trustworthiness, and decency.

The student will be an involved member of his/her family.

The student will become responsible, accountable, and adaptable.

The student will gain a mastery of his/her academic program.

The student will be successful in learning basic skills.

The student will utilize problem solving skills.

The student will acquire successful study skills.

The student will be able to utilize technology successfully.

The student will become an effective communicator.

The student will read, understand, and respond to written information.

The student will write clearly for a variety of purposes and for diverse audiences.

The student will speak in a manner that conveys ideas clearly and confidently.

The student will be an active listener.

The student will perform as a self-directed lifelong learner.

The student will set, prioritize and achieve goals

The student will take risks to meet new challenges.

The student will demonstrate self-motivation.

The student will display a quality work ethic.

### **Educational Goals**

*(Code No. 101.3)*

The practical application of the philosophy of the Osage Community School means that adequate educational opportunities will be provided all children within the limits of their capacity from the time they enter kindergarten through graduation. The following opportunities shall be provided each individual:

1. To achieve a mastery of the fundamental learning skills and establish personal standards of educational excellence.
2. To understand and believe in oneself; to accept personal responsibility for one's education and personal development; and to build a system of moral standards and spiritual values which contribute to a democratic society.
3. To understand and respect ethnic and cultural differences and work effectively with other individuals and groups.
4. To understand and appreciate this country's democratic heritage and acquire the skills, knowledge, understanding, values and attitudes necessary to participate in democratic self-government.
5. To develop understanding of the global nature of society and the interdependence of the world's people.
6. To develop a commitment to lifelong learning.
7. To develop and maintain sound physical and mental health.
8. To develop skills for personal expression and communication through the arts.
9. To understand and use technology and its related developments.
10. To develop the ability to use personal and public resources wisely.
11. To develop an awareness and appreciation of worthy leisure time interests and activities.
12. To develop positive attitudes toward and skills for work and an appreciation of the social value and dignity of work.

## **Role of and Guiding Principles for Employees** *(Code No. 400)*

This series of the board policy manual is devoted to the board's goals and objectives for employees in the performance of their jobs. Employees provide a variety of important services for the children of the school district community. They may be teaching or assisting in the classroom, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs. While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment by their dedication to their work and their actions. As role models for the students, employees shall promote a cooperative, enthusiastic, and supportive learning environment for the students.

In striving to achieve a quality education program, the board's goal is to obtain and retain qualified and effective employees. The board shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance. It shall be the responsibility of the superintendent to make recommendations to the board in these areas prior to board action. The board recognizes the duty to bargain collectively with the duly certified collective bargaining units.

Board policies in this series relating to general employees shall apply to employees regardless of their position as licensed employee, classified employee, substitute or administrator. Board policies relating to licensed employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate or endorsement, unless administrative positions are specifically excluded from the policy. Classified employees' policies included in this series shall apply to positions that do not fall within the definition of licensed employee.

## Office of the Superintendent

The following is the office address for administrative staff in the Osage Community School District:

**Osage Community Schools  
820 Sawyer Drive  
Osage, IA 50461  
641.732.5381**

During the school year, office hours are 7:30 AM to 4:00 PM. Offices are closed on Saturday and Sunday. Individuals needing time outside of regularly scheduled office hours are available by appointment. During the summer months, Office of the Superintendent hours are from 6:30 AM to 2:00 PM. Time outside of those hours is again available with a scheduled appointment.

You may reach any employee within the district by email. Staff email is connected to Google or Gmail and an employee can be reached by email by taking the first letter of the employee's first name and their last name spelled out followed by: @osage.k12.ia.us New employees within the district will have their emails as their first name then a period and their last name, again followed by @osage.k12.ia.us. A full listing of employee emails can be found on the school district's web page.

Below is a list of Office of the Superintendent personnel and department heads for your reference:

Barb Schwamman	Superintendent	<a href="mailto:bschwamman@osage.k12.ia.us">bschwamman@osage.k12.ia.us</a>
Helen Burrington	School Business Official	<a href="mailto:hburrington@osage.k12.ia.us">hburrington@osage.k12.ia.us</a>
Joleen Scharper	Assist. to the Superintendent/ Director of Human Resources	<a href="mailto:jscharper@osage.k12.ia.us">jscharper@osage.k12.ia.us</a>
Thomas Meier	IT Director	<a href="mailto:tmeier@osage.k12.ia.us">tmeier@osage.k12.ia.us</a>
Jolene Hemann	Food Services Director	<a href="mailto:jhemann@osage.k12.ia.us">jhemann@osage.k12.ia.us</a>
Bob Meyer	Transportation Director	<a href="mailto:rmeyer@osage.k12.ia.us">rmeyer@osage.k12.ia.us</a>
Tracy Mullenbach	Head Custodian	<a href="mailto:tmullenbach@osage.k12.ia.us">tmullenbach@osage.k12.ia.us</a>

## Board of Education

- Rick Sletten, President – [rick.sletten@osage.k12.ia.us](mailto:rick.sletten@osage.k12.ia.us)
- Todd Frein, Director – [todd.frein@osage.k12.ia.us](mailto:todd.frein@osage.k12.ia.us)
- Brenda Johanns, Director – [brenda.johanns@osage.k12.ia.us](mailto:brenda.johanns@osage.k12.ia.us)
- Angela Nasstrom, Director – [angela.nasstrom@osage.k12.ia.us](mailto:angela.nasstrom@osage.k12.ia.us)
- Laura Potter, Director – [laura.potter@osage.k12.ia.us](mailto:laura.potter@osage.k12.ia.us)

Please see the Osage Community School's webpage, [www.osage.k12.ia.us](http://www.osage.k12.ia.us), and click on the Board of Education tab to view the Board of Education's goals, meeting schedule, Board of Education minutes, and the Board of Education policies.

Board policies are established for the success safety, and protection of all school employees in the performance of their duties. Board policies are available in each attendance center, Office of the Superintendent, and on the District's website.

## Board Policies

### **Continuous Notice of Nondiscrimination**

*(Code No. 102.E2)*

It is the policy of the Osage Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact **Barb Schwamman, Superintendent, 820 Sawyer Drive, Osage, IA 50461, 641.732.5381, [bschwamman@osage.k12.ia.us](mailto:bschwamman@osage.k12.ia.us)**

### **Equal Employment Opportunity**

*(Code No. 401.1)*

The Osage Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. 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.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals the board will consider the qualifications, credentials, and records of the applicants without regard to race, color, creed, sex, national origin, religion, age, marital status, sexual orientation, gender identity or disability. In keeping with the law, the board will consider the veteran status of applicants.

Prior to a final offer of employment for any teaching position, the school district will perform the background checks required by law. The district may determine on a case-by-case basis that, based on the duties, other positions within the district will also require background checks. Based upon the results of the background checks, the school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the BoEE, then the requirement of a background check is waived.

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

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Affirmative Action Coordinator by writing to the "Affirmative Action Coordinator, Osage, IA 50461," or by telephoning 641.732.5381.

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 Director of the Region VII office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, Wisconsin, 53203-2292, 515.281.4121 or 1.800.457.4416, <http://www.state.ia.us/government/crc/index.html>. This inquiry or complain to the federal office may be done instead of, or in addition to , an inquiry or complain at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's Office of the Superintendent and the administrative offices in each attendance center.

### **Anti-Bullying/Harassment Policy** (Code No. 104)

The Osage Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity

and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state and local policy and is not tolerated by the Board. 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. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

### **Definition**

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” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, relation, 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the student in reasonable fear of harm to the student’s person or property.
  2. Has a substantial detrimental effect on the student’s physical or mental health.
  3. Has the effect of substantially interfering with a student’s academic performance.
  4. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school
- “Trait or characteristic of the student” 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 in individual who has regular, significant contact with students.

### **Filing a Complaint**

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or the superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or the superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy request. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or the superintendent’s designee (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. The superintendent or the superintendent's designee shall all be responsible for developing procedures regarding this policy.

### **Decision**

If, after an investigation, a student is found to be in violation of this 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.

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 policy adopted pursuant to this section, 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 judicial proceeding resulting from or relation to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statement 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.

### **Publication of Policy**

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website, and
- A copy shall be made to any person at the Central Administrative Office at 820 Sawyer Drive, Osage, Iowa

### **Nepotism**

*(Code No. 401.3)*

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 one the basis on their qualifications, credentials and records.

## **Problem Solving Procedures for Violations of the Employee Handbook**

### **DEFINITION**

A complaint is a claim by an employee that one of the specific provisions of this Employee Handbook has been violated.

### **PROCEDURE**

**Step 1:** A complaint should be presented orally to the immediate supervisor within ten (10) working days of the alleged violation for the purpose of resolving the matter informally. The supervisor shall render a written decision within ten (10) working days after receiving the complaint.

**Step 2:** If the employee is not satisfied with the decision at Step 1, an appeal may be forwarded within ten (10) working days to the Office of the Superintendent. The appropriate Administrator may conduct a conference with the complainant and issue a written decision regarding the complaint within ten (10) working days following the conference.

### **PERSONNEL INVESTIGATIONS**

In the event that a District employee is asked to participate in an ongoing investigation of alleged wrongdoing by another employee or student, the employee must cooperate with the District Investigator(s). Failure to do so may result in disciplinary action. Information regarding the complaint process for violations of provisions in the comprehensive agreement is detailed in the respective comprehensive agreement.

If you are an employee that is covered under a comprehensive agreement and you have a complaint that a provision of the comprehensive agreement has been violated, please refer to the "Grievance Procedures" section of the agreement.

## Abuse of Students by School District Employees

An individual who has knowledge an employee has physically or sexually abused a student should immediately report it to one of the district's Level I investigators: Greg Adams, Lincoln Building Principal or Barb Schwamman, Superintendent. An "employee" means one who works for pay or as a volunteer under the direction and control of the school district. The district's Level II investigators are local law enforcement/the county attorney/DHS. Contact information for Level I investigators is listed below:

Greg Adams	<a href="mailto:gadams@osage.k12.ia.us">gadams@osage.k12.ia.us</a>	ext. 340	Cell: 641.220.6385
Barb Schwamman	<a href="mailto:bschwamman@osage.k12.ia.us">bschwamman@osage.k12.ia.us</a>	ext. 252	Cell: 319.269.5955

*Board of Education Policy 402.3, 402.3R1*

## Accident Forms—Student

A report of each accident must be completed by the employee or their supervisor present at the scene of the accident or by the person who is responsible for supervision at the time. Accident forms are available in the nurse's office, each attendance center office, with the Athletic Director, and Office of the Superintendent. Care should be taken to complete all statements applicable to the cause. This information is very important. Date, time, injury, location, and staff member present **MUST** be filled out. Statements from witnesses are also very important and should be documented and signed.

## Accident Forms—Employee—Worker Compensation

All on-the-job injuries shall be reported to the immediate supervisor/building principal/building principal's secretary immediately A call should be made within 15-30 minutes of incident and documentation completed within 24-hours of incident. This shall be done regardless of whether medical attention is required.

## Activities

Permission for school activities, other than those scheduled on the activities' calendar, must be requested from the Building Principal and the Transportation Director at least one week in advance of the proposed activity so that transportation, supervision, etc. may be arranged.

## Activity Passes

Activity passes are available to staff for a cost or through volunteering time to work at school events throughout the year. Faculty and staff may get a single activity pass for volunteering for a minimum of 3-events during the school year, or a single activity pass + guest for volunteering for a minimum of 5-events during the school year. Building principals will send requests at the end of the each school year in preparation of the upcoming school year. At the start of each school year faculty and staff will receive their designated activity passes.

## AEA 267

AEA 267 has a multitude of resources available for classroom use. Drop off or return services for books and materials occur once a week. Please have materials turned in to the appropriate location in your building by 3:30 PM prior to the date they are due. Books and films may also be ordered online with delivery and return by the AEA 267 van.

In addition, AEA 267 provides online training modules, both mandatory and non-mandatory. These modules may be accessed at <http://training.aeapdonline.org> and are to assist individuals on a variety of topics including Mandatory Reporting of Abuse, OSHA compliance, annual Bloodborne Pathogens training, and self-paced courses. Other services and professional learning opportunities may be accessed on their website: [www.aea267.k12.ia.us](http://www.aea267.k12.ia.us)

Individuals who are new to the district or who are in need of the district password may contact Office of the Superintendent for information.

## **Animals/Pets**

Live animals will not be allowed in school district facilities except under special circumstances and/or only for educational purposes. Permission from the building principal is required of anyone wishing to bring an animal into school district facilities along with documentation of updated vaccinations from the animal's veterinarian. Appropriate supervision of animals is required when animals are brought into the school district's facilities.

Osage Community Schools does recognize the research on dogs that have been through an intense training to calm students who become anxious or upset during the school day. An employee who has a dog that has been through the training and wants to bring the dog to school must follow these guidelines:

- The dog must have completed (passed) a training program that is approved by Osage Community Schools.
- The dog must complete an annual physical from a certified vet and bring the approval, to be in school and around kids, to the building principal.
- The dog must have all updated shots and have been treated for ticks and worms.
- The dog must be groomed and bathed regularly.
- The dog must have a current license from the city or county.

The building principal will have the final decision on whether an animal is approved to be in the building. Consideration will be given to students who may have health concerns (allergies, etc.) regarding animals.

## **Announcements/Bulletins**

Each building will develop procedures for what, when, who and how announcements will be shared with students and faculty. Each building administrator or his/her designee is responsible for staff and parent bulletins. Building administrators are encouraged to create and send home a monthly parent newsletter. Each building principal is encouraged to use JMC Message Center to communicate with staff and parents.

## **Assembly Supervision**

When assemblies are held, teachers are to take their students to the assembly, sit with the students in their assigned area, keep the students together, and supervise them.

## **Attendance**

Each employee, upon employment, will be notified of their work schedule and the name of their supervisor, as part of their initial orientation and training.

The district is able to best serve students, when each employee consciously makes a sincere effort to satisfy the requirements of their work schedule. This includes, but is not limited to:

- Reporting to work each day you are scheduled to work.
- Being ready to work at the beginning of their scheduled day/shift.
- Honoring the established break and/or lunch schedules.
- Working through to the end of your scheduled day/shift.

In the event an employee is unable to report to work as scheduled, the employee is expected to notify their supervisor/administrator as soon as they know they will not be able to work. This also applies to reporting late. In the event of an emergency or other circumstances which prevent the employee from notifying their supervisor/administrator in advance of their absence, the employee is expected to make contact with their supervisor/administrator as soon as possible after they were to report to work.

If an employee is going to be absent from work due to illness, professional leave, bereavement leave, district in-service when school is in session, personal days, jury duty, etc. the employee will utilize the Time Management System to notify their administrator as early as possible in an effort to secure a substitute if one is needed.

If an employee is absent for three 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 disciplinary action up to and including termination. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to notify the proper supervisor of impending absence or tardiness in a timely fashion, prior to designated starting time, is reason for disciplinary action. Leaves of absence without pay are not encouraged. Requests for leave of absence without pay generally will be denied. Every employee should know to whom they report absences and submit leave requests.

Leaving the place of duty during the work shift without permission is cause for discipline, except during unpaid break periods.

An employee is expected to be at the job site and ready to begin work at the appointed starting time. Arriving late for work or leaving the job early is not acceptable. In extreme emergencies, notify your immediate supervisor if you need to be late for work or leave early. Absence or tardiness because of obligations to another job or outside activity is not acceptable as an excuse. No other income-producing activity takes precedence over your job with the district.

A teacher is not to leave the school building during a regular school day unless she/he has approval from a building administrator and they have signed out of the off what time she/he leaves and why. Leaving the building early should be held to a minimum.

### **Audio Visual/Technology**

The District Media Specialist/Media Assistants/Director of Technology will assist with the use and check out of equipment. This person will outline procedures to use or check out equipment. Any employee needing assistance with the operation of media equipment (including iPad and laptop carts) should contact media assistants first and then the Director of Technology.

## Background Check Law and Procedures

Iowa law requires a school district to check the background of potential teacher employees before signing the employment contract. Districts are not required to conduct a background investigation of new teachers operating with an initial license since the Board of Educational Examiners (BoEE) conducts the check upon issuing the initial license.

As of July 1, 2013 under Iowa Code SF452 Section 279.69, districts must check registries and court records prior to hiring employees. A district must also be able to document that existing employees were checked by June 30, 2014, and must have a consistent policy for the same procedure to recheck employees every five (5) years and/or after the school employee's initial date of hire.

For additional information employees may refer to Iowa Code 272.2(17), 279.13(1)(b), 279.69, and 321.375(2).

## Benefits

For benefit information, each employee should refer to their individual collective bargaining agreement, or contact the district's School Business Official in the Office of the Superintendent, for specific details pertaining to benefits they have or may qualify for.

## Bloodborne Pathogens Training

All employees determined to have occupational exposure to Bloodborne Pathogens are required by OSHA regulation 29 CFR 1910.1030 and 29 CFR 1910.1200 to receive training at the time of initial assignment or as changes in the work place require. All individuals of the Osage Community Schools who receive a W-4 are required to complete this training annually. It is the responsibility of each employee to submit a certificate of completion of Bloodborne Pathogens Training annually to Office of the Superintendent.

To access the AEA Online Professional Development training system go to: <http://training.aeapdonline.org>. Enter your username and password and click the Login button to continue.

## Child Abuse

The child abuse law requires that certified school employees, such as teachers, nurses, coaches, paraeducators, and administrators, are mandated or legally required to report whenever in the course of employment the reporter believes or has reason to believe a child has been injured as a result of abuse. The person who has suspicion must report directly to the Department of Human Services. Please notify the principal once you have reported a situation. What to look for:

- Red marks, bruises, welts, lacerations, burns, sprains, and fractures
- A child who tells conflicting stories about the cause of an injury
- A child who says that someone in charge of him/her hurts him/her
- A child who expresses reluctance to explain an injury
- A child who seems to be frequently injured
- A child who is afraid to go home

*Board of Education Policy Code No. 402.2*

## Coaching

Any individual who is coaching, whether paid or volunteer must be licensed by the BoEE pursuant to Iowa Code section 272.31. In addition, each active coach must complete concussion training prior to the start of the first season he/she will coach each school year, per Iowa Administrative Code 282, Rule 22.1. Administrators who employ unlicensed coaches may be held accountable under 282 Iowa Administrative Code r.25.3(6)(I), which prohibits “delegating tasks to unqualified personnel.” Please be aware that the BoEE stands ready to hold licensees accountable to ethical standards if a school or district uses an unlicensed coach or a coach does not complete the required concussion training. Iowa Code 282, Chapter 25 defines the relevant ethical expectations for licensees relating to licensure and concussion training. For questions or additional information, please contact the BoEE at (515) 281-6896.

## Collection of All Monies/Cashing Handling Procedures

All monies collected such as lunch money, picture money, fund raising money, etc. should be turned into the building administrator or building secretary at the end of each day. Monies should be in a sealed envelope/bank bag with the total amount written on the envelope or in the bag.

## Collective Bargaining

In accordance with Iowa Code Chapter 20, classified and certified staffs are represented by their affiliated labor unions. The Osage Educational Association is the bargaining unit that represents certified staff members. Classified employees are represented by the Osage Educational Services Association. Employees have the right, without fear of penalty or reprisal, to join and support their respective union.

## Community Membership

The Osage Community School District encourages employees to join or participate in community clubs and organizations. Most clubs and organizations give back to the community and the kids in our schools which lead to healthy support for students and families.

## Complaints: Employee to Employee

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 the formal grievance procedure.

A formal, written complaint must be filed with the immediate supervisor if the concern is not resolved and a more formal investigation is requested. If the complaint is not resolved, the appeal process may be implemented by contacting – in order – the next supervisor in line of responsibility, up to, if not including the Superintendent. The issue may be resolved at any step in the appeal process. The Board of Education is the final appeal body. If specific

information is shared with an individual board member, he or she may be denied from participating in an appeal hearing.

No appeal will be heard by the Board of Education and no concerns regarding staff members will be investigated or acted upon unless the concern is submitted in written form, signed by the person lodging the complaint and submitted to the board through the superintendent. Due process rights dictate that information should not be shared with the board until it formally convenes as a hearing or appeal body.

## **Computers**

See Technology Practices & Procedures.

## **Conduct and Appearance**

The Osage Community Schools District has expectations for the behavior of their employees. Some of these expectations are outlined in the Board Policy 400 series. These policies can be viewed electronically via the Osage Community School's webpage: [www.osage.k12.ia.us](http://www.osage.k12.ia.us).

Employees need to be aware of all Board of Education policies applicable to employee conduct. Employees are required annually to read, sign, and return the Verification Form of the Employee Handbook to their building secretary or administrator. The employee's signature on the Verification Form indicates that the employee has read and understood the employee conduct stipulations.

District employees are expected to perform their jobs in an ethical and honest manner. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Ethics of the Iowa Board of Educational Examiners. It is available at: <http://www.iow.gov/boee/doc/ethHndot.pdf>.

Osage Community Schools employees must notify the Office of the Superintendent of any arrests, the filing of any criminal charges, and the disposition of any criminal charges pending against them. Notification to the Office of the Superintendent should occur within three (3) business days of notification to the employee.

Osage Community Schools employees must notify the Superintendent of schools of any child abuse complaints filed against them. Employees must notify the Superintendent regarding the findings in any complaint against them alleging child abuse. Notification to the Superintendent should occur within three (3) business days of notification to the employee.

Current employees must notify the Office of the Superintendent of any felony or founded complaints of child abuse that occurred within five years of the date this policy was adopted. Current employees must fill out the Notification of Arrest Form, and sign and return to the Office of the Superintendent. The Notification of Arrest Form can be found at the end of this handbook or via the staff portal of the Osage Community School District's webpage: [www.osage.k12.ia.us](http://www.osage.k12.ia.us) > Staff Portal > Forms.

Employees who do not notify the District as required may be subject to disciplinary action up to and including termination.

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 responsible attitude toward their jobs and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt their work. It is important that collaboration for student achievement is accomplished through open communication.

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.

Threatening, intimidating, interfering with, or using abusive and profane language toward others, including ethnic slurs, will not be tolerated by district employees. Violation will incur discipline up to and including termination.

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

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.

District employees are encouraged to create professional relationships with students so as to assist with their learning. Employees should be wary of creating a relationship that is 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.

Osage Community School employees are expected to dress in appropriate attire, groom and conduct themselves in a manner appropriate to the educational environment. Any employee who deals with the public should ensure that he or she is appropriately dressed for a business environment. We trust we can rely on the professional judgment of our staff in choosing attire that is appropriate for their particular job responsibilities. Your attire should help project a professional atmosphere with students, staff, parents and other guests at our offices and schools.

Business casual does not include apparel that is "revealing" or "unsafe." Some examples are shorts/cutoffs, screen-printed T-shirts and tops with inappropriate pictures and phrases, or apparel that is revealing. Sweat pants, and pajama pants are not considered professional attire or business casual. Blue denim jeans will only be acceptable on the last day of the work week for staff or on teacher in-service days. Blue denim jeans on any other day are not considered acceptable. Flip-flops or similar footwear are discouraged in the interest of safety. Clothing and personal appearance deemed inappropriate will be discussed with the employee and repeated offenses could result in disciplinary action.

## **Confidential Information**

School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student or employee information.

Give careful thought to what you discuss concerning school matters with parents, colleagues, and members of the community. Please review Board Policy of Education Code 506.1, Student Records Access, and the exhibit that goes with the Annual Notice Code 506.1E9. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring critical community members to the school principal or other staff members. Much care and judgment must be exercised in the handling of confidential information. A break in confidentiality can result in disciplinary action and expose the employee to personal liability for violation of privacy laws.

## **Corporal Punishment, Restraint, and Physical Confinement & Detention**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, 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 child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent(s)/guardian(s).

### Guidelines:

- Areas used for behavior intervention will ensure that the students have reasonable space, sufficient light, ventilation and a comfortable temperature and students are allowed reasonable break periods to attend to bodily needs (this does not include sleep). The area will be adequately supervised and will be able to leave the area during an emergency. The room will be free of dangerous objects or instruments.
- Material restraints will not be used.
- Adult supervision is maintained in all areas used for student behavior intervention.
- Physical restraint, confinements, and detention will only be utilized when reasonable disciplinary techniques have been attempted. Physical restraints will only be utilized to keep students, staff, and property safe. Prone restraints will not be utilized as a restraint method. If for emergency safety reasons, students are placed in a prone restraint position, the staff must take immediate steps to end the prone restraint.
- School staff will receive adequate and periodic training prior to using physical restraints.
- Parents/guardians will receive notification from the school if physical restraints were utilized with their child, and/or if their child was removed from the classroom and placed in an intervention area where the student’s egress was physically prevented.

### **Summary of Iowa Code 281-Chapter 103**

#### **Restraint**

Restraint is an application of physical force that reduces or restricts another individual’s ability to move their arms, legs, body, or head freely. Temporarily holding to assist with participation in activities of daily living is not considered a restraint. All school employees, before using physical restraint, shall receive adequate and periodic training which shall be documented. The District offers Crisis Prevention Intervention (CPI) training for staff members who will likely use physical restraint during the course of their job duties. Ideally, only staff members who have received CPI training will use physical restraint. However, employees are authorized to

use reasonable and appropriate means of restraint as may be necessary to prevent a student from harming himself or herself or others or in self-defense in the event a CPI trained staff member is not available. Restraint should not cause serious or permanent harm. **Prone (face down) restraint is specifically prohibited under all circumstances, as well as mechanical restraint or any restraint that involves the head or neck.**

### Physical Force

Corporal punishment is the intentional or physical punishment of a student, including the use of unreasonable or unnecessary physical force, or physical contact made with intent to harm or cause pain. **Corporal punishment of a student is specifically prohibited.** However, teachers, administrators and other staff are authorized to use reasonable force in self-defense, defense of another, or to prevent an act of self-harm. Staff should refrain from making unnecessary physical contact to quell a disturbance that does not present imminent danger of physical harm, when a student does not respond to a verbal directive, to remove a disruptive student from class, or to prevent the damage of property.

### Physical Confinement

Physical Confinement is confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress (exit) is restricted. All school employees, before using physical confinement and detention, shall receive adequate and periodic training which shall be documented. The District offers Crisis Prevention Intervention (CPI) training for staff members who will likely use physical confinement and detention during the course of their job duties. Physical confinement does not include time-out at a desk, in a corner, at the back of a class, in the hall, afterschool detention, or typical in-school suspension arrangements. Confinement should be reasonable (as short as possible) and allow for bodily needs. If over 30 minutes or 1 period (whichever is shorter), an administrator must authorize the continued confinement.

### Documentation Requirement

Following an incident of physical force, restraint, or physical confinement notice must be given to the student's parent or legal guardian. **Notification, or documented attempt at notification, must occur the day of the incident via phone. Additionally, parents or guardians must be notified in writing within three days of the incident.**

## **Crisis Response**

The Osage Community School District has a crisis plan in place for the district as well as for each building. Each employee should review their individual building's Crisis Plan and know what their role is in the event of an incident/crisis.

## **Cumulative Folders (Student)**

All student cumulative folders and permanent record cards will be kept in each building's administrative office. The cumulative folders are to remain in the office at all times. A list of people who have access to the cumulative folders is posted in the office. You must check with the building's secretary, counselor, or administrator prior to reviewing the folder.

## **Direct Deposit**

Direct deposit is required for all new employees for their monthly payroll check. Please contact the district's School Business Official at 732-5381 or at ext. 254 for additional information. It is

the employee's responsibility to contact the School Business Official regarding any account changes pertaining to their monthly payroll direct deposit.

## **Discipline: Student**

All employees are expected to assume responsibility for supporting positive student behavior and following building procedures (ex: PBIS and Nurtured Heart models) for addressing problem behavior. Every reasonable effort should be made in attempting to solve discipline problems before referral to the office. Staff should contact the building office when a student is being sent for disciplinary reasons.

## **District Policies & Procedures**

All employees will have access to the district's current Policies and Procedures via the Osage Community School District's webpage: [www.osage.k12.ia.us](http://www.osage.k12.ia.us). It is each building administrator's responsibility to keep and maintain current Policies and Procedures in the building and to inform all supervisory personnel where such information is kept. A computer should be made available to any employee requesting to view District Policies and Procedures.

## **District Vehicles**

Only employees who possess a valid driver's license, a driving record that has been approved by the Superintendent or his/her designee, and have appropriate insurance coverage may operate a district vehicle in their work performance. Drivers of vehicles will be responsible to pay fines received, including parking tickets. Unsafe use, breaking motor vehicle laws, or personal use of district vehicles will not be tolerated.

## **Employee Evaluation**

- **Certified:** Please refer to Article 13 of the collective Bargaining Agreement between the Osage Education Association and the Osage Community Schools. The evaluation instruments and procedures are determined by the Comprehensive Career Development Plan as outlined by the Iowa Department of Education.
  - **Probationary Teachers:** Under the provisions of the Code of Iowa, the first three years of regular full-time teaching are designated as probationary. Each probationary teacher shall be formally observed for the purpose of evaluation at least two times during the first semester of employment, one time during the second semester of employment, and at least once every year after that for the remaining period of probation. Any employee may receive additional evaluations any time during their employment with the district.
  - **Non-Probationary Teachers:** All non-probationary teachers shall be observed and effectiveness evaluated at least once every three years. Any employee may receive additional evaluations any time during their employment with the District. Each non-probationary teacher whom the principal or appropriate supervisor considers likely to be evaluated as less than "meets" shall be formally observed at least three times prior to the final conference with the building administrator/Superintendent/and/or Director of Human Resources.
- **Classified:** Classified employees will be evaluated every year by their immediate supervisor with input from others if determined helpful or necessary by the employee's supervisor. Any employee may receive additional evaluations at any time during their employment with the District.

## Employee Groups

**Administrative:** This group includes employees who perform management functions. Responsibilities are typically district- or building-wide. Included in this group are the Superintendent and Building Principals.

**Certified:** This group includes employees whose positions require certification including but not limited to: teachers, librarians, counselors, etc.

**Classified:** This group includes education support personnel whose job responsibilities are neither instructional nor administrative. Included in this group are paraprofessionals, secretaries, food service, custodians, and bus drivers.

**Administrative Support:** Includes employees whose positions are excluded from the collective bargaining units due to the nature of their work: confidential secretaries, administrative assistants, directors, specialists, managers, coordinators, accountants, etc.

## Employee Identification/Badges

All district employees will be issued a picture ID badge which must be worn at all times while on school property. The employee badge serves as recognition as an employee of the Osage Community School District for all students, staff, parents, and visitors of the district and is part of the district's comprehensive safety plan. It is the responsibility of each employee to immediately request a new picture ID badge from the Office of the Superintendent should theirs become lost or stolen.

## Ending the Relationship

**Resignation:** Any employee wishing to resign shall submit in writing his/her resignation to the Office of the Superintendent. The letter of resignation shall state the reasons for the resignation and the desired effective date. All employees (both certified and classified) should refer to Board Policies 407.1 and 413.1 respectively for additional details pertaining to employee resignation.

**Retirement:** Any individual who plans on retiring from their position with the district is advised to contact the Office of the Superintendent and to refer to Board Policy 407.3 and 413.2 respectively. The early retirement incentive program will be reviewed annually and approved on a year-to-year basis by the Board of Education.

**Exit Interview/Survey:** At the end of an employment relationship with the district, employees may ask for an Exit Interview. This interview will be conducted by the Director of Human Resources/School Business Official/their designee and affords the employee the opportunity to verbally discuss their employment experience with the Osage Community School District. The face-to-face interview is completely optional and must be requested by the employee to the Office of the Superintendent.

All employees, prior to their last day, will receive an email with a link for completion of an online survey. Administration uses this opportunity to gather information as to why people may leave our organization and to review our programs and policies in an effort

to better encourage long-term retention of our employees. The information collected in this process works to improve our district climate and overall retention rate.

## **Enrichment Learning Activities**

Enrichment learning activities can be a part of the curriculum. Teachers are encouraged to arrange field trips but they should be cognizant of expenses and choose trips that contribute to the achievement of the school district's educational standards and benchmarks. Field trips are to be arranged with the principal well in advance. Parents should be informed of each field trip, and a signed permission slip from parents must be secured before a field trip. (Elementary field trips in town require only a passive permission as parents are notified but do not have to sign permission slips.) The teacher is responsible for the distribution and collection of the permission slip, arranging bus transportation in advance, and coordinating medical needs with the nurse. The permission slips should remain with the teacher until completion of the field trip and then returned to the office.

## **Ethical Test Administration**

In the administration of standardized tests, it is a violation of test security to do any of the following:

- Provide inappropriate test preparation such as any of the following:
  - Copy, reproduce, or use in any manner any portion of any secure test booklet for any reason.
  - Share an actual test instrument in any form. This includes old copies of the Iowa Assessments.
  - Engage in instructional practices targeted at specific test content.
- Deviate from the test administration procedures specified in the test administration manual.
- Provide assistance to students during the test administration that would give them an advantage over other students.
- Make test answers available to students.
- Change or fill in answers on student answer documents.
- Provide inaccurate data on student answer documents.
- Engage in any practice to artificially raise student scores without actually improving underlying student achievement.
- Participate in, direct aid, counsel, or assist, encourage, or fail to report any of the acts listed above.

Administrators, certified, and non-certified staff, and students must adhere to ethical procedures in testing. Violation of these procedures will be investigated and appropriate sanctions may be taken by the Board of Education and/or the Iowa Board of Educational Examiners (BoEE). According to 282—Iowa Administrative Code Chapter 25, it is deemed unprofessional and unethical for any licensee to violate Standard III—misrepresentation, falsification of information [25.3(3)] of the standards of professional conduct and ethics. This includes “Falsifying or deliberately misrepresenting or omitting material information regarding the valuation of students or personnel, including improper administration of any standardized test, including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.” (Iowa Board of Educational Examiners. 2013. Licensure Handbook. <http://www.boee.iowa.gov/forms/handbook.pdf> p. 43-44)

School or district staff members must immediately report all incidents of unethical behavior or other test irregularities by students or staff to their building principal. District leadership will cooperate with the Iowa Department of Education and Iowa Board of Educational Examiners in a thorough fact-finding investigation of the alleged irregularity and determine if test results are invalidated. A staff member found to have committed testing irregularities shall be subject to discipline in accordance with Iowa Code and Board policy.

### **False Claims Act Advisory**

The False Claims Act is a federal law that makes it a crime for any person or organization to knowingly make a false record or file a false claim regarding any federal health care program, which includes any plan or program that provides health benefits, whether directly, through insurance, or otherwise, which is funded directly, in whole or in part, by the United State government or any State health care program. “Knowingly” including having actual knowledge that a claim is false or acting with “reckless disregard” as to whether a claim is false.

Examples of potential false claims include knowingly billing Medicaid for services that were not provided, submitting inaccurate or misleading claims for actual services provided, or making false statements to obtain payment for services.

The False Claims Act contains provisions that allow individuals with original information concerning fraud involving government health care programs to file a lawsuit on behalf of the government and, if the lawsuit is successful, to receive a portion of the recoveries received by the government.

Teachers, registered nurses, bus drivers, paraprofessionals or any other employee of the District must act with honesty and integrity in all of your employment or business activities. Please follow all laws and regulations, policies and procedures that apply to your work activities. These requirements include providing services that are billed under Medicaid. You must maintain accurate medical records, and submit only complete and appropriate claims for services provided.

The federal False Claims Act protects employees from being fired, demoted, threatened or harassed for filing a lawsuit under the Act.

The federal False Claims Act under Title 31 of the United State Code, sections 3729 through 3733 identifies, in part, that:

Any person who knowingly makes, uses, or causes to be made or used, a false record or statement to get a false or fraudulent claim paid or approved by the government is liable to the United States Government for a civil penalty of:

- Not less than \$5,500 and not more than \$11,000
- Plus three times the amount of damages which the government sustains because of the act of that person.

Administrative remedies for false claims and statements under Title 31 of the United States Code, chapter 38, identify in part, that:

Any person who makes, presents, or submits a claim that:

- The person knows or has reason to know is false, fictitious, or fraudulent and is a statement in which the person making, presenting, or submitting such statement has a duty to include such material fact; or
- Is payment for the provision of property or services which the person has not provided as claimed;
- Shall be subject to, in addition to any other remedy that may be prescribed by law, currently a civil penalty of not more than \$5,500 for any such claim.

Procedures for detecting and preventing fraud, waste, and abuse include:

Internal:

- Monthly internal audits of individual case records to assure that Medicaid funded services have been provided and only Medicaid eligible services have been claimed.
- Billing claims submitted are independently reviewed for accuracy and correctness and approved through the supervisory structure. The claims process is structured so that no one person has the authority to prepare and submit a Medicaid billing claim.

External:

- Periodic audits by the appropriate state/federal agencies to ensure that the District:
  - Employs generally accepted accounting practices.
  - Employs an adequate system of checks and balances to reduce or eliminate opportunities for fraud, and
  - Appropriately calculates rates that are used to bill Medicaid or other guarantors.

Please contact your School Business Official for questions or more information.

## **Family and/or Faith Night**

School activities will not be scheduled on Wednesday night beyond 6:30 PM whenever possible. It is the responsibility of the supervisor to ensure students are out of the building by the designated time. Board of Educational Policy Code 508.2 addresses school activities and Faith and/or Family Night.

## **FERPA (Family Educational Rights and Privacy Act)**

FERPA is a federal law that protects the privacy of student education records. FERPA give parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have been transferred are called "eligible students."

Generally, schools must have written permission from a parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records without consent, to certain parties under certain conditions. It is the responsibility of each employee to consult with their Building Administrator before releasing any personally identifiable information of any student to any outside party.

Schools must notify parents and eligible students annually of their rights under FERPA.

## **FMLA (Family and Medical Leave Act)**

To be eligible for FMLA benefits, an employee must have worked for the Osage Community Schools for a total of twelve (12) months and have worked at least 1,250 hours over the previous twelve (12) months. An eligible employee will be granted up to a total of twelve (12) work weeks of unpaid leave during any 12-month period for one or more of the following reasons: (a) the birth of a son or daughter of the employee and in order to care for that son or daughter prior to the first anniversary of the child's birth; (b) the placement of a son or daughter with the employee for adoption or foster care and in order to care for that son or daughter prior to the first anniversary of the child's placement; (c) to care for the spouse, son, daughter or parent of the employee if the spouse, son, daughter or parent has a serious health condition; (d) employee's serious health condition that makes the employee unable to perform the essential functions of the employee's position; (e) because of a qualifying exigency arising out of the fact that an employee's spouse, son or daughter, or parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves; and/or (f) because the employee is the spouse, son or daughter, parent, or next of kin of a covered service member with a serious injury or illness.

Under some circumstances, an employee may take FMLA leave intermittently, taking leave in separate blocks of time for a single qualifying reason or on a reduced leave schedule, reducing the employee's usual weekly or daily work schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operation. If FMLA leave is for birth and care, or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval.

## **Fundraisers**

Fund drives must support the program needs of the building or activity for which the fundraiser is scheduled. Building principals, the athletic director, or others will be responsible for communicating their planned activities to the Office of the Superintendent prior to the start of each academic year. The supervisor, teacher, or coach is responsible for collecting money and keeping accurate records of sales and money collected.

All funds collected through school activities are under the financial contract of the school district (the district, not students, is the owner of the funds). The district has the right to regulate both the fundraising activities and the expenditures of the funds raised. Both fundraisers and expenditures must have prior approval by administration before being presented to students/organizations. Records must be maintained for each activity account. The sponsor/supervisor of each activity account has the responsibility to make sure that laws/rules are followed at all times.

All monies must be deposited or left and secured with an administrator or the building secretary on a nightly basis. Employees who do not follow the above procedures will be personally responsible for any lost/stolen money/goods. No money will be collected from students by a teacher for any cause without the consent of the building administrator.

District employees and students are to be free of coercion to purchase or contribute to any product or cause that benefits any employee personally. Employees are not to engage in soliciting or selling for personal benefit or profit. For any licensed employee, such behavior

violates the Iowa Board of Educational Examiners' Code of Ethics and the district shall report such.

## Gifts to Employees

Public employees are not allowed to receive gifts which may present a conflict of interest. Employees should be aware of the Board of Education Policy Code No. 402.4. "A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include the following: Nonmonetary items with a value of less than three dollars (\$3.00) that are received from any one donor during one calendar day."

## Guidance

An employee is often the first adult to recognize student problems and can assist students. When problems are recognized, please confer with the student's teacher or school counselor. Various testing programs will be conducted during the school year to attempt to identify traits common to individual students. The results of these tests and other materials, such as anecdotal records, are recorded in the student's cumulative record.

## Hall Duty

Ensuring a safe and positive school environment is an important part of the Osage Schools. Adult presence and supervision is important at all times during the school day. Teachers are expected to stand in the hall by their door during passing time of classes. This presence provides opportunity for positive student-teacher interaction as well as providing a safe and secure unstructured time. Teachers are to be in the classroom at the start of each class period.

## Health

### First Aid

1. An Emergency Response Team is designated to perform first aid in the event of the nurse's absence. (Refer to the building emergency plan for more details.)
2. A First Aid Manual should be found in the nurse's office.
3. Basic rules for accidents: Stay calm and use your good reasoning ability. Remember that there are only three situations that require immediate action:
  - a. bleeding;
  - b. stoppage of breathing; and
  - c. poisoning.

### Procedures

1. Care must be exercised in letting a student who has been ill or hurt at school go home alone. Any student going home because of sickness **MUST** go to the nurse's office where the necessary arrangements will be made for the student to go home.
2. Use common sense about sending students to the nurse's office. Have them wait 10 to 15 minutes to see how they feel unless there is absolutely no doubt about needing to go. Some students use this as a means to get out of the room.
3. Students at all grade levels must check in and out of the respective offices before going to the nurse.

### Medication

Medication, including inhalers, will be administered under the direction of the school nurse. Medical permission forms **MUST** be completed and signed by the parents and/or the

prescribing physician prior to the issuance of any and all medicines (including cough syrup, etc.). These forms are available in each building's administrative office as well as the school nurse's office. Medication is to be sent in an original labeled container from a pharmacy or drug store.

## **Inclement Weather**

Occasionally school may be delayed, released early or canceled due to weather such as fog, snow, ice, or heat.

For an early dismissal due to snow or ice, staff may leave fifteen (15) minutes after the majority of the students have left the building. [...staff may leave the building early according to the needs of the building and the discretion of the building administrator.] If there is an early dismissal because of heat, staff will remain in the building for the rest of a normal day. They can seek comfort in air conditioned places like their IC or office area to work if needed.

## **Internet Policy**

See TECHNOLOGY PRACTICES & PROCEDURES.

## **Inventory**

Teachers are expected to keep an inventory of equipment and textbooks assigned to their classroom. This inventory should be completed and returned to the principal's office for the principal's perusal and then turned into the business office for updating. This inventory is necessary if a need to replace would occur if something was stolen or destroyed.

## **Leaves: Personal and Professional**

The Time Management System is used for tracking employee absences and is directly connected to payroll. Employees are expected to enter their own absences/requests for leaves in a timely manner. If an employee has difficulty accessing the Time Management System they should contact their building administrator.

### Certified Staff:

- **Sick Leave:**
- **Professional Leave: Personal Leave: Denial of Request to be Absent: Leave of Absence:**
- **Vacation and Bereavement Leave:**

**The teacher will prepare lesson plans for the time he/she will be absent. An exception to this is when a teacher provides the framework of lesson plans for a long-term substitute.**

### Classified Staff:

Classified employee members should refer to their individual collective bargaining agreements for specifications pertaining to Leaves of Absence.

## **Lesson Plans – Curriculum Framework**

Teachers are expected to complete and maintain lesson plans that meet district requirements for each course or subject area they teach. The building principal will determine when and how often lesson plans will be turned into him/her. These lesson plans will be linked to the Iowa

Core standards, district curriculum, and assessments. If a teacher is absent for any reason, the teacher will prepare lesson plans for the substitute teacher. Teachers will keep lesson plans and when a substitute is needed, the Substitute Teacher Notebook will have all the needed information about classroom and students.

### **Maintenance Request**

All custodial/maintenance requests must be written on a maintenance request form and submitted to the building principal. Maintenance request forms may be found in the building administrator's office or the Office of the Superintendent. Employees can be of considerable assistance to the custodians by keeping paper and other things off the floor at the end of the day. It is important to keep woodwork, chalkboards, whiteboards, and walls free from tacks and stickers. If an employee has needs, please fill out a maintenance request form and submit it to the building principal.

When an employee leaves the building for the day, he/she should make sure that the windows are closed and the shades properly adjusted, lights, monitors, and computers turned off, and doors locked.

### **Multicultural Gender Fair Education**

The Osage Community School District supports and encourages a multi-cultural gender fair approach to education. The education program will be organized to provide equal opportunity, and to foster knowledge, respect, and appreciation for the historical and contemporary contributions to diverse cultural groups as well as men and women, to society. Teachers will be cognizant of Board of Education Policy Code No. 603.4.

### **Paraprofessionals**

Paraprofessionals are available for the special education program, and on a limited basis in other classrooms and programs. Assignment of paraprofessionals is at the discretion of the principal.

### **Parent/Family Communication**

The education of every student is a teaming process of partnership between the parent/guardian and teacher. Therefore, it is of the highest priority and a necessity that the channel for two-way communication is kept open.

The following are the responsibilities of each teacher in communicating with parents/guardians:

- Encourage parents/guardians to call at any time.
- Attend the scheduled parent-teacher conferences.
- Schedule conferences on an as-need basis with parents/guardians other than regular conferences.
- When you identify a problem, contact parents immediately and be prepared to offer alternatives to solve the problem.
- Always be well prepared and have facts available to you.
- Always fill out necessary reports or contact the parent/guardian for a student who is behind or failing at any time. JMC is a great communication tool for parents. Teachers should make every effort to update JMC weekly for students and families.
- Continuously inform parents/guardians of the progress of a student who has been falling behind. Call them by telephone, email them, or send them a note.

- Return parent/guardian phone calls/e-mails promptly.
- Classroom newsletters: Copies should be given to the building administrator.
- Administration strongly encourages communications to the parents/guardians.

## **Parent/Teacher Conferences**

During parent-teacher conference days, our responsibility is to be available to visit with parents/guardians. Therefore, athletic groups, music groups, dramatic groups, etc. shall not schedule practices during scheduled conferences.

## **Parties and Picnics**

The Osage Community School District supports positive student social events that are supported and supervised by school personnel. The decision for the number of parties will be determined by the building principal. Parties held during the school day must be approved by the building administration well in advance. Refreshments, if served, will be kept to a minimum and support the district's expectations for healthy food.

## **Printing Guidelines**

Delivery of curriculum and instruction is supported by the printing of material needed to support the learning of students. Teachers are asked to be prepared in advance for instructional lessons. If printing of material is needed, teachers should print in advance so that it does not interfere with the regular school business.

Teachers should be aware of the cost of printing material, whether printing from a laser printer, a copy machine or the use of a printing vendor. The cost of printing will be monitored monthly. The use of technology is highly encouraged to help reduce the cost of printing.

Personal printing must be paid for at the building at a cost of 10 cents a page.

## **Progress Reports**

Progress reports are an important communication between school and home. Teachers should refer to Board of Education Policy Code No. 505.1. Families/parents should be notified as soon as possible if a student is failing or in jeopardy of failing a course or retention.

## **Property of the School**

School district buildings, including grounds, and equipment will be kept clean and in good repair. Employees should be very conscious of the care of school property. Teachers and paraprofessionals moving about in a classroom will make it possible to observe treatment of textbooks, desks, floors, etc. An employee should notify the building principal when something is in need of repair or removal, including graffiti. Technology provided to the staff by the district will be treated with care and request for maintenance or repair will be made in a timely manner. Abuse or misuse or unauthorized use of district property, private property, materials and equipment is subject to disciplinary action.

Use of personal technology needs to be approved by the building administrator and IT Director.

## **Publications, Publicity and Pictures**

All publications, programs, etc., (i.e., programs for concerts or plays, newsletters, newspapers, booklets) are to be provided to the building administrator for review prior to publication and distribution. Publicity and pictures promoting positive school relations is always encouraged, however employees should be aware of parent's concerns with publicizing names, pictures and student work without permission of the parents/guardians.

Per Board Policies 902.1-4, all news and media related stories pertaining to the Osage Community School District must be coordinated through the Office of the Superintendent.

## **Purchase Orders**

Purchase Orders (POs), signed by an administrator, must be submitted for all purchases and preview material. Items purchased or previewed without a pre-approved purchase order may become the financial responsibility of the employee. An employee will never charge anything to The Osage Community School District unless given permission by a building administrator or the Superintendent.

## **Reports**

In order to have the district function in a timely manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including time sheets, grade reports, IEPs, student records, and testing results. Failure to meet the deadline may result in disciplinary action.

## **Report Cards**

At the end of each grading period, teachers will make available grades for a report card containing grades for their students in all of the student's courses.

## **Schedules: Elementary**

Teachers should develop an instructional schedule that reflects the appropriate amount of time students need to spend in reading, math, science, social studies, etc. as outlined by the district. Each teacher should submit a daily schedule for cycle days 1--6 to their building administrator. Special consideration must be given to honoring the reading and math allocation of time if there are interruptions to the daily schedule. If a teacher changes or revises the schedule, for a regular basis, he/she will submit a revised schedule to the building administrator.

## **School and its Operation**

Each teacher is expected to leave his/her classroom in an orderly appearance. Please set aside the last three or four minutes of the school day and designate it a clean-up period.

### **1. Locking Doors and Resource Management/Energy Saving Measures**

Each teacher is responsible for the condition of the classroom he/she used last. Use the lights wisely. The lights should be turned out when not in use. Any teacher using the building after regular hours should ensure that all outside doors are locked and be sure all lights are out before leaving the building.

All employees who are issued building keys or fobs are responsible for the safe keeping of those keys. If an employee loses a building key or a fob, he/she should notify the building principal immediately so that a safety plan could be put in place to make sure the building is secure. The employee will be responsible for the cost of re-keying or the cost of a new fob, if that is the decision to secure the building.

Staff should be very aware of who is in the building when alarms are being set. Before school, after school, and on weekends, staffs who want access to their building should honor the system of making sure other people are not in the building before setting the alarms.

## 2. Use of Building

The building should be used on a planned basis. During the regular school hours, the building will operate on a schedule. When a particular area is not already in use, it may be used if the principal gets notice of such intention.

Staff who wish to be a Building Renter must check with the Office of the Superintendent for the building use and fee schedule if specific areas are needed for an event. Building Renters will be billed according to the Board of Education Policy on renting of buildings.

## **School Day**

Administrators: Administrators are assigned to a particular building or assignment. Their hours are determined by their assignment and other duties as determined by the Superintendent.

Custodians: Custodians are assigned a specified number of hours to work each day and the location of that work. The times to work those hours are determined by the building administrator and/or the Superintendent.

Food Service: Food service staff is assigned a specific number of hours to work during the school day. The number of hours, the time of day to work those hours, and the assignment of the work site is determined by the Food Service Director and the building administrator.

Paraprofessional: A paraprofessional will be in their assigned area at their start time, determined by the building principal. These hours and times will be determined by the building administrator and may be altered at the discretion of the building principal to meet the needs of the students.

### Secretaries:

- Secretaries are assigned a specified number of hours to work for the school year. The daily hours for each secretary are determined by the building administrator.

Directors: Directors are individuals with 12-month contracts who oversee a particular area of the organization. (Technology, Transportation, etc.) Their normal working hours are determined by the job assignment. The total number of work hours in a week is not set, as a Supervisor is assigned to keep the department running and doing what it takes to make sure that is happening.

Teachers: The normal work/instructional day, for a teacher is an eight (8) hour day. A teacher, per negotiated contract, should be in his/her room when the eight (8) hour day starts. A regular school day could be a start time of 8:00 a.m. and end at 4:00 p.m. Another regular eight (8) hour day could be 7:30 a.m. to 3:30 p.m. Within each full day, a duty free lunch will be recognized and honored that is not to exceed 30 minutes.

## School Safety

School safety for all is very important to the Osage Community School District. School emergency preparedness is a process that involves administrators, teachers, parents, students, support staff, emergency responders, and the community agencies such as police department, fire department, and hospital emergency personnel, and Mitchell County Public Health Department. The Osage Community School District has developed, in conjunction with the above entities, district emergency plans and individual school emergency plans. These emergency plans guide responses to a crisis.

Board of Education Policy Code 804.1 provides information related to the rules and regulations of safety within the schools. These policies and regulations should be reviewed by all employees.

- Emergency Drills

Emergency drills (fire/tornado/safety) will be held during the school year with and/or without advance notice. Teachers are responsible for having emergency drill information posted in their room showing routes to take if the class is leaving the room and building as well as a chart showing if they leave their classroom and stay within the building what the path is to get where they should be. The teacher should review these charts with students at various times throughout the year to acclimate students to the plan.

As soon as the alarm is sounded, each classroom will pass in an orderly line to the appropriate designated area. All employees must report to the designated area with the students. It is essential to remember that proper organization, rather than speed, is to be stressed in an emergency drill. Each teacher must take their emergency folder with them to verify all students are safe and accounted for.

- Emergency Interruption

Classroom interruptions will be held to a minimum. Staff will not be called to the telephone during a class period or their working time unless it is an emergency. Staff are reminded to check their voice messages when they do not have class, and return calls within 24 hours.

All employees are mindful that students are not to be left unattended and they (employees) should not place themselves in any position where student safety is at risk, compromised, or neglect of duty could be claimed.

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

## School Supplies

A teacher will have an opportunity in the spring of the year to order school supplies for the next school year. Each teacher will work with a budget that is given to them by the building administrator to purchase supplies needed for students and the teacher. School supplies, including envelopes, are to be used for school use only. Personal use of these supplies is unprofessional as well as unlawful.

If a teacher needs special school supplies that are not in his/her budget, they may approach the building principal with a request to purchase those supplies.

## Staff Meetings

Each school building may hold a staff meeting on a monthly basis. Additional meetings may be held as the need arises and announced with prior notification, if possible. Staff attendance is required. If in an emergency you are unable to attend a staff meeting, please notify the principal. Each employee is responsible for obtaining the information that was announced and/or discussed. Please check with a colleague for this information.

A building administrator may schedule a meeting, preferably not before 7:30 a.m. or one lasting beyond 4:00 p.m. These meetings, conferences, or staffings will be held to a minimum.

## Student Teachers

Students should have the regular teacher as much as possible. There is a responsibility to the profession of teaching to allow student teachers to extend their academic experience by working in our district. Teachers are recommended to have no more than one student teacher a year; however, an exception can be made at the discretion of the Superintendent. Student teachers are assigned through each building administrator. Prospective student teachers must meet with the supervising teacher and building principal before the student teacher is accepted by the school.

## Substitutes

Student learning must continue in the absence of the teacher. In order to ensure that students have the opportunity to have a productive day with a substitute, the substitute notebook, 3-ring binder, is necessary. Complete the substitute notebook with additional forms and have this available in your room when a substitute teacher is needed. Include the supervision schedule with your name highlighted.

Your substitute notebook should be kept in your room or in the building office and be available to the substitute when he/she gets to your classroom. Substitutes should be strongly encouraged to leave you notes with appropriate feedback about the classes and/or students.

Visit with your students about their expected behavior if a substitute should ever be their teacher. Impress upon the students that substitutes are like guests in our school. The impression the students leave with a substitute sends a message to the surrounding communities about our students, teachers, staff, and administration. We want our school to be known for well-educated and well-behaved students.

Lesson plans are to be completed for three to five days ahead and should be detailed enough for a substitute to follow without difficulty. Plans should include the name and/or edition of the textbook to be used.

The following items should be available for the substitute and found in your substitute notebook:

- 1) Sheet of "Directions to the Substitute"
- 2) List of dependable students
- 3) Class seating chart
- 4) Lunch schedule
- 5) Textbooks
- 6) Description of duties if applicable
- 7) Name and location of nearby teachers

### **Supervision of Students**

Supervision duty of halls, cafeteria, bus loading and unloading, playground, and extracurricular activities are assigned to employees by the building administrator. These duties are important as they address safety issues for students.

Employees who have been assigned supervision duty or a teacher in his/her classroom should not leave students unsupervised. The Osage Community School District recognizes that from time to time an incident, event, or emergency may occur that the employee assigned to supervise must leave the students, but this should be for a short time only.

No student meetings should be permitted unless a faculty member is actually present. Do not give students your keys/fob to enable them to meet without your supervision.

### **Teacher Certification**

Each teacher must have a valid/current Iowa teaching license on file in the Superintendent's office. Please note: Iowa Code No. 294.1 Qualifications- Compensation Prohibited-"No teacher shall be employed as a teacher in a common school district without having a certificate issued by some office duly authorized by law. No compensation shall be recovered by a teacher for services rendered while without such certificate."

Any questions regarding certification should be addressed to the following:

Department of Education  
Bureau of Licensure  
Grimes State Office Building  
Des Moines, IA 50319-0146  
Phone: 1-800-778-7856  
The website address is:

<http://www.state.ia.us/educate/programs/boee>.

Teachers are Mandatory Reporters and must keep a current certification of that training on file in the Superintendent's office. This certification/training is required every five years.

Teachers who do not have proper certification or license to teach will be removed from the classroom and not be paid for the time until they have secured proper licensure.

### **Teacher Credits: Lane Advancement**

Certified employees must have the recommendation of the Superintendent before they can advance on the salary schedule. An employee may be rehired without advancement on the salary schedule. Withholding salary advancement shall proceed according to Article 16, "Procedures for Employee Evaluation."

A certified employee wishing to move horizontally on the salary schedule must meet the following criteria:

- Graduate hours included as part of an official program of studies for an advanced degree in the education from an accredited college or university will be approved for horizontal advancement.
- Graduate hours not part of an employee's advanced degree program, but in the employee's area of certification may be counted toward horizontal advancement provided the graduate hours are earned after the date of the employee's most recent degree. An employee may only earn one (1) credit hour a year that would be considered time on the clock. More than one (1) credit could be accepted a year if the Osage Community School District is asking the employee to attend and school district is not paying a stipend or the cost of substitute teachers.
- All hours must be graduate hours except for courses developed to meet special district needs as determined by the superintendent. Employees wishing to use these courses for horizontal advancement shall apply for approval from the superintendent or his/her designee prior to beginning the course. The superintendent or his/her designee may approve or reject the application.
- Credits earned after the opening day of the school will not be counted toward the salary schedule until the next contract year.

### **Technology Practices & Procedures**

Board of Education policies Code No. 404.1, Code 605.6 and the Regulations that are associated with the policies 404.1R1 – 404.1R3 and 605.6R1 explain the expectations of employees for the use of technology, hardware and software. Employees are responsible for the care of computers, monitors and other technology hardware assigned to them. As an energy saving practice, employees are expected to completely shut down their computers and monitors at the end of each day. When not in the classroom, computers are to be locked so unauthorized students or staff does not have access to the computer programs and confidential information.

Computers and associated technology are the property of the district. District equipment is to be used for district related activities only and is not for personal or business use. The Osage Community School District discourages the use of cell phones for personal calls and text messaging during the employee's scheduled work time. Misuse of district technology may impact an employee's ability to perform his or her essential job functions and may incur disciplinary action. Any unlawful use of district technology will be dealt with to the full extent of the law.

District employees are urged to use great care and discretion when using social networking and blogging venues such as MySpace, Facebook, Twitter, etc. District issued technology is subject to inspection at any time.

- Internet Policy  
Employees are expected to practice appropriate use of the Internet and follow Policies Code No. 404.1 and Regulations 404.1R1, R2, and R3; Code No. 404.2 and Regulation 404.2 R1; and Code No. 605.6 and Regulation 605.6R1. Violations may result in discipline up to, and including, termination.
- Technology Repair Request  
The Osage Community School District believes that keeping technology in working condition is very important to the effective communication and one's ability to do their job. If equipment is not working properly please email the IT Director.

## Telephone Use

District telephones are to be used for official school business. A telephone is assigned to each classroom and is to be used for communication with the office, colleagues, and parents/guardians. In case of an emergency, a message may be received or telephone call made. Telephones may be used by teachers during their prep period or their lunch time or during a classified employee's break time or lunch time. Employees may not charge personal long distance calls to a school district phone.

The Osage Community School District recognizes the use of and importance of personal cell phones and message devices. However, the District discourages the use of cell phones for personal calls during an employee's scheduled work time, unless it is an emergency. Employees must use good judgment or discretion using a cell phone and when he/she is responsible for students. Cell phones may be used by teachers during their prep period or their lunch time (not when students are in their classroom) and a classified employee may use their cell phone during their break time or lunch time. Failure to follow this guideline may result in disciplinary action.

## Textbooks

All teachers should record the textbook numbers in the front of their substitute teacher notebook or on book cards and should also write the name of the student to whom the book was issued. Please discuss the care of textbooks with your students. Ask students to write their names with ballpoint pen on the inside cover. Covering textbooks for protection is strongly encouraged.

## Tobacco-Free, Substance-Free Facilities & Grounds

All buildings and grounds, athletic complex areas, school vehicles, parking lots and exteriors of the buildings are smoke-free environments and as such no smoking is allowed on school district property. Board of Education Policy 403.6, 403.6R1, 403.6E1 and 403.6E2 state the policy and regulations. All employees must sign a form verifying their knowledge of the Osage Community School District being smoke-free and substance-free (403.6E2). The Board of Education expects the school district and its employees to remain substance free. Failure to comply with this work rule is subject to disciplinary action, up to and including termination.

Alcoholic beverages, illegal substances and legal substances used illegally shall not be consumed at any time during the employee's work shift. Reporting 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, is a violation of school district work rules. 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 disciplinary action, including immediate dismissal.

### **Visitors/Parent Visitation**

Visitors, including parents, must report to the school office on arrival and pick up a visitor's badge. Visitors desiring to make classroom visits must obtain prior approval from the principal. The principal will inform the teacher of this request prior to the parent visit. When making classroom visits, parents are asked not to bring younger children. If a parent-teacher conference is desired, an appointment should be made.

### **Volunteers**

All volunteers for extracurricular activities, coaches, or classrooms must be cleared through the Office of the Superintendent.

### **Webpages/Social Media Sites: Osage Community School District**

Teachers are encouraged to produce a class webpage/social media site. The webpage must meet the Osage Community School District's standards and expectations. The webpage/social media is a good communication tool for parents and students. However, teachers should not count on electronic technology to be the only source of communication with students and families/parents as many do not have access to computers and the internet while at home. All teachers, coaches and activity sponsors who create a webpage/social media page are responsible for updating and keeping current information on their site. All webpages will be monitored by the Office of the Superintendent. Questions regarding page development may be directed here as well.

### **Workplace: Employee Safety & Privacy**

We are required by law to maintain the privacy of our employees and their dependents' personal health information and to provide notice of our legal duties and privacy practices with respect to personal health information. We are required to abide by the terms of this Notice as long as it remains in effect. We reserve the right to change the terms of this Notice as necessary and to make the new Notice effective for all personal health information maintained by us. Copies of revised Notices will be sent to you. You have the right to request a paper copy of the Notice, although you may have originally requested a copy of the Notice electronically by email.

Violence in the workplace will not be tolerated in any form, and violent acts will be punished to the full extent of the law. Acts deemed violent, even if not covered specifically in board policies, may incur discipline up to and including termination.

The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district

premises or property within the jurisdiction of the school district. Violations will lead to discipline including termination.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

## **Work Schedule**

Work schedules for employees are determined by the building administration, supervisors, or the superintendent. Priority for work schedules will be based on needs of the students first and the organization second.

An employee is responsible for the time on the job which she/he 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. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.

All employees should make every effort to complete personal business outside the normal work day. All employees are expected to obtain prior approval from their building administrator if they want to be gone during the normal work day. Employees are required to sign out if they leave their building during the normal work day. The number of times an employee must sign out should be kept to a minimum. This serves as protection for you as well as the District.

All district employees are prohibited from performing unauthorized work while on duty. Doing so could result in disciplinary action, up to and including termination. Examples of inappropriate behaviors from employees may include loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty is strictly prohibited and will result in discipline.

Guidelines in the Fair Labor Standards Act state non-exempt (non-salaried, hourly) employees are not to begin work prior to their scheduled start time. Employees are expected to be at their designated work area ready to begin work at their scheduled start time and the start and stop time should be accurately reflected on timesheets. For an employee to be paid overtime or given time to work from home, pre-approval must be given by the employee's supervisor.

## **Worker's Compensation**

See Accident Forms: Employee/Worker's Compensation

## **Universal Precautions**

The Osage Community School District complies with the Occupational Safety and Health Administration (OSHA) safety standards when handling blood and other bodily fluids that could contain blood pathogens or other potentially infectious materials. Universal precautions must be used by every employee in the care of students, employees, and visitors who may expose them to blood pathogens or bodily fluids.

OSHA has established regulations that must be followed by employees working in settings (to include schools), where exposure to blood pathogens is possible. These regulations require employees to receive training in universal precautions within six (6) months of employment and then every year after. This training can be obtained through the online training course offered by Heartland AEA. OSHA also requires the employer to have a plan that addresses how to handle blood exposures.

OSHA requires employers to offer the Hepatitis B vaccine series to employees who can reasonably anticipate exposure to blood or other infected body fluids. Categories of employees who qualify are listed in the plan. The Office of the Superintendent will notify you if you are eligible to receive this vaccine. Information about the Hepatitis vaccine is available

Universal precautions are intended to prevent transmission of infection, as well as decrease the risk of exposure for employees and students. It is not currently possible to identify all infected individuals, thus precautions must be used with every individual. The single most important step in preventing exposure to and transmission of any infection is anticipating potential contact with infectious materials in routine as well as emergency situations. These steps include proper hand washing, utilizing proper barriers, proper disposal of waste, clean-up, laundry, and follow-up procedures after exposure.

To prevent indirect exposure, do not eat, drink, smoke, apply cosmetics, lip balm, or handle contact lenses in work areas where occupational exposure to blood or blood products is possible. Avoid leaving food and drinks on work surfaces that could have blood or potentially infectious materials present. If you have questions or need supplies to practice Universal Precautions contact your building nurse. For additional information pertaining to Universal Precautions, please refer to Board Policy 403.3R1 and 403.3E1, and/or the Osage Community Schools Universal Precautions Safety Plan that can be found in each building office.

All employees of the District will be provided a specified work time at the beginning of each school year to complete the online AEA training. Each employee will then be responsible for printing out their certificate of completion and to provide a copy to the Director of Human Resources to place in their personnel file.



OSAGE COMMUNITY SCHOOL DISTRICT  
Office of the Superintendent/Human Resources  
820 Sawyer Drive  
Osage, IA 50461  
Phone: 641.732.5381

**\*\*CONFIDENTIAL\*\***

**NOTIFICATION OF ARREST FORM**

*This form must be submitted to the Office of the Superintendent no later than three (3) days after date of arrest.*

Name: \_\_\_\_\_ Date of Arrest: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

School/Department: \_\_\_\_\_ Position: \_\_\_\_\_

Case No. \_\_\_\_\_

**Description of Charge/Complaint/Arrest:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date of Next Court Appearance/Proceeding:**

\_\_\_\_\_

*I state and verify that the above information and any supplemental information provided below is true, complete, and accurate to the best of my knowledge. I agree and understand that it is my sole responsibility to supplement the information on this form as needed to provide the District with the most current, complete, and accurate information.*

*I authorize the Superintendent or their designee to verify and confirm, if necessary, any and all information provided on this form.*

\_\_\_\_\_  
Employee Signature Date: \_\_\_\_\_

***For Office Use Only***

Supplemental Information: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Superintendent/Designee Signature Date



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## 2016-2017 EMPLOYEE HANDBOOK VERIFICATION

My signature below serves as verification that I have read, had opportunity for explanation and understand the contents of the Employee Handbook for my position.

School/Department: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to your building secretary, principal,  
or immediate supervisor within  
**30 days of hire or by September 30<sup>th</sup>**

*Employees may view the complete handbook on the  
Osage Community Schools webpage:  
[www.osage.k12.ia.us](http://www.osage.k12.ia.us)*

EMPLOYEE COPY FOR RECORDS



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**SUBMIT THIS COPY FOR VERIFICATION**